

**RIGHT TO INFORMATION – Disclosure of information Article 4 (1) (b) of the Right to Information Act, 2005 in respect of Regional Passport Office, Tiruchirappalli.**

**Article 4(1) (b) (i): Particulars of organization, functions and duties of the Regional Passport Office, Tiruchirappalli.**

**HISTORICAL BACKGROUND**

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 was created in 1959 as a subordinate office of the Ministry of External Affairs. At present, there are a total of 37 Passport Offices in the country.

Regional Passport Office (RPO), Tiruchirappalli was initially bifurcated from Regional Passport Office, Chennai on 28.03.1983. It was inaugurated by the then Union Minister of State for External Affairs, Sh.A.A.Rahim. RPO, Tiruchirappalli was bifurcated in Dec'2007 to form RPO, Madurai. RPO Trichy is located at Water Tank Building, West Boulevard Road, Trichy – 620 008. It caters for passport services to the citizens of 9 districts (Ariyalur, Karur, Karaikal, Nagapattinam, Perambalur, Pudukkottai, Thanjavur, Thiruvarur & Tiruchirappalli) of Tamil Nadu. At present two Passport Seva Kendras (PSKs) and five Post Office Passport Seva Kendras (POPSKs) are functional under Regional Passport Office, Trichy as per details given below:

S.No.	Name	Location	Address	Phone No.
1.	Passport Office	Trichy	Corporation Commercial Complex, 7 <sup>th</sup> cross, Thillai Nagar, Trichy – 18.	0431- 2707203 2707404
2.	Passport Seva Kendra (PSK)	Trichy	Plot No.A5, Salai Road & Shastri Road Junction, Thillai Nagar, Trichy	0431-2766355
3.	Passport Seva Kendra (PSK)	Thanjavur	New No.201/7D, Old No.201/7, Medical College Road, Next to Kumaran Cinema Theatre, Thanjavur	04362-240160
4.	Post Office Passport Seva Kendra (POPSK)	Karaikal	MDG, No.1, Masthan Palli Street, Karaikal – 609602.	04368-224463

5.	Post Office Passport Seva Kendra (POPSK)	Karur	No.4/29, Jawahar Bazzar, Karur-639001	04324-262166
6.	Post Office Passport Seva Kendra (POPSK)	Perambalur	Postal Staff Quarters, Attur Main Road, Perambalur - 621212	04328-277844
7.	Post Office Passport Seva Kendra (POPSK)	Sirkazhi	1A, Pittari Mela Veethi, Sirkali, Nagapattinam-609110	04364-272966
8.	Post Office Passport Seva Kendra (POPSK)	Thiruthurai poondi	No.4, Head Post Office, Near Anna Salai, Nagapattinam Road, Thiruthuraipoondi Post, Thiruvarur-614713	04369-221466

## ORGANISATION

This office has a total of 36 officers and staff members.

The hierarchy at the Regional Passport Office, Tiruchirappalli includes the following stages:-

1. Deputy Passport Officer/Acting Passport Officer
2. Assistant Passport Officer
3. Senior Superintendent
4. Superintendent
5. Assistant Superintendent
6. Stenographer
6. Senior Passport Assistant
7. Junior Passport Assistant
8. Office Assistant
9. Multi Tasking Staff

## FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of 9 districts (Ariyalur, Karur, Karaikal, Nagapattinam, Perambalur, Pudukkottai, Thanjavur, Thiruvarur & Tiruchirappalli) of Tamil Nadu.

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

**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 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 and Passport Rules website [www.passportindia.gov.in](http://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 Regional Passport Office, Tiruchirappalli follows the procedure indicated in Passport Manual 2010 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, Senior Passport Assistants, Junior Passport Assistants posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.

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

Passport applications are accepted at Passport Seva Kendras (PSKs) located at Tiruchirappalli & Thanjavur and Post Office Passport Seva Kendras (POPSKs) located at Karaikal, Karur, Perambalur, Sirkazhi and Thiruthuraipoondi for applicants who have appointments on the time and date slot booked in [www.passportindia.gov.in](http://www.passportindia.gov.in). Apart from the online booking, two categories of passport applicants can walk in with ARN sheets and relevant documents between 9 A.M. to 11 A.M. without online appointments, details of which are mentioned in the above website under Regional Passport Office, Tiruchirappalli. The process of application in all PSKs is scheduled as under:

##### **1. Counter-A**

- Scrutiny of Passport Application by TCS staff.
- Receipt of Passport application, Data verification, scanning and cash collection, capturing of photograph and biometrics by TCS Staff.

##### **2. Counter-B**

- Verification of the Passport application by the Verifying Officer (Government official).

### **3. Counter-C**

- Granting and index checking the Passport application by the Granting Officer simultaneously (Government official).
- After granting the applications are returned back to the applicant.

4. Police verification (online) and document verification to issuing authorities (random).

### **Functions of the main office:**

1. Printing of Passports.
2. Lamination of Passports.
3. Stamping of Passport Officer's signature on Passport.
4. Passport delivery at Counter or by dispatch.
5. Storage of physical documents in record section.
6. Review of Adverse police reports and follow up action.
7. Complex policy cases like Double/Multiple Passport, impersonation, etc., are processed at Main office.

**PCC Services are granted and delivered across the counter at Passport Seva Kendra if the police report for the passport is available in the System.**

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 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 <http://persmin.nic.in> and the Ministry of Home Affairs (Rajbhasha) <http://www.rajbhasha.gov.in>.

### **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, Tiruchirappalli discharge its functions as per the norms lay 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.passportindia.gov.in>.

