

RIGHT TO INFORMATION - Disclosure of information Article 4 (1) (b) of the Right to Information Act, 2005 in respect of Passport Office, Delhi

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

HISTORICAL BACKGROUND

The issuance of passports is a central subject under the Indian constitution and allotted to the Ministry of External Affairs. Passport Office, Delhi was set up in 1954. It was inaugurated as a subordinate office of Ministry of External Affairs under the supervision of Central Passport Organization. It was among the first five Passport Offices to be setup. The others were at Bombay(Mumbai), Calcutta(Kolkata), Madras(Chennai) and Nagpur. RPO Delhi is located at Trikoot - 3, HUDCO Building, Bhikaji Cama Place, New Delhi-110066.

It caters for passport services to the areas of Delhi and nine districts of Haryana state i.e. Faridabad, Gurgaon, Jhajjar, Mahendragarh, Mewat Nuh, Palwal, Rewari, Rohtak, Sonipat. At present four Passport Seva Kendras (PSKs) i.e. Bhikaji Cama Place, ITO, Shalimar Place and Gurgaon and Nine POPSK i.e Faridabad, Janakpuri, Nehru Place, Patpatganj, Yamuna Vihar, Sonipat,,Rohtak,Narnual & Mehrauli are functional under Regional Passport Office, Delhi.

ORGANISATION

This office has a total of 19 officers and 101 staff members as on 01.07.2020

The hierarchy in Officer Grade at the Regional Passport Office, Delhi includes the following stages:-

1. Regional Passport Officer
2. Deputy Passport Officer
3. Assistant Passport Officer
4. Senior Superintendent
5. Superintendent

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of Delhi and nine districts of Haryana.

Powers and duties of the employees of the Regional Passport Office, Delhi.

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 website 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.

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, Delhi 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 Superintendent, Senior Passport Assistant, Junior Passport Assistant posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.

WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, DELHI

Passport applications are accepted at Passport Seva Kendra located at Bhikaji Cama Place, ITO, Shalimar Place, Gurgaon for applicants falling under the jurisdiction of RPO, Delhi as per their appointments in the time and date slot booked on the website www.passportindia.gov.in. The applicants can also walk in with ARN Sheets for the purpose of issuance of Police Clearance Certificate (PCC).

1. Counter-A

- Scrutiny of Passport Application by TCS staff,
- Receipt of Passport application, Data verification, scanning and cash collection by TCS Staff.
- Obtaining Photograph and fingerprints.

2. Counter-B

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

3. Counter-C

- Granting and index checking of the Passport application by the Officer concerned having the rank of Deputy Passport Officer/ Assistant Passport Officer/ Senior Superintendent/Superintendent. In case of any shortcoming in the processing of the case due to requirement of some documents/clarification of applicants, the file has to be kept on hold till completion of documents or necessary confirmation from issuing authorities.

4. Police verification sent to concerned district electronically

5. Receipt of Police verification electronically

6. Printing of Passport.

8. Lamination of Passport.

9. Signature of PIAs on Passport.

10. Passport delivery by dispatch or in rare cases on counter.

11. Manual documents stored in Record Section in few cases.

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

In other administrative matters, Dealing Assistant submits the files to Superintendent who in turn submits to the Passport Officer. In some of the cases 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.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)

Global Entry Program (GEP)

It is provided for expedited entry for Indian nationals entering into USA. It was launched in 2017. The application is received both by Mission/ Post and RPO directly. Processing of application takes place at PSKs with CSE, VO & GO and (Counter A, B &C). The application is processed on pre-PV. The application also requires comments of ministry of Finance (MHO) and Ministry of Home Affairs and then comments are conveyed to US authorized for further processing.

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, Delhi discharges its functions as per the norms lay down by the CPV Division, Ministry of External Affairs, New Delhi. It is our endeavour 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, Delhi used by its employees for discharging its functions

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

Passport Act and Passport Rules:

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, Delhi 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, 2017
- Delegation of Financial Power Rules
- House Building Advance Rules
- CCS (Revised Pay) Rules, 1997 & 2008
- Central Treasury Rules

In addition various Manuals/Circulars etc., issued by our Ministry from time to time are also used.

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

The Regional Passport Office, Delhi holds the following documents:

- Copies of Reports released by our Ministry.
- 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 book (including leave account) of its employees.
- Court related litigation files.
- Continuation of temporary posts.
- Procurement of stationery & Furniture.
- Electricity and Water bills.
- Circulars
- Purchase and distribution of stationary 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:-

- India International Ordinary Passport Booklets.
- 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 Smiti (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. The names of the members of the committee are as follows.

