

## REGIONAL PASSPORT OFFICE, PUNE

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

#### Article 4(1)(b)(i) : Particulars of organization, functions and duties.

### HISTORICAL BACKGROUND

The Regional Passport Office, Pune was opened in 1999 as subordinate office of Ministry of External Affairs under the supervision of Central Passport Organization. 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 which was created in 1959 as a subordinate office of the Ministry of External Affairs. At present, there are 37 Passport Offices in the country. Passport Office, Pune was created in 1999 after bifurcation of Regional Passport Office, Mumbai.

In order to cater to increased workload and to provide better services to the public, Regional Passport Office Pune is functioning at Passport Bhawan, Baner, Pune with a modern, fully equipped, independent office with all amenities for the public from 22<sup>nd</sup> July 2019.

### ORGANISATION

This office has a total actual strength of 43 staff as on date. The hierarchy-wise details in the Regional Passport Office, Pune is as follows: -

(As on 31.07.2020)

Sl. No.	Name of the Post	Post	Sanctioned Strength	Actual Strength
1	Regional Passport Officer	Group A	1	1
2	Deputy Passport Officer	Group A	2	0
3	Assistant Passport Officer	Group A	3	4
4	Senior Superintendent	Group B, Gazetted	8	5
5	Superintendent	Group B, Gazetted	6	0
6	Assistant Superintendent	Group B, Non-Gazetted	10	3
7	Junior Hindi Translator	Group B, Non-Gazetted	1	1
8	Stenographer-D	Group C	1	0
9	Senior Passport Assistant	Group C	15	10
10	Junior Passport Assistant	Group C	15	16
11	Office Assistant	Group C	4	3
	TOTAL		66	43

In addition to above, 14 Data Entry Operators and 1 MTS are also working in RPO, Pune.

### FUNCTIONS AND DUTIES

This office deals with the issuance of Passport / Travel Documents to the citizen of 12 districts of Maharashtra. i.e. Pune, Ahmednagar, Satara, Sangli, Solapur, Kolhapur, Latur, Osmanabad, Jalna, Beed, Nanded and Parbhani.

#### **Passport Seva Project: -**

In order to deliver all passport related services to the citizens in a timely, transparent, more accessible, reliable manner and in a comfortable environment through streamlined process and committed, trained and motivated workforce the Ministry of External Affairs has initiated the Passport Seva Project. In the new evolved system, the appointment date and time is given to the applicant in online registration. For the purpose of faster, reliable transparent convenient, streamlined and highly secured processing of the passport applications, the applicants are advised to fill their forms online (Website [www.passportindia.gov.in](http://www.passportindia.gov.in) Toll free call centre No. 1800-258-1800) and generate

Application Reference Number (ARN). Detailed guidelines for filling up of the form is given in the website and for further clarifications, applicant can call the toll free call centre number. It has helped in streamlining the submission process and improving accuracy of particulars / details printed on passport.

Passport applications are accepted through 02 Passport Seva Kendras (PSK) and 17 Post Office Passport Seva Kendras located as follows :-

Sl. No.	Name of PSK/POPSK	Address
1	PSK, Pune	Zero One, Sr.No.79/1, Ghorpadi - Mundhwa Road, Pingle Wasti, Mundhwa, Pune - 411036.
2	PSK, Solapur	Rippon Hall, City Survey No-6041, Siddeshwar Peth, Solapur - 413001.
3	POPSK, Pimpri - Chinchwad	PF Post Office, Kharalwadi, Opp. Hindustan Antibiotic Factory, Old Pune Mumbai Highway, Pimpri, Pune - 411018.
4	POPSK, Baramati	Head Post Office, Near Telephone Exchange, Baramati, Pune- 413102.
5	POPSK, Shirur	Sub Post Office, Revenue Colony, Shirur, Pune - 412210.
6	POPSK, Ahmednagar	Head Post Office, in front of Booth Hospital, Ahmednagar - 414001.
7	POPSK, Srirampur	Head Post Office, Nevasa Road, Shrirampur, Ahmednagar - 413709.
8	POPSK, Satara	Head Post Office, Powai Naka, Shivaji Circle, Satara - 415001.
9	POPSK, Sangli	Head Post Office, 1 <sup>st</sup> floor, Rajwada Chowk, Sangli - 416416.
10	POPSK, Madha	Sub Post Office, Madha, Solapur - 413209
11	POPSK, Pandharpur	Sub Post Office, Navi Peth, Pandharpur, Solapur - 413304.
12	POPSK, Kolhapur	Head Post Office, Raman Mala, Kolhapur-416003.
13	POPSK, Ichalkaranji	Head Post Office, Mangal Dham Road, Kagwade Mala, Ichalkaranji, Kolhapur - 416115.
14	POPSK, Latur	Head Post Office, Behind Gandhi Chowk Police Station, Latur - 413512
15	POPSK, Osmanabad	Head Post Office, S.R.T. Colony, Osmanabad - 413209.
16	POPSK, Jalna	Head Post Office, Near Shivaji Statue, Jalna-431203.

