

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

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

HISTORICAL BACKGROUND.

Regional Passport Office, Coimbatore was initially opened in 2008. It was inaugurated by the then Minister of External Affairs, Shri.Pranab Mukherji on 15.09.2008 as a subordinate office of Ministry of External Affairs under the supervision of Central Passport Organization. It caters the districts of Coimbatore, Tiruppur, Erode, Namakkal, Nilgiris and Salem. 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.

ORGANISATION

This office has a total of 18 staff members & 12 DEOs depicted below as per hierarchy.

S.NO	DESIGNATION	NO.
1	Regional Passport Officer	1
2	Assistant passport officer	1
3	Senior Superintendent	3
4	Superintendent	1
5	Senior Passport Assistant	3
6	Junior Translation Officer	1
7	Junior Passport Assistant	7
8	Multi-Tasking staff	1
9	DEOs	12

Consequent upon implementation of Passport seva project, Passport applications are being accepted at PSK and POPSK. 1PSK and 4POPSKs are functioning under the jurisdiction of this office.

s.no	PSK/POPSK	PLACE
1	PSK	COIMBATORE
2	POPSK	SALEM
3	POPSK	RASIPURAM
4	POPSK	ERODE
5	POPSK	COONOOR

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of 6 districts of Tamil Nadu.

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

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. The duties of officers and employees of this office flow from the passport Act and Passport Rules.

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, Coimbatore 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, COIMBATORE

Passport Applications under Normal and Tatkal category are accepted at Passport Seva Kendra located at AGT Business Park, Coimbatore for applicants who have appointments on the time and date slot booked in www.passportindia.gov.in.

1. Counter – A

- Scrutiny of Passport Application by TCS staff,
- Receipt of Passport application, Data Verification, scanning by TCS staff.

2. Counter – B

- Verification of the Passport application by the Verifying officer(Government Official)

3. Counter – C

- Granting and Index checking of the Passport application simultaneously by the Granting Officer (Government Official)

1. Police verification sent to concerned district electronically
2. Receipt of police verification electronically
3. Printing of Passport.
4. Lamination of Passport.
5. Signature of PIAs on passport.
6. Passport delivery by dispatch or at Counter, as the case may be.
7. Storage of documents at record section.

Nowadays PCC applications are granted on pre police verification basis.

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(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 Regional Passport Office, Coimbatore 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, 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 Regional passport Office, Coimbatore are 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> 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, 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 are used by its employees for discharging its functions.

In the discharge of its functions, the Regional Passport Office, Coimbatore 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 used 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 etc.

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.

The Regional Passport Office, Coimbatore 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/other organizations, departments, state governments and letters/e-mails from individuals seeking information etc.

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

- Personal files and service book (including leave account) of its employees.
- Court related litigation files.
- Continuation of temporary posts.
- Procurement of stationeries & furniture.
- Electricity & Water bills.
- Circulars
- Republic Day & Independence Day celebration
- 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:

- Passport Booklets.
- 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 MEA.
- 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 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 31.07.2021

S.NO	NAME OF THE OFFICIAL	DESIGNATION
1.	K.Palravindran	RPO
2.	T.Boopathy Ganesh	APO
3.	G.Velumani	Senior Superintendent
4.	N.P.Kavitha Kumari	Senior Superintendent
5.	Beena Somasekharan	Senior Superintendent
6.	R.Geetha	Superintendent
7.	Abhishek Kumar Tiwari	Junior Translation Officer
8.	G.Tharanikumar	Senior Passport Assistant
9.	B.J.Jayashree	Senior Passport Assistant
10.	N.Raji	Senior Passport Assistant
11.	Deepak kumar Kushwaha	Junior Passport Assistant
12.	Jitendra Kumar	Junior Passport Assistant
13.	Rubee Bharti	Junior Passport Assistant
14.	Govind Kumar Gupta	Junior Passport Assistant
15.	Sarita Devi	Junior Passport Assistant
16.	Anita kumari	Junior Passport Assistant
17.	Ranveer Kumar	Junior Passport Assistant
18.	A.Santhosh	Multi Tasking Staff

In addition of above,12 Data Entry Operators are also working with Regional Passport Office, Coimbatore

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

S.NO	Category of Officers	Number	Matrix pay
1.	Regional Passport Officer	1	Level 11 in Pay matrix
2.	Assistant Passport Officer	1	Level 10 in Pay matrix
2.	Senior Superintendent	3	Level 8 in Pay matrix
3.	Superintendent	1	Level 7 in Pay matrix
4.	Junior Translation Officer	1	Level 6 in Pay matrix
5.	Senior Passport Assistant	3	Level 4 in Pay matrix
6.	Junior Passport Assistant	7	Level 2 in Pay matrix
7.	Multi Task staff	1	Level 1 in Pay matrix
8.	Data Entry Operator	12	-----

Budget allocated to each agency, indicating particulars of all plans, proposed expenditures and reports on which disbursements made.

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

Abstract of Budget estimates 2021-2022 and expenditure.

HEAD	BUDGET ESTIMATES 2021-22	ACTUAL EXPENDITURE UPTO 31.07.2021
SALARIES	13000000	4987390
WAGES	0	0
OTA	0	0
MEDICAL TREATMENT	80000	0
DOMESTIC TRAVEL EXPENSES	2000000	125530
OFFICE EXPENSES	4500000	1028581
POSTAGE OFFICE EXPENSES	6000000	608967
RENT RATES & TAXES	3000000	914020
MINOR WORKS	0	0
PROFESSIONAL SERVICES	0	0
INFORMATION TECHNOLOGY	0	0
SWACHHTA ACTION PLAN	300000	25334
TOTAL	<u>28880000</u>	<u>7689822</u>

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 the Passport Applications. No travel agent is recognized to deal with this office from the date of inauguration of this office i.e. from 15.09.2008.

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://www.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 09.30 am to 12.30pm. 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 RPO, Coimbatore.

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:-

Shri.K.Palravindran
Passport Officer/Head of Office
Regional Passport Officer
Regional Passport Office,
First Floor, Corporation commercial complex
Avinashi Road,
Coimbatore – 641 018,

Central Public Information Officer:-

Shri.G.Velumani
Senior Superintendent
First Floor, Corporation Commercial Complex,
Avinashi Road, Coimbatore 641 018
Ph.no. 0422 – 2301415
Fax no. 0422 – 2306660
Email : rpo.cbe@mea.gov.in

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

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.

PUBLIC GRIEVANCES OFFICER

Smt.N.P.Kavitha Kumari
Senior Superintendent
Regional Passport Office,
Coimbatore.
Ph.no. 0422 - 2301415