

Disclosure of information Article 4 (1) (b) of the Right to Information Act, 2005 in respect of Passport Office, Panaji-Goa.**Section 4 (1) (b) (i): Particulars of organization, functions and duties of the Passport Office, Panaji-Goa.****PARTICULARS OF ORGANISATION**

Regional Passport Office, Panaji, Goa was taken over by the Ministry of External Affairs, New Delhi from the Goa State Home Department on 11/02/1988 and it started functioning in Hotel Fidalgo, Panaji, Goa. In the year 1991, the office was shifted to another rented building 'Gomant Maratha Samaj'. In October 2002, the Regional Passport Office, Panaji, GOA was shifted to Government (MEA) owned building 'PASSPORT BHAVAN' at Patto Plaza, Panaji-Goa, where it is working since then. The building comprises of the office, one guest house and eight staff quarters. The location of building is near to the main Panaji bus stand. The land area is 1000.50 sq mtrs and total built up are in ground to 6th floor is 2413 sq mtrs. This office functions as Passport issuing office of the state of Goa which consists of two districts – North Goa and South Goa together with a population of 17 lakhs.

Under Passport Seva project, a Passport Seva Kendra (PSK) started in Passport Office (co-located site) on 09/03/2012. Presently we are releasing total 350 appointments which include normal appointments for PSK and POPSK, tatkaal appointments for PSK and PCC appointments for PSK and POPSK on daily basis. Along with normal passport applications this office receives 20-25 application for surrender of Indian Passport, mostly on acquiring Portuguese nationality (Goa being a former Portuguese colony, a special privilege is given to Goans born before 1961). On 19/04/2018, a POPSK (Post Office Passport Seva Kendra) was opened in South Goa Collectorate office in Margao.

This office has a total of 21 officers and staff members.

Sr.No	Designation	No.
1.	Deputy Passport Officer (DPO)	0
2.	Assistant Passport Officer (APO)	1
3.	Senior Superintendent (SS)	4
4.	Superintendent (Supdt)	0
5.	Stenographer (Steno)	1
6.	Assistant Superintendent (AS)	8

7.	Senior Passport Assistant (SPA)	3
8.	Junior Passport Assistant (JPA)	3
9.	Chauffeur	1

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of entire state of Goa.

Section 4(1) (b) (ii): Powers and duties of officers and employees.

Regional Passport Officers have been designated as Head of the Offices. For the smooth running of the office, financial powers have been delegated to the officer in charge of the Passport Office, Panaji, Goa. The financial powers of the officer in charge of the Passport Office, Panaji, Goa have been detailed in Delegation of Financial Power Rules, 1978 and subsequent delegated powers issued vide separate orders from time to time under Delegation of Financial Power Rules. Other powers of the officials of Passport Office, Panaji, Goa are derived from the Passport Act, 1967 and the Rules framed thereunder. The Act and rules are available on the MEA's website www.passportindia.gov.in. The duties of officers and employees of the office flow from the Passport Act and Passport Rules. Along with Passport issuance, this office also facilitates attestation and apostillisation of documents for the people of Goa state.

Section 4(1) (b) (iii): Procedure to be followed in the decision making process, including channels of supervision and authority

The Regional Passport Office, Panaji follows the procedure enumerated in Passport Manual 2020 for decision making with regard to issuance of passport. The officers from the Superintendent to Regional Passport Officer level have been designated as Passport Issuing Authority (PIA) for issuance of passport in accordance with Passport Act, 1967, Passport Rules and Passport Manual, 2020 and take decisions/actions with the help of Assistant Superintendent, Senior-Junior Passport Assistant posted in different section.

Work flow Chart of Regional Passport Office, Panaji-Goa.

Passport applications are accepted at co-located Passport Seva Kendra in the Passport Office, Panaji from applicants who have online appointments on the time and date slot booked in www.passportindia.gov.in on payment of online fees. The work flow chart is as under:

1. Counter-A

Scrutiny of Passport Application by TCS staff.

Receipt of Passport application, Data verification, scanning, photo and biometrics capturing by TCS Staff thus generating a unique passport file number.

2. Counter –B

Verification of the Passport application by the Verifying Officer (Government Official). In case of dubious/ doubtful documents they can recommend verification of such documents from issuing authority.

