

RIGHT TO INFORMATION

Passport Office, Thane

Disclosure of information Article 4(1)(b) of the Right to Information

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

HISTORICAL BACKGROUND:

Passport Office, Thane started functioning as a Passport Applications Collection Centre with effect from 26th January, 1996 under the Regional Passport Office, Mumbai. It was converted as an independent Passport Office, with effect from 4th June, 2001. It caters the district of Thane City, Thane Rural, Navi Mumbai, Raigad, Palghar, Nashik City, Nashik Rural, Dhule, Jalgaon and Nandurbar. After the launch of Passport Seva Project in partnership with Tata Consultancy Services in 2012, passport applications from above districts are now accepted through 3 Passport Seva Kendra located in Thane, Nashik and Malad(Thane-II).

ORGANISATION:

This office has a total strength of 52 officers and staff members (including temporary staff).

The hierarchy at the Passport Office, Thane includes the following stages:

1. Passport Officer
2. Deputy Passport Officer
3. Assistant Passport Officer
4. Senior Superintendent
5. Superintendent
6. Assistant Superintendent
7. Senior Passport Assistant
8. Junior Passport Assistant

FUNCTIONS AND DUTIES:

This office deal with the issuance of passport/travel document to the citizens of 10 districts of Maharashtra.

Powers and duties of the employees of Passport Office, Thane:

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

Regional Passport Officers/Passport Officers have been designated as Head of Offices. For the smooth running of the offices, certain financial powers have been delegated to them. The financial powers of employees of Passport Offices have been detailed in Delegation of Financial Power Rules, 1978 and subsequent orders issued thereunder from time to time. These powers may be seen at Annexure of Delegation of Financial Power Rules and Passport Rules. Other powers of the officials of Passport Office are derived from the Passports Act, 1967. This Act and Rules are already on the 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 Passport Office, Thane follows the procedure indicated in Passport Manual, 2010 and instruction issued by the Ministry of External Affairs for decision making in issuance of passports. The officers from the level of Superintendent to Passport Officer have been designated as Passport Issuing Authorities (PIAs) for issuance of passports and take decisions/actions with the help of Assistant Superintendent, Senior Passport Assistant and Junior Passport Assistant in accordance with Passports Act, 1967, Passport Rules, 1980 and Passport Manual.

WORK FLOW CHART OF PASSPORT OFFICE, THANE:

Passport Applications are accepted at Passport Seva Kendra as per following details:

Name of PSK	City	Address
-------------	------	---------

PSK, Nashik	Nashik	Passport Seva Kendra, Star Zone Mall, Part of Shop No. 3&4, Ground Floor, Nashik Pune National Highway, Nashik Road, Nashik-422101.
PSK, Thane	Thane	Passport Seva Kendra, Dosti Pinnacle, Unit No. G1, Plot No. E7, Road No. 22, Wagle Industrial Estate, Thane West-400604.
PSK, Malad (Thane II)	Mumbai	Passport Seva Kendra, Raheja Tipco Plaza, Unit No. 2b, Rani Sati Marg, Malad(East), Mumbai-400097.

Entry in above PSK is strictly as per the appointment date and time slot booked on www.passportindia.gov.in. Apart from the online booking, 3 categories of passport applicants viz. Minors below 3 years of age, Senior Citizens above 60 years and Physically challenged can walk in with ARN sheets and relevant documents between 9-10.30 a.m. within online appointments. Details of the above are also available in the website under Passport Office, Thane.

1. Counter - 'A':

- Scrutiny of Passport Applications by TCS Staff;
- Receipt of Passport Application, Data Verification, Scanning by TCS Staff;

2. Counter - 'B':

- Verification of Passport Application by Verifying Officer (Government Official).

3. Counter - 'C':

- Granting and Index checking of the Passport Application simultaneously by the Granting Officer (Government Official).
4. Police Verification sent to concerned district electronically;
 5. Receipt of Police Verification Report (PVR) electronically;
 6. Printing of passport;
 7. Lamination of passport;
 8. Stamping of PIA signature of PIA on passport;
 9. Passport delivery by dispatch through speed post OR Counter delivery , in deserving cases.
 10. Storage of documents at Record Section.

