

Disclosure of information Article 4 (1) (b) of the Right to Information Act, 2005 in respect of Passport Office, Panaji-Goa.**Section 4 (1) (b) (i): Particulars of organization, functions and duties of the Passport Office, Panaji-Goa.****PARTICULARS OF ORGANISATION**

Regional Passport Office, Panaji, Goa was taken over by the Ministry of External Affairs, New Delhi from the Goa State Home Department on 11/02/1988 and it started functioning in Hotel Fidalgo, Panaji, Goa. In the year 1991, the office was shifted to another rented building 'Gomant Maratha Samaj'. In October 2002, the Regional Passport Office, Panaji, GOA was shifted to Government (MEA) owned building 'PASSPORT BHAVAN' at Patto Plaza, Panaji-Goa, where it is working since then. The building comprises of the office, one guest house and eight staff quarters. The location of building is near to the main Panaji bus stand. The land area is 1000.50 sq mtrs and total built up are in ground to 6th floor is 2413 sq mtrs. This office functions as Passport issuing office of the state of Goa which consists of two districts – North Goa and South Goa together with a population of 17 lakhs.

Under Passport Seva project, a Passport Seva Kendra (PSK) started in Passport Office (co-located site) on 09/03/2012. Presently we are releasing total 350 appointments which include normal appointments for PSK and POPSK, tatkaal appointments for PSK and PCC appointments for PSK and POPSK on daily basis. Along with normal passport applications this office receives 20-25 application for surrender of Indian Passport, mostly on acquiring Portuguese nationality (Goa being a former Portuguese colony, a special privilege is given to Goans born before 1961). On 19/04/2018, a POPSK (Post Office Passport Seva Kendra) was opened in South Goa Collectorate office in Margao.

This office has a total of 13 officers and staff members.

Sr.No	Designation	No.
1.	Regional Passport Officer (PO)	1
2.	Senior Superintendent (SS)	3
3.	Superintendent (Supdt)	1
4.	Stenographer (Steno)	1
5.	Assistant Superintendent (AS)	3

6.	Senior Passport Assistant (SPA)	3
7.	Junior Passport Assistant (JPA)	1

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of entire state of Goa.

Section 4(1) (b) (ii): Powers and duties of officers and employees.

Regional Passport Officers have been designated as Head of the Offices. For the smooth running of the office, financial powers have been delegated to the officer in charge of the Passport Office, Panaji, Goa. The financial powers of the officer in charge of the Passport Office, Panaji, Goa have been detailed in Delegation of Financial Power Rules, 1978 and subsequent delegated powers issued vide separate orders from time to time under Delegation of Financial Power Rules. Other powers of the officials of Passport Office, Panaji, Goa are derived from the Passport Act, 1967 and the Rules framed thereunder. The Act and rules are available on the MEA's website www.passportindia.gov.in. The duties of officers and employees of the office flow from the Passport Act and Passport Rules. Along with Passport issuance, this office also facilitates attestation and apostille of documents for the people of Goa state.

Section 4(1) (b) (iii): Procedure to be followed in the decision making process, including channels of supervision and authority

The Regional Passport Office, Panaji follows the procedure enumerated in Passport Manual 2020 for decision making with regard to issuance of passport. The officers from the Superintendent to Regional Passport Officer level have been designated as Passport Issuing Authority (PIA) for issuance of passport in accordance with Passport Act, 1967, Passport Rules and Passport Manual, 2020.

Work flow Chart of Regional Passport Office, Panaji-Goa.

Passport applications are accepted at co-located Passport Seva Kendra in the Passport Office, Panaji from applicants who have online appointments on the time and date slot booked in www.passportindia.gov.in on payment of online fees. The work flow chart is as under:

1. Counter-A

Scrutiny of Passport Application by TCS staff.

Receipt of Passport application, Data verification, scanning, photo and biometrics capturing by TCS Staff thus generating a unique passport file number.

