

RIGHT TO INFORMATION ACT, 2005

PASSPORT OFFICE, BAREILLY

Disclosure of information under section 4(1)(b) of the Right to Information Act, 2005 in respect of Passport Office, Bareilly as on 01.07.2023.

Article 4 (b) (i)- The Particulars of its Organization, Functions and Duties.

ORGANIZATION

Passport Office, Bareilly established on 04 April, 1983 is one of 37 Passport Offices of Central Passport Organization functioning under Ministry of External Affairs, Govt. of India. It is headed by Passport Officer. Its main office is located at Vikasjyoti Commercial Complex, II & III floor BDA building, Priyadarshini Nagar, Bareilly, 243122, UP. To meet the additional demand of passport services, recently one Camp has been opened in Main Office for submission of passport application. There is one Passport Seva Kendra (PSK) operational under this office since 13.03.2012, which is located at Radha Krishna Tower, CC-146/A, Plot No. 317/1 kha, Jagatpur Lala Begum, Philibhit Bypass Road, Bareilly, UP. Seven Post Office Passport Seva Kendra (POPSK) are also Operational under this office, details are mentioned below.

Sl. No.	POPSK	Operational Since	Full Address
1.	Pilibhit	30.04.2017	Head Post Office, Opposite L.H Sugar Mill Station Road, Pilibhit-262001, UP.
2.	Moradabad	26.02.2018	Head Post Office, Gurhatti Civil Lines Near Jail, Moradabad, 244001, UP
3.	Binor	03.03.2018	Head Post Office, Near Municipality, Roadways Bus Stand, Bijnor, 246701, UP
4.	Rampur	17.04.2018	Head Post Office, Rajdwara Road, Near State Bank of India, Rampur, 244901, UP
5.	Badaun	29.12.2018	Head Post Office, Near Kachahari, Badaun, UP
6.	Amroha	25.01.2019	Head Post Office, Near Kot Chauraha, Amroha, UP, 244221
7.	Shahjahanpur	08.03.2019	Head Post Office, Cantt Area, Near G.F College, (UP)-242001

