

MINISTRY OF OVERSEAS INDIAN AFFAIRS
Government of India

Guidelines for 'Tracing the Roots' Programme

1. The programme was designed by the Ministry of Overseas Indian Affairs (MOIA); to assist Persons of Indian Origin (PIOs) in tracing their roots.
2. Persons of Indian Origin desirous of tracing their roots in India would be required to fill up the prescribed application form and deposit it with the concerned Indian Mission/Post located in the country of their residence along with a fee of Rs 30,000/- (Rupees thirty thousand) in equivalent US \$, Euro or any other foreign currency acceptable to the Indian Mission/Post. All useful information/documents that could be of help in tracing the roots may be submitted along with the application.
3. The Mission, after checking and accepting the application, will forward it to the MOIA for initiating action on the application.
4. The details of roots in India (where traceable) i.e. name of close surviving relative(s), details of the place of origin of their forefathers (paternal and maternal side) and a possible family tree will be made available to the applicant at the earliest.
5. The information collected, including details of family tree, would then be sent to the concerned Indian Mission/Post at the earliest for onward transmission to the applicant.
6. In case of any doubt about the genuineness of the 'roots', the decision of the Ministry, taken in consultation with the applicant and concerned authorities involved in tracing the particular roots, will be final and binding.
7. An advance of Rs.10,000/- (Rupees ten thousand only) will be paid to the organisation/ firm which is entrusted with the job of tracing roots, in each case. In case of successfully tracing the roots, the balance Rs.20,000/- (Rupees Twenty thousand only) will be released by the Ministry to the concerned organisation/firm. In case the attempt is not successful, the Indian Mission/Post will be authorized to refund foreign currency equivalent to Rs 20,000/- (Rupees Twenty thousand only) to the applicant at the official rate of exchange, as determined by the Government of India, applicable on the date of the refund.

N. B. The programme provides for gathering information relating to the ancestors of the applicant and does not have any provision or arrangement for the visit by the applicant to his/her ancestral place(s). In case the applicant wishes to visit these places, the Ministry/organisation/firm concerned would facilitate such visits at the applicant's cost.

MINISTRY OF OVERSEAS INDIAN AFFAIRS
Government of India

Application for Tracing the Roots

A. Personal details of the applicant

1. Name of the Applicant
2. Contact particulars
 - (a) Complete postal address
 - (b) Telephone No.
 - (c) Fax No.
 - (d) E-mail
3. Profession

B. Particulars of the Ancestor with whom the link is to be established

4. Name
5. Year when he/she migrated
6. Approximate age at the time of migration
7. Caste
8. Profession at the time of migration
9. Name of the Village
10. Name of the Police Station
11. Name of the Pargana/Tehsil
12. Name of the Post Office
13. Name of the Zila (District)
14. Name of the State
15. Names of the Neighbouring Villages
16. Details of property owned by the migrant
17. Name of the Parents and immediate family members of the Migrant with nick names, if any

- (a) Father
- (b) Mother
- (c) Brothers
- (d) Sisters
- (e) Wife
- (f) Sons
- (g) Daughters
- (h) Paternal uncles/aunts
- (i) Maternal uncles/aunts
- (j) Others, please specify

C. Details of Migration

1. Name of the ship
2. Particulars of the Agent
3. Port of embarkation
4. Date of embarkation
5. Date when reached destination
6. Port of disembarkation

D. Particulars of other ancestors of the applicant

1. Name of the Parents with nick names, if any
 - (a) Father
 - (b) Mother
2. Name of the Grandparents with nicknames, if any
 - (a) Grandfather
 - (b) Grandmother
3. Name of the Great Grandparents with nick names, if any
 - (a) Great Grandfather
 - (b) Great Grandmother

E. General

1. Do you have copy of correspondence exchanged by the Migrant with his relations or others in India?
If yes – give details and enclose copies
2. Has the applicant heard any stories or:
details with regard to his Ancestors who migrated from India? If yes, give details

F. Documents attached