2. Counter –B

Verification of the Passport application by the Verifying Officer (Government Official). In case of dubious/ doubtful documents they can recommend verification of such documents from issuing authority.

3. Counter-C

Granting and index checking the Passport application by the Granting Officer simultaneously (Government Official).

4. Police verification sent to concerned district electronically.
5. Receipt of Police verification report electronically.
6. Printing of Passports by M/s. STC within office premises.
7. Lamination of Passport.
8. Putting Stamped Signature on Passports.
9. Quality check
10. Passport delivery by dispatch.

PCC Services are granted at Passport Seva Kendra for both PSK and POPSK submissions. GEP applications are also accepted at PSK.

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).

Section 4(1) (b) (iv): Norms set by the Ministry for the discharge of its functions

The Regional Passport Office, Panaji discharge of its functions as per the norms laid down by the CPV Division, Ministry of External Affairs, New Delhi. The Passport Office, Panaji endeavours to dispose of all the cases 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>.

Section 4(1) (b) (v): Rules, regulations, instructions, manuals and records held by or under the control of the Passport Office, Panaji or used by its employees for discharging its functions.

Passport Act and Passport Rules:

Passport Act and Passport Rules are available on the MEA's website <http://www.mea.gov.in>.

In addition, the Passport Office also adhered to the relevant rules, regulations and orders of the Government of India, such as CCS (Conduct) Rules, CCS (CCA) Rules, CCS (Leave Travel Concession) Rules, CCS (Leave) Rules, CCS (Pension) Rules, Provident Fund Rules, General Financial Rules, Fundamental and Supplementary Rules etc. in normal discharge of its administrative and financial functions. These rules are already in the public domain.

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

Section 4 (1) (b)(vi): Statement of the categories of documents that are held by the Passport Office, Panaji, Goa or under its control.

The Passport Office, Panaji, Goa holds the following documents:

- Copies of Reports released by Ministry.
- Circulars, OM's and gazette notifications issued by MEA.
- 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 Passport Office, Panaji, Goa 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 through GeM portal
- Electricity and water bills
- Circulars
- Republic Day & Independence Day Celebration
- Purchase and distribution of stationery items
- Maintenance of Annual Confidential reports
- Other Miscellaneous matters
- Vigilance day observation and oath taking.

Section 4(1) (b) (vii): The particulars of any arrangement that exists for consultation with, or representation by, the Members of the public in relation to formulation of policy or implementation thereof.

Nil information

Section 4(1) (b) (viii): A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

Nil information.

Section 4(1) (b) (ix) & (x): Directory of officers and employees and monthly remuneration.

क्र/Sr.No	नाम/NAME	पदनाम/ DESIGNATION
1.	श्री निजो वर्गीस SHRI NIJO VARGHESE	क्षेत्रीय पासपोर्ट अधिकारी / REGIONAL PASSPORT OFFICER
2.	श्रीमती.अनिता कुमारी एम.के. SMT ANITHAKUMARI M.K.	वरिष्ठ अधीक्षक / SENIOR SUPERINTENDENT
3.	श्रीमती.शोभनावी. SMT. SOBHANA V.	वरिष्ठ अधीक्षक / SENIOR SUPERINTENDENT
4.	श्रीमती.उमादेवी SMT. G.UMADEVI	वरिष्ठ अधीक्षक / SENIOR SUPERINTENDENT
5.	श्री प्रेषित प्रेमनाथ बेतकेकर SHRI PRESBIT P. BETKEKAR	अधीक्षक / SUPERINTENDENT
6.	श्रीमती. ललिता शिंदे SMT. LALITA SHINDE	आशुलिपिक/ STENOGRAPHER GR. I
7.	श्रीमती.ममताकामत SMT. MAMATA G. KAMAT	सहायक अधीक्षक / ASSISTANT SUPERINTENDENT

