

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

**1.** Organisation and Function

S. No.	Item	Details of disclosure	Information
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Regional Passport Office, 1 <sup>st</sup> Floor, Road No. 4, Brabourne Road, Kolkata – 700001, West Bengal.
		(ii) Head of the organization	Shri Ashish Middha Regional Passport Officer
		(iii) Vision, Mission and Key objectives	To deliver passport services to citizens in a timely transparent, more accessible reliable manner and in a comfortable environment through streamlined processes and committed, trained and motivated workforce.
		(iv) Function and duties	This office deals with the issuance of passport/travel document to the citizen of India living in 35 Police Districts of West Bengal, 8 Police Districts of Tripura, 6 Police Districts of Sikkim <b>and 3 Police District in Andaman and Nicobar Island.</b>

1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Regional Passport Officer is designated as Head of the Office for the smooth running of the office; financial powers as per GFR have been delegated to him. 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 of the Passport Officer and officials of Passport Office are derived from the Passport Act. This Act and rules are available on the MEA's website <a href="http://www.passportindia.gov.in">www.passportindia.gov.in</a> . The duties of officers and officials flow from the Passport Act and Passport Rules website <a href="http://www.passportindia.gov.in">www.passportindia.gov.in</a> . Procedure to be followed in the decision making process, including channels of supervision and authority
		(ii) Rules/orders under which powers and duty are derived	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, Medical Attendance Rules. In addition various Manuals/Circulars etc., issued by Ministry are enforced.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	The Regional Passport Office, Kolkata follows the procedure indicated in Passport Manual 2020 (Restricted) 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 Superintendents, Sr. Passport Assistants and Jr. Passport Assistants posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.
		(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decisions, if any	
		(v) Channel of supervision and accountability	

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	<ul style="list-style-type: none"> <li>(i) Nature of functions/ services offered</li> <li>(ii) Norms/ standards for functions/ service delivery</li> <li>(iii) Process by which these services can be accessed</li> <li>(iv) Time-limit for achieving the targets</li> <li>(v) Process of redress of grievances</li> </ul>	This office functions and discharges the services to citizens as enumerated in the Citizens' Charter available on <a href="http://www.passportindia.gov.in">www.passportindia.gov.in</a>
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	<ul style="list-style-type: none"> <li>(i) Title and nature of the record/ manual /instruction.</li> <li>(ii) List of Rules, regulations, instructions manuals and records.</li> <li>(iii) Acts/ Rules manuals etc.</li> </ul>	<p>Passport Act and Passport Rules:</p> <p>These are already available on the MEA's website <a href="http://www.mea.gov.in">http://www.mea.gov.in</a>. 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 publications and online versions available on their respective ministries. The rules, regulations, instructions, manuals and records held by it under its control as used by its employees for discharging its functions. In the discharge of its functions, the Regional Passport Office, Kolkata 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. Regional Passport Office,</p>

			<p>Kolkata holds the following documents:- Copies of Reports released by Ministry, Parliament Questions related to Passport Office sent by Ministry of External Affairs, Correspondence with Ministry/other organizations, departments, state government letters/e-mails from individuals seeking information etc.</p> <p>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 and other miscellaneous items, Electricity and water bills, Circulars, Republic Day &amp; Independence Day celebrations, Purchase and distribution of stationery items, Maintenance of Annual Performance Appraisal Report, Other miscellaneous matters.</p>
		(iv) Transfer policy and transfer orders	Transfer Policy and related matters are governed as per order of CPV Division (MEA).
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	<ol style="list-style-type: none"> <li>1. Ordinary Passport Booklets.</li> <li>2. Official Passport Booklets.</li> <li>3. Diplomatic Passport booklets.</li> </ol>
		(ii) Custodian of documents/categories	Regional Passport Officer, Kolkata
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	Name of Boards, Council, Committee etc.	At the level of this office, one Rajbhasha Kriyanvayan Samiti (Official Language Implementation Committee) consisting of (10) members of this office has been constituted to review progress in implementation of Rajbhasha in day to day work of the office.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	The Name and Designation of the officials of RPO, Kolkata is as per Annexure "A".
		(ii) Telephone , fax and email ID	<p>The details of Telephone, Fax and Email-id is as below:</p> <p>Phone No. 033-40071212</p> <p>E-mail: <a href="mailto:rpo.kolkata@mea.gov.in">rpo.kolkata@mea.gov.in</a></p>

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	As per Annexure - B
1.10	Name, designation and other particulars of public information officers  [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority  (ii) Address, telephone numbers and email ID of each designated official.	<u>First Appellate Authority:-</u> Shri Ashish Middha, IFS Regional Passport Officer, Regional Passport Office, 4, Brabourne Road, 1 <sup>st</sup> Floor, Kolkata 700001, West Bengal. Phone No. 033-40071212 E-mail: <a href="mailto:rpo.kolkata@mea.gov.in">rpo.kolkata@mea.gov.in</a>  <u>Central Public Information Officer:-</u> Ms Mousumi Nath Sr. Superintendent , Regional Passport Office, 4, Brabourne Road, 1 <sup>st</sup> Floor, Kolkata 700001, West Bengal. Phone No. 033-40071212 E-mail: <a href="mailto:rpo.kolkata@mea.gov.in">rpo.kolkata@mea.gov.in</a>
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken  (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings  (ii) Finalised for Minor penalty or major penalty proceedings	Nil

## 2. Budget and Programme

S.No.	Item	Details of disclosure	Information
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	As Per Annexure - C
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	The Domestic tours undertaken by the officials is as per their entitlements and the Budget for the same is mentioned in Annexure –“C”
		(ii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	The procurement of services is done through CPP/GeM whereas stores (Miscellaneous items/stationary/IT products) are procured through GEM.