PCC Service is granted and delivered across the counter at Passport Seva Kendra if the report is available for the passport in the system.

In other administrative matters, dealing assistant submits the files to officer incharge, who in turn submit 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 other departments, particularly the Cabinet Secretariat at <http://www.cabsec.nic.in>, the Ministry of Parliamentary Affairs at <http://www.mpa.nic.in> and the Ministry of Personnel, Public Grievances and Pensions at <http://persmin.nic.in> and the Ministry of Home (Official Language Division).

Norms set by the Ministry for the discharge of functions/duties:

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

The Passport Office, Thane functions as per the norms laid down by the CPV Division, Ministry of External Affairs, New Delhi. Efforts are made to dispose of files within the stipulated time frame for issuance of passport subject to completion of documentations, police verification and other 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 Passport Office, Thane are used by its employees for discharging its functions.

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

Passports Act and Passport Rules:

These are already available on the website <http://www.mea.gov.in> and www.passportindia.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, 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 are used by its employees for discharging its functions.

In the discharge of its functions, the Passport Office, thane also uses various Central Acts, Rules, Codes, Regulations, etc. It again uses various judgements of the Supreme Court of India, High courts and other subordinate courts including District Consumer 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;
- Central Treasury Rules etc.
-

In addition various Manuals/Circulars etc. issued the Ministry of External Affairs are also used..

Statement of the categories of documents that are held by the Ministry or under its control:

The Passport Office, Thane holds the following documents:

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

The administrative side of the office maintains files related to the following:

- Appointments;
- Personal files and Service Books (including leave account) of its employees;
- Court related litigation files;
- Procurement of stationeries and furniture;
- Electricity & Water bills;
- Circulars;
- 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:

- Blank Ordinary Passport Booklets;
- Blank 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 Ministry of External Affairs;
- 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 Samiti (Official Language Implementation Committee) consisting of 6 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) of the Right to Information Act, 2005:

Directory of officers and employees and monthly remuneration as on 1st June, 2016:

S.No.	Name of the Official	Designation
1.	Shri T.D. Sharma	Passport Officer
2.	Shri K.Vijaykumar	Deputy Passport Officer
3.	Smt. N.B. Kerkar	Assistant Passport Officer
4.	Smt. R.A. Lad	Assistant Passport Officer
5.	Smt. S.S. Kulkarni	Assistant Passport Officer
6.	Smt. S.T. Jathar	Senior Superintendent
7.	Smt. R.H. Vadgaonkar	Senior Superintendent
8.	Shri V.D. Ghadi	Senior Superintendent
9.	Shri M.M. Adhatrao	Senior Superintendent
10.	Smt. M.Y. Temkar	Senior Superintendent
11.	Shri S.R. Bhorkar	Senior Superintendent
12.	Smt. C.D. Suryawanshi	Senior Superintendent
13.	Smt. P.P. Hegishte	Senior Superintendent
14.	Shri R.E. More	Superintendent
15.	Shri G.B. Pandit	Superintendent
16.	Shri Bertin M.N.	Superintendent
17.	Smt. Beenakumari S.	Superintendent
18.	Shri Manikandan Nair	Stenographer
19.	Smt. S.D. Kamod	Assistant Superintendent
20.	Smt. N.S. Joshi	Assistant Superintendent
21.	Smt. S.K. Alurkar	Assistant Superintendent
22.	Smt. L.S. Nair	Assistant Superintendent
23.	Shri Mahendra K.Meena	Assistant Superintendent
24.	Shri Lalit Kishor Meena	Assistant Superintendent
25.	Shri S.H. Pawar	Senior Passport Assistant

