

RIGHT TO INFORMATION ACT

Any citizen desirous of obtaining information from the Consular, Passport and Visa (CPV) Division of the Ministry of External Affairs or the Passport Offices may make an application to the respective information officers given in the list below. Complete details of the Right to Information Act maybe found at <http://righttoinformation.gov.in>

R.T.I. – HOW TO APPLY

1. Introduction

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request to the **Chief Public Information Officer/ Public Information Officer**, preferably in the **application format given below**, in writing or through electronic means.

2. Application Fee

The application for obtaining information under sub-section (1) of section 6 of RTI Act, 2005, must be accompanied by prescribed application fee drawn in favour of Accounts Officer, Ministry of External Affairs payable at New Delhi, or the Regional Passport Officer, payable at the place where the application is being submitted. At present the application fee, which is subject to change from time to time, is as under:-

Application fee : Rs. 10/- (Rupees ten only)

Mode of payment : By cash against proper receipt or by demand draft/banker's cheque /Indian Postal Order drawn in favour of 'Accounts Officer, Ministry of External Affairs, if the application is submitted at the CPV Division, Patiala House, New Delhi or Passport Officer ' payable at local office where the application is submitted. Persons who belong to BPL category are not required to pay the application fee provided necessary documents in support are produced.

3. Additional Fee

In case it is decided to provide the information, the applicant shall be informed of the additional fees (if any) required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act.

In accordance to directives given in the above mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section (1) of Section 7, an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under:-

- a. For each page (in A-4 or A-3 size paper) created or copied Rs. 2/- per page
- b. For a copy in larger size paper Actual charge or cost price
- c. For samples or models Actual cost or price
- d. For inspection of records No fee for the first hour; Rs.5/hr. thereafter.

Further, for providing the information under sub-section (5) of Section 7, the fee shall be charged at the following rates:-

- a. For information provided in diskette or floppy Rs. 50/- (Rupees fifty only) per diskette or floppy
- b. For information provided in printed form. At the price fixed for such publication or Rs.2/- per page of photocopy for extracts from the publication. The mode of payment of above mentioned additional fees shall be the same as application fee.

4. Appeal

In case the applicant does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the PIO, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to the Departmental **Appellate Authority**

**APPLICATION FORMAT
FOR INFORMATION UNDER RTI ACT 2005**

To
The Chief Public Information Officer/ Public Information Officer
CPV Division/ Regional Passport Officer/ Passport Officer

1. Full Name of the Applicant (in capital letters)

2. Father's/Husband Name (in capital letters) _____

3. Complete address _____

Pin code _____

4. Telephone No. Office _____ Res. _____ Mobile _____

5. Whether belong to BPL category (if yes, please attach a copy of the BPL/Antyodaya ration card (please tick)
Yes ___ No ___ to claim waiver of the application fee)

6. Details of Application Fee/Addl. Fee:-

(Application Fee - Rs.10/-; Addl. Fee - @Rs.2/- per page for A-4 size paper created or copied, by Cash, DD/BC/IPO to be drawn in favour of 'Accounts Officer, Ministry of External Affairs, if the application is submitted at the CPV Division, Patiala House, New Delhi or Passport Officer ' payable at local office where the application is submitted

Cash Receipt/

DD/Bankers

Cheque / IPO No

Date Name of the issuing

Bank/Authority

Amount (Rs.)

7. Particulars of information required (please enclose separate sheet, if required, indicating specific details of information required and the preferred medium i.e. inspection, photocopy, softcopy, etc.)

DECLARATION

I state that the information sought does not fall within the restriction contained in Section 8 & 9 of the RTI Act and to the best of my knowledge it pertains to your office.

Place: _____

Date: _____

Particulars of organization, functions and duties of CPV Division

Article 4 (1) (b) (i) of the Right to Information Act, 2005.

Particulars of organization and functions of CPV Division, Ministry of External Affairs

Consular Passport & Visa Division of Ministry of External Affairs is handling following areas of work.