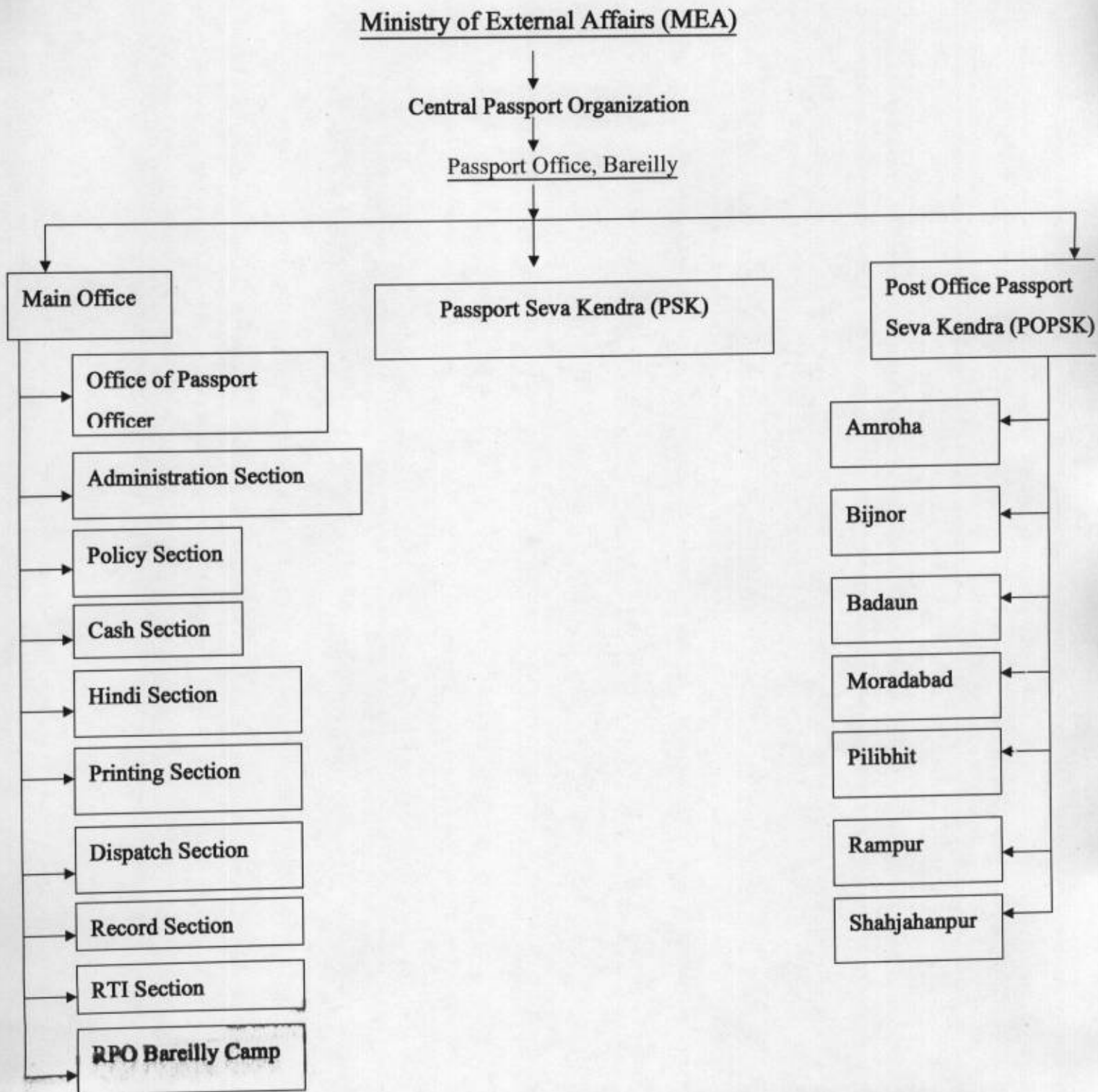
At present Thirteen (13) Districts viz. Amroha, Badaun, Bareilly, Bijnor, Etah, Firozabad, Kasganj, Mainpuri, Moradabad, Pilibhit, Rampur, Sambhal & Shahjahanpur of UP falls under the jurisdiction of RPO Bareilly.

This Office has been notified under Rule 10(4) of Central Government Official Language, 1976 [Published in Gazette of India Part-II, Section 3, Sub section- (ii) dated 16th march 2016] on 16.03.2016.

32 Officers/Officials are at the strength of Passport Office, Bareilly as on 01.07.2023. The hierarchy from top to bottom is as under:

1.	Passport Officer (PO)	-	01
2.	Assistant Passport Officer (APO)	-	02
3.	Senior Superintendent	-	01
4.	Superintendent	-	01
5.	Junior Translation Officer	-	01
6.	Assistant Superintendent	-	05
7.	Senior Passport Assistant (SPA)	-	14
8.	Stenographer	-	01
9.	Junior Passport Assistant (JPA)	-	05
10.	Driver	-	01

Organizational of Passport Office, Bareilly:



FUNCTION AND DUTIES:

Passport Office, Bareilly renders passport and other related services to the citizens in general and 13 Districts of UP in particular viz Amroha, Badaun, Bareilly, Bijnor, Etah, Firozabad, Kasganj, Mainpuri, Moradabad, Pilibhit, Rampur, Sambhal & Shahjahanpur in accordance with the provisions of the Passport Act, 1967 and Passport rules as amended from time to time. This office renders passport services to citizens in a timely, transparent more accessible, reliable in a comfortable manner through its committed, trained and motivated work force.

Article 4 (b) (ii) – The Powers and Duties of its officers and employees.

