

## **RIGHT TO INFORMATION-Disclosure of information Article 4 (1) (b) of the Right to Information Act, 2005 in respect of Passport Office, Ranchi**

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

### **HISTORICAL BACKGROUND**

Regional Passport Office, Ranchi was established after bifurcation of State of Bihar into state of Jharkhand and Bihar in year July 2002, in residential quarter of Heavy Engineering Corporation (HEC) Dhurwa. Prior to this a passport collection centre was operating in Ranchi. In year 2012 to serve people better, Regional Passport Office, Ranchi opened a Passport Seva Kendra in Galaxia Mall, Ratu Road, Ranchi, Jharkhand and the Regional Passport Office, Ranchi also shifted there. It was inaugurated by the then Joint Secretary & Chief Passport Officer Shri Muktesh Pradeshi as a subordinate office of Ministry of External Affairs under the supervision of Central Passport Organization. Currently, RPO, Ranchi has 15 applications centres across Jharkhand - 01 Passport Seva Kendra in Ranchi and 14 Post Office Passport Seva Kendra in Jamshedpur, Bokaro, Dhanbad, Hazaribagh, Giridih, Deoghar, Dumka, Jhumri Tilaiya, Gumla, Chaibasa, Medininagar, Sahibgunj, Simariya and Khunti.

### **ORGANISATION**

This office has a total of 22 Officials.

The hierarchy at the Regional Passport Office, Ranchi is as follows –

1. Regional Passport Officer
2. Assistant Passport Officer
3. Senior Superintendent
4. Superintendent
5. Assistant Superintendent
6. Junior Hindi Translator
7. Senior Passport Assistant
8. Junior Passport Assistant
9. Multi Tasking Staff



## **FUNCTIONS AND DUTIES**

Passport Office provides all passport related services and also issue Police Clearance Certificate for citizens of India but mainly serve the people of Jharkhand.

### **Powers and duties of the employees of the Regional Passport Office, Ranchi.**

#### **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 the 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 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). The duties of officers and employees of the office flow from the Passport Act 1967 and Passport Rules 1980 website [www.passportindia.gov.in](http://www.passportindia.gov.in).

### **Procedure to followed in the decision making process, including channels of supervision and authority**

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

The Regional Passport Office, Ranchi follows the procedure indicated in The Passport Act 1967 and Passport Rules 1980 as amended from time to time 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 Assistant, Junior Passport Assistant posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.



## **WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, RANCHI**

### **I. For Issuance of Passport**

Passport applications are accepted at all the 15 application centres across Jharkhand from applicants who have pre booked appointments.

#### **Step 1**

Scrutiny of Passport Application and related documents, data validation, scanning and payment collection, if any required.

#### **Step 2**

Verification of the Passport application and required documents in original.

#### **Step 3**

Granting of passport after final scrutiny and initiation of police verification report electronically.

#### **Step – 4**

Post receipt of clear police verification report, passport is printed , laminated, stamped and dispatched to the applicant .

### **II. PCC Services**

Applications are received and electronically police verification is initiated. Post receipt of clear police verification report, PCC is printed and dispatched.



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 the 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, Ranchi 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 off within stipulated time frame for issuance of passport subject to completion of documentations and usual checks. The norms are available at <http://passportindia.gov.in>. Rules, regulations, instructions, manuals and records held by or under the control of the Regional Passport Office, Ranchi 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 is under its control as used by its employees for discharge its functions.**

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



**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.**

The Regional Passport Office, Ranchi holds the following documents:

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

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

- Appointments
- Personal files and service book (including leave account) of its employees
- Court related litigation files
- Continuation of temporary posts
- Procurement of stationery & 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) (viii) of the Right to information Act, 2005**

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

- India International Ordinary Passport Booklets.
- Official Diplomatic Passport Booklets.
- 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) (vi) of the Right to information Act, 2005**

At the level of this office, one Rajbhasha Kriyanvayan Smiti (Official Language Implementation Committee) consisting of (10) members of this office has been constituted to review progress in implementation of Rajbhasha Hindi in day to day work of the office.

Directory of officers and employees and monthly remuneration as on 01.01.2023.