- I.** Policy matters concerning passports including the Passport Act, Passport Rules and Passport Manual. Appeals against refusal of passports by RPOs/POs/Mission/Post
- II.** Implementation of the Passport Seva Project including monitoring of functions of CPPF/DC/DRC.
- III.** Policy regarding identity Certificates to Tibetan nationals.
- IV.** Impounding/revoking of passports and handling forgery cases regarding passports.
- V.** Maintenance of Prior Approval Category of persons to whom passports shall be issued with the concurrence of MEA.
- VI.** Issue of Diplomatic/Official passport/e-passports to Govt. employees and other entitled officials including Ministers/MPs and MLAs.
- VII.** Overall supervision of Central Indian Passport Printing System (CIPPS) functioning from CPV Division, MEA responsible for printing and dispatch of ordinary, official, diplomatic passports received 146 Indian Missions/Posts abroad.
- VIII.** Issue of Visa notes for diplomatic and officials passport holders and other matter concerning instructions in the visa manual and regulation of visa fees levied by Indian Missions abroad.
- IX.** Monitoring of supply and movement of all travel documents viz., diplomatic, official, ordinary passports and visa stickers and identity & emergency certificates in coordination with India Security Press, Nashik.
- X.** Policy and procedures relating to functioning of Travel Agents for passport work in Passport Offices.
- XI.** Joint Secretary (PSP) in his capacity as Chief Passport Officer is the Administrative Head of all the Passport Offices in India and is the Cadre Controlling Authority of the Central Passport Organization Employees. He formulates personnel policies of the Passport Office employees
- XII.** Deputation of IFS/Other services officers and officials from other Ministries to the CPO and deputation of CPO staff to other departments.
- XIII.** Court cases relating to passport related offences and CPO Establishment
- XIV.** All Vigilance matters relating to CPO cadre.
- XV.** Reply of RTI applications in respect of CPV Division and disposal of First Appeals in respect of CPV Division and all Passport Offices.

Consular Division

- i.) Policy regarding consular issues in respect of Indian nationals abroad including cases of death and transfer of the mortal remains and their compensation.
- ii) Handling issues pertaining to arrest/ detention/ harassment/consular access of foreign nationals in India and liaising with the Foreign Diplomatic Missions located in India.
- iii.) Extradition issues of Indian nationals abroad and policy thereof.
- iv) Attestation and apostillization of educational certificate, commercial documents etc.

The hierarchy at CPV Division includes the following:

JS (CPV) – For Consular and visa related matters.

JS (PSP) and Chief passport Officer – For passport-related issues. He is also the First Appellate Authority in respect of RTI matters pertaining to CPV Division and all Passport Offices.

Director (PSP) / Director (CPV)

Deputy Secretary

Under Secretary

Section Officer

The Passport Offices function as subordinate offices of Ministry of External Affairs under the supervision of Central Passport Organization. The issue of passport is a central subject under the Indian Constitution and allotted to the Ministry of External Affairs. It was in 1954 that the first 5 Regional Passport Offices at Bombay, Calcutta, Delhi, Madras and Nagpur were set up. This necessitated the setting of a separate Organization and the Central Passport and Emigration Organization was created in 1959 as a subordinate office of the Ministry of External Affairs. At present there are 37 Passport Offices in the country besides the Passport Issuing Authority in Port Blair.

The hierarchy at the Passport Office, includes 5 stages:

1. Passport Officer /Regional Passport Officer
2. Deputy Passport Officer
3. Assistant Passport Officer
4. Passport Granting Officers.
5. Superintendent

Powers and duties of the employees of the Passport Office

Article 4 (1) (b) (ii) of the Right to Information Act, 2005

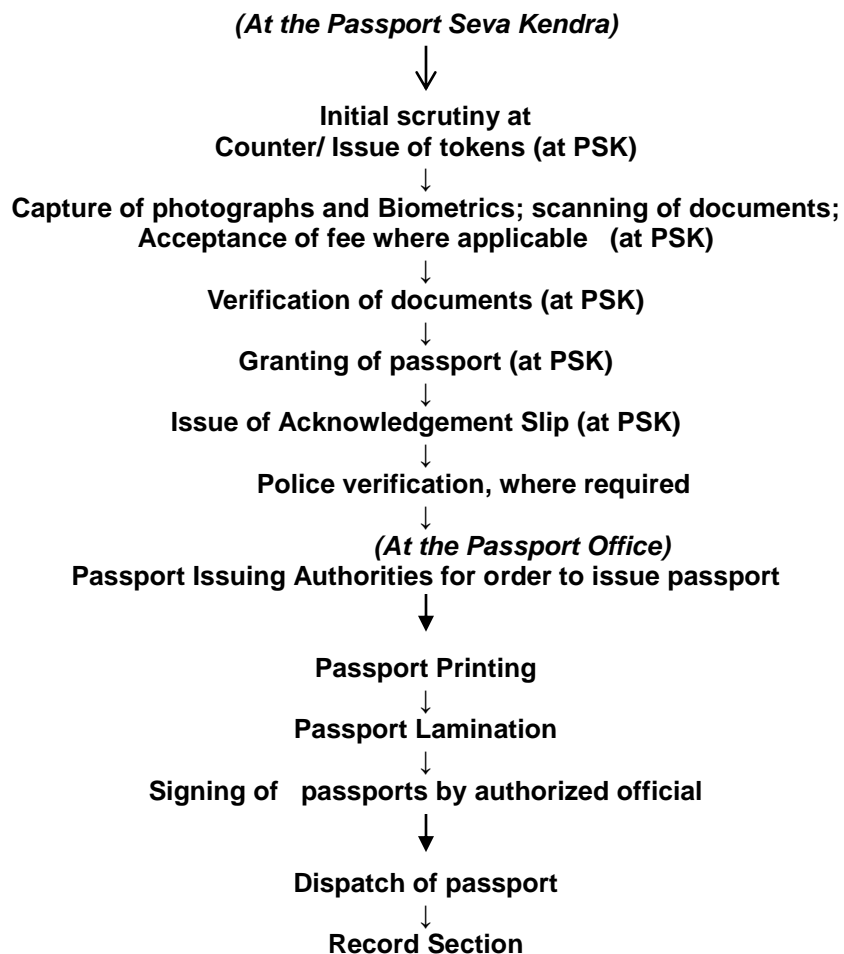
Passport Officers have been designated as Heads of Offices. For smooth running of the offices, certain financial powers have been delegated to them. The financial powers of employees of Passport Office have been detailed in delegation of Financial Power Rule, 1978 and subsequent orders issued there under. These powers may be seen at Annexure of delegation of Financial Rules and Passport Rules. Other powers of the officials of Passport Office are derived from the Passport Act. This Act and rules are available on the MEA's website www.mea.gov.in. The duties of officers and employees of this office flow from the Passport Act and Passport Rules, which are available in the website www.mea.gov.in.

