

## **REGIONAL PASSPORT OFFICE, MUMBAI**

### **HISTORICAL BACKGROUND**

The Regional Passport Office, Mumbai is one of the oldest offices functioning since 1954. In order to cater to increasing workload and to provide better services to the public, the Ministry of External Affairs decided to have a modern, fully equipped, independent office with all amenities for the public at Bandra Kurla Complex (BKC) in Mumbai which started functioning from August 2017.

### **JURISDICTION**

The Regional Passport Office, Mumbai caters to Mumbai city, Mumbai Suburban district and district of Aurangabad, Ratnagiri, Sindhudurg, Thane, Raigad, Palghar, Nashik, Jalgaon, Dhule, Nandurbar in Maharashtra and Union Territory of Daman and Dadra Nagar Haveli. After launch of 'Passport Seva Project' in partnership with Tata Consultancy Services in 2012, passport applications are being accepted through 5 Passport Seva Kendras located at Malad, Andheri, Lower Parel, Thane & Nashik.

The Ministry of External Affairs (MEA) and the Department of Posts (DOP) had announced on 24th January, 2017 their decision to utilize the Head Post Offices (HPO) in the various states as Post Office Passport Seva Kendra (POPSK) for delivering passport related services to the citizens of our country. The objective of this partnership is to extend passport services on a larger scale and to ensure wider area coverage. Accordingly, till date 16 POPSKs at Aurangabad, Bhiwandi, Bhusawal, Daman, Dhule, Jalgaon, Rajapur, Santacruz, Silvassa, Sion, Vashi, Vikhroli, Dombivli, Vasai, Alibag & Nandurbar have been made functional under the RPO, Mumbai's jurisdiction.

### **ORGANISATION**

The sanctioned Staff Strength of RPO Mumbai is 210, this office has a total strength of 94 staff officials as on date. The hierarchy at the Regional Passport Office, Mumbai is as follows: -

1. Regional Passport Officer (Group A)
2. Additional Passport Officer (Group A)
3. Deputy Passport Officer (Group A)
4. Assistant Passport Officer (Group A)
5. Senior Superintendent (Group B Gazetted)
6. Stenographer Grade - 1 (Non-Gazetted)
7. Superintendent (Group B) (Gazetted)



8. Assistant Superintendent (Group B) Non-Gazetted
9. Senior Passport Assistant (Group C)
10. Junior Passport Assistant (Group C)
11. Office Assistant (Group C)

### **FUNCTIONS AND DUTIES**

This office deals with the issuance of passport/travel document to the citizens of following 12 districts of Maharashtra and union territory of Daman and Dadra Nagar Haveli.

1. Mumbai City	2. Palghar
3. Aurangabad	4. Nashik
5. Ratnagiri	6. Jalgaon
7. Sindhudurg	8. Dhule
9. Thane	10. Nandurbar
11. Mumbai Suburban	12. Raigad
13. Daman and Dadra Nagar Haveli	

### **PASSPORT SEVA PROJECT**

In order to deliver all passport- related services to the citizens in a timely, transparent, more accessible, reliable manner and in a comfortable environment through streamlined process and committed, trained and motivated workforce the Ministry of External Affairs has initiated the Passport Seva Project. In the new evolved system, the appointment date and time is given to the applicant in online registration. For the purpose of faster, reliable transparent convenient, streamlined and highly secured processing of the passport applications, the applicants are advised to fill their forms online (Website- [www.passportindia.gov.in](http://www.passportindia.gov.in)) Toll free call centre No. 1800-258-1800) and generate Application Reference Number (ARN). Detailed guidelines for filling up of the form is given in the website and for further clarifications, applicant can call the toll-free call centre number. It has helped in streamlining the submission process and improving accuracy of particulars / details printed on passport. Under Passport Seva Project, five Passport Seva Kendras and Thirteen Post Office Passport Seva Kendras are functional under the RPO, Mumbai's jurisdiction.

**WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, MUMBAI:**

The Passport applications are being accepted at the following PSKs/POPSKs:

<b>Sr No.</b>	<b>Name of the PSK/POPSK</b>	<b>Address</b>
1.	PSK, Malad	2-C, Ground Floor, Raheja Tipco Plaza Rani Sati Marg, Malad (East), Mumbai 400 0097
2.	PSK, Andheri	The Great Oasis Enterprises Pvt. Ltd. D-13, 21, MIDC, Marol (C cross Rd), Andheri (East), Mumbai 400 069.
3.	PSK, Lower Parel	Trade Point, Kamala Mill Compound, Pandurang Budhkar Marg, Lower Parel, Mumbai 400 013.
4.	PSK, Thane	Passport Seva Kendra, Dosti Pinnacle, Unit No. G-1, Road No. 22, Wagle Industrial Estate, Thane West, Thane - 400604
5.	PSK, Nashik	Passport Seva Kendra, Star Zone Mall, Part of Shop No. 3 & 4, Ground Floor, Nashik-Pune National Highway, Nashik Road, Nashik - 422101
6.	POPSK, Daman	Post Office, Moti Daman Fort Area, Opp. DMC, Pin- 396226
7.	POPSK, Aurangabad	Office of Post Master General, Aurangabad Region, Cantonment, Aurangabad - 431002.
8.	POPSK, Silvassa	Post Office of Silvassa, Opp. Bal Udyan Garden, Vapi Silvassa Main Road, Silvassa - 396230
9.	POPSK, Vikhroli	Post Office Kannamwar Nagar, Near Vikas College, Vikhroli (East), Mumbai- 400083
10.	POPSK Jalgaon	Qtr No-1, B-1 Postal Staff quarter, Near Tahsil Office, Baliram Peth, Jalgaon- 425001.
11.	POPSK Rajapur	Post Office Rajapur, MukhyaTapalKaryalay, Rajapur, Ratnagiri-416702.
12.	POPSK Dhule	Head Post Office Building, Lane No-1, Opp. RajawadeSansodhan Manda, Dhule-424001.
13.	POPSK Bhusawal	Bhusawal Head Post Office Building, Modern Road, Bhusawal-425201.
14.	POPSK Sion	Sion Post Office, Opp. Indira market, Near Best



		Depot, Sion East, Mumbai- 400022.
15.	POPSK Vashi	Vashi MDG Post Office, Sector 16-A, First Floor, Opposite to MTNL Building, Vashi-400703.
16.	POPSK Santacruz	Santacruz East Post Office, Near Railway Station, Santacruz (East), Mumbai-400055.
17.	POPSK Bhiwandi	Bhiwandi Post Office, Bhramanali, Near Vithal Mandir, Bhiwandi, Thane-421303.
18.	POPSK Dombivli	1, behind K.V. Pendharkar College, Azde Gaon, MIDC, Dombivli East, Dombivli, Maharashtra 421203
19.	POPSK Vasai	Dreamland Hotel, Pooja Tower, opp. Jawaharlal Nehru Road, Ever shine City, Vasai East, Mumbai, Maharashtra - 401208
20.	POPSK Alibaug	bag Head Post Office Building, Ground floor, Sea Shore Road, Opposite Civil Hospital, Alibag Tal. - Alibag, Dis -Raigad 402201.
21.	POPSK Nandurbar	Nandurbar Bazar Sub Post Office, Room No.212, First Floor, Collector Office Building Tokar Talav Road, Nandurbar - 425412

Entry in above PSK's / POPSK's is strictly as per appointment date and time slot booked in [www.passportindia.gov.in](http://www.passportindia.gov.in).

When applicant arrives at the PSK, the following steps are undertaken:

**1. Counter-A:**

- Scrutiny of Passport Applications by Staff of Service Provider.
- Receipt of Passport applications, Data verification, scanning and cash collection by Staff of Service Provider.

**2. Counter-B:**

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

**3. Counter-C:**

- Granting and mandatory internal checking of the Passport application by the Granting Officer simultaneously (Government official).
- Police verification sent to concerned district electronically on case to case basis.



4. At the Main Office at BKC upon receipt of Police verification Report (PVR) electronically, Printing of Passport etc. commences. Finally, Passport is dispatched through speed post.

**Powers and Duties of the Employees of Regional Passport Office, Mumbai:**

The financial powers 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 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 Passports Act 1967. Both Rules and Acts are already on the MEA's website: [www.passportindia.gov.in](http://www.passportindia.gov.in). The duties of officers and employees of the office flow from the Passports Act and Passport Rules available on 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:**

The Regional Passport Office, Mumbai follows the procedure indicated in Passport Manual 2020 and subsequent orders issued by the Ministry from time to time for decision making in issuance of passports. The officers from Superintendent to Regional Passport Officer Level have been designated as Passport Issuing Authority (PIA) for issuance of passport and take decision/action with the help of Asstt. Supdt, SPA, JPA posted in the section in accordance with Passports Act, Passport Rules, Passport Manual and circulars/orders issued by the Ministry from time to time. PCC Services are granted and delivered by speed post after receipt of clear report from police authorities.