3. Counter-C

Granting and index checking the Passport application by the Granting Officer simultaneously (Government Official).

4. Police verification sent to concerned district electronically.
5. Receipt of Police verification report electronically.
6. Printing of Passports by M/s. STC within office premises.
7. Lamination of Passport.
8. Putting Stamped Signature on Passports.
9. Quality check
10. Passport delivery by dispatch.

PCC Services are granted at Passport Seva Kendra for both PSK and POPSK submissions. GEP applications are also accepted at PSK.

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 the 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).

Section 4(1) (b) (iv): Norms set by the Ministry for the discharge of its functions

The Regional Passport Office, Panaji discharge of its functions as per the norms laid down by the CPV Division, Ministry of External Affairs, New Delhi. The Passport Office, Panaji endeavours to dispose of all the cases within stipulated time frame for issuance of passport subject to completion of documentations and usual checks. The norms are available at <http://passportindia.gov.in>.

Section 4(1) (b) (v): Rules, regulations, instructions, manuals and records held by or under the control of the Passport Office, Panaji or used by its employees for discharging its functions.

Passport Act and Passport Rules:

Passport Act and Passport Rules are available on the MEA's website <http://www.mea.gov.in>.

In addition, the Passport Office also adhered to the relevant rules, regulations and orders of the Government of India, such as CCS (Conduct) Rules, CCS (CCA) Rules, CCS (Leave Travel Concession) Rules, CCS (Leave) Rules, CCS (Pension) Rules, Provident Fund Rules, General Financial Rules, Fundamental and Supplementary Rules etc. in normal discharge of its administrative and financial functions. These rules are already in the public domain.

The rules, regulations, instructions, manuals and records held by it is under its control as used by its employees for discharge its functions.

In the discharge of its functions, the Regional Passport Office, Panaji uses various Central Acts, Rules, Codes, Regulations, etc. It also uses various judgments of the Supreme Court of India and High Courts.

Section 4 (1) (b)(vi): Statement of the categories of documents that are held by the Passport Office, Panaji, Goa or under its control.

The Passport Office, Panaji, Goa holds the following documents:

- Copies of Reports released by Ministry.
- Circulars, OMs and gazette notifications issued by MEA.
- Parliament Questions related to Passport Office sent by the Ministry of External Affairs.
- Correspondence with Ministries / other organizations, department, state governments and letters/e-mails from individuals seeking information etc.

The administrative side of the Passport Office, Panaji, Goa 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 through GeM portal
- Electricity and water bills
- Circulars
- Republic Day & Independence Day Celebration
- Purchase and distribution of stationery items
- Maintenance of Annual Confidential reports
- Other Miscellaneous matters
- Vigilance day observation and oath taking.

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

Nil information

Section 4(1) (b) (viii): A statement of the 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

Nil information.

Section 4(1) (b) (ix) & (x): Directory of officers and employees and monthly remuneration.

क्रमांक/ Sl. No.	कर्मचारी का नाम Name of the Official	पदनाम Designation	
1	श्री संजीव संगर SHRI SANJEEV SUNGER	सहायक पासपोर्ट अधिकारी ASSTT. PASSPORT OFFICER	1
2	श्रीमती. अनीता कुमारी एम.के . SMT ANITHA KUMARI M.K.	वरिष्ठ अधीक्षक SR. SUPERINTENDENT	1
3	श्रीमती सोभना वी SMT. SOBHANA V.	वरिष्ठ अधीक्षक SR. SUPERINTENDENT	2
4	श्रीमती जी उमादेवी SMT. G.UMADEVI	वरिष्ठ अधीक्षक SR. SUPERINTENDENT	3
5	श्री हरिंदर सिंह SHRI. HARINDER SINGH	वरिष्ठ अधीक्षक SR. SUPERINTENDENT	4
6	श्रीमती ललिता शिंदे SMT. LALITA SHINDE	आशुलिपिक वर्ग-1/ STENOGRAPHER GR. I	1