Procedures followed in the decision making process, including channels of supervision and authority

Article 4 (1) (b) (iii) of the Right to Information Act, 2005

The Passport Office follows the procedure indicated in Passport Manual 2010 for decision making in issuance of passports. The officers from the Superintendent to Passport Officer level are designated as Passport Issuing Authority(PIA) for issuance of passport and they take decisions/actions with the help of Assistant, UDC, LDC posted in the section in accordance with Passport Act, Passport Rules and Passport Manual .

NORMAL WORK FLOW CHART (Passport Seva Kendra and Passport Office)



In other administrative matters, Dealing Assistant submits the files to Superintendent who in turn submits to PGO Passport Officer. If necessary, matter is referred to the CPV Division, Ministry of External Affairs for final approval. The Passport Office follows the guidelines issued by other Departments, particularly the Cabinet Secretariat <http://www.mpa.nic.in>, the Ministry of Parliamentary Affairs <http://www.mpa.nic.in> and the Ministry of Personnel, Public Grievances and Pensions <http://persmin.nic.in>. and Ministry of Home Affairs(Rajbhasha).

Norms set by the Ministry for the discharge of its functions

Article 4 (1) (b) (iv) of the Right to Information Act, 2005

The Passport Office discharges its functions as per the norms laid down by the CPV Division, Ministry of External Affairs, New Delhi. It is always the endeavor that all files are disposed of within the stipulated time frame for issuance of passport subject to completion of documentations and usual checks. The norms are available at <http://www.passportindia.gov.in>

Rules, regulations, instructions, manuals and records held by or under the control of the Passport Office used by its employees for discharging its functions

Article 4 (1) (b) (v) of the Right to Information Act, 2005

Passport Act and Passport Rules:

These are available on the MEA's website <http://www.mea.gov.in> In addition, the Passport Office also utilizes the relevant rules, regulations and orders of the Government of India, such as Civil Service Conduct Rules, Central Civil Service Leave Travel Concession Rules, Central Service Leave Rules, Civil Service Pension Rules, Provident Fund Rules, General Financial Rules, Fundamental and Supplementary Rules, etc. These rules are already in the public domain as printed priced publications.

Statement of the categories of documents that are held by the Ministry or under its control.

Article 4(1) (b) (vi) of the Right to Information Act, 2005.

The following documents are held by this office:-

- (i) Passport Application Forms
- (ii) India International Ordinary Passport Booklets
- (iii) Diplomatic Passport Booklets
- (iv) Official Passports Booklets

Arrangement for consultation with or representation by the members of the public in relation to formulation of policies or implementation thereof

Article 4 (1) (b) (vii) of the Right to Information Act, 2005

There is no direct dealing with the members of the public in relation to formation of policies or implementation thereof.

Statement of boards, councils, committees and other bodies

Article 4 (1) (b) (viii) of the Right to Information Act, 2005

- NIL -

Directory of officers and employees and monthly remuneration:

The information as regards officers is available on the website of the Ministry of External Affairs.

