

RIGHT TO INFORMATION ACT 2005

Disclosure of information under Article 4 (1) (b) of the Right to Information Act, 2005 in respect of Passport Office, Ahmedabad

Article 4(1) (b) (i): Particulars of organization, functions and duties of the Passport Office, Ahmedabad

HISTORICAL BACKGROUND

Passport Office, Ahmedabad started w.e.f. November, 1969. The office services to citizen of North Gujarat, Central Gujarat, Saurashtra and Kutch regions. 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 up 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 a total of 37 Passport Offices in the country.

ORGANISATION

Against the total sanctioned strength of 138 Officers & officials, presently 79 Officers and officials are working in RPO Ahmedabad as on 01.02.2023. The hierarchy at the Regional Passport Office, Ahmedabad includes the following stages:

1. Passport Officer
2. Deputy Passport Officer
3. Assistant Passport Officer
4. Senior Superintendent
5. Sr. Translation Officer
6. Superintendent
7. Jr. Translation Officer
8. Assistant Superintendent
9. Senior Passport Assistant
10. Junior Passport Assistant
11. Office Assistant/ MTS

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of North Gujarat, Central Gujarat, Saurashtra and Kutch Regions of Gujarat.

Powers and duties of the employees of the Regional Passport Office, Ahmedabad.

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

Regional Passport Officers have been designated as Head of the Offices. For the 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 in reference to the delegation of Financial Power rules. These powers may be seen at Annexure of delegation of Financial Rules and Passport Rules. Other powers and duties of the officials of Passport Office are derived from the Passports Act, 1967 and the Passport Rules made thereunder. This Act and the rules are already available on the MEA's Passport Seva Portal www.passportindia.gov.in.

Procedure to be 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 Regional Passport Office, Ahmedabad follows the procedure indicated in Passport Manual 2020 for decision making in issuance of passports. The officers from the Grade of Superintendent to Regional Passport Officer Level have been designated as Passport Issuing Authority (PIA) for issuance of passport and take decisions/actions with the help of Assistant Superintendent, Senior Passport Assistant, Junior Passport Assistant posted in the Sections in accordance with the Passports Act, Passport Rules and Passport Manual.

WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, AHMEDABAD

Passport applications are accepted at Passport Seva Kendras (PSKs) located at Mithakhali & Vijay Char Rasta (Ahmedabad), Vadodara and Rajkot and 19 Post Office Passport Seva Kendra (POPSK) for applicants who have appointments on the time and date slot booked on www.passportindia.gov.in.

Applicants have to secure online appointment for visiting Regional Passport Office (PBO) during 10:00 AM to 12:30 PM from Monday to Friday for enquiry.

***WORK FLOW CHART AT PASSPORT SEVA KENDRA**

1. Counter-A

- Scrutiny of Passport Application by TCS staff (Vendor).
- Receipt of Passport application, Data verification, scanning and cash collection by TCS Staff (Vendor).

2. Counter-B

- Verification of the Passport application by the Verification Officer (Government Official).

3. Counter-C

- Granting and index checking of the Passport application by the Granting Officer simultaneously (Government Officer).
- After granting, the applications are returned back to the applicant.

4. Police Verification form is sent to concern District electronically.

5. Receipt of Police Verification electronically.

6. Printing of Passport.

8. Lamination of Passport.

9. Stamping of Passport Officer's signature on Passport.
10. Passport delivery at Counter or by dispatch.
11. Complex policy cases like Double/Multiple Passport, impersonation, etc., are processed at Main Office.

Police Clearance Certificate (PCC) services are granted and delivered across the counter at Passport Seva Kendra if the police report for the passport is available in the System.

In other administrative matters, Dealing Assistant submits the files to Superintendent who in turn submits to the Passport Officer. If necessary, matter is referred to the CPV Division, Ministry of External Affairs for final approval. The office also follows the guidelines issued by other Departments, particularly the Cabinet Secretariat at <http://www.mpa.nic.in>, the Ministry of Parliamentary affairs at <http://www.mpa.nic.in> and the Ministry of Personnel, Public Grievances and Pensions <http://persmin.nic.in> and the 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 Regional Passport Office, Ahmedabad discharges its functions as per the norms laid down by the CPV Division, Ministry of External Affairs, New Delhi. It is our endeavour 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 Regional Passport Office, Ahmedabad 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 already available on the MEA's Passport Seva Portal <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 for priced publications.

The rules, regulations, instructions, manuals and records held by it as under its control are used by its employees for discharging its functions.

In the discharge of its functions, the Regional Passport Office, Ahmedabad uses various Central Acts, Rules, Codes, Regulations, etc. It also uses various judgments of the Supreme Court of India and High Courts.