17	POPSK, Beed	Head Post Office, Rajuri Base, Beed – 431122.
18	POPSK, Nanded	Head Post Office, Railway Station Road, Nanded-431601.
19	POPSK, Parbhani	Head Post Office, Nanal Peth, Shaniwar Bazar, Parbhani – 431401.

**Article 4(1)(b)(ii) : Powers and Duties of officers and employees**

Regional Passport Officer is designated as Head of the Office. For smooth running of the office in the region, certain financial powers have been delegated to Regional Passport Officer. The financial powers of employees of Passport Office has 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.

Powers and duties of employees of Passport Office is derived from the Passport Act, 1967. These Act and Rules are already placed 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 and Passport Rules (website [www.passportindia.gov.in](http://www.passportindia.gov.in)).

**Article 4(1)(b)(iii): Procedure followed in the decision-making process including channels of supervision and accountability**

The Regional Passport Office, Pune follows the procedure indicated in Passport Manual 2020 (as amended from time to time) for decision making in issuance of passports. The officers from the level of Superintendent to Regional Passport Officer have been designated as Passport Issuing Authority (PIA) for issuance of passport and take decisions/actions with the help of Assistant Superintendent, SPA, JPA, JHT posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.

## WORK FLOW CHART OF PASSPORT OFFICE, PUNE

Passport applications are accepted at Passport Seva Kendra and Post Office Passport Seva Kendra under the jurisdiction of Regional Passport Office, Pune for applicants who have appointments on the time and date slot booked at Ministry of External Affairs website [www.passportindia.gov.in](http://www.passportindia.gov.in).

Entry in above PSK's / POPSK's is strictly as per appointment date and time slot booked in [www.passportindia.gov.in](http://www.passportindia.gov.in). When applicant arrives at the PSK, the following steps will be undertaken:

<b>Normal Work Flow of Passport Application processing at PSKs and POPSKs</b>		
Scrutiny of Passport Application, Receipt of Passport application, Data verification, Scanning of documents and cash collection.	TCS staff	Counter-A
Verification of the Passport application by the Verifying Officer	Government official	Counter-B
Granting the Passport application by the Granting Officer, Police Verification sent to the concerned authority electronically on case to case basis.	Government officer	Counter-C

At the Back Office at Passport Bhawan upon receipt of Police verification Report (PVR) electronically, Printing of Passport etc. commences. Finally, Passport is dispatched through speed post.

**PCC Services** are granted and delivered across the counter at Passport Seva Kendra/ via speed post & e-mail by Regional Passport Office only after receipt of fresh CLEAR Police Verification Report (PVR) for Passport in Passport Seva Project System.

In other administrative matters, dealing assistants submit the files to administration in-charge, who in turn submits it to the Regional Passport Officer. If necessary, the matter is referred to the CPV Division, Ministry of External Affairs for approval. The office also follows

the guidelines issued by other Departments particularly the Cabinet Secretariat at <https://cabsec.gov.in>, the Ministry of Parliamentary Affairs at <http://www.mpa.nic.in>, the Ministry of Personnel, Public Grievances and Pensions <http://persmin.nic.in> and the Ministry of Home Affairs (Rajbhasha). Norms are set by the Ministry for the discharge of its functions.