Article 4 (1) (b) (ix) & (x) of the Right to Information Act, 2005

Pay-scales of officers of CPV Division:

Joint Secretary Rs. 37, 400 – 67,000 plus grade pay Rs.10,000/-

Director Rs. 37,400 – 67, 000 plus grade pay Rs. 8,700/-

Deputy Secretary Rs. 15,600- 39,100 plus grade pay Rs.7,600/-

Under Secretary Rs. 15,600 – 39,100 plus grade pay Rs.6,600/-

Section Officer Rs. 9,300 - 34,800 plus grade pay Rs. 5,400/-

Payscales of officers and staff of Passport Offices

| Sl. No. | Cadre/Post | Sanctioned posts | Pay scale | Grade Pay |
|--------------|----------------------------|------------------|---------------|-----------|
| 1. | Passport Officer | 17 | 15,600-39,100 | 7,600 |
| 2. | Deputy Passport Officer | 71 | 15,600-39,100 | 6,600 |
| 3. | Assistant Passport Officer | 135 | 15,600-39,100 | 5,400 |
| 4. | Passport Granting Officer | 320 | 9,300-34,800 | 4,800 |
| 5. | Superintendent | 245 | 9,300-34,800 | 4,600 |
| 6. | Assistant | 428 | 9,300-34,800 | 4,200 |
| 7. | UDC | 628 | 5,200-20,200 | 2,400 |
| 8. | UDC (Hindi) | 04 | 5,200-20,200 | 2,400 |
| 9. | LDC | 648 | 5,200-20,200 | 1,900 |
| 10. | Office Assistant (Group C) | 148 | 5,200-20,200 | 1,800 |
| 11. | Jr. Hindi Translator | 23 | 9,300-34,800 | 4,200 |
| 12. | Stenos Gr. I | 17 | 9,300-34,800 | 4,200 |
| 13. | Steno Gr. II | 13 | 5,200-20,200 | 2,400 |
| Total | | 2697 | | |

Article 4 (1) (b) (xi) of the Right to Information Act, 2005**Budget allocated to CPV Division****As per Budget Estimates 2013-14**

| Budget Head | CPV Division BUDGET PROVISION 2013-14 | In Rupees thousands |
|-------------|---|---------------------|
| 00.105 | Passport and Emigration(Minor Head) | |
| 01 | Central Passport and Emigration Organisation | |
| 01.01.01 | Salaries | 781100 |
| 01.01.02 | Wages | 3000 |
| 01.01.03 | Overtime Allowance | 200 |
| 01.01.06 | Medical Treatment | 15000 |
| 01.01.11 | Domestic Travel Expenses | 42500 |

| | | |
|----------|--|----------------|
| 01.01.13 | Office Expenses | |
| | PIAs | 340000 |
| | CPV Division | 85000 |
| 01.01.14 | Rents, Rates, Taxes | 89900 |
| 01.01.27 | Minor Works | 14000 |
| 01.01.28 | Professional Services | 10000 |
| 01.02 | Printing and Procurement of Travel Documents | |
| 01.02.16 | Publications | 1700000 |
| 01.99 | Information Technology | |
| 01.99.13 | Office Expenses | |
| | (PIAs) | 14000 |
| | CPV Division | 1200000 |
| | Total Passport and Emigration Organisation | 4294700 |
| 02 | Payment to States / Union Territories for Administration of Central Acts and Regulations | |
| 02.01 | Other Acts and Regulations | |
| 02.01.50 | Other Charges | 240000 |
| 03 | Legal Counseling / Assistance to Indian workers in the Gulf (CPV) | |
| 03.00.50 | Other Charges | 100 |
| | Total Passport and Emigration | 4534800 |

a) Separate budget is allotted to each RPO/PO.

Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries

Article 4 (1) (b) (xii) of the Right to Information Act, 2005

- NIL -

Particulars of recipients of concessions, permits or authorizations granted by CPV Division

Article 4 (1) (b) (xiii) of the Right to Information Act, 2005

- (1) Issue of diplomatic and official passports on gratis basis;
- (2) Issue of passports to CPO personnel and their dependents on gratis basis (lifelong)

Details in respect of the information, available to or held by it, reduced in an electronic form

Article 4 (1) (b) (xiv) of the Right to Information Act, 2005

All information regarding issuance of passports and status thereof have been uploaded on website <http://www.passportindia.gov.in>

Particulars of facilities available to citizens for obtaining information

Article 4 (1) (b) (xv) of the Right to Information Act, 2005

Citizens can obtain information through the website <http://www.passportindia.gov.in> and respective websites of concerned passport offices. In respect of Passport Seva Project the information could be obtained through call centers. They could also consult the <http://www.mea.gov.in> and the Ministry of External Affairs, online, at <http://www.mealib.nic.in> Apart from this, citizens are provided passport issuance information through Enquiry

Counters and also by telephone. Citizens can also visit the officers during office hours on all working days during designated hours.

