

RIGHT TO INFORMATION - Disclosure of information Article 4(1) (b) of the Right to Information Act, 2005 in respect of passport Office, Bengaluru

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 77 officers and staff members. (As on 01/10/2017)

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.

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 located Bengaluru, Hubballi, Mangaluru, Mysuru (POPSK) and Kalaburagi (PSLK), from applicants who have taken online appointments on the time scheduled and date slot booked in www.passportindia.gov.in.

Apart from the above, 03 categories (+60 year senior citizen, Infant below 3 year and differently abled) of passport applicants are allowed under walk in category with ARN sheets and relevant documents between 09.30 to 11.00 hrs without online appointments, details of which are mentioned in the above website under Regional Passport Office, Bengaluru.

1. Counter-A

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

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/PSLK's
- 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.

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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

| S.No | Name of the Official | Designation |
|-------------|-----------------------------|----------------------------|
| 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 | CHINNAMMA JACOB | Senior Superintendent |
| 12 | KG REMA | Senior Superintendent |
| 13 | TK VANAJA | Senior Superintendent |
| 14 | M KALAIVANI | Senior Superintendent |
| 15 | MP REMADEVI | Senior Superintendent |
| 16 | R KATHYAYINI | Senior Superintendent |
| 17 | P BHANUMATHY | Senior Superintendent |
| 18 | VIMALA J | Senior Superintendent |
| 19 | UMA N | Senior Superintendent |
| 20 | A BRINDA | Senior Superintendent |
| 21 | UMA P RAO | Senior Superintendent |
| 22 | S KRUPAJYOTHI | Senior Superintendent |
| 23 | BESSY JOSHY | Senior Superintendent |
| 24 | PRITI S NAIR | Senior Superintendent |
| 25 | PP THOMAS | Superintendent |
| 26 | R SURESH KUMAR | Superintendent |
| 27 | S USHA KUMARI AMMA | Superintendent |
| 28 | RAJALEKSHMI BALACHANDRAN | Superintendent |
| 29 | KT USHA KUMARI | Superintendent |
| 30 | BABY S KUNIYIL | Superintendent |
| 31 | NEENA JOSE | Superintendent |
| 32 | R SRIDHARAN | Superintendent |
| 33 | K BINDU | Superintendent |
| 34 | KI AYYAPPANKUTTY | Superintendent |
| 35 | K SHEEBA | Superintendent |
| 36 | UV SMITHA | Superintendent |
| 37 | OK PANKAJA | Superintendent |
| 38 | P REENA | Superintendent |
| 39 | RAJEEV ANAND | Superintendent |

| | | |
|----|-----------------------|------------------------------|
| 40 | PK BEHARA | Assistant Superintendent |
| 41 | PN NAGENDRA BABU | Assistant Superintendent |
| 42 | ASHA NAGARAJ | Assistant Superintendent |
| 43 | LOKESH N | Assistant Superintendent |
| 44 | SREENIVASIAH | Assistant Superintendent |
| 45 | SN SURYA PRAKASH | Assistant Superintendent |
| 46 | JYOTI NADONI | Junior Hindi Translator |
| 47 | PUJA GUPTA | Junior Hindi Translator |
| 48 | N HEMACHANDRA | Senior Passport Assistant |
| 49 | D RAJENDRAN | Senior Passport Assistant |
| 50 | PRAVEEN KUMAR MISHRA | Senior Passport Assistant |
| 51 | AMIT KUMAR KARMAKAR | Senior Passport Assistant |
| 52 | VIKASH KUMAR (1) | Senior Passport Assistant |
| 53 | RM PERIYASAMY | Junior Passport Assistant |
| 54 | P NALINI | Junior Passport Assistant |
| 55 | V MANANEEGAI | Junior Passport Assistant |
| 56 | P MANISEKAR | Junior Passport Assistant |
| 57 | N MOHAN | Junior Passport Assistant |
| 58 | ALOK KUMAR | Junior Passport Assistant |
| 59 | VIKASH KUMAR (2) | Junior Passport Assistant |
| 60 | APARNA GOPAN | Junior Passport Assistant |
| 61 | AJISH SEBASTIAN | Junior Passport Assistant |
| 62 | RIHAN ANSARI | Junior Passport Assistant |
| 63 | RAHUL KUMAR | Junior Passport Assistant |
| 64 | MUKESH KUMAR | Junior Passport Assistant |
| 65 | VIKASH KUMAR (3) | Junior Passport Assistant |
| 66 | HIMANSHU KUSHWAHA | Junior Passport Assistant |
| 67 | ANEESH GS | Junior Passport Assistant |
| 68 | SONU PRATAP SINGH | Junior Passport Assistant |
| 69 | SARAWAN KUMAR BHARATI | Junior Passport Assistant |
| 70 | DHEERENDRA KUMAR | Junior Passport Assistant |
| 71 | GEORGE P | Junior Passport Assistant |
| 72 | SHIVAPRASAD G | Junior Passport Assistant |
| 73 | DEEPAK KUMAR DIXIT | Junior Passport Assistant |
| 74 | ANJU RANI | Junior Passport Assistant |
| 75 | D ANNADURAI | Junior Passport Assistant |
| 76 | V BASAVARAJ | Chauffeur (Staff Car Driver) |
| 77 | PARIMALA | Office Assistant |

In addition of above, 20 Data Entry Operators are also working with Regional Passport Office.

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 | 20 | |

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 201718 | TOTAL EXPENDITURE UPTO SEPTEMBER 2017 |
|-------------------------|--------------------------|---------------------------------------|
| Salaries | 57000000 | 31600835 |
| Wages | 0 | 0 |
| Over Time Allow | 20000 | 3895 |
| Medical | 850000 | 305868 |
| Travel Expenses | 3000000 | 2586657 |
| Office Expenses | 14000000 | 5638119 |
| Postage Office Expenses | 12000000 | 9349177 |
| Rent/Rates/Taxes | 450000 | 148046 |
| Minor Works | 3000000 | 2494180 |
| Professional Services | 300000 | 416355 |
| Info. Tech | 2500000 | 681488 |
| Total | 93120000 | 53224620 |

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

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

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 PP Thomas

Superintendent

Regional Passport Office,

80 Feet Road 8th Block

Koramangala

Bengaluru -560095

Karnataka

Phone No.080-25706100-104

Fax No. 080-25706124

grievance.bangalore@passportindia.gov.in

www.pgportal.gov.in