26.	Smt. Geeta N.	Senior Passport Assistant
27.	Smt. S.N. Meshram	Senior Passport Assistant
28.	Shri R.N. Thorat	Senior Passport Assistant
29.	Shri T.V. Sawant	Senior Passport Assistant
30.	Shri S.B. Sawant	Senior Passport Assistant
31.	Ms. P.C. Mahale	Senior Passport Assistant
32.	Shri Rajan Hire	Senior Passport Assistant
33.	Shri P.P. Mohite	Senior Passport Assistant
34.	Shri Umesh Kumar Gupta	Junior Passport Assistant
35.	Shri Dharmendra Kumar	Junior Passport Assistant
36.	Shri Pintu Kumar	Junior Passport Assistant
37.	Shri Anmol Mehto	Junior Passport Assistant
38.	Shri Amit	Junior Passport Assistant
39.	Shri Kailash Chand Meena	Junior Passport Assistant
40.	Shri Devinder Singh	Junior Passport Assistant
41.	Shri P.D. Pednekar	Office Assistant

In addition to above, 11 Data Entry Operators are also working with Passport Office, Thane.

Details of monthly remuneration of officers and staff of Passport Office, Thane

S.No.	Category of Officers	Number	Scale of Pay+Grade Pay (In Rupees)
1.	Passport Officer	1	15,600-39,100+GP 7,600
2.	Deputy Passport Officer	1	15,600-39,100+GP 6,600
3.	Assistant Passport Officer	3	15,600-39,100+GP 5,400
4.	Senior Superintendent	8	9,300-34,800+GP 4,800
5.	Superintendent	4	9,300-34,800+GP 4,600
6.	Stenographer	1	9,300-34,800+GP 4,200
7.	Assistant Superintendent	6	9,300-34,800+GP 4,200
8.	Sr. Passport Assistant	9	5,200-20,200+GP 2,400
9.	Jr. Passport Assistant	7	5,200-20,200+GP 1,900
10.	Office Assistant	1	5,200-20,200+GP 1,800
	TOTAL	41	

Budget allocated to each agency, indicating particulars of all plans, proposed expenditure and reports on disbursement made

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

Abstract of budget estimates 2016-2017 and expenditure (updated till 31.5.2016)

Head	Budget Estimates 2016-17 (In thousands)	Actual Expenditure for FY 2016-27
Salaries	22,000	5784.8
Wages	5,500	930.6
OTA	-	-
Medical	120	19.6
DTE/TA	2,000	360.6
O.E.	5,500	735.5
RRT	900	4.1
Minor Works	500	-
IT	24	-
TOTAL	36,544	7,835.2

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

Travel Agents are not authorized to submit passport applications. Only the passport applicants have to appear in person at Passport Seva Kendra and submit the passport applications. Under the Passport Seva Project (PSP), the role of Travel Agents is limited to helping the applicants in filling up passport application forms on line and status enquiry on internet.

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 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 issuance information through Enquiry Counters and also by telephone. Citizens can also visit the Passport Office, Thane on all working days (except Wednesdays) between 9.30 a.m. to 1.00 p.m. Some of the instructions are also displayed on the notice boards of the Passport Office. The information is also displayed on the web page of Passport Office, Thane.

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

The names, designations and other particulars of the Public Information Officers:

Appellate Authority:

T.D. Sharma,
Passport Officer,
Vardaan Building,
MIDC, Wagle Estate,
Thane (West)-400 604.

Phone: 022-25832818

Fax: 022-25829434

E-Mail: rpo.thane@mea.gov.in

Central Public Information Officer

Shri K.Vijaykumar,
Deputy Passport Officer,
Vardaan Building,
MIDC, Wagle Estate,
Thane (West)-400 604.

Phone: 022-25830116/121

Fax: 022-25829434

E-Mail: rpo.thane@mea.gov.in

Such other information as may be prescribed and thereafter updated the publications ever year

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

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

PUBLIC GRIEVANCES OFFICER

Shri K.Vijaykumar,
Deputy Passport Officer,
Vardaan Building,
MIDC, Wagle Estate,
Thane (West)-400 604.

Phone: 022-25830116/121

Fax: 022-25829434

E-Mail: rpo.thane@mea.gov.in