**Rules, regulations, instructions, manuals and records held by or under the control of the Regional Passport Office, Tiruchirappalli used by its employees for discharging its functions.**

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

Passport Act (1967) and Passport Rules (1980):

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 as under its control as used by its employees for discharging its functions.

In the discharge of its functions, the Regional Passport Office, Tiruchirappalli 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.**

**Article 4(1) (b) (vi) of the right to information Act, 2005**

The Regional Passport Office, Tiruchirappalli 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 seeking information etc.

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

- Appointments.
- Personal files and Service Books (including leave account) of its employees.
- Court related litigation files
- Continuation of temporary posts
- Procurement of stationary and furniture
- Electricity and water bills
- Circulars
- Republic Day and Independence Day celebration
- Purchase and distribution of stationary items
- Maintenance of Annual Confidential Reports
- Other Miscellaneous matters.

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

- The files are retained for the period specified as per record retention schedule prescribed by Ministry from time to time.
- Ordinary Passport Booklets.
- Official Diplomatic Passport booklets.

**Arrangement for consultation with or representation by the Members of the public in relation to formation of its policy or implementation thereof.**

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

The matter is being looked after at the level of the MEA.

**Statements of 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.**

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

**Directory of officers and employees and monthly remuneration as on 28.02.2025**

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

S.No.	Name of the official (Sh./Smt./Kum.)	Designation
1.	Sharanappa Talwar	PO
2.	Banumathy Ponraj	Deputy Passport Officer
3.	Verghese Daniel	Assistant Passport Officer
4.	M. Balasubramanian	“
5.	G.Appavoo	“
6.	S. Jasmine	“
7.	P.R. Krishnan	“
8.	O.Kalaiselvi	“
9.	R.Shanthi	“
10.	G.Kayalvizhi	Senior Superintendent
11.	G.Viswanathan	“
12.	J.Geetha	“
13.	A.Srijayanthi	“
14.	M.Prabakaran	“
15.	A.Nambikkai Mary Queeni	Superintendent
16.	A.Edward John	Assistant Superintendent
17.	G.Vijayanirmala	“
18.	Kumar Kishor	Junior Translation Officer
19.	Manish Kumar Gupta	Stenographer
20.	A.Indirani	Senior Passport Assistant
21.	K.Jaya	“
22.	K.R.Maheswari	“
23.	M.Pazhanibhaarathi	“
24.	K.Sekar	“
25.	K.Ramu	“
26.	M.Vasanthi	“
27.	A.Maria Joseph Sahayaraj	“
28.	R.Krishnaveni	“
29.	R.Banumathi	“

30.	J.Manimozhi	“
31.	R.Jeyalakshmi	“
32.	A. Mumthaj Begum	“
33.	G.Santhi	“
34.	T.Anjalai	Junior Passport Assistant
35.	M.Kalavathy	“
36.	Hari Shankar V.	Multi Tasking Staff

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

S.No.	Category of officers	Number	Level of Pay
1.	Deputy Passport Officer	2	Level 11
2.	Assistant Passport Officer	7	Level 10
3.	Senior Superintendents	5	Level 8
4.	Superintendent	1	Level 7
5.	Assistant Superintendents	2	Level 6
6.	Junior Translator Officer	1	Level 6
7.	Stenographer	1	Level 5
8.	Senior Passport Assistants	14	Level 4
9.	Junior Passport Assistants	2	Level 2
10.	Multi Tasking Staff	1	Level 1

**Budget allocate 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 2024-2025 and expenditure.

HEAD	Revised BE 2024 – 25 (in thousands)	Actual Expenditure till Jan ' 2025 (in thousands)
Salaries	22400	19988.93
Allowances	18650	16044.714
Rewards	3800	3616.978
Medical Treatment	150	113.107
Leave Travel Concession	90	23.231
Domestic Travel Expenses	3000	2309.97
Office Expenses	6500	5551.654
Rent, Rates & Taxes for Land and Buildings	6600	5498.8
Professional Services	50	3.5



Postal and freight charges for travel documents	10100	8108.349
Swachhta Action Plan (Office Expense)	100	49.248
Information Technology (Digital Equipment)	100	76.123
Total	71540	61384.604

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;**

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

Nil

**Particulars of recipients of concessions, permits or authorizations granted by it.**

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

Travel agents are not authorized to submit the passport applications. Only the passport applicants have to appear in person at Passport Seva Kendra and submit their Passport Applications. No travel agent is recognized to deal with this office for submission of application with effect from 30/06/2011 onwards.

**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 there of have been uploaded on website

<http://www.pasportindia.gov.in>.

**Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

**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 Public Grievance Officers in Passport Office on all working days between 09:30 A.M. to 12:00 P.M. 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.**

**First Appellate Authority:-**

**Sh . Sharanappa Talwar**

Passport Officer,

Regional Passport Office,

Corporation Commercial Complex, II Floor,

Thillainagar 7<sup>th</sup> cross, Trichy 620018

Phone No. 0431-2707203/404

Fax No. 0431-2707515

E-mail: [rpo.trichy@mea.gov.in](mailto:rpo.trichy@mea.gov.in)

**Central Public Information Officer:-**

**Shri .M. Balasubramanian,**

Assistant Passport Officer,

Regional Passport Office,

Corporation Commercial Complex, II Floor,

Thillainagar 7th cross, Trichy 620018

Phone No. 0431-2707203/404

Fax No. 0431-2707515

E-mail: [rpo.trichy@mea.gov.in](mailto:rpo.trichy@mea.gov.in)

**Such other information as may be prescribed.**

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

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