**ADMINISTRATIVE MATTERS:**

In other administrative matters, Dealing Assistant submits the files to Superintendent/Sr. Supdt/DPO, who in turn submits it to the Passport Officer. If necessary, a 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 its Functions /Duties:**

The Regional Passport Office, Mumbai functions as per the norms laydown by the PSP Division, Ministry of External Affairs, and New Delhi. Efforts are made to dispose of files within 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, Mumbai are used by its employees for discharging functions.

### **Passports Act and Passport Rules:**

These are already available on the MEA's website <http://www.mea.gov.in> and <http://www.passportindia.gov.in>. In addition, the Regional Passport Office also utilizes the relevant rules, regulations and orders of the Government of India such as Civil Service (Conduct) 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 under its control are used by its employees for discharging functions. The office also uses various Central Acts, Rules, Codes, Regulations, etc. including various judgments of the Supreme Court of India /High Courts and other subordinate 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, 2005
- Delegation of Financial power Rules
- House Building Advance Rules
- CCS (Revised Pay) Rules
- Central Treasury Rules etc.

In addition various Manuals/Circulars etc. regularly issued by Ministry of External Affairs are also used.

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

The Regional Passport Office, Mumbai holds the following documents:

- ❖ Copies of Reports released by Ministry of External Affairs.
- ❖ Parliament Questions related to Passport Office sent by Ministry of External Affairs.
- ❖ Relevant correspondence with Ministries/Other organizations, departments, State Governments and letters/e-mails from individual seeking information etc.

**The Administrative side of the office maintains files relating to the following:**

- Personal files and Service books of its employees
- Court related files
- Procurement of stationery & furniture
- Electricity and water bills
- Circulars
- General Administrative and other Miscellaneous matters

The following documents are held by this office:-

- Blank Ordinary Passport Booklets.
- Blank Official & Diplomatic Passport Booklets
- Miscellaneous Administrative items.

At the level of this office, one RajbhashaKriyanvayan Samiti (Official Language Implementation Committee) consisting of 5 members of this office has been constituted to review progress in implementation of Rajbhasha Hindi in day to day work of this office.



**Staff Strength of Regional Passport Office, Mumbai as on 01.02.2025**

<b>Designation</b>	<b>Sanctioned Strength</b>	<b>Actual Strength as on 01.02.2025</b>
Regional Passport Officer	01	01
Deputy Passport Officer	04	03
Assistant Passport Officer	09	03
Assistant Director (O.L.)	01	-
Senior Superintendent	23	18
Superintendent	18	03
Stenographer	02	02
Junior Translator Officer	03	02
Assistant Superintendent	25	05
Senior Passport Assistant	20	18
Junior Passport Assistant	40	29
Office Assistant	12	09
<b>Total</b>	<b>158</b>	<b>93</b>