Passport Officer is designated as Head of Office with powers delegated under the Delegation of Financial Power Rules, 1987 for disposal of administrative work and for smooth functioning of Passport Office. Other functional powers related to Passport services of all the officers/officials of Passport Office are derived from Passport Act, 1967 & the Passport Rules, which are available on our website www.passportindia.gov.in

The primary duty of officers and officials of this office is to deliver passport and other related services to citizens (on submission of application as prescribed) in timely and transparent manner. Duties are assigned to each Officer/Official as per their hierarchy at Passport Office (Main Office), Passport Seva Kendra (PSK) and Post Office Passport Seva Kendra (POPSKs).

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

The procedure indicated in Passport Act, Passport Rules, Passport Manual 2020, subsequent orders/ directions received time to time from PSP Division Ministry of External Affairs in issuance of passport are followed. All gazetted officers from the level of Superintendent to Passport Officer have been designated as Passport Issuing Authority (PIA) for issuance of passports and take decisions/actions after the application are examined/verified by verifying officers i.e Assistant Superintendents, Senior Passport Assistants, Junior Passport Assistants posted in the Passport Office/ Passport Seva Kendra/ Post Office Passport Seva Kendra.

The work cycle in Passport Seva Kendra, Bareilly is mentioned below:

PV Counter → Counter "A" → Counter "B" → Counter "C" → Exit

➤ PV COUNTER:

- Checking of availability of required documents with applicant in original.
- Generation of token.

➤ COUNTER "A"/ CSE COUNTER

- Receipt of Passport Application, Data Modification, Scanning of documents and file collection by TCS staff.
- Capturing Photo and Biometric of Applicants.

➤ COUNTER "B"

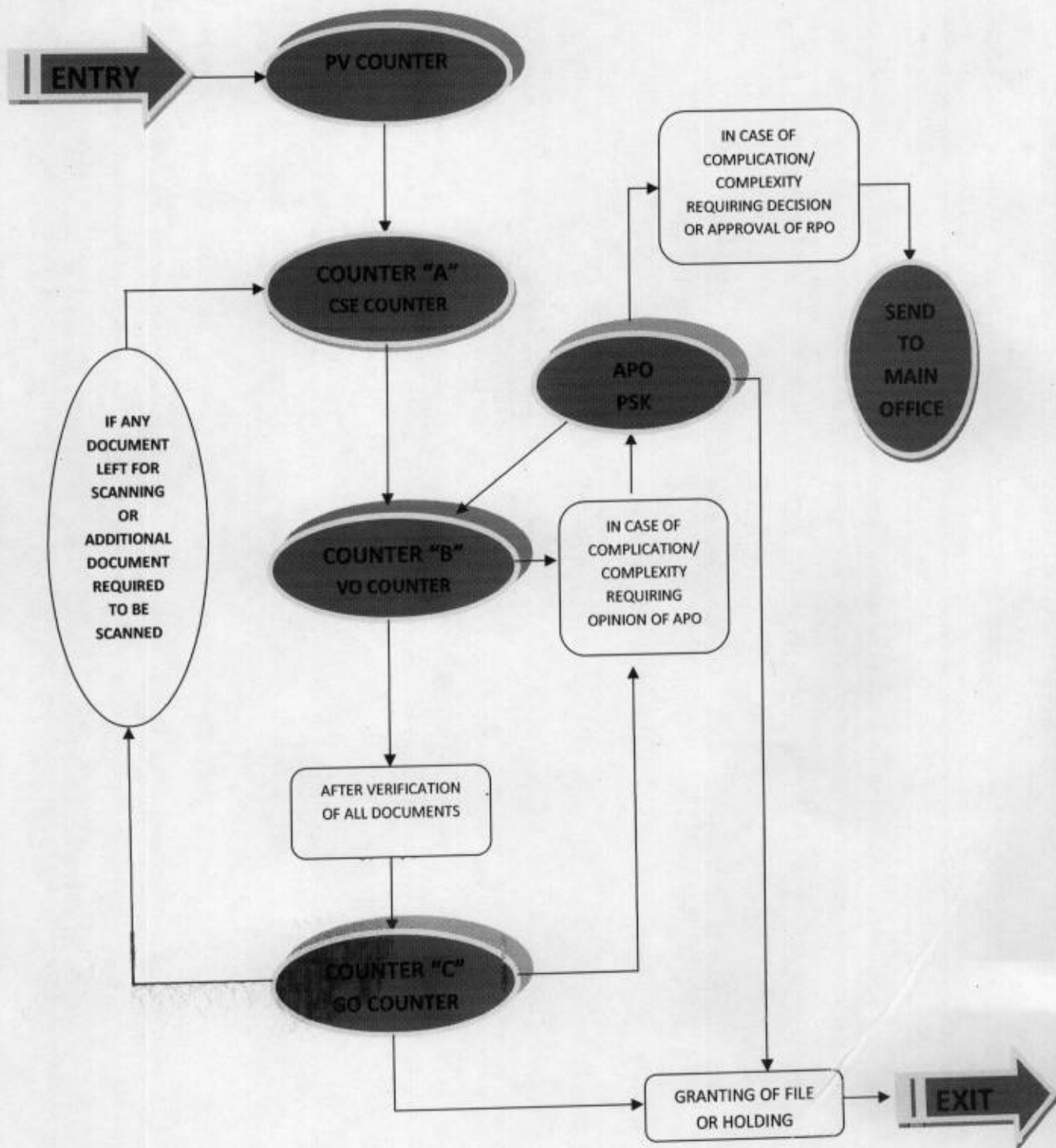
- Verification of the Passport Application and related documents by the verifying officer (Government Officials).
- If any document left for scanning/or data modification required, verifying officer sends it back to Counter "A".
- In case of complication in application it may be sent to the In-Charge (PSK) by verifying officer for opinion or further necessary action.