### 3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Information
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof  [Section 4(1)(b)(vii)]  [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	This office organises regular Adalats for communication of the changes made in the process of obtaining passports and does a timely review of pendency of cases.
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	<b>200</b> online appointments are released on daily basis for the citizens to resolve their problems related to passport.
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Updates are available on website.
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Available on Website
		(ii) Printed format	Do

#### **4. Information as may be prescribed**

S. No.	Item	Details of disclosure	Information
4.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of Current CPIOs & FAAs	<p><u>First Appellate Authority:-</u>  Shri Ashish Middha  Regional Passport Officer,  Regional Passport Office,  4, Brabourne Road, 1<sup>st</sup> Floor,  Kolkata 700001, West Bengal.  Phone No. 033-40071212  E-mail: <a href="mailto:rpo.kolkata@mea.gov.in">rpo.kolkata@mea.gov.in</a></p> <p><u>Central Public Information Officer:-</u>  Ms Mousumi Nath  Sr. Superintendent,  Regional Passport Office,  4, Brabourne Road, 1<sup>st</sup> Floor,  Kolkata 700001, West Bengal.  Phone No. 033-40071212  E-mail: <a href="mailto:rpo.kolkata@mea.gov.in">rpo.kolkata@mea.gov.in</a></p>

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**STAFF LIST OF RPO, KOLKATA AS ON 01.09.2024**

Sl. No.	Name
1.	Shri Ashish Middha (IFS:2009), RPO
2.	Shri Prasenjit Bose, DPO
3.	Smt A S Nivedita, APO
4.	Shri B S Rana, APO
5.	Shri Manoj Kumar Roy, APO
6.	Shri Rajkumar Saini, APO
7.	Shri Gopal Malakar, Senior Superintendent
8.	Shri Angshuman Datta, Senior Superintendent
9.	Ms. Mousumi Nath, Senior Superintendent
10.	Shri Joey Kar, Senior Superintendent
11.	Shri Gagan Chandra Hansda, Senior Superintendent
12.	Shri Saikat Ray, Senior Superintendent
13.	Shri Som Nath Mitra, Senior Superintendent
14.	Shri Gautam Sen, Senior Superintendent
15.	Shri Biplab Mudi, Senior Superintendent
16.	Shri Goutam Kumar Saha, Senior Superintendent (Ad-hoc)
17.	Shri Partha Das, Senior Superintendent (Ad-hoc)
18.	Smt Annada Das, Superintendent
19.	Shri Goutam Bhattacharya, Superintendent
20.	Shri Saradindu Bose, Superintendent
21.	Shri Probodh Mazumdar, Superintendent
22.	Shri Nirmal Kanti Dey, Superintendent
23.	Shri Sudip Kumar Dey, Superintendent
24.	Shri Sukanta Dey, Superintendent

25.	Shri Anil Kumar, STO
26.	Shri Santosh Kumar Verma, JTO
27.	Ms. Anni Kumari, JTO
28.	Shri Amal Das, Assistant Superintendent
29.	Shri Hariom Rawat, Assistant Superintendent
30.	Shri Deb Ratan Das, Assistant Superintendent
31.	Shri Manoranjan Barui, Assistant Superintendent
32.	Shri Haradhan Dutta, Assistant Superintendent
33.	Shri Anil Kumar Jha, Assistant Superintendent
34.	Shri Dharmendra Kumar, Assistant Superintendent
35.	Shri Shambhu Tirkey, Assistant Superintendent
36.	Shri Gobinda Saha, Assistant Superintendent
37.	Smt. Shilpi Kar, Assistant Superintendent
38.	Shri Dipankar Mondal, Assistant Superintendent
39.	Shri Manish Kumar Gupta, Steno
40.	Shri Uttam Kumar Behera, SPA.
41.	Shri Prabir Saha, SPA
42.	Ms. Kiran Kumari, SPA
43.	Shri Amit Kumar, SPA
44.	Smt. Pranati Manna, SPA
45.	Shri Bilas Kumar Naskar, SPA
46.	Shri Ganapati Biswas, SPA
47.	Shri Sanjib Saha, SPA
48.	Shri Somnath Deb, SPA
49.	Shri Nishith Baran Saha, SPA
50.	Smt. Chhabi Dey Majumder, SPA
51.	Shri Pradip Kumar Bairagi, SPA