In so far as the administrative side is concerned, it uses the following Rules in the discharge of its functions:

- Medical Attendance Rules
- CCS(CCA) Rules
- CCS (Conduct) Rules
- General Provident Fund Rules
- Leave Travel Concession Rules
- General Financial Rules, 2005
- Delegation of Financial Power Rules
- House Building Advance Rules
- CCS (Revised Pay) Rules, 1997
- Central Treasury Rules

In addition various Manuals/Circulars etc., issued by our Ministry are also used.

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 Regional Passport Office, Ahmedabad holds the following documents:

- Copies of Reports released by our Ministry.
- Parliament Questions related to Passport Office sent by Ministry of External Affairs.
- Correspondence with Ministries/other organizations, departments, State Governments and letters/e-mails from individuals seeking information etc.

The administrative side of the office maintains files relating to the following:

- Appointments of staff
- Personal files and Service Books (including leave account) of its employees.
- Court related litigation files
- Continuation of temporary posts
- Procurement of stationary and furniture
- Electricity and water bills
- Circulars
- Republic Day and Independence Day celebration
- Purchase and distribution of stationary items
- Maintenance of Annual Confidential Reports
- Other Miscellaneous matters.

The following documents are held by this office:

- Passport Application Forms submitted by the applicants are available in Passport Seva Kendra as well as in Regional Passport Office, Ahmedabad based on the status of the application.
- Ordinary Passport Booklets.
- Official and Diplomatic Passport booklets.

Arrangement for consultation with or representation by the Members of the public in relation to formation of its policy or implementation thereof.

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

The matter is being looked after at the level of the MEA.

Statements of Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

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

At the level of this office, in addition to their assigned work, an Internal Vigilance Committee of three officials of this office has been constituted for continuing a mindset to work with transparency, integrity and honesty and for strengthen a sense of responsibility toward the passport applicants.

Directory of officers and employees and monthly remuneration as on 01.02.2023

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

Sl. No.	Name of the Officers/Officials	Designation
1.	Sh. Wren Mishra	Regional Passport Officer
2.	Sh. Rao Vineet Kumar	Deputy Passport Officer
3.	Smt. S. N. Wadekar	Assistant Passport Officer
4.	Sh. Harshad Kumar M. Parmar	Assistant Passport Officer
5.	Sh. C.V. Raveendran	Assistant Passport Officer
6.	Sh. K. N. Santhakumar	Assistant Passport Officer
7.	Sh. H. A. Malani	Senior Superintendent
8.	Smt. Remadevi P.A.	Senior Superintendent
9.	Sh. P. Mohanan	Senior Superintendent
10.	Smt. Solie. P.	Senior Superintendent

Sl. No.	Name of the Officers/Officials	Designation
11.	Smt. Rema. V.	Senior Superintendent
12.	Smt. Radhika. R.	Senior Superintendent
13.	Sh. N. K. Ajayakumar	Senior Superintendent
14.	Sh. M. Sunil Kumar	Senior Superintendent
15.	Smt. Reeja Vallittayil	Senior Superintendent
16.	Km. S. M. Jethava	Senior Superintendent
17.	Sh. Danish Ahmed	Superintendent
18.	Sh. H. M. Dave	Superintendent
19.	Sh. Harimohan Meena	Superintendent
20.	Sh. Gautam Meena	Superintendent
21.	Sh. Prashant K Jha	Senior Translation Officer
22.	Sh. U. P. Somaiya	Superintendent
23.	Sh. P. M. Vaghela	Superintendent
24.	Sh. Ramdas	Superintendent
25.	Sh. K. B. Gosai	Superintendent
26.	Sh. Vivek Gupta	Assistant Superintendent
27.	Smt. S. S. Shah	Assistant Superintendent
28.	Sh. G.T. Purohit	Assistant Superintendent
29.	Sh. S. A. Mandalia	Assistant Superintendent
30.	Sh. P. G. Parmar	Assistant Superintendent
31.	Smt Nidhi Chaurasia	Jr. Translation Officer
32.	Sh. Praveen Kumar	Jr. Translation Officer
33.	Sh. Sunil Kumar	Stenographer
34.	Sh. Satish Kumar	Sr. Passport Assistant
35.	Sh. Abhishek Kumar	Sr. Passport Assistant
36.	Sh. Ashutosh Anand	Sr. Passport Assistant
37.	Sh. G. P. Biswas	Sr. Passport Assistant
38.	Smt. S. R. Kotak	Sr. Passport Assistant
39.	Smt. R. M. Parmar	Sr. Passport Assistant
40.	Smt. V. U. Gaikwad	Sr. Passport Assistant
41.	Sh. M. K. Bairagi	Sr. Passport Assistant
42.	Smt. S. B. Modia	Sr. Passport Assistant