Agencies engaged for various passport service related functions :--

| Name of Agency | Address |
|--|--|
| M/S DHL Express (India) Pvt. Ltd. (engaged in dispatch of passport booklets to Missions/Posts abroad) | (i) S-1, Ground Floor, Vandana Building, Tolstoy Marg, New Delhi-110001. (ii) 71/3, Najafgarh Industrial Area, Rama Road, New Delhi-110015. |
| Standard Trading Company (Maintenance of Printers in Passport Offices) | 428/A, Kewal Industrial Estate, S.B. Marg, Lower Parel (West), Mumbai-400013. |
| India Post (Collection of passport applications on behalf of Passport Offices) | Business Development & Marketing Directorate, Department of Posts, Dak Bhavan, New Delhi-110116. |
| Tata Consultancy Services (Service provider for implementation of Passport Seva Project) | (i) TCS House, Raveline Street, Fort, Mumbai-400001 (ii) PTI Building, Sansad Marg, New Delhi-110001 |
| Standardisation, Testing & Quality Certification (STQC), (Third party Audit Agency for Passport Seva Project) | Department of Information technology, Ministry of Communication & Information Technology, 6, CGO Complex, New Delhi-110003. |
| National Institute for Smart Governance (NISG) (Consultant for re-designing Passport Issuance System, infrastructure and workflow verification) | Block No. 13, IIIT Complex, Gachibowli, Hyderabad-500017. |

The names, designations and other particulars of the Public Information Officers

(Under Section 4 (1) (b) (xvi) of the Right to Information Act, 2005)

| Sl. No. | Name Designation & Tel. No. of Central Public Information Officer | Item of work of Concerned Section / Unit | Name designation & Tel. No. of First Appellate Authority |
|----------------|---|--|--|
| 1 | Shri Sanjiv Aggarwal DS(CPV-C) Tel: 23382658 Fax: 23071370 Email: uscpvc@mea.gov.in | Parliament, Coordination, Appeals and Public Griev., (PV-III, CIPPS & Hindi, PG Section.) | Shri Arun Kumar Chatterjee, JS (PSP) & CPO Tel. No. 23387013 / 23384536 Fax No. 23071370 E-mail:jscpo@mea.gov.in |
| 2 | Shri Subodh Kumar, DPO, Tel./ Fax No. 23386786 Email: dpo.ops@mea.gov.in | Passport Seva Project, PMU (PMU Unit) | Shri A. K. Sobti, Director (PSP) & PD Tel. No. 23386064 Fax No. 23386082 E-mail: dirpsp@mea.gov.in |
| 3 | Shri Sankra Subbu US(PV-I) Tel: 23070364 Fax:23389802 Email: uspv1@mea.gov.in | Policy/Legal Matters of Passport etc., (PV-I Section) | Shri Arun Kumar Chatterjee, JS (PSP) & CPO Tel. No. 23387013 / 23384536 Fax No. 23071370 E-mail:jscpo@mea.gov.in |

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|---|--|--|--|
| 4 | Shri Girish Chandra DS(PVE) Tel: 23070364 Fax: 23071370 Email: uspv@mea.gov.in | Establishment (PV-III Section) | Shri Arun Kumar Chatterjee, JS (PSP) & CPO Tel. No. 23387013 / 23384536 Fax No. 23071370 E-mail:jscpo@mea.gov.in |
| 5 | Shri Anil Kumar Dhasmana DPO(PVA) Additional charge of US(Cadre) Tel: 23386936 Fax: 23071370 Email: uspv@mea.gov.in | Administration & Finance (PV-IV Section) | Shri Arun Kumar Chatterjee, JS (PSP) & CPO Tel. No. 23387013 / 23384536 Fax No. 23071370 E-mail:jscpo@mea.gov.in |
| 6 | Shri S.B. Saroha US(PV-V) Tel: 23387281 Fax: 23387281 Email: sovigpv@mea.gov.in | Vigilance Unit (All Vigilance matters relating to CPO Cadre) | Shri Arun Kumar Chatterjee, JS (PSP) & CPO Tel. No. 23387013 / 23384536 Fax No. 23071370 E-mail:jscpo@mea.gov.in |
| 7 | Shri V.K. Jain APO(Projects) Tel: 23073259 Fax: 23071370 Email: dpoproj@mea.gov.in | Projects | Shri Arun Kumar Chatterjee, JS (PSP) & CPO Tel. No. 23387013 / 23384536 Fax No. 23071370 E-mail:jscpo@mea.gov.in |