S. No.	Name	Designation
1.	Sh. Surendra Kumar Adhana	Regional Passport Officer
2.	Sh. Raj Kapoor	Assistant Passport Officer
3.	Sh. Satish Kumar	Assistant Passport Officer
4.	Sh. Madan Mohan Mahapatra	Senior Superintendent
5.	Sh. Soran Singh	Junior Hindi Translator
6.	Sh. D.C Baloni	Assistant Superintendent

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

Directory of officers and employees of RPO, Delhi as on 01.07.2020

S. No.	Name	Designation
1	Surendra kumar Adhana	Regional Passport Officer
2	Sanjeev Kumar verma	Deputy Passport Officer
3	Raj Kapoor	Assistant Passport Officer
4	P.S.Ray	Assistant Passport Officer
5	Satish Kumar	Assistant Passport Officer
6	Devendra Bhandari	Assistant Passport Officer
7	Sangeeta Verma	Assistant Passport Officer
8	Ramanand Johari	Assistant Passport Officer
9	Usha Saxena	Assistant Passport Officer
10	Javed Ahmed	Assistant Passport Officer
11	Naved Mustajab Sheikh	Senior Superintendent
12	Jai Kishan	Senior Superintendent
13	Naresh Kumar	Senior Superintendent
14	Suresh Yadav	Senior Superintendent
15	Puneet Kumar Jha	Senior Superintendent
16	Krati Aggarwal	Senior Superintendent
17	Madan Mohan Mahapatra	Senior Superintendent
18	Veer Singh	Senior Superintendent
19	Naman Rastogi	Senior Superintendent
20	Rajesh Kumar	Assistant Superintendent
21	Jimmy Simon	Assistant Superintendent
22	Dhanesh Chandra Baloni	Assistant Superintendent
23	Gajraj Meena	Assistant Superintendent
24	Neeraj Dahiya	Assistant Superintendent
25	Rajni Buddhi	Assistant Superintendent
26	Atul Dobriyal	Assistant Superintendent
27	Krati Garg	Assistant Superintendent
28	Bagesh Nath	Assistant Superintendent

29	Shalini Nelli	Assistant Superintendent
30	Curie Topno	Assistant Superintendent
31	Ayush Sikhar Tyagi	Assistant Superintendent
32	Gaurav Kumar Maan	Assistant Superintendent
33	Dlip Singh	Assistant Superintendent
34	Ankit Goel	Assistant Superintendent
35	Ramesh Singh	Assistant Superintendent
36	Rajpal Udhar	Assistant Superintendent
37	Govind Ram	Assistant Superintendent
38	Mahesh Chander	Assistant Superintendent
39	Om Dutt Sharma	Steno
40	Soran Singh	Junior Hindi Translator
41	Ritesh Chander	Senior Passport Assistant
42	Puran Chander	Senior Passport Assistant
43	Rajkumar	Senior Passport Assistant
44	Ravi Kant	Senior Passport Assistant
45	Jyoti Kapoor	Senior Passport Assistant
46	Gopal	Senior Passport Assistant
47	Giriraj Sharma	Senior Passport Assistant
48	Mansi Grover	Senior Passport Assistant
49	Raj Kumar Gularia	Senior Passport Assistant
50	Anil Kumar	Senior Passport Assistant
51	Krishan Gopal	Senior Passport Assistant
52	Jeewan Singh	Senior Passport Assistant
53	Ashok Kumar	Senior Passport Assistant
54	Sunil Kumar Phadke	Senior Passport Assistant
55	Laxman Singh	Senior Passport Assistant
56	Om Prakash	Senior Passport Assistant
57	Sanjeev kumar	Senior Passport Assistant
58	Birender Singh	Senior Passport Assistant
59	Hari Pal Singh	Senior Passport Assistant
60	Shyam	Senior Passport Assistant
61	Arun Kumar Singh	Senior Passport Assistant
62	Dhan Singh	Senior Passport Assistant
63	Vishamber Datt	Senior Passport Assistant
64	Tara Datt	Senior Passport Assistant
65	Rajinder Singh Chauhan	Senior Passport Assistant
66	Harish Kumar Gehlot	Senior Passport Assistant
67	Praveen Sharma	Senior Passport Assistant
68	Rohtas Kumar	Senior Passport Assistant
69	Ram Kishore Kalsan	Senior Passport Assistant
70	Yogesh Sharma	Senior Passport Assistant
71	Pradeep	Senior Passport Assistant
72	Gulzari Lal	Senior Passport Assistant
73	Avinash	Senior Passport Assistant
74	Amit Kumar	Senior Passport Assistant
75	Ashok Kumar	Senior Passport Assistant
76	Srishti Chander	Junior Passport Assistant