**Article 4(1)(b)(iv): Norms set for the discharge of function**

The Regional Passport Office, Pune discharge of its functions as per the norms laid down by the CPV Division, Ministry of External Affairs, New Delhi. It is our endeavor 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.passport.gov.in>

Rules, Regulations, instructions, Manuals and records held by or under the control of the Passport Office, Pune used by its employees for discharging its function.

**Article 4(1)(b)(v): Rules, Regulations, Instructions, Manual and Records.**

Passport Act and Passport Rules:

These are 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 CCS (Conduct) Rules, CCS (LTC) Rules, CCS (Leave) Rules, CCS (Pension) Rules, General Financial Rules, Fundamental and Supplementary Rules etc. These rules are already in the public domain as printed priced publications.

The rules, regulations, 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 Passport

Office, Pune uses various Central Acts, Rules, Codes, Regulations, etc. It also uses various judgments of the Supreme Court of India and High Courts.

As 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 Passport Office, Pune 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 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 litigations files
- Procurement of stationary & furniture
- Establishment related matters
- Circulars
- Republic Day & Independence Day Celebration
- Rajbhasha related matters
- Purchase and distribution of stationary items
- Maintenance of Annual Performance Appraisal Reports
- Other Miscellaneous matters.

**Article 4(1)(b)(vi): Categories of Documents**

The following documents are held by this office: -

Scanned Application Forms, Ordinary Passport Booklets, Official Passport Booklets, Diplomatic Passport Booklets.

**Article 4(1)(b)(vii): Particulars of Any Arrangements**

Arrangement for consultation with, or representation by, the Members of the public in relation to the formulation of policies or implementation thereof is done by Government of India, Ministry of External Affairs, CPV Division, New Delhi.

**Article 4(1)(b)(viii): A statement of the board, councils, committee & other bodies**

At the level of this office, one Rajbhasha Karyanvayan Samiti (Official Language Implementation Committee) consisting of (03) members of this office has been constituted to review progress in implementation of Rajbhasha Hindi in day to day work of the office.



**Article 4(1)(b)(ix) & (x) : Directory of Officers and Employee and monthly remuneration.**

**STAFF LIST**

<b>Sl. No.</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>BASIC PAY</b>
1.	Shri Anant S. Takwale	R.P.O.	Level 13
2.	Smt. Lalita U. Ghatpande	A.P.O.	Level 10
3.	Shri Ranjeev Kumar	A.P.O.	Level 10
4.	Shri Vilas G. Ghadi	A.P.O.	Level 10
5.	Smt. Maithili M. Adhatrao	A.P.O.	Level 10
6.	Smt. Kusum P. Mane	Sr. Supdt	Level 8
7.	Shri A.R. Parameswaran	Sr. Supdt	Level 8
8.	Smt. C. Jayasree	Sr. Supdt	Level 8
9.	Smt. P. Mini	Sr. Supdt	Level 8
10.	Shri E. M. Venugopal	Sr. Supdt	Level 8
11.	Shri Prafulla P. Singh	J.H.T.	Level 7
12.	Shri Sandeep K. Kushwaha	Asst. Supdt.	Level 6
13.	Shri Vinod M. Kute	Asst. Supdt.	Level 6
14.	Shri Vinay Vashisht	Asst. Supdt.	Level 6
15.	Shri Ravi Kumar Sinha	S.P.A.	Level 4
16.	Shri Kiran A. Jadhav	S.P.A.	Level 4
17.	Shri Mukesh Kumar	S.P.A.	Level 4
18.	Shri Jatin R. Pote	S.P.A.	Level 4
19.	Shri Shashikant N. Narke	S.P.A.	Level 4
20.	Shri Santosh S. Bhagwat	S.P.A.	Level 4
21.	Shri Santosh S. Sadre	S.P.A.	Level 4
22.	Shri Hemant E. Gangawane	S.P.A.	Level 4
23.	Shri Narendra V. Itraj	S.P.A.	Level 4
24.	Shri Bharat R. Borade	S.P.A.	Level 4
25.	Shri Ratan Sinha	J.P.A.	Level 2
26.	Shri Vikas Kaushik	J.P.A.	Level 2
27.	Shri Amresh Kumar	J.P.A.	Level 2
28.	Smt. Priyanka	J.P.A.	Level 2
29.	Shri Rang Lal Meena	J.P.A.	Level 2