**Directory of Officers and employees as on 01.02.2025**

SR. NO	NAME OF THE OFFICIAL	DESIGN.
1.	Dr. Rajesh Gawande डॉ. राजेश गवांडे	R.P.O. क्षेत्रीय पासपोर्ट अधिकारी
2.	Shri Lochan Meena श्री लोचन मीना	D.P.O. उप पासपोर्ट अधिकारी
3.	Smt. Priyanka Meena श्रीमती प्रियंका मीना	D.P.O. उप पासपोर्ट अधिकारी
4.	Shri. K. Jayaprakash श्री. के. जयप्रकाश	D.P.O. उप पासपोर्ट अधिकारी
5.	Shri. Jayashankar G. श्री जयशंकर जी	A.P.O सहायक पासपोर्ट अधिकारी
6.	Shri. N K Suriya Prakash श्री एन के सुरिया प्रकाश	A.P.O सहायक पासपोर्ट अधिकारी
7.	Ms. K. Usha सुश्री के. उषा	A.P.O सहायक पासपोर्ट अधिकारी
8.	Smt. Annie Alex श्रीमती एनी एलेक्स	Sr. Superintendent वरिष्ठ. अधीक्षक
9.	Smt. V. Baby Sreeja श्रीमती वी. बेबी श्रीजा	Sr. Superintendent वरिष्ठ अधीक्षक
10.	Smt. Sheeba V. श्रीमती शीबा वी .	Sr. Superintendent वरिष्ठ अधीक्षक
11.	Smt. Prabhavathi K. E श्रीमती प्रभावती के.इ .	Sr. Superintendent वरिष्ठ अधीक्षक
12.	Smt. Bindu M. श्रीमती बिंदू एम.	Sr. Superintendent वरिष्ठ अधीक्षक
13.	Smt. Sunu K. Paul श्रीमती सुनू के. पॉल	Sr. Superintendent वरिष्ठ अधीक्षक
14.	Smt. K. V. Kochurani श्रीमती के. वी. कोचुरानी	Sr. Superintendent वरिष्ठ. अधीक्षक
15.	Smt. V.S. Jyothirmayi श्रीमती वी. एस. ज्योतिर्मयी	Sr. Superintendent वरिष्ठ. अधीक्षक
16.	Shri. V. Y. Zimre श्री वी.वाई. ज़िमरे	Sr. Superintendent वरिष्ठ अधीक्षक
17.	Shri. Mandar Bhamre श्री मंदार भामरे	Sr. Superintendent वरिष्ठ अधीक्षक
18.	Smt. S. D. Kamod श्रीमती एस.डी. कमोद	Sr. Superintendent वरिष्ठ अधीक्षक
19.	Smt. S. K. Alurkar श्रीमती एस.के. अलूरकर	Sr. Superintendent वरिष्ठ अधीक्षक
20.	Shri. K. S. Kargutkar श्री के. एस. करगुटकर	Sr. Superintendent वरिष्ठ अधीक्षक
21.	Smt. L. S. Nair श्रीमती एल.एस. नायर	Sr. Superintendent वरिष्ठ अधीक्षक
22.	Shri. Vijay Ram Meena श्री विजय राम मीना	Sr. Superintendent वरिष्ठ अधीक्षक



23.	Shri. M. K. Meena श्री एम. के. मीना	Sr. Superintendent वरिष्ठ अधीक्षक
24.	Shri. L. K. Meena श्री एल. के. मीना	Sr. Superintendent वरिष्ठ अधीक्षक
25.	Shri. G. D. Bhosale श्री जी. डी. भोसले	Sr. Superintendent वरिष्ठ अधीक्षक
26.	Shri. V. L. Revadekar श्री वी. एल. रेवडेकर	Superintendent अधीक्षक
27.	Shri. A. K. Nizampurkar श्री ए. के. निजामपुरकर	Superintendent अधीक्षक
28.	Shri. R. N. Thorat श्री आर. एन. थोरात	Superintendent अधीक्षक
29.	Shri. K. Manikandan श्री के. मणिकन्दन	Steno आशुलिपिक
30.	Shri. John Mark श्री जॉन मार्क	Steno आशुलिपिक
31.	Shri. Pundalik R. Mahale श्री पुंडलिक आर महाले	Asstt. Superintendent सहायक अधीक्षक
32.	Shri. T. V. Sawant श्री टी. वी. सावंत	Asstt. Superintendent सहायक अधीक्षक
33.	Shri. S. B. Sawant श्री एस. बी. सावंत	Asstt. Superintendent सहायक अधीक्षक
34.	Shri. C. G. Solanki श्री सी. जी. सोलंकी	Asstt. Superintendent सहायक अधीक्षक
35.	Shri Yogesh श्री योगेश	Asstt. Superintendent सहायक अधीक्षक
36.	Shri. Vikram Singh Badhwal श्री. विक्रम सिंह बडवाल	J.T.O कनिष्ठ अनुवाद अधिकारी
37.	Shri. Vikesh Yadav श्री. विकेश यादव	J.T.O कनिष्ठ अनुवाद अधिकारी
38.	Ms. P. C. Mahale कु. पी. सी. महाले	S.P.A वरिष्ठ पासपोर्ट सहायक
39.	Shri. Ashok Kumar श्री अशोक कुमार	S.P.A वरिष्ठ पासपोर्ट सहायक
40.	Shri. I. M. Tamboli श्री आई. एम. ताम्बोली	S.P.A वरिष्ठ पासपोर्ट सहायक
41.	Shri. Rajan Hire श्री राजन हिरे	S.P.A वरिष्ठ पासपोर्ट सहायक
42.	Shri. P. P. Mohite श्री पी. पी. मोहिते	S.P.A वरिष्ठ पासपोर्ट सहायक
43.	Shri Vaman B. Lokare श्री वामन बी. लोकरे	S.P.A वरिष्ठ पासपोर्ट सहायक
44.	Smt. Junu Singh श्रीमती जुनू सिंह	S.P.A वरिष्ठ पासपोर्ट सहायक
45.	Shri. Kuldeep Yadav श्री कुलदीप यादव	S.P.A वरिष्ठ पासपोर्ट सहायक
46.	Shri. Parveen Kumar	S.P.A