List of Central Public Information Officers in PASSPORT OFFICES AS ON 10.05.2016

| Sl. No. | Regional Passport Officer/CPIO | TEL/FAX | E-MAIL | Regional Passport Office First Appellate Authority |
|---------|--|--|--|---|
| 1. | Smt. Sonia Yadav, DPO, Tel. No. 079- 26309103-4-6-8 | 079-26309103 079-26309104 079-26309118 (F) | rpo.ahmedabad@mea.gov.in | Smt. Neelam Rani, Regional Passport Officer Opp. L.D. Engg. College Hostel, University Road, Gulbai Tekra, Ahmedabad -380 006. |
| 2 | Shri Raj Kamal Bali, Assistant Passport Officer, | 0183-2506251, 2506252 0183-2502104/08 (F) | rpo.amritsar@mea.gov.in | Shri Krishan Kumar, Regional Passport Officer, 2nd - 4th Floor , S.C.O. 110, Raj Tower, District Shopping Complex, Ranjit Avenue, Amritsar -143 001. |

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| 3 | Smt. Sudhi Choudhary, DPO, Ms. Amarjyothi, APO 080-25706100-104 | 080-25706146 / 25706100 / 25706101 / 25706102 / 25706103 / 25706104 080-25706124(F) | rpo.bangalore@mea.gov.in | Shri P.S Karthigeyan, RPO 8th Block, 80 Feet Road, Koramangala, Bangalore -560 095. |
| 4 | Shri Navin Chandra Bisht, APO, 0581-2311875 | 0581-2311874 0581-2301027 0581-2302031(F) | rpo.bareilly@mea.gov.in | Shri. Ram Singh, Regional Passport Officer, Vikas Jyoti Commercial Complex, II and III floor, BDA Building, Priyadarshini Nagar, Bareilly -243 122. |
| 5 | Shri Neelesh Shrivastava, Deputy Passport Officer, 0755-2602994 | 0755-2602998, 2583255,2902045 0755-2602996(F) | rpo.bhopal@mea.gov.in | Shri. Manoj Kumar Rai, Regional Passport Officer, I.S.B.T. Main Building, Mezzanine Floor, In front of Sanchi Dugdha Sangh, Hoshangabad Road, Habibganj, Bhopal - 462 024. |
| 6 | Shri Ashish Roy, Assistant Passport Officer, 0674-2564470 | 0674-2564470 / 2563855 0674-2564460 (F) | rpo.bbsr@mea.gov.in | Dr. Digbijoy Giri, Regional Passport Officer, A-119 Unit-VIII, Nayapalli, front of CBI Office, Bhubaneswar -751 012. |
| 7 | Shri Avtar Singh Pathania, APO, Tel. No. 0172-2624987 / 2624988 / 2624989 | 0172-2624728 / 2606889 0172-2601863 (F) | rpo.chandigarh@mea.gov.in | Shri Rakesh Aggarwal, Regional Passport Officer, SCO 28-32, Sector 34-A, Chandigarh -160 022. |
| 8 | Smt. Uma Maheshwari, Deputy Passport Officer, 044-28513638 | 044-28513638 044-28513637 (Fax) | rpo.chennai@mea.gov.in | Shri K. Balamurugan, Regional Passport Officer, Rayala Towers No. 2 and 3, IV Floor, Old No. 785, New No. 158, Anna Salai, Chennai -600 002. |
| 9 | Smt. Evilin Daniel, APO Tel. No. 0484- | 0484-2322660 / 2315152 | rpo.cochin@mea.gov.in | Shri Prasanth Chandran, |