➤ COUNTER "C"

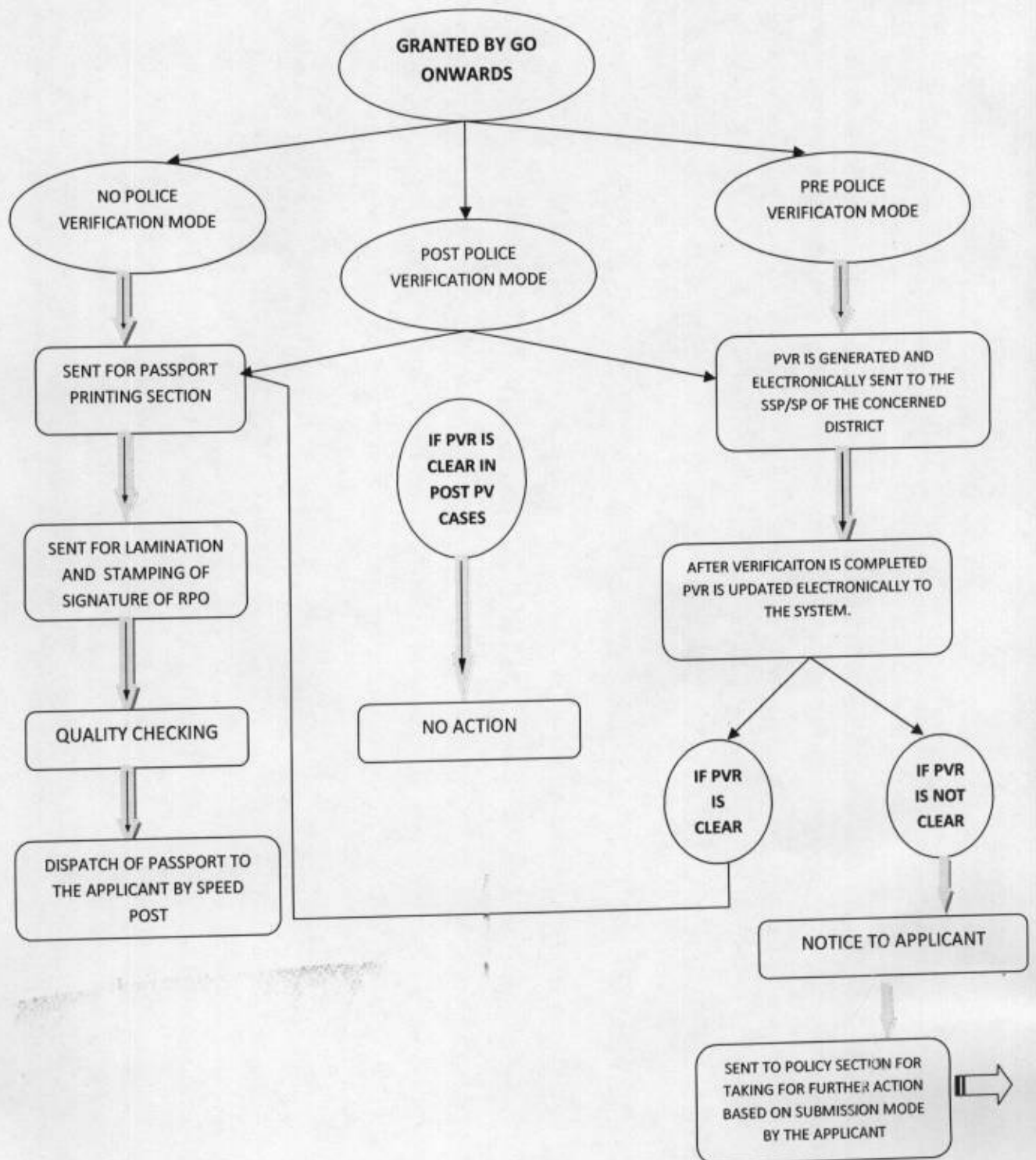
- Granting and index checking the passport applications by the Granting officer simultaneously (Government Officers).
- Granting the Passport application on the basis of Pre Police Verification, Post Police Verification and No Police verification on case to case basis.
- In case of complication it may be sent to APO/In-Charge (PSK) for opinion or further necessary action.
- After granting the passport application forms along with documents are returned to the applicants.

