

**RIGHT TO INFORMATION - Disclosure of information Article 4(1) (b) of the Right to Information Act, 2005 in respect of passport Office, Bengaluru- (As on 21/03/2018)**

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

**HISTORICAL BACKGROUND**

Regional Passport Office, Bengaluru was set-up in June 1978 upon the bifurcation of Regional Passport Office, Madras as a subordinate office of Ministry of External Affairs under the supervision of Central Passport Organization. With effect from April 2007 onwards RPO, Bengaluru started functioning in its own premises located at 80 feet road, Koramangala 8th block, Bengaluru 560095.

**ORGANIZATION**

This office has a total of 76 officers and staff members. (As on 21/03/2018)

The hierarchy at the Regional Passport Office, Bengaluru includes the following stages:

1. Regional Passport Officer
2. Deputy Passport Officer
3. Assistant Passport Officer
4. Senior Superintendent
5. Superintendent
6. Stenographer
7. Junior Hindi Translator
8. Assistant Superintendent
9. Senior Passport Assistant
10. Junior Passport Assistant
11. Chauffeur (Staff Car Driver)
12. Office Assistants

**FUNCTIONS AND DUTIES**

This office deals with the issuance of passport/travel document to the citizens of 30 districts of KARNATAKA.

**Article 4(1) (b) (in 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 order 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 of the officials of Passport Office are

derived from the Passport Act. This Act and rules is already on the MEA's website [www.passportindia.gov.in](http://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, Bengaluru follows the procedure indicated in Passport Manual 2016 for decision making in issuance of passports. The officers from the 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 Assistants, Junior Passport Assistants posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.

**WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, BENGALURU**

Passport applications are accepted at Passport Seva Kendra's (PSK) located in Bengaluru, Hubballi, Mangaluru, Kalaburagi and Post Office Passport Seva Kendra's (POPSK) in Mysuru, Belagavi, Davangere, Shivamogga, Tumakuru, Hassan, Ballari, Gadag, Vijayapura, Udupi, Bidar and Raichur from applicants who have taken online appointments on the time scheduled and date slot booked in [www.passportindia.gov.in](http://www.passportindia.gov.in).

**1. Counter-A**

- Scrutiny of Passport Application by service provider (TCS) staff in PSKs and Department of Posts staff in POPSKs.
- Receipt of Passport application, Data verification, scanning and digitalization of documents/file and cash collection by service provider (TCS) Staff and Department of Posts staff respectively .

**2. Counter-B**

- Verification of the Passport application by the Verifying Officer (Government official)

**3. Counter-C**

- Index checking and granting of the Passport application by the Granting Officer (Government official).

4. Police verification (if required) sent to concerned jurisdiction electronically

5. Receipt of Police verification electronically

6. Printing of Passport.

7. Lamination of Passport.

8. Facsimile signature of RPO.

9. Passport delivery by speed post.

**PCC Services are granted and delivered across the counter at Passport Seva Kendra if the clear report available for the Passport 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 PSP/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, Bengaluru discharge of its functions as per the norms lay down by the CPV Division, Ministry of External Affairs, New Delhi. It is our endeavor that all file 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, Bengaluru 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 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.

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

In the discharge of its functions, the Regional Passport Office, Bengaluru 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 (CCS) 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
- New or National Pension System

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.**

The Regional Passport Office, Bengaluru 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:**

- Operation of RPO/PSKs/POPSK
- Personal files and service book (including leave account) of its employees
- Court related litigation files
- Continuation of temporary posts
- Procurement of stationary & furniture
- Electricity and water bills
- Circulars
- Republic day & Independence Day Celebration
- Purchase and distribution of stationery items
- Maintenance of Annual Confidential reports
- Other Miscellaneous matters.

**Article 4(1) (b) (vi) of the right to information Act, 2005**

**The following documents are held by this office:**

- India International Ordinary Passport Booklets.
- Official/ Diplomatic Passport booklets/ Apostilling/attestation stickers.
- Arrangement for consultation with or representation by the Members of the public in relation to formation of Policies or implementation thereof. The matter is being looked after at the level of the MEA.
- Statements of boards, councils, committees and other bodies

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

At the level of this office, one Rajbhasha Kriyanvayan Smiti (Official Language Implementation Committee) consisting of (5) members of this office has been constituted to review progress in implementation of Rajbhasha Hindi in the day to day work of the office.