7	श्री प्रेषित बेतकेकर SHRI. PRESHIT P. BETKEKAR	सहायक अधीक्षक ASSTT. SUPERINTENDENT	1
8	श्री पुंडलिक माहाले SHRI. P.R.MAHALE	सहायक अधीक्षक ASSTT. SUPERINTENDENT	2
9	श्रीमती मावरा मास्कारेन्स SMT. MAURA MASCARENHAS	सहायक अधीक्षक ASSTT. SUPERINTENDENT	3
10	श्रीमती कैरोलिना गोनसलवेस SMT. CAROLINA GONSALVES	सहायक अधीक्षक ASSTT. SUPERINTENDENT	4
11	श्रीमती आशा नायक SMT. ASHA SANJAY NAIK	सहायक अधीक्षक ASSTT. SUPERINTENDENT	5
12	श्रीमती ममता कामत SMT. MAMATA G. KAMAT	सहायक अधीक्षक ASSTT. SUPERINTENDENT	6
13	श्रीमती करिश्मा गोवेकर SMT. KARISHMA K.S. GOVEKAR	सहायक अधीक्षक ASSTT. SUPERINTENDENT	7
14	श्री प्रेमनाथ सावंत SHRI. PREMNATH S. SAWANT	सहायक अधीक्षक ASSTT. SUPERINTENDENT	8
15	श्री गौतम मोंडल SHRI. GOUTAM MONDAL	वरिष्ठ पासपोर्ट सहायक SR. PASSPORT ASSTT.	1
16	श्री राजेंद्र कोर्गाओकर SHRI RAJENDRA KORGAONKAR	वरिष्ठ पासपोर्ट सहायक SR. PASSPORT ASSTT.	2
17	श्री प्रेमसिंह चौहान SHRI. PREM SINGH CHOUHAN	कनिष्ठ पासपोर्ट सहायक SR. PASSPORT ASSTT.	3
18	श्री नवीन कुमार SHRI NAVIN KUMAR	कनिष्ठ पासपोर्ट सहायक JR. PASSPORT ASSTT.	1
19	श्री शिवा कान्त SHRI. SHIVA KANT	कनिष्ठ पासपोर्ट सहायक JR. PASSPORT ASSTT.	2
	श्री प्रशांत परब SHRI. PRASHANT S. PARAB	कनिष्ठ पासपोर्ट सहायक JR. PASSPORT ASSTT.	3
	श्री जुदास द्सौजा SHRI. JUDAS D'SOUZA	शोफर /CHAUFFEUR GR. I	1

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

Sl. No.	Category of Officers	Pay
1.	Deputy Passport Officer	Rs. 67700-208700 (Level-11)
2.	Assistant Passport Officer	Rs. 56100-177500 (Level-10)
3.	Senior Superintendent	Rs. 47600-151100 (Level-8)

4.	Superintendent	Rs. 44900-142400 (Level-7)
5.	Steno Gr. -I	Rs. 44900-142400 (Level-7)
6.	Assistant Superintendent	Rs. 35400-112400 (Level-6)
7.	Senior Passport Assistant	Rs. 25500-81100 (Level-4)
8.	Junior Passport Assistant	Rs. 19900-63200 (Level-2)
9.	Chauffeur Grade- 1	Rs. 21700-69100 (Level-3)

Section 4 (1) (b) (xii): The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.

NIL

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

Travel agents are not authorized to submit the passport applications. Only the passport applications have to appear in person at Passport Seva Kendra and submit the Passport Applications. No travel agent is recognized to deal with this office to submit application at PSK.

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

All information regarding issuance of passports and status thereof have been uploaded on website <http://www.passportindia.gov.in>.

Section 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.

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 1000 to 1230 hrs. Some of the instructions are also displayed on the notice boards of the Passport Office.

Article 4 (1) (b) (xvi): Names, designations and other particulars of the Central Public Information Officer (CPIO):

Shri Sanjeev Sunger

Asst. Passport Officer
Regional Passport Office,
Passport Bhavan,13/EDC Complex,
Patto Plaza, Panaji-Goa-403001,
Ph: 2437601/2437604
Fax - 2437603
E-mail – rpo.panaji@mea.gov.in

First Appellate Authority:-

Dr. Rajesh Gawande

Regional Passport Officer,
Regional Passport Office,
Videsh Bhavan, Bandra Kurla Complex,
Plot No C-45,G Block, Bandra (East),
Mumbai-400051
Tel. No.: 022-26520016,26520017
Email id : rpo.mumbai@mea.gov.in

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

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