

## **RIGHT TO INFORMATION**

### **Disclosure of information under Article 4 (1) (b) of the Right to Information Act, 2005 in respect of Passport Office, Dehradun (Uttarakhand)**

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

##### **HISTORICAL BACKGROUND**

Passport Office, Dehradun was inaugurated as on 17.06.2008 by Shri Pranab Mukherjee, Hon'ble Union Minister for External Affairs, in presence of Maj. Gen. (Retd.) B.C. Khanduri, Hon'ble Chief Minister of Uttarakhand to cater to the passport needs of the applicants of all the 13 districts of the state of Uttarakhand. It functions as a subordinate office of Ministry of External Affairs under the Central Passport Organization.

Passport Office Dehradun has one Passport Seva Kendra located at Dehradun. Also, there are 06 Passport Seva Kendra, one each at Almora, Nainital, Kathgodam, Rudrapur, Roorkee and Srinagar. These Passport Seva Kendras were opened in 2018 in partnership with the Department of Posts.

##### **ORGANISATION**

This office has a total of 20 officers and staff members. The hierarchy at the Passport Office, Dehradun is following:-

1. Passport Officer
2. Assistant Passport Officer
3. Superintendent
4. Junior Translation Officer
5. Assistant Superintendent
6. Senior Passport Assistant
7. Junior Passport Assistant

##### **FUNCTIONS AND DUTIES**

This office deals with the issuance of passport/travel document to the citizens of India residing in the 13 districts of the state of Uttarakhand.

## **Powers and Duties of the employees of the Passport Office, Dehradun**

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

Passport Officer has been designated as Head of the Office. For the smooth running of the office, certain financial powers have been delegated. The financial powers of employees of Passport Office have been detailed in the Delegation of Financial Power Rules, 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 are already on the MEA's 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 Passport Office, Dehradun follows the procedure as indicated in Passport Manual 2016 for decision making in issuance of passports. The officers from the Superintendent to 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 Sections in accordance with Passport Act, Passport Rules and the Passport Manual.

## **WORK FLOW CHART OF PASSPORT OFFICE, DEHRADUN**

**Passport applications** are accepted at each of the 6 Post Office Passport Seva Kendras at Almora, Nainital, Kathgodam, Rudrapur, Roorke, Srinagar and the Passport Seva Kendra located at 24-A, NCR Plaza, New Cantt Road, Hathibarkala, Dehradun for which the applicants need to book appointments online at [www.passportindia.gov.in](http://www.passportindia.gov.in)

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

- Scrutiny of Passport Application by TCS staff
- Receipt of Passport application, Data verification, scanning and cash collection 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).
  - Police verification sent to concern district electronically
- 4. Exit Counter**
  - Receipt of acknowledgement issued to applicant.
- 5. Receipt of Police verification electronically.**
- 6. Printing of Passport.**
- 7. Lamination of Passport and its Quality checking.**
- 8. Stamping of Signature of PIAs on Passport.**
- 10. Passport delivery by dispatch.**

Post Office Passport Seva Kendras have only A and B Counters.

**PCC Services** are granted and delivered across the counter at Passport Seva Kendra/Passport Office, if clear police verification report is available for the Passport in the System. In other administrative matters, Dealing Assistant Superintendent submits the files to the Superintendent who in turn submits the same 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.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) Norms set by the Ministry for the discharge of its functions Article 4(1) (b) (iv) of the Right to information Act, 2005

The Passport Office, Dehradun discharges its functions as per the norms laid 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 Passport

Office, Dehradun 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, instructions and orders of the Government of India, such as Civil Services (Conduct Rules), Central Civil Service (Leave Travel Concession) Rules, Central Services (Leave) Rules, Central Civil Services (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 Passport Office, Dehradun uses various Central Acts, Rules, Codes, Regulations, etc. In so far as the administrative side is concerned, it uses the following Rules in the discharge of its functions –

- CCS (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, 1978
- House Building Advance Rules
- CCS (Revised Pay) Rules, 1997
- Central Treasury Rules

Directory of officers and employees and monthly remuneration as on 30.05.2017  
Article 4(1) (b) (ix) & (x) of the Right to Information Act, 2005

### **Details of officers and staff of Passport Office, Dehradun**

<b>Sl. No.</b>	<b>Cadre/Post</b>	<b>Number</b>	<b>Pay Level</b>
1.	Passport Officer	01	GP Rs 6600
2.	Assistant Passport Officer	02	GP Rs 5400
3.	Sr. Superintendent	02	GP Rs 4600