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

<b>S.No</b>	<b>Name of the Official</b>	<b>Designation</b>
1	BHARATH KUMAR KUTHATI	Regional Passport Officer
2	RAJESH N NAIK	Deputy Passport Officer
3	HAREESWARAN K	Deputy Passport Officer
4	KVR VANAJA	Assistant Passport Officer
5	K HEMALATHA	Assistant Passport Officer
6	P NAZEERUDDIN	Stenographer
7	ML KISHORE	Senior Superintendent
8	K JAYAPRAKASH	Senior Superintendent
9	PV VIJAYALAKSHMI	Senior Superintendent
10	R BALAJI	Senior Superintendent
11	M KALAIVANI	Senior Superintendent
12	MP REMADEVI	Senior Superintendent
13	R KATHYAYINI	Senior Superintendent
14	P BHANUMATHY	Senior Superintendent
15	VIMALA J	Senior Superintendent
16	UMA N	Senior Superintendent
17	A BRINDA	Senior Superintendent
18	UMA P RAO	Senior Superintendent
19	S KRUPAJYOTHI	Senior Superintendent
20	BESSY JOSHY	Senior Superintendent
21	PRITI S NAIR	Senior Superintendent
22	PP THOMAS	Superintendent
23	R SURESH KUMAR	Superintendent
24	S USHA KUMARI AMMA	Superintendent
25	RAJALEKSHMI BALACHANDRAN	Superintendent
26	KT USHA KUMARI	Superintendent
27	BABY S KUNIYIL	Superintendent
28	NEENA JOSE	Superintendent
29	R SRIDHARAN	Superintendent
30	K BINDU	Superintendent
31	KI AYYAPPANKUTTY	Superintendent
32	K SHEEBA	Superintendent
33	UV SMITHA	Superintendent
34	OK PANKAJA	Superintendent
35	P REENA	Superintendent
36	RAJEEV ANAND	Superintendent
37	PK BEHARA	Assistant Superintendent
38	PN NAGENDRA BABU	Assistant Superintendent
39	ASHA NAGARAJ	Assistant Superintendent

40	LOKESH N	Assistant Superintendent
41	SREENIVASIAH	Assistant Superintendent
42	SN SURYA PRAKASH	Assistant Superintendent
43	GAURAV AGGARWAL	Assistant Superintendent
44	MONIKA TANWAR	Assistant Superintendent
45	JYOTI NADONI	Junior Hindi Translator
46	PUJA GUPTA	Junior Hindi Translator
47	N HEMACHANDRA	Senior Passport Assistant
48	D RAJENDRAN	Senior Passport Assistant
49	PRAVEEN KUMAR MISHRA	Senior Passport Assistant
50	AMIT KUMAR KARMAKAR	Senior Passport Assistant
51	VIKASH KUMAR (1)	Senior Passport Assistant
52	RM PERIYASAMY	Junior Passport Assistant
53	P NALINI	Junior Passport Assistant
54	V MANANEEGAI	Junior Passport Assistant
55	P MANISEKAR	Junior Passport Assistant
56	N MOHAN	Junior Passport Assistant
57	ALOK KUMAR	Junior Passport Assistant
58	VIKASH KUMAR (2)	Junior Passport Assistant
59	APARNA GOPAN	Junior Passport Assistant
60	AJISH SEBASTIAN	Junior Passport Assistant
61	RIHAN ANSARI	Junior Passport Assistant
62	RAHUL KUMAR	Junior Passport Assistant
63	MUKESH KUMAR	Junior Passport Assistant
64	VIKASH KUMAR (3)	Junior Passport Assistant
65	HIMANSHU KUSHWAHA	Junior Passport Assistant
66	ANEESH GS	Junior Passport Assistant
67	SONU PRATAP SINGH	Junior Passport Assistant
68	SARAWAN KUMAR BHARATI	Junior Passport Assistant
69	DHEERENDRA KUMAR	Junior Passport Assistant
70	GEORGE P	Junior Passport Assistant
71	SHIVAPRASAD G	Junior Passport Assistant
72	DEEPAK KUMAR DIXIT	Junior Passport Assistant
73	ANJU RANI	Junior Passport Assistant
74	D ANNADURAI	Junior Passport Assistant
75	V BASAVARAJ	Chauffeur (Staff Car Driver)
76	PARIMALA	Office Assistant