52.	Shri Dinanath Yadav, SPA
53.	Shri Goutam Hela, SPA
54.	Smt. Manasi Das, SPA
55.	Smt. Sampa Kar, SPA
56.	Smt. Kaberi Paul, SPA
57.	Shri Somenath Bera, SPA
58.	Shri Laxman Prasad Ray, SPA
59.	Shri Debashish Bhattacharjee, SPA
60.	Smt. Jhuma Chakraborty, SPA
61.	Smt. Kamala Saha, SPA
62.	Shri Surojit Shaw, SPA
63.	Smt Papri Mitra, SPA
64.	Shri Navjeet Kumar, SPA
65.	Shri Ravi Shankar Kumar, SPA
66.	Smt. Nisha Kumari, SPA
67.	Shri Subhash Shaw, SPA
68.	Shri Kumar Deepak, SPA
69.	Shri Sanjoy Dewan, SPA
70.	Shri Pema Galjay Sherpa, SPA
71.	Smt. Shubhra Roy, JPA
72.	Smt. Chandana Ghosh, JPA
73.	Smt. Pritha Biswas, JPA
74.	Shri Harindra Paswan, SPA
75.	Shri Debashis Sarkar, SPA
76.	Shri Arun Saha, SPA
77.	Shri Nitesh Das, SPA
78.	Smt. Mantu Kundu, JPA
79.	Shri Kumar Aditya Ranjan, JPA

80.	Shri Sanjay Kumar, JPA
81.	Shri Sahdev Prasad Gupta, JPA
82.	Shri Rakesh Ranjan, JPA
83.	Smt. Neha Kumari, JPA
84.	Shri Rahul Kumar, JPA
85.	Shri Sumit Kumar, JPA
86.	Shri Santosh Kumar Bind, JPA
87.	Smt. Shilpa Kumari, JPA
88.	Shri Susanta Mondal, JPA
89.	Smt. Anjali Bose, JPA
90.	Shri Ashok Rabidas, Office Assistant
91.	Shri Krishna Lal Sriwastav, Office Assistant
92.	Shri Manoj Chakraborty, Office Assistant
93.	Shri Ashish Sarkar, Office Assistant
94.	Shri Birju Singh, MTS

# In addition to above, following outsourced employees are working with Regional Passport Office, Kolkata.

Sl. No.	Name and Designation
1	Shri. Narotam Kumar Sah, DEO
2	Shri Abhishek Halder, DEO
3	Shri Somen Devnath, DEO
4	Shri Debabrata Biswas, DEO
5	Shri Subhankar Mondal, DEO
6	Shri Prithwish Chandra Roy, DEO
7	Shri Debansu Paul, DEO
8	Shri Suman Nath, DEO
9	Shri Sudip Dey, DEO
10	Shri Shuvankar Mondal, DEO

**Details of monthly remuneration of Passport Office, Kolkata**

Sl.No	Category of Officers/Officials	Number of Employees	Level
1.	Regional Passport Officer	1	13
2.	Deputy Passport Officer	1	11
3.	Assistant Passport Officer	4	10
4.	Sr. Superintendent	9	8
5.	Sr. Superintendent (Ad-hoc)	2	8
6.	Superintendent	7	7
7.	Senior Translation Officer	1	7
8.	Assistant Superintendent	11	6
9.	Junior Translation Officer	2	6
11.	Stenographer	1	4
12.	Senior Passport Assistant	38	4
13.	Junior Passport Assistant	12	2
14.	Office Assistant	4	1
15.	MTS (Non-Technical)	1	1
16.	Chauffeur	0	4
	<b><u>Outsourced Employee</u></b>		
1.	Data Entry Operators	10	-
2.	MTS	00	-

## Annexure “C”

### Budget allocated to each agency, indicating particulars of all plans, proposed expenditures and reports on disbursements made. Abstract of Budget estimates 2024-25 and expenditure:

HEAD OF ACCOUNT	BUDGET ESTIMATES 2024-25 (In Rs.)	ACTUAL EXPENDITURE IN Rs. (AS ON 26.09.2024 )
Salaries	46000000.00	25131228.00
Wages	0.00	0.00
Rewards	6000000.00	3610173.00
Medical Treatment	300000.00	193635.00
Allowances	37000000.00	23699203.00
Leave Travel Concession	600000.00	157737.00
Domestic Travel Expenses	7500000.00	3580650.00
Office Expenses	8000000.00	4512863.00
Rents, Rates and Taxes for Land and Buildings	8000000.00	4703896.00
Minor civil and electric works	100000.00	0.00
Professional Services	50000.00	13420.00
Other Revenue Expenditure	200000.00	179175.00
<b>Swachhta Action Plan (SAP) - Office Expenses**</b>	1100000.00	441190.00
<b>Information Technology - Digital Equipment</b>	3500000.00	318039.00

<b>Postal &amp; Freight Charges for Travel documents - Office Expenses</b> <i>(For RPOs/Pos only)</i>	25000000.00	13512830.00
<b>TOTAL</b>	<b>143350000.00</b>	<b>80054039.00</b>