	श्री परवीन कुमार	वरिष्ठ पासपोर्ट सहायक
47.	Shri. Parvinder Singh श्री परविंदर सिंह	S.P.A वरिष्ठ पासपोर्ट सहायक
48.	Shri. Shiva Mansawar श्री शिवा मंशावर	S.P.A वरिष्ठ पासपोर्ट सहायक
49.	Shri. Ajay S. Meena श्री अजय एस. मीना	S.P.A वरिष्ठ पासपोर्ट सहायक
50.	Smt. Devi Meena श्रीमती देवी मीना	S.P.A वरिष्ठ पासपोर्ट सहायक
51.	Shri Dileep Kumar Gour श्री दिलीप कुमार गौड़	S.P.A वरिष्ठ पासपोर्ट सहायक
52.	Shri Anmol Mehto श्री अनमोल महतो	S.P.A वरिष्ठ पासपोर्ट सहायक
53.	Shri. Umesh K. Gupta श्री उमेश के. गुप्ता	S.P.A कनिष्ठ पासपोर्ट सहायक
54.	Shri. Pintu Kumar श्री पिटू कुमार	S.P.A कनिष्ठ पासपोर्ट सहायक
55.	Shri. Dharmendra Kumar श्री धर्मेन्द्र कुमार	S.P.A कनिष्ठ पासपोर्ट सहायक
56.	Shri. Amit श्री अमित	J.P.A कनिष्ठ पासपोर्ट सहायक
57.	Shri. Devinder Singh श्री देविंदर सिंह	J.P.A कनिष्ठ पासपोर्ट सहायक
58.	Shri. Ravi P. Meena श्री रवि पी. मीना	J.P.A कनिष्ठ पासपोर्ट सहायक
59.	Smt. Arti Kumari श्रीमती. आरती कुमारी	J.P.A कनिष्ठ पासपोर्ट सहायक
60.	Shri. Y. S. Kadam श्री वाई. एस. कदम	J.P.A कनिष्ठ पासपोर्ट सहायक
61.	Shri. Umesh Surve श्री उमेश सुर्वे	J.P.A कनिष्ठ पासपोर्ट सहायक
62.	Shri. P. D. Pednekar श्री पी. डी. पेडनेकर	J.P.A कनिष्ठ पासपोर्ट सहायक
63.	Shri. Aman श्री अमन	J.P.A कनिष्ठ पासपोर्ट सहायक
64.	Shri. Ravi Siwatch श्री रवि सिवाच	J.P.A कनिष्ठ पासपोर्ट सहायक
65.	Shri. Himanshu Yadav श्री हिमांशु यादव	J.P.A कनिष्ठ पासपोर्ट सहायक
66.	Shri. Vinay Kumar Kandra श्री विनय कुमार कंडेरा	J.P.A कनिष्ठ पासपोर्ट सहायक
67.	Shri. Praveen श्री प्रवीण	J.P.A कनिष्ठ पासपोर्ट सहायक
68.	Shri. Yogesh Kumar Yadav श्री योगेश कुमार यादव	J.P.A कनिष्ठ पासपोर्ट सहायक