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

**S. No. Name of the Official Designation**

<b>Sl. No.</b>	<b>Name of the Official</b>	<b>Designation</b>
1.	Ms Manita K	Regional Passport Officer
2.	Shri Subrata Saha	Assistant Passport Officer
3.	Shri Sunil Kumar	Senior Superintendent
4.	Shri Subhash Kumar Sahay	Senior Superintendent
5.	Shri Sudhir Kumar	Senior Superintendent
6.	Shri Jag Narayan Prasad	Senior Superintendent
7.	Shri Avdhesh Kumar Indwar	Senior Superintendent
8.	Shri Santosh Kumar	Assistant Superintendent
9.	Shri Dipendra Kumar	Assistant Superintendent
10.	Shri Santosh Kumar Verma	Hindi Translation Officer
11.	Ms Mousumi Gope	Hindi Translation Officer
12.	Shri Ravindra Kumar Verma	Senior Passport Assistant
13.	Shri Prakash Kumar Minz	Senior Passport Assistant
14.	Shri Rajesh Kumar Prabhat	Senior Passport Assistant
15.	Shri Nermon Kerketta	Senior Passport Assistant
16.	Shri Sanjay Kumar	Senior Passport Assistant
17.	Shri Dinanath Gupta	Junior Passport Assistant
18.	Shri Mukesh Kumar Chaubey	Junior Passport Assistant
19.	Shri Chandradeo Kumar	Junior Passport Assistant
20.	Shri Deepak Sharma	Junior Passport Assistant
21.	Ms Shakuntla Devi	Junior Passport Assistant
22.	Shri Nimai Chandra Bhakat	Multi Tasking Staff

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

<b>S. No.</b>	<b>Category of Officers</b>	<b>Number</b>	<b>Scale of pay and Grade pay ( )</b>
1.	Regional Passport Officer	1	15600-39100+GP 6600
2.	Assistant Passport Officer	1	15600-39100+GP 5400
3.	Senior Superintendent	5	9300-34800+ GP 4800
4.	Superintendent	0	9300-34800 + GP 4600
5.	Assistant Superintendent	2	9300-34800 + GP 4200
6.	Junior Hindi Translator	2	9300-34800+GP 4200
7.	Senior Passport Assistant	5	5200-20200 + GP 2400
8.	Junior Passport Assistant	5	5200-20200+ GP 1900
9.	Multi Tasking Staff	1	5200-20200+ GP 1800



**Budget allocation 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 2022-2023

<b>(IN THOUSANDS)</b>	
<b>HEAD</b>	<b>BUDGET ESTIMATES 2022-23 (INTHOUSANDS)</b>
<b>Salaries</b>	18000
<b>Wages</b>	0
<b>OTA</b>	0
<b>Medical</b>	300
<b>DTE/TA</b>	3000
<b>O.E.</b>	4500
<b>Postage Office Expenses</b>	4000
<b>RRT</b>	10000
<b>Minor</b>	200
<b>Professional Services</b>	100
<b>IT</b>	1000
<b>SAP</b>	400
<b>TOTAL</b>	41500

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

The passport applicant must appear in person at application centres and submit the passport applications. No other person is recognized to deal with this office to submit application on anyone's behalf.

**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>.



#### **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 related information through Enquiry Counters and telephone. Citizens can also visit the officers during the office hours on all working days between 1030 to 1300 hrs. 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.**

##### **Appellate Authority:-**

##### **Ms Manita K**

Regional Passport Officer,  
Regional Passport Office,  
Galaxia Maal, 3<sup>rd</sup> Floor, Near Piska More  
Uphar Cinema Campus, Ratu Road  
Ranchi, Jharkhand-834005  
Phone No. 0651-2282037  
Fax No. 0651-2282030  
E-mail: [rpo.ranchi@mea.gov.in](mailto:rpo.ranchi@mea.gov.in)

##### **Central Public Information Officer:-**

##### **Shri Subhash Kumar Sahay**

Senior Superintendent  
Regional Passport Office,  
Galaxia Maal, 3<sup>rd</sup> Floor, Near Piska More  
Uphar Cinema Campus, Ratu Road  
Ranchi, Jharkhand-834005  
Phone No. 0651-2282037  
Fax No. 0651-2282030  
E-mail: [rpo.ranchi@mea.gov.in](mailto:rpo.ranchi@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 us updated every year on website.  
PUBLIC GRIEVANCES OFFICER:-

**Shri Subhash Kumar Sahay**

Senior Superintendent  
Regional Passport Office,  
Galaxia Maal, 3<sup>rd</sup> Floor, Near Piska More  
Uphar Cinema Campus, Ratu Road  
Ranchi, Jharkhand-834005  
Phone No. 0651-2282037



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

All such information as may be required to be furnished by the person who is the subject of the information.

Right to Information Act, 2005

Section 4(1)(b)(iv)

Information relating to

the financial position of the Government

and the assets and liabilities of the Government

and the income and expenditure of the Government

and the property of the Government