**In addition of above, 25 Data Entry Operators and 8 MTS are also working on contract basis with Regional Passport Office, Bengaluru.**

**Details of monthly remuneration of officers and staff of Passport Office, Bengaluru:**

S.No	Category of Officer	Number of Staff's	Scale of Pay & level as per Matrix
1	Regional Passport Officer	1	15600-39100+Pay Matrix 12
2	Deputy Passport Officer	2	15600-39100+ Pay Matrix 11
3	Assistant Passport Officer	2	15600-39100+ Pay Matrix 10
4	Stenographer.GR.D	1	5200-20200+ Pay Matrix 4
5	Senior Superintendent	18	9300-34800+ Pay Matrix 8
6	Superintendent	15	9300-34800+ Pay Matrix 7
7	Assistant Superintendent	6	9300-34800+ Pay Matrix 6
8	Junior Hindi Translator	2	9200-20200+ Pay Matrix 6
9	Senior Passport Assistant	5	5200-20200+ Pay Matrix 4
10	Junior Passport Assistant	23	5200-20200+ Pay Matrix 2
11	Chauffeur (Staff Car Driver)	1	5200-20200+ Pay Matrix 2
12	Office Assistant	1	5200-20200+ Pay Matrix 1
13	Data Entry Operator (DEO)	25	Rs 14000
14	Multi Tasking Staff (MTS)	8	Rs 12000

**Budget allocate 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 2017-2018 and expenditure**

HEAD	APPROVED B.E. FOR 2017-18	TOTAL EXPENDITURE UPTO FEBRUARY 2018
Salaries	62392000	57552292
Wages	0	0
Over Time Allow	19000	3895
Medical Treatment	1358000	1255779
Domestic Travel Expenses	5500000	4848052
Office Expenses	14000000	11331442
Postage Office Expenses	16000000	16545615
Rent/Rates/Taxes	450000	296528
Minor Works	7700000	2494180
Professional Services	685000	788995
Info. Tech	2500000	977203
<b>Total</b>	<b>110604000</b>	<b>96093981</b>

**Article 4(1) (b) (xiii) if the Right to Information Act. 2005**

Travel agents are not authorized to submit the passport applications. Only the passport applications 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 01/05/2010 to submit application at PSK.

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 has been uploaded on website <http://www.passportindia.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://www.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 with prior online appointments available at <http://www.passportindia.gov.in>. Some of the instructions are also displayed on the notice boards of the Passport office.

**The Names, designations and other particulars of the Public Information Officers.**

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

**First Appellate Authority:-**

**Shri Bharath Kumar Kuthati, IFS**  
Regional Passport Officer,  
Regional Passport Office,  
80 Feet Road 8th Block  
Koramangala  
Bengaluru 560095  
Karnataka  
Phone No.080-257061 00-1 04  
Fax No. 080-25706124  
Email: [rpo.bangalore@mea.gov.in](mailto:rpo.bangalore@mea.gov.in)

**Central Public Information Officer:-**

**Shri Hareeswaran K, ISS**  
Deputy Passport Officer  
Regional Passport Office,  
80 Feet Road 8th Block  
Koramangala  
Bengaluru -560095  
Karnataka  
Phone No.080-25706100-104  
Fax No. 080-25706124  
Email: [rpo.bangalore@mea.gov.in](mailto:rpo.bangalore@mea.gov.in)

Such other information as may be prescribed: and thereafter updated the publications every year.



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

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

**Public Grievance Officer:-**

**Shri R Suresh Kumar**

Superintendent

Regional Passport Office,

80 Feet Road 8th Block

Koramangala

Bengaluru -560095

Karnataka

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[www.pgportal.gov.in](http://www.pgportal.gov.in)