

**RIGHT TO INFORMATION – Disclosure of information Article 4 (1) (b) of the Right to Information Act, 2005 in respect of passport Office, Patna**

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

**HISTORICAL BACKGROUND**

Regional passport office, Patna was initially open in 1979. It was inaugurated by the then Minister of External Affairs, Sh. Atal Bihari Vajpayee on 13-04-1979 as a subordinate office of Ministry of External Affairs under the supervision of Central Passport Organization. It caters all the district of Bihar. 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 **63** officers and staff members.

The hierarchy at the Regional Passport Office, Patna includes the following stages:-

1. Regional Passport Officer
2. Assistant Passport Officer
3. Senior Superintendent
4. Superintendent
5. Assistant Superintendent
6. Junior Hindi Translator
7. Stenographer
8. Senior Passport Assistant
9. Junior Passport Assistant

**FUNCTIONS AND DUTIES**

This office deals with the issuance of passport/travel document to the citizens of 38 districts of Bihar.

**Powers and duties of the employees of the Regional Passport Office, Patna.**

**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](http://www.passportindia.gov.in). The duties of officers and employees of the office flow from the Passport Act and Passport Rules 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 Regional Passport Office, Patna 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 Supdt, SPA, JPA posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.

### **WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, PATNA**

Passport applications are accepted at PSK, Patna; PSLK, Darbhanga and 13 POPOSKs located under the jurisdiction of Regional Passport Office, Patna for applicants who have appointments on the time and date slot booked in [www.passportindia.gov.in](http://www.passportindia.gov.in)

Work flow chart of PSK, Patna.

#### **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).

#### **4. Police verification sent to concern district electronically**

#### **5. Receipt of Police verification electronically**

#### **6. Printing of Passport.**

#### **8. Lamination of Passport.**

#### **9. Signature of PIAs on Passport.**

#### **10. Passport delivery at Counter or by dispatch.**

#### **11. Manual documents store in Record Section.**

### **PCC Services are granted and delivered across the counter at Passport Seva Kendra, Patna if the report available for the Passport in the System.**

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.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 Regional Passport Office, Patna discharge of its functions as per the norms lay down by the CPV 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 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, Patna 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 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 as used by its employees for discharging its functions.**

In the discharge of its functions, the Regional Passport Office, Patna uses various Central Acts, Rules, Codes, Regulations, etc. It also uses various judgments of the Supreme Court of India and High 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, 1997
- Central Treasury Rules

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, Patna 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:**

- ☐ Appointments
- ☐ 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 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:-**

- India International Ordinary 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 Language Implementation Committee) consisting of (10) members of this office has been constituted to review progress in implementation of Rajbhasha Hindi in day to day work of the office.

Directory of officers and employees and monthly remuneration as on 31.03.2018

**Article 4(1) (b) (ix) & (x) of the Right to Information Act, 2005**

Sl. No	Name Of the Official	DESIGNATION
1.	Parveen Mohan Sahai	RPO
2.	B. K. Jha	APO
3.	Rajeev Ranjan	APO

4.	M.K. Roy	Senior Superintendent
5.	D. Ram	Senior Superintendent
6.	Bikash Chakraborty	Senior Superintendent
7.	A.K. Rai	Senior Superintendent
8.	M.K. Palit	Superintendent
9.	Sunil Kumar Prasad	Superintendent
10.	Jitendra Prasad	Assistant Superintendent
11.	Antaryami Roy	Assistant Superintendent
12.	Dilip Kumar	Assistant Superintendent
13.	Manoj Kumar	Assistant Superintendent
14.	Dinesh Prasad	Assistant Superintendent
15.	Randhir Kumar	Assistant Superintendent
16.	Shambhu Sharan	Assistant Superintendent
17.	Ashok Kumar Keshri	Assistant Superintendent
18.	Pankaj Kumar	Assistant Superintendent
19.	Sachin Kumar	Assistant Superintendent
20.	Ranvijay Kumar	Assistant Superintendent
21.	Nikhil Ranjan	Assistant Superintendent
22.	Atul Kumar	Assistant Superintendent
23.	Md. Jawed Anwar	Assistant Superintendent
24.	Deepak Kumar Singh	Assistant Superintendent
25.	Seth Munna Lal	Assistant Superintendent
26.	Anil Kumar	Junior Hindi Translator
27.	Shekhar Kumar	Stenographer
28.	Somesh Verma	Senior Passport Assistant
29.	Mahesh Prasad	Senior Passport Assistant
30.	Sudeep Kumar Sinha	Senior Passport Assistant
31.	Madanjit kumar	Senior Passport Assistant
32.	Ramji Prasad	Senior Passport Assistant
33.	Aman Choudhary	Senior Passport Assistant
34.	Savita kumari	Senior Passport Assistant
35.	Pawan Kumar	Senior Passport Assistant
36.	Sujit kumar	Senior Passport Assistant
37.	Kameshwar Prasad	Senior Passport Assistant
38.	Anil Kumar	Senior Passport Assistant
39.	Sanjay kumar	Senior Passport Assistant
40.	Uday Prasad Singh	Senior Passport Assistant
41.	Pankaj Kumar	Senior Passport Assistant
42.	Sandhya Sharma	Senior Passport Assistant
43.	R.G. Basak	Senior Passport Assistant
44.	Md Aslam	Senior Passport Assistant
45.	Premlata Kumari	Senior Passport Assistant
46.	Indu Kumari	Senior Passport Assistant
47.	Mithu Singh	Junior Passport Assistant