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|----|---|--|--|--|
| | 2315152, 2311323 | 0484-2310915 (F) | | Regional Passport Officer, Panampilly Nagar PO, Cochin -682 036. |
| 10 | Smt. K. Thangam, Assistant Passport Officer, 0422-2301415 | 0422-2301415 / 2309009 0422-2306660 (F) | rpo.cbe@mea.gov.in | Shri. S. Sasikumar, Regional Passport Officer, First Floor, Corporation Commercial Complex, Opp. Thandumariamman Koil, Avinashi Road, Coimbatore -641 018. |
| 11 | Shri Bhoopendra Singh Bisht, APO Tel. No. 01352652160 | 0135- 2652160/2652162 0135-2652161 (F) | rpo.dehradun@mea.gov.in | Shri Vijay Shanker Pandey, Regional Passport Officer, 12, New Road, Aroma Hotel, Dehradun -248 001. |
| 12 | Shri Narender Singh, Deputy Passport Officer | 011-26184000 / 26174119 011-26161783 (F) 011-26165870 (F) | rpo.delhi@mea.gov.in | Mr. Sanjiv Aggarwal Regional Passport Officer, Hudco Trikoot-3, Bhikaji Cama Place, R.K.Puram, New Delhi-110 066. |
| 13 | Shri Atanu Mazumbar, Assistant Passport Officer, 0120-2701211, 2700320 | 0120-2701211, 2700320 0120-2782770 (F) | rpo.ghaziabad@mea.gov.in | Shri Sitaram Yadav, Regional Passport Officer, CGO Complex-1, Hapur Road, Hapur Chungi, Kamala Nehru Nagar, Ghaziabad -201 002. |
| 14 | Shri John Mai, Deputy Passport Officer | 0361-2220606 0361-2229155 0361-2260101 (F) | rpo.guwahati@mea.gov.in | Shri Bibhuti Bhushan Kumar, Regional Passport Officer, Rani Bagan, Basistha Road, 3rd Byelane, Guwahati -781 028. |
| 15 | Shri L. Madan Kumar Reddy, Deputy Passport Officer, 040-27715115 | 040- 27715115/27715333 040-27705656(F) | rpo.hyderabad@mea.gov.in | Smt. Ashwini Sattaru, Regional Passport Officer, D.No.8-2-215 to 219, Kummarguda, Secunderabad -500 |

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| | | | | 003. |
| 16 | Shri S. R. Meena, DPO Tel. No. 0141- 2702515 | 0141- 2221414/2702515 0141-2710219 (F) | rpo.jaipur@mea.gov.in | Shri Vivek Jeph, Regional Passport Officer, J-14, Jhalana Institutional Area, Jhalana Doongri, Jaipur-302 051. |
| 17 | Shri Amar Nath, Assistant Passport Officer 0181-2242114, 2242117 | 0181-2222355 0181-2225991 0181-2236567 (F) | rpo.jalandhar@mea.gov.in | Shri. Harmanbir Singh Gill, Regional Passport Officer, Ambika Towers, 2nd - 3rd Floor, 14- Police Line Road, Jalandhar-144 001. |
| 18 | Shri Virender Gupta, Assistant Passport Officer, 0191-2433359 / 2451085 | 0191-2433359 / 2451085 2435279 (F) | rpo.jammu@mea.gov.in | Shri Vimarsh Aryan, Regional Passport Officer, Aquaf Trust Building, Opposite Gandhi Nagar Hospital, Gandhi Nagar, Jammu -180 004. |
| 19 | Shri Ashish Middha, DPO, Tel. No. 033- 22341224 | 033-22345678 / 22341212 033-22254762 (F) | rpo.kolkata@mea.gov.in | Smt. Geetika Srivastava, Regional Passport Officer, 4 Brabourne Road, 1st floor, Kolkata -700 001. |
| 20 | Smt. M. Shyamala, Assistant Passport Officer, 0495- 2768479/2765649 | 0495-2766936 / 2769139 0495-2765470 (F) | rpo.kozhikode@mea.gov.in | Shri K.P. Madhusoodanan, Regional Passport Officer, Eranielam Post, Kozhikode -673 006. |
| 21 | Shri Avnish Rastogi, DPO, 0522-2305128 | 0522-2305134 / 2305126 0522-2305129 (F) | rpo.lucknow@mea.gov.in | Shri R.N Rai, Regional Passport Officer, Passport Bhawan, Vipin Khand, Gomti Nagar, Lucknow -226 010. |
| 22 | Shri P. K. Ashok Babu, DPO, Tel. No. 0452- | 0452-2526525 0452-2521204 0452-2522070 (F) | rpo.madurai@mea.gov.in | Shri S. Manishwara Raja, Regional Passport Officer, |