4.	Superintendent	01	GP Rs 4800
5.	Junior Translation Officer	01	GP Rs 4200
6.	Assistant Superintendent	02	GP Rs 4200
7.	Senior Passport Assistant	06	GP Rs 2400
8.	Junior Passport Assistant	04	GP Rs 1900

#### List of Officers/Officials

Sl.No.	Name of the Official	Designation	Level
1.	Shri Vijay Shanker Pandey	Passport Officer	Level-12(67700-208700)
2.	Ms Prafull Mishra	Assistant Passport Officer	Level-10(56100-177500)
3.	Shri Anoop Kumar Shrivastav	Assistant Passport Officer	Level-10(56100-177500)
4.	Shri Tarendra Singh	Sr. Superintendent	Level-7(44900-142400)
5.	Shri Dhan Singh Rana	Sr. Superintendent	Level-7(44900-142400)
6.	Shri Harish Khanna	Superintendent	Level-7(44900-142400)
7.	Shri Ganesh Kumar	Assistant Superintendent	Level-6(35400-112400)
8.	Shri Vipul Yadav	Assistant Superintendent	Level-6(35400-112400)
9.	Shri Mahendra Prakash Singh	Senior Passport Assistant	Level-4(25500-81100)
10.	Shri Ravi Kumar Kashyap	Senior Passport Assistant	Level-4(25500-81100)
11.	Shri Atul Krishna Saxena	Senior Passport Assistant	Level-4(25500-81100)
12.	Shri Manish Adhikari	Senior Passport Assistant	Level-4(25500-81100)
13.	Shri Neeraj Kumar	Senior Passport Assistant	Level-4(25500-81100)
14.	Shri Vinod Kumar Meena	Senior Passport Assistant	Level-4(25500-81100)
15.	Shri Vipin Kumar	Junior Passport Assistant	Level-2(19900-63200)
16.	Shri Sanjeev Kumar	Junior Passport Assistant	Level-2(19900-63200)
17.	Shri Lokesh Upadhaya	Junior Passport Assistant	Level-2(19900-63200)
18.	Ms. Krittika Ghosh	Junior Passport Assistant	Level-2(19900-63200)

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

**Abstract of budget estimates 2022-2023 and expenditure (in thousands)**

<b>Heads Of Account</b>	<b>Budget Estimates 2022-2023 till 31.03.2021</b>	<b>Actual expenditure up to 23.02.2023</b>
Salaries	19500	16857
Wages	0	0
OTA	0	0
Medical Treatment	501	285
Domestic Travel Expenses	3475	1953
Postage office	4527	3881
Office Expenses	12003	5361
Rent, Rates, Taxes	4833	3704
Minor Works	0	0
Professional Services	499	119
Information Technology (Office expenses)	600	0
SAP	300	113
<b>TOTAL</b>	<b>46238</b>	<b>32273</b>

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. Common Service Centre at website <http://www.pasportindia.gov.in>

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

All information regarding issuance of passports and status thereof has 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 email from RPO Dehradun's email id [rpo.dehradun@mea.gov.in](mailto:rpo.dehradun@mea.gov.in) and also by telephone. Enquiries can be made on Toll Free Number 1800-258-1800 also. Citizens can also visit the officers for public enquiry during the office hours on Monday, Wednesday and Friday by taking online appointment.

### **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:-**

Shri Vijay Shanker Pandey  
Regional Passport Officer,  
Passport Office,  
Aroma Hotel Building,  
12 New Road,  
Dehradun-248001  
Email-rpo.dehradun@mea.gov.in

#### **Central Public Information Officer:-**

Ms Prafull Misra  
Assistant Passport Officer,  
Passport Office,  
Aroma Hotel Building,  
12 New Road,  
Dehradun-248001  
Email-rpo.dehradun@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:-**

1. Ms. Prafull Mishra,  
Assistant Passport Officer,  
Passport Office  
Aroma Hotel Building,  
12 New Road,  
Dehradun-248001

2. Shri Tarendra Singh  
Sr Superintendent,  
Passport Office  
Aroma Hotel Building,  
12 New Road,  
Dehradun-248001

In addition to 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 Passport Office, Dehradun 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:

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