48.	Shashi Ranjan Kumar	Junior Passport Assistant
49.	Neelam Dutta	Junior Passport Assistant
50.	Abhishek Kumar Sundaram	Junior Passport Assistant
51.	Roshan kumar	Junior Passport Assistant
52.	Ajay Kumar	Junior Passport Assistant
53.	Sanjay Kumar	Junior Passport Assistant
54.	Shakuntala Devi	Junior Passport Assistant
55.	Deepak Kumar	Junior Passport Assistant
56.	Prashant Kumar	Junior Passport Assistant
57.	Rahul Kumar	Junior Passport Assistant
58.	Arvind Singh	Junior Passport Assistant
59.	Imteyaz Ansari	Junior Passport Assistant
60.	Paramjeet Kumar	Junior Passport Assistant
61.	Sanjay Kumar	Junior Passport Assistant
62.	Aminesh Kumar	Junior Passport Assistant
63.	Rambali Singh	Driver

In addition of above, 08 Data Entry Operators and 03 MTS are also working with Regional Passport Office, Patna

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

Sl.No	Category of Officers	Number	Level of Pay
1.	Regional Passport Officer	1	12
2.	Assistant Passport Officer	2	10
3.	Senior Superintendent	4	8
4.	Superintendent	2	7
5.	Assistant Superintendent	16	6
6.	Junior Hindi Translator	1	7
7.	Stenographer GR.II	1	6
8.	Senior Passport Assistant	19	4
9.	Junior Passport Assistant	16	2
10.	Driver	1	5

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

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

**Abstract of budget 2017-2018 and expenditure.**

Name of Account	Sanction Grant	Actual Expenditure
Salaries	35910000	35860554
Wages	0	0
OTA	0	0
Medical	1760000	1708846
DTE/TA	3500000	3498139
O.E	10260000	9975692
Postage O.E	14380000	13692763
RRT	760000	745200
Minor	740000	501627
IT	320000	223025
Professional Service	500000	292060
Total	68130000	66497906

**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 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 with effect from 07/02/2012 to submit application at PSK.

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.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 Enquiry Counters and also by telephone. Citizens can also visit the officers during the office hours on all working days(except Wednesday) between 1000hrs to 1300hrs. Some of the instructions are also displayed on the notice boards of the Passport Office.

**The Names, designations and other particulars of the Public Information Officers.**

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

Central Public Information Officer:-

**Sh. Manoj Kumar Roy**

Senior Superintendent

Regional Passport Office,

D Block, Maurya Lok Complex

Patna-800001

Phone No. 0612-2223267

Fax No. 0612-2227972

E-mail: [rpo.patna@mea.gov.in](mailto:rpo.patna@mea.gov.in)

**Appellate Authority:-**

**Shri Parveen Mohan Sahai**

Regional Passport Officer,

Regional Passport Office,

D Block, Maurya Lok Complex

Patna-800001

Ph no: 0612-2223267

Fax No.0612-2227972

E-mail: [rpo.patna@mea.gov.in](mailto:rpo.patna@mea.gov.in)

E-mail for grievances: [rpo.patna@mea.gov.in](mailto:rpo.patna@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:-

**Shri Manoj Kumar Roy**

Senior Superintendent

REGIONAL PASSPORT OFFICE,

PATNA

TEL NO.-0612-2223267





भारत सरकार/GOVERNMENT OF INDIA

दूरभाष/TELEPHONE-2223047

विदेश विभाग/MINISTRY OF EXTERNAL AFFAIRS

संघटन: मार्यालोक/Marya Lok Complex

फैक्स/FAX-0611-2227971

क्षेत्रीय पत्रपोस्ट कार्यालय/REGIONAL PASSPORT OFFICE

डी ब्लॉक/D-Block

ईमेल/E-mail-rpo.patna@mea.gov.in

पटना/Patna-80001

Ref No. PAT/79081/11

Dated 02/05/2017

**रूचना के अधिकार अधिनियम, 2005 के तहत आवेदकों के लिये आवश्यक सूचना।**

1. सूचना के अधिकार अधिनियम, 2005 के तहत आवेदन काउंटर संख्या 02 पर जमा किये जा सकते हैं।

1. Application under RTI Act, 2005 may be submitted at Counter No. 02

2. आवेदक सूचना के अधिकार के तहत अपना आवेदन डाक द्वारा भी केन्द्रीय जनसूचना अधिकारी, क्षेत्रीय पत्रपोस्ट कार्यालय, डी-ब्लॉक, मार्यालोक कॉम्प्लेक्स, पटना-800001 को भेज सकते हैं।

2. Applicant may also send their application through post, addressed to Central Public Information Officer, Regional Passport Office, D-Block, Maryalok Complex, Patna-800001.

3. आवेदक सूचना के अधिकार के तहत अपना आवेदन ऑनलाइन [rtionline.gov.in](http://rtionline.gov.in) पर अपलोड कर सकते हैं।

3. Applicant may upload their application online on [rtionline.gov.in](http://rtionline.gov.in)

4. सूचना के अधिकार अधिनियम, 2005 के तहत आवश्यक आवेदन शुल्क ऑनलाइन डिमांड ड्राफ्ट/पोस्टल ऑर्डर/बैंकर्स चेक/नगद के रूप में स्वीकार्य हैं।

4. Application fee Under RTI Act, 2005 is accepted as Online/Demand Draft/Postal Order/Bankers Cheque/Cash.



हस्ताक्षर

(एच. व. अहमद)

सहायक पत्रपोस्ट अधिकारी एवं  
केन्द्रीय जनसूचना अधिकारी