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| | 2520808 | | | Bharathi Ula Veethi, Race Course Road, Madurai -625 002. |
| 23 | Shri V.S Subash, Assistant Passport Officer | 0483-2739704 / 2739701 0483-2739705(F) | rpo.malappuram@mea.gov.in | Shri G. Sivakumar, Regional Passport Officer, Intercity Arcade, Downhill Post, Malappuram -676 519. |
| 24 | Shri H. T. Fulpadia, DPO, Tel. No. 022- 24931731/ 022-24931555 | 022-24934973 / 24931731 022-24935275 (F) | rpo.mumbai@mea.gov.in | Smt. Swati Kulkarni, Regional Passport Officer, Manish Commercial Centre, 216-A, Dr. Annie Besant Road, Worli, Mumbai- 400 025. |
| 25 | Shri H. S. Bhisikar, Assistant Passport Officer, Tel. No. 0712-2510643 2510646 | 0712-2511741 / 2510643 0712-2511740 (F) | rpo.nagpur@mea.gov.in | Shri C.L.Gautam, Regional Passport Officer, CGO Complex, B- Block, First Floor, Seminary Hills, Nagpur - 440 006. |
| 26 | Prakash Laxman Patkar, Sr. Supdt. Tel. No. 0832- 2437601 | 0832- 2437601/2437602 0832-2437603 (F) | rpo.panaji@mea.gov.in | Shri Vinod Kumar Joshi, Assistant Passport Officer, Passport Bhavan, EDC Complex, Patto, Panaji -403 001. |
| 27 | Md. Fakhruddin Ali Ahmad, APO Tel. No. 0612-2580959 | 0612-2207378 / 2200454 0612-2227972 (F) | rpo.patna@mea.gov.in | Shri Shatrughna Sinha, Regional Passport Officer, D-Block, Maurya Lok Complex, Patna - 800 001. |
| 28 | Shri Anil Kumar Singh, DPO | 020-25675419 / 25675421 020-25679961 (F) | rpo.pune@mea.gov.in | Shri Atul M. Gotsurve, Regional Passport Officer, MSFC Building, 270 Bhamburda, S.B.Marg, Opp. Symbiosis College, Pune - 411 016. |
| 29 | Shri Ranjit Singh, APO Tel. 0771-2432124/ 2263921 | 0771-2263920 / 2263921 0771-2263923 (F) | rpo.raipur@nic.in | Shri C.P. Yadav, Regional Passport Officer, 1st Floor, Commercial Complex, |

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| | | | | Sector - 4, Pandit Deen Dayal Upadhyay Nagar, Raipur - 492 010. |
| 30 | Mr. Bhaskar Seal, Assistant Passport Officer, 0651-2282088 | 0651-2443607 / 2282030 0651-2282030 (F) | rpo.ranchi@mea.gov.in | Shri Sanathan, Regional Passport Officer, 3rd floor, The Galaxia Mall, Near Piska More, Uphaar Cinema Campus, Ratu Road, Ranchi -834 005. |
| 31 | Shri Neeraj Anand, Sr. Suptd. 0177-2658648 | 0177-2650070 / 2652395 0177-2658648 (F) | rpo.shimla@mea.gov.in | Shri Parveen Mohan Sahai, Regional Passport Officer, 3rd Floor, Railway Board Building, Near SBI, The Mall, Shimla-171 003. |
| 32 | Shri Bipin Kumar, Assistant Passport Officer, 0194-2500375/371 | 0194-2452405 / 2451193 0194-2451224 (F) | rpo.srinagar@mea.gov.in | Shri Firdous Iqbal, Regional Passport Officer, c/o Hotel Lake Breeze, Boulevard Road, Srinagar -190 001. |
| 33 | Shri Shekhar Gurjar, Assistant Passport Officer | 0261-2331861/862 0261-2331863 (F) | rpo.surat@mea.gov.in | Shri Nitya Nand Kumar, Regional Passport Officer, Near Grahak Bhawan, Opp. Police Quarters, Umra, Surat -395 007. |
| 34 | Shri D. Sundaravadelu, Assistant Passport Officer, 0431- 2707203/2707404 | 0431-2706622 / 2707203 0431-2707515 (F) | rpo.trichy@mea.gov.in | Shri Lingusamy S, Regional Passport Officer, Municipal Water Tank Building, W.B.Road,Trichirappal li - 620 008. |
| 35 | Shri C. Sulochanan Kani, Assistant Passport Officer 0471-2450461 | 0471-2460132 / 2573394 0471-2461132 (F) | rpo.trivandrum@mea.gov.in | Shri P.V. Mathew, Regional Passport Officer, SNSM Building, Karalkada Junction, Pettah.P.O., Trivandrum - 695 024. |

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| 36 | Shri Sayed Sabbir DPO, 0891- 2508555/2745747 | 0891-2745747 / 6 0891-2745748 (F) | rpo.vizag@mea.gov.in | Shri N.L.P. Choudhry, RPO Near P.F. Office, Beside Rythu Bazar, Marripalem VUDA Lay out, NAD Post, Visakhapatnam -530 009. |
| 37 | Shri K.K.Misra, Dy.Passport Officer, 0891-2745747 | 0866 - 2481965 0866-2481966 (F) | rpo.vijayawada@mea.gov.in | Shri Syed Ali Sabeer Passport Officer, Passport Seva Kendra, Hotel Mid-City, Opposite All India Radio, MG Road, Vijayawada - 520010. |