30.	Shri Sonu Kumar	J.P.A.	Level 2
31.	Shri Dilip W. Kharat	J.P.A.	Level 2
32.	Shri Amit Khasa	J.P.A.	Level 2
33.	Shri Amit Rathee	J.P.A.	Level 2
34.	Shri Sandeep	J.P.A.	Level 2
35.	Shri Parveen	J.P.A.	Level 2
36.	Shri Anil	J.P.A.	Level 2
37.	Shri Gourav	J.P.A.	Level 2
38.	Shri Shailesh Anand	J.P.A.	Level 2
39.	Shri Aashish Nain	J.P.A.	Level 2
40.	Ms. Anita Kumari	J.P.A.	Level 2
41.	Shri Sanjay D. Gaikwad	O.A.	Level 2
42.	Shri Rahul S. Chavan	O.A.	Level 2
43.	Shri Nandu M. Pawale	O.A.	Level 2
44.	Data Entry Operators / MTS		Salary drawn from MEA

**Article 4(1)(b)(xi) : Budget allocated**

Abstract of budget allocation 2020-21 and expenditure (as on 31.07.2020)

HEAD	BUDGET Allocated (2020 - 21)	Actual Expenditure upto 31.07.2020
SALARIES	33194000	13183114
WAGES	0	0
O T A	0	0
MEDICAL	400000	25976
DTE	3500000	33342
O E	17000000	3369240
POSTAGE O. E.	12000000	846222
R. R. T.	4107000	78375
MINOR WORKS	5000000	0
PROFESSIONAL SERVICES	50000	0
I.T.	200000	0
SWACHHTA ACTION PLAN (SAP)	200000	27191
<b>TOTAL</b>	<b>75651000</b>	<b>17563460</b>

**Article 4(1)(b)(xiv): Details in respect of the information available to or held by it, reduced in an electronic form**

All information regarding issuance of Passports and Status thereof have been uploaded on website [www.passportindia.gov.in](http://www.passportindia.gov.in).

**Article 4(1)(b)(xv): Facilities available to Citizens for obtaining information**

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, through email [rpo.pune@mea.gov.in](mailto:rpo.pune@mea.gov.in) and PSP Portal. Citizens can also visit the office during the office hours on all working days between 10:00 AM to 12.30 PM. Some of the instruction is also displayed on the notice boards of the Passport Office. Besides, they can obtain information from the various valuable books in public library which has been set up in waiting area of the office.

**Article 4(1)(b)(xvi): Name, Designation and other particulars of the Public Information Officers**

First Appellate Authority	Shri Anant Shankar Takwale, I.P.S. Regional Passport Officer Regional Passport Office, Passport Bhawan, Sr. No. 5/2/2, Baner – Pashan Link Road, Baner, Pune – 411045. Phone No. :- 020 – 27209999 Email ID :- <a href="mailto:rpo.pune@mea.gov.in">rpo.pune@mea.gov.in</a>
Central Public Information Officer	Shri Venugopal E.M., Senior Superintendent Regional Passport Office, Passport Bhawan, Sr. No. 5/2/2, Baner – Pashan Link Road, Baner, Pune – 411045. Phone No. :- 020 – 27209999 Email ID :- <a href="mailto:rpo.pune@mea.gov.in">rpo.pune@mea.gov.in</a>
Assistant Public Information Officer	Smt. C. Jayasree, Sr. Superintendent Regional Passport Office, Passport Bhawan, Sr. No. 5/2/2, Baner – Pashan Link Road, Baner, Pune – 411045. Phone No. :- 020 – 27209999 Email ID :- <a href="mailto:rpo.pune@mea.gov.in">rpo.pune@mea.gov.in</a>

**Article 4(1)(b)(xvii) :**

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

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