

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

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

### **HISTORICAL BACKGROUND**

Regional passport office, Raipur was initially opened 15<sup>th</sup> December 2007. It was inaugurated by the then Minister of External Affairs Shri Pranab Mukherji in the presence of the Chief Minister of Chhattisgarh Shri Raman Singh and Minister of State for External Affairs Shri E. Ahamed as a subordinate office of Ministry of External Affairs under the supervision of Central Passport Organization. It caters all the districts of Chhattisgarh. 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 25 officers and staff members.

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

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

### **FUNCTIONS AND DUTIES**

This office deals with the issuance of passport/travel document to the citizens of 27 districts of Chhattisgarh. **Powers and duties of the employees of the Regional Passport Office, Raipur.**

#### **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 the 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 followed in the decision making process, including channels of supervision and authority**

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

1. The Regional Passport Office, Raipur follows the procedure indicated in Passport Manual 2016 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 Passport Officer, Senior Superintendent, 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, RAIPUR**

Passport applications are accepted at Passport Seva Kendra Located at Unit S-5, Second floor, Shyam Plaza, opposite New Bus stand Pandari Raipur-492003 for applicants who have appointments on the time and date slot booked in [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).
4. Police verification sent to concern district electronically (Online).
5. Receipt of Police verification electronically (Online).
6. Printing of Passport.
7. Lamination of Passport.
8. Stamping on Passport.
9. Passport delivery at Counter or by dispatch.
10. Manual documents store in Record Section.

**PCC Services are granted and delivered across the counter at Passport Seva Kendra 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 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).

**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, Raipur 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 off 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>.

Rules, regulations, instructions, manuals and records held by or under the control of the Regional Passport Office, Raipur 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 is under its control as used by its employees for discharge its functions.**

In the discharge of its functions, the Regional Passport Office, Raipur 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, 2017
- 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, Raipur holds the following documents:

Copies of Reports released by our Ministry.

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 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 stationery & 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) (viii) of the Right to information Act, 2005**

**The following documents are held by this office:-**

- Passport Application Forms (Available in Passport Seva Kendra as well as in Regional Passport Office, Raipur).
- India International Ordinary Passport Booklets and Ordinary Jumbo 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) (vi) 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**

S. No.	Name of the Official	Designation
1.	Shri C.P. Yadav	Deputy Passport Officer
2.	Shri Susil Kumar Mahapatra	Assistant Passport Officer
3.	Smt. Sunita Purohit	Senior Superintendent
4.	Shri K.K. Parihar	Senior Superintendent
5.	Shri R.H. Taqvi	Senior Superintendent
6.	Shri Raghunandan	Assistant Superintendent
7.	Shri Rohit Gupta	Junior Hindi Translator
8.	Shri Vijay R. Dhurai	Senior Passport Assistant

9.	Shri Subodh Kumar	Senior Passport Assistant
10.	Shri Amarnath	Senior Passport Assistant
11.	Shri B.L. Thakur	Senior Passport Assistant
12.	Shri M.L. Karmakar	Senior Passport Assistant
13.	Mis. Kiran Kumari	Senior Passport Assistant
14.	Shri Manoj Barla	Senior Passport Assistant
15.	Shri Brijju Bharati	Senior Passport Assistant
16.	Shri Arun Kumar Sarkar	Junior Passport Assistant
17.	Shri Avijit Datta	Junior Passport Assistant
18.	Shri Sandip Kumar	Junior Passport Assistant
19.	Shri Rahul Kumar Tiwari	Junior Passport Assistant
20.	Shri C.M. Byadwal	Junior Passport Assistant
21.	Shri Pawan Kumar Jangir	Junior Passport Assistant
22.	Smt. Renuka Dewangan	Junior Passport Assistant
23.	Shri Waseem Khan	Junior Passport Assistant
24.	Shri Sumit Kumar	Junior Passport Assistant
25.	Shri T. Angaiah	Daftari

In addition of above, 2 Data Entry Operators are also working with Regional Passport Office.

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

S. No.	Category of Officers	Number	Pay
1.	Deputy Passport Officer	1	Level 12- 88700/-
2.	Assistant Passport Officer	1	Level 10- 56100/-
3.	Senior Superintendent	3	Level 8- 47600/-
4.	Assistant Superintendent	1	Level 6- 35400/-
5.	Junior Hindi Translator	1	Level 6- 35400/-
6.	Senior Passport Assistant	8	Level 4- 25500/-
7.	Junior Passport Assistant	9	Level 2-19900/-
8.	Daftari	1	Level 1- 18000/-
9.	Data Entry Operator	2	-----

**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 estimates for FY 2018-2019 and expenditure for FY 2017-2018.

HEAD	BUDGET ESTIMATES for FY 2018-2019 (in Rupees)	ACTUAL EXPENDITURE UPTO 31.03.2018 (in Rupees) for the FY 2017-2018
Salaries	1,36,65,135	1,36,65,135
Wages	20	0
OTA	0	0
Medical	1,30,000	49,899
DTE/TA	7,90,000	7,57,894
O.E.	33,00,000	32,48,193
POSTAGE OFFICE EXPENSES	22,10,000	21,75,442
RRT	50,30,000	50,45,598
Minor	4,30,000	0
PROFESSIONAL SERVICES	1,50,000	67,560
IT	2,50,000	1,62,255
<b>TOTAL</b>	<b>2,59,10,000</b>	<b>2,51,71,976</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 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.

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://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 1030 to 1300 hrs. 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.**

**Appellate Authority:-**

**Shri C P Yadav**

Regional Passport Officer,  
Ist Floor, Commercial Complex, Sector - 4,  
Pandit Deen Dayal Upadhyay Nagar, Raipur,  
Chhattisgarh-492010  
Phone No. 0771-2263922  
Fax No. 0771-2263923  
E-mail: [rpo.raipur@mea.gov.in](mailto:rpo.raipur@mea.gov.in)

**Central Public Information Officer:-**

**Shri Susil Kumar Mahapatra**

Assistant Passport Officer  
Ist Floor, Commercial Complex, Sector - 4,  
Pandit Deen Dayal Upadhyay Nagar, Raipur,  
Chhattisgarh-492010  
Phone No. 0771-2432124/0771-2262921  
Fax No. 0771-2263923  
E-mail: [rpo.raipur@mea.gov.in](mailto:rpo.raipur@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 us updated every year on website.

**PUBLIC GRIEVANCES OFFICER:-**

**Shri Susil Kumar Mahapatra**

Assistant Passport