8.	श्री.प्रेमनाथ सावंत SHRI PREMNATH S. SAWANT	सहायक अधीक्षक / ASSISTANT SUPERINTENDENT
9.	श्री भिमांशु SHRI BHIMANSHU	सहायक अधीक्षक / ASSISTANT SUPERINTENDENT
10.	श्री प्रेम सिंह चौहान SHRI PREM SINGH CHOUHAN	वरिष्ठ पासपोर्ट सहायक/ SENIOR PASSPORTASSISTANT
11.	श्री नवीन कुमार SHRI NAVIN KUMAR	वरिष्ठ पासपोर्ट सहायक/ SENIOR PASSPORTASSISTANT
12.	श्री शिवा कान्त SHRI SHIVA KANT	वरिष्ठ पासपोर्ट सहायक/ SENIOR PASSPORTASSISTANT
13.	श्री.प्रशांत परब SHRI PRASHANT S. PARAB	कनिष्ठ पासपोर्ट सहायक / JUNIOR PASSPORTASSISTANT

Details of monthly remuneration of officers and staff of Passport Office, Panaji - Goa:-

Sl. No.	Category of Officers	Pay
1.	Regional Passport Officer	Rs. 123100-215900 (Level-13)
2.	Assistant Passport Officer	Rs. 56100-177500 (Level-10)
3.	Senior Superintendent	Rs. 47600-151100 (Level-8)
4.	Superintendent	Rs. 44900-142400 (Level-7)
5.	Steno Gr. -I	Rs. 44900-142400 (Level-7)
6.	Assistant Superintendent	Rs. 35400-112400 (Level-6)
7.	Senior Passport Assistant	Rs. 25500-81100 (Level-4)
8.	Junior Passport Assistant	Rs. 19900-63200 (Level-2)

Section 4 (1) (b) (xi): Abstract of budget estimates 2024-25 and expenditure:

(Rs. In Thousand)

Head of Account	Approved RE 2024-25	Expenditure up to February 2025
1	2	3
Salaries	12000	9968
Wages	0	0
Rewards	1437	1185
Medical Treatment	900	463
Allowances	6960	6416
Leave Travel Concession	400	200
Domestic Travel Expenses	400	200
Office Expenses	5000	4400

Rents, Rates & Taxes for Land and Building	131	130
Rent for Others	0	0
Material and Supplies	0	0
Fuels and Lubricants	0	0
Minor civil and electric works	5000	3700
Professional Services	250	155
Repair & Maintenance	85	6
Other Revenue Expenditure		0
Swachhta Action Plan - Office Expenses	100	40
Information Technology - Digital Equipment	328	50
Postal & Freight Charges for Travel documents - Office Expenses	1600	1400
Motor Vehicles	0	0
Machinery and Equipment	0	0
Information, Computer, Telecommunication equipment (ICT)	300	10
Furniture & Fixtures	200	17
Other Fixed Assets		
TOTAL	35091	28340

Section 4 (1) (b) (xii): The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.

NIL

Section 4 (1) (b) (xiii): Particulars of recipients of concessions, permits or authorizations granted by it.

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 to submit application at PSK.

Section 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 <http://www.passportindia.gov.in>.

Section 4 (1) (b) (xv): The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

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 officers during the office hours on all working days between 1000 to 1230 hrs. Some of the instructions are also displayed on the notice boards of the Passport Office.

Article 4 (1) (b) (xvi): Names, designations and other particulars of the Central Public Information Officer (CPIO):

Smt. Anithakumari M.K.

Senior Superintendent
Regional Passport Office,
Passport Bhavan, 13/EDC Complex,
Patto Plaza, Panaji-Goa-403001,
Ph: 2437601/2437604

E-mail – rpo.panaji@mea.gov.in

First Appellate Authority:-

Shri Nijo Varghese

Regional Passport Officer,
Regional Passport Office,
Passport Bhavan, 13/EDC Complex,
Patto Plaza, Panaji-Goa-403001,
Ph: 2437601/2437604

Article 4 (1) (b) (xvii): Other information as may be prescribed and thereafter update these publications every year

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