Sl. No.	Name of the Officers/Officials	Designation
43.	Sh. R. Adhikary	Sr. Passport Assistant
44.	Smt. P. L. Christian	Sr. Passport Assistant
45.	Smt. P. K. Rawat	Sr. Passport Assistant
46.	Sh. A. B. Koshti	Sr. Passport Assistant
47.	Sh. J.S. Christian	Sr. Passport Assistant
48.	Smt. D. S. Adhvaryu	Sr. Passport Assistant
49.	Sh. R. C.Parmar	Sr. Passport Assistant
50.	Sh. Abhishek Kumar (Jr.)	Sr. Passport Assistant
51.	Sh. Ram Milan Sharma	Sr. Passport Assistant
52.	Sh. Daddan Kumar Ray	Sr. Passport Assistant
53.	Sh. Manoranjan Kumar	Sr. Passport Assistant
54.	Sh. Pappoo Kumar	Sr. Passport Assistant
55.	Sh. Shiv Bahadur	Sr. Passport Assistant
56.	Sh. Navneet Kumar	Sr. Passport Assistant
57.	Sh. Md. Firoz Ansari	Sr. Passport Assistant
58.	Sh. Sumit Kumar Meena	Sr. Passport Assistant
59.	Sh. Kunal	Sr. Passport Assistant
60.	Sh. P. K. Kuhad	Jr. Passport Assistant
61.	Sh. Rohit K. Sharma	Jr. Passport Assistant
62.	Sh. Abhishek	Jr. Passport Assistant
63.	Sh. Sanjeev	Jr. Passport Assistant
64.	Sh. Prashant Sharma	Jr. Passport Assistant
65.	Sh. Vijay Yadav	Jr. Passport Assistant
66.	Sh. Deepak Jangid	Jr. Passport Assistant
67.	Sh. K. S. Solanki	Jr. Passport Assistant
68.	Sh. S. R. Parmar	Jr. Passport Assistant
69.	Sh. K. M. Purabia	Jr. Passport Assistant
70.	Sh. Sachin	Jr. Passport Assistant
71.	Smt. Rekha Devi	Jr. Passport Assistant
72.	Km. Himani	Jr. Passport Assistant
73.	Km. Pragati Sharma	Jr. Passport Assistant
74.	Sh. Pankaj Kumar	Jr. Passport Assistant

Sl. No.	Name of the Officers/Officials	Designation
75.	Sh. Manish Rathi	Jr. Passport Assistant
76.	Sh. Sonu Kumar	MTS
77.	Sh. Dayaram Gurjar	MTS
78.	Sh. Prem Kumar	MTS
79.	Sh. Rajunath Sidh	MTS

Details of monthly remuneration of officers and staff of Passport Office, Ahmedabad:

Sl. No.	Category of Officers	Numbers	Pay Scales (Rs.)	Level in Pay Matrix
1	Regional Passport Officer	01	78800-209200	12
2	Deputy Passport Officer	01	67700-208700	11
3	Asstt. Passport Officer	04	56100-177500	10
4	Senior Superintendent	14	47600-151100	08
5	Sr. Translation Officer	01	44900-142400	07
6	Superintendent	04	44900-142400	07
7	Asstt. Superintendent	05	35400-112400	06
8	Jr. Translation Officer	02	35400-112400	06
9	Stenographer Gr. D	01	29200-92300	05
10	Sr. Passport Assistant	26	25500-81100	04
11	Jr. Passport Assistant	16	19900-63200	02
12	M.T.S	4	18000-56900	01

Budget allocated to each agency, indicating particulars of all plans, proposed expenditures and reports on disbursements made.

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

Abstract of Budget Estimates 2020-2021 and Expenditure.

(Rs. in thousands)

Budget Head	Budget Estimates 2021-22	Actual Expenditure up to 31.03.2022
Salaries	70600	70640
Wages	0	0
Overtime Allow	0	0
Medical Treatment	970	903
Travel Expenses	8330	8288
Office Expenses	10000	7495
Postage Charges	12000	10693
Rent Rates &Tax	1000	659
Professional Services	275	87
IT	800	628
Minor Works	7500	7500
Swachhta Action	1000	714
Total	112475	107607

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

Travel agents are not authorized to submit the passport applications. Only the passport applicants have to appear in person at Passport Seva Kendra and submit the Passport Applications. No travel agent is recognized to deal with this office with effect from 07/02/2012 for passport related services.

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.pasportindia.gov.in>.

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

Citizens can obtain information through the web-site of the office at <http://passportindia.gov.in>. Apart from this citizens are provided passport issuance information through Enquiry Counters and also by telephone. Citizens can also visit the officers during the office hours on all working days between 1030 to 1230 hrs. Some of the instructions are also displayed on the notice boards of the Passport Office.

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

Such other information as may be prescribed and thereafter is updated every year.

Appellate Authority:

Sh. Wren Mishra

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

All such information as may be prescribed and is updated every year on website.

PUBLIC GRIEVANCES OFFICER:

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