- **Police Clearance Certificate:** Police verification is sent electronically to the concerned police authority and after receipt of clear Police Verification Report, the Police Clearance Certificate is issued.
- **APO/In-Charge, Passport Seva Kendra :** Assistant Passport Officer (APO)/ Senior Superintendent who is In-charge of Passport Seva Kendra supervises the work of Passport Seva Kendra and take decisions on complicated applications escalated to him/her. In case the application is more complex or required Passport Officer's opinion or policy decision, he/she escalates such cases to Main Office/RPO for detailed examination, approval or decision.

FLOW CHART OF PROCESS ADOPTED BY PASSPORT OFFICE, BAREILLY.
FLOW CHART INDICATING THE PROCESS OF ISSUANCE OF PASSPORT
AT PASSPORT SEVA KENDRA



**Flow chart indicating the process adopted in issuance of Passport after Granting at
Passport Seva Kendra:**



Process followed/ work done in the Passport Office (Main Office), Bareilly (In Passport matters)

- Review of Police Verification Report (If received adverse).
- Calling of clarification from applicants in case of any discrepancy comes in notice.
- Complex Policy cases like Double/Multiple Passports, impersonation, illegal, forged documents etc are dealt by the Passport Officer and other Officers on case to case basis.
- If necessary, public may also come with online appointment (or without appointment) for enquiry to the main office to resolve their problems or issues related to their passport applications on public meeting day i.e. Monday, Wednesday & Friday (except gazetted holidays on these days).
- Printing, Stamping, lamination, quality check, and dispatch of passports.
- Printing and Dispatch of PCC.

In Administrative Matters: Dealing assistants submit the file to senior officers who in turn submit to the Passport Officer. If necessary, matter is referred to the PSP division, Ministry of External Affairs or Office of the Principal Chief Controller of Accounts, MEA or any other office/Authority for further necessary action. The office also follows the guidelines issued by other departments, particularly the Cabinet Secretariat, Department of Official language, Department of Personnel and Department of Training of Expenditure, Ministry of Finance.