77	Nitin Kumar	Junior Passport Assistant
78	Jyoti Singh	Junior Passport Assistant
79	Sakshi Garg	Junior Passport Assistant
80	Vineet Kumar	Junior Passport Assistant
81	Varsha Yadav	Junior Passport Assistant
82	Prashant	Junior Passport Assistant
83	Praveen Kumar	Junior Passport Assistant
84	Ajay Kumar	Junior Passport Assistant
85	Mohit Rana	Junior Passport Assistant
86	Manish	Junior Passport Assistant
87	Prince Raushan	Junior Passport Assistant
88	Namita Sonkar	Junior Passport Assistant
89	Parv Rana	Junior Passport Assistant
90	Narender Singh	Junior Passport Assistant
91	Harsh Mehta	Junior Passport Assistant
92	Vivek	Junior Passport Assistant
93	Surendra Singh	Junior Passport Assistant
94	Ravi	Junior Passport Assistant
95	Yogesh	Junior Passport Assistant
96	Munish Vats	Junior Passport Assistant
97	Parveen Kumar	Junior Passport Assistant
98	Raju Singh	Junior Passport Assistant
99	Jitender Kumar Jangid	Junior Passport Assistant
100	Naveen Kumar Sharma	Junior Passport Assistant
101	Pushpinder	Junior Passport Assistant
102	Ram Avadh Pandey	Junior Passport Assistant
103	Satpal	Junior Passport Assistant
104	Mukesh Kumar	Junior Passport Assistant
105	Ashok Kumar	Junior Passport Assistant
106	Sunil Kumar Bhushan	Junior Passport Assistant
107	Shiv Kumar	Junior Passport Assistant
108	Girdhari Lal	Junior Passport Assistant
109	Preeti	Junior Passport Assistant
110	Ashish Dahiya	Junior Passport Assistant
111	Neha Kapoor	Junior Passport Assistant
112	Nihal Singh	Office Assistant
113	Bhawan Singh	Office Assistant
114	Nand Kishore	Junior Passport Assistant
115	Priyanka	Office Assistant
116	Ashok badoni	Office Assistant
117	Nand Kishore	Driver

Details of Scale of Pay with G.P. of officers and staff presently deployed at Passport Office, Delhi: -

SR.No	Category of Officers	Number	Scale of Pay+ Grade Pay(in Rupees)
1.	Regional Passport Officer	1	78800-209200(Level-12)
2.	Deputy Passport Officer	1	67700-208700(Level-11)
3.	Assistant Passport Officer	8	56100-177500(Level-10)
4.	Senior Superintendent	9	47600-151100(Level-8)
5.	Superintendent	0	44900-142400(Level-7)
6.	Assistant Superintendent	71	35400-112400(Level-6)
7.	Junior Hindi Translator	1	35400-112400(Level-6)
8.	Stenographer GR.D	1	35400-112400(Level-6)
9.	Senior Passport Assistant	35	25500-81100(Level-4)
10.	Junior Passport Assistant	37	19900-63200(Level-2)
11.	Driver	1	29200-92300(Level-3)
12.	Office Assistant	4	18000-56900(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 2020-2021 and expenditure.

HEAD	REVISED ESTIMATES 2020-2021 (Rs. In Thousands)	ACTUAL EXPENDITURE UPTO 30.06.2020 (for the FY 2020-2021)
Salaries	119900	18822001
Wages	0	0
OTA	0	0
Medical	2800	4424
DTE/TA	1500	50232
O.E.	15000	561973
RRT	0	0
Minor	7500	0
IT	200	0
Total	146900	19438630

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 designated Passport Seva Kendra and submit the Passport Applications. No travel agent is authorized to deal with this office with effect from 07/02/2012 to submit application at PSKs.

Details in respect of the information, available to or held by it, is 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.pasportindia.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 officers during the office hours on all working days between 0930 to 1300hrs. Some of the instructions are also displayed on the website 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.

Appellate Authority:-

Sh. Surendra kumar Adhana

(Regional Passport Officer)

Hudco Trikoot-3,

Bhikaji Cama Place, R.K.Puram,

New Delhi-110066

Voice: 011-26187072, 26187073, 26187074

Fax: 011-26165870

E-mail: rpo.delhi@mea.gov.in

Central Public Information Officer:-

Sh. Suresh Yadav

(Senior Superintendent)

Hudco Trikoot-3,

Bhikaji Cama Place, R.K.Puram,

New Delhi-110066

Voice: 011-26187072, 26187073, 26187074

Fax: 011-26165870

E-mail: rpo.delhi@mea.gov.in

Nodal Officer of Grievances

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(Assistant Passport Officer)

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Bhikaji Cama Place, R.K.Puram,

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