69.	Shri. Manoj Kumar श्री मनोज कुमार	J.P.A कनिष्ठ पासपोर्ट सहायक
70.	Shri. Aniket Aryan श्री अनिकेत आर्यन	J.P.A कनिष्ठ पासपोर्ट सहायक
71.	Shri. Vikas Swami श्री विकास स्वामी	J.P.A कनिष्ठ पासपोर्ट सहायक
72.	Shri. Vikas Yadav श्री विकास यादव	J.P.A कनिष्ठ पासपोर्ट सहायक
73.	Shri. Ravi Shankar Sahu श्री रवि शंकर साहू	J.P.A कनिष्ठ पासपोर्ट सहायक
74.	Shri. Rishi Kumar Pandey श्री ऋषि कुमार पाण्डेय	J.P.A कनिष्ठ पासपोर्ट सहायक
75.	Shri. Ravi Shankar श्री रवि शंकर	J.P.A कनिष्ठ पासपोर्ट सहायक
76.	Shri. Harday Ram Meena श्री हृदय राम मीना	J.P.A कनिष्ठ पासपोर्ट सहायक
77.	Shri. Dharm Singh Meena श्री धर्म सिंह मीना	J.P.A कनिष्ठ पासपोर्ट सहायक
78.	Shri. Hemraj Meena श्री हेमराज मीना	J.P.A कनिष्ठ पासपोर्ट सहायक
79.	Shri. Asharam Meena श्री आशाराम मीना	J.P.A कनिष्ठ पासपोर्ट सहायक
80.	Shri. Hemant Kumar Meena श्री हेमन्त कुमार मीना	J.P.A कनिष्ठ पासपोर्ट सहायक
81.	Shri Himanshu श्री हिमांशु	J.P.A कनिष्ठ पासपोर्ट सहायक
82.	Shri Saksham Shukla श्री सक्षम शुक्ला	J.P.A कनिष्ठ पासपोर्ट सहायक
83.	Shri Azeem Haider श्री अज़ीम हैदर	J.P.A कनिष्ठ पासपोर्ट सहायक
84.	Ms. Anjali सुश्री अंजलि	J.P.A कनिष्ठ पासपोर्ट सहायक
85.	Shri. Mithilesh Sonkusare श्री मिथिलेश सोनकुसरे	Office Asstt. कार्यालय सहायक
86.	Shri. Vishnu S. Ojha श्री विष्णु एस. ओझा	Office Asstt. कार्यालय सहायक
87.	Shri. Akshay Kr. Meena श्री अक्षय कुमार मीना	Office Asstt. कार्यालय सहायक
88.	Shri. Mahavir P. Ajnabi श्री महावीर पी. अजनबी	Office Asstt. कार्यालय सहायक
89.	Shri. Dibyajit Satua श्री दिव्यजीत सतुआ	Office Asstt. कार्यालय सहायक
90.	Shri. Vishal D. Hiwale श्री विशाल डी. हिवाले	Office Asstt. कार्यालय सहायक
91.	Shri. Vikash K. Gupta श्री विकास के. गुप्ता	Office Asstt. कार्यालय सहायक
92.	Shri. Srikant	Office Asstt.



	श्री श्रीकांत	कार्यालय सहायक
93.	Shri. Namit Kumar Srivastava श्री नमित कुमार श्रीवास्तव	Office Asstt. कार्यालय सहायक

**Details of monthly Remuneration of Officers and Staff of  
Passport office, Mumbai as on 01.02.2025**

<b>Sr. No.</b>	<b>CATEGORY OF OFFICERS</b>	<b>NUMBER</b>	<b>SCALE OF PAY</b>
1.	Regional Passport Officer / Addl. Passport Officer	01	Level 13
2.	Deputy Passport Officer	03	Level 11
3.	Assistant Passport Officer	03	Level 10
4.	Senior Superintendent	18	Level 08
5.	Superintendent	03	Level 07
6.	Stenographer Grade -I	02	Level 07
7.	J.T.O	02	Level 06
8.	Assistant Superintendent	05	Level 06
9.	Senior Passport Assistant	18	Level 04
10.	Junior Passport Assistant	29	Level 02
11.	Office Assistant	09	Level 01
	<b>Total</b>	<b>93</b>	



**Name, Designation and other particulars of the Public Information  
Officers**

First Appellate Authority	Dr. Rajesh Gawande, I.F.S. Regional Passport Officer & Head of Branch Secretariats Regional Passport Office, Videsh Bhavan , C 45 G Block Bandra Kurla Complex, Bandra (E) Mumbai – 400051 Phone No: 022-26520016/17/18 Email ID: rpo.mumbai@mea.gov.in
Central Public Information Officer	Smt. Priyanka Meena, Deputy Passport Officer Regional Passport Office, Videsh Bhavan , C 45 G Block Bandra Kurla Complex, Bandra (E) Mumbai – 400051 Phone No: 022-26520016/17/18 Email ID: rpo.mumbai@mea.gov.in