Article 4 (1) (b) (iv)- the norms set by it for the discharge of its functions:

The passport Office, Bareilly discharges its functions as per Passport Act, 1967, the Passport Rules as well as the norms laid down in Citizen Charter by the PSP 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 Citizen Charter is available at www.passportindia.gov.in

Article 4 (1) (b) (v)- The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

List of documents held and used by its employees for discharging of its information related to passport service:-

- The Passport Act, 1967.
- The Passport Rules, 1980.
- The Passport Manual, 2020 [Restricted Document].
- Guard file related to MEA's orders/Instructions.

Article 4 (1) (b) (vi)- A statement of categories of documents that are held by it or under its control.

Passport Office, Bareilly hold the following documents:

Administration Section :

- Establishment related files including service books of all officers (except Passport Officer) and officials.
- Court case related files in respect of Personnel matters.
- Parliament Questions related files.
- Inspections and audit related files.
- Office Orders files.
- General administration related files.
- Electricity bill file.
- Right to Information Applications.
- CIC Orders.
- Public Grievances.
- Tender and related documents.
- Document related to procurement through GEM Portal.

Policy Section:

This section holds all the files related to passport applications & passport matters in addition to following.

- Files related to complex cases.
- Passport kept in safe custody.
- Court Case related file in respect passport applications.

Cash Section:

- All type of Bills.
- Bill & Bill Pay Register, NPS Register and Loan Register.
- Cash Report.
- Weekly and Monthly Statements of Receipts & Expenditure.
- List of Payment.
- Cheque Book.
- Cash Book.
- Control Register.
- Challan Register.
- Party Register.
- Challan.
- Cash Receipts received from PSK (Passport Seva Kendra).
- Income Tax related paper.
- PFMS related Documents.

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

The matter is being looked after at the level of Ministry of External Affairs.

Article 4 (1) (b) (viii)- A statement 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 meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

At the level of this office, in addition to their assigned work, a committee comprising of 07 officers and officials of this office have been constituted named Official Language Implementation Committee which looks after progress in use of Rajbhasha (Hindi) in day to day official work. In addition to this Local Purchase Committee, Tender Evaluation Committee is also being constituted from time to time.

Article 4 (1) (b) (ix)- A Directory of Officers and employees as on 01.07.2023

Sl. No.	Name of the Officer/ Employees	Designation of the Officer/ Employees	The Phone No./ Extension
01.	Shailendra Singh	Passport Officer	0581-2311874
02.	Ranjeet Kumar Dass	Assistant Passport Officer	0581-2311874
03.	Sandeep Shukla	Assistant Passport Officer/ CPIO	0581-2311874

❖ Passport Office, Bareilly Enquiry No. 0581-2302033

Fax No. – 0581-2302031

Article 4 (1) (b) (x)-Details of monthly remuneration received by each of officers and staff of Passport Office, Bareilly including the system of compensation as provided in its regulations as on 01.07.2023:

Sl. No.	Name of the Officers/ Officials	Designation	Present Pay (as Per 7 th CPC)
(I)	(II)	(III)	(IV)
1.	Shri Shailendra Singh	Passport Officer	Level-11
2.	Shri Ranjeet Kumar Dass	Assistant Passport Officer	Level-10
3.	Shri Sandeep Shukla	Assistant Passport Officer	Level-10
4.	Shri Dharamveer Singh	Senior Superintendent	Level-08
5.	Shri Dinesh Singh	Junior Translation Officer	Level-07
6.	Smt. Suman Saxena	Superintendent	Level-07
7.	Smt. Meera Saxena	Assistant Superintendent	Level-06
8.	Shri Sreesh Shrivastava	Assistant Superintendent	Level-06
9.	Shri Vinay Chandra	Assistant Superintendent	Level-06
10.	Shri Khim Singh	Assistant Superintendent	Level-06
11.	Shri Manish Kumar Singh	Assistant Superintendent	Level-06
12.	Smt. Garima Thapliyal	Stenographer	Level-04
13.	Shri Aleem Husain	Senior Passport Assistant	Level-04
14.	Shri Dal Chand	Senior Passport Assistant	Level-04
15.	Shri Mohd. Asif	Senior Passport Assistant	Level-04
16.	Shri Gireesh Chandra	Senior Passport Assistant	Level-04
17.	Shri Narendra Kumar	Senior Passport Assistant	Level-04
18.	Shri Bhagmal Singh	Senior Passport Assistant	Level-04
19.	Shri Ganga Dutt	Senior Passport Assistant	Level-04
20.	Shri Sanjay Kumar Pandey	Senior Passport Assistant	Level-04
21.	Shri Gauri Shyam Saxena	Senior Passport Assistant	Level-04
22.	Shri Harish Kumar	Senior Passport Assistant	Level-04
23.	Shri Rajesh Kumar	Senior Passport Assistant	Level-04
24.	Shri Pramod Kumar	Senior Passport Assistant	Level-04
25.	Shri Babu Khan	Senior Passport Assistant	Level-04
26.	Shri Kaushal Singh	Senior Passport Assistant	Level-04
27.	Shri Mohd. Atir Ansari	Junior Passport Assistant	Level-02
28.	Shri Mithun Kumar	Junior Passport Assistant	Level-02
29.	Smt. Vimla Devi	Junior Passport Assistant	Level-02
30.	Shri Rahunandan Prasad	Driver	Level-05
31.	Shri Ram Babu	Junior Passport Assistant	Level-03
32.	Shri Kalicharan	Junior Passport Assistant	Level-03

Article 4 (1) (b) (xi)-Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.

STATEMENT OF BUDGET (INDICATING PROPOSED EXPENDITURE AND DISBURESEMENTS MADE).

Sl. No.	Major/Minor Detailed Head	Revised Estimated Budget for financial year 2022-23 (in Rupees)	Actual Expenditure upto 31.03.2023 for the financial year 2022-23 (in Rupees)	Estimated Budget for the financial year 2023-24 (in Rupees)
1.	Salaries	29999000	29350867	31000000
2.	Wages	0	0	0
3.	Medical Treatment	398000	221788	200000
4.	Domestic Travel Expenses	2998000	1974117	3000000
5.	Office Expenses	6000000	5694776	6700000
6.	Postage Office Expenses	5393000	5539215	5000000
7.	Rents, Rates, and Taxes	400000	147063	250000
8.	Minor Work	0	0	0
9.	Professional Services	499000	354059	400000
10.	Information Technology	175000	184400	200000
11.	Swacchta Action Plan	250000	215906	250000
TOTAL		46112000	43682191	48350000

Article 4 (1) (b) (xii)-The Manner of execution of subsidiary programmes including the amounts allocated and the details of beneficiaries of such programmes.

-----NIL-----

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

-----NIL-----

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

All information related to issuance of passports and status thereof can be accessed by the applicants through our Website www.passportindia.gov.in

Article 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:

“Enquiry Counter” at Main Office functions on all working days. In addition to this, information can be obtained through toll free no 1800-258-1800 and our office telephone numbers (0581-2302033, 2311874).

Article 4 (1) (b) (xvi)-The names, designation and other particulars of Public Information Officers.

First Appellate Authority

Shailendra Singh

Passport Officer

Passport Office, Bareilly,

Vikasjyoti Commercial Complex

II & III floor, BDA Building

Priyadarshini Nagar, Bareilly

UP, 243122

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

Central Public Information Officer

Sandeep Shukla

Assistant Passport Officer

Passport Office, Bareilly,

Vikasjyoti Commercial Complex

II & III floor, BDA Building

Priyadarshini Nagar, Bareilly

UP, 243122

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

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

All such information as may be prescribed is updated every year on our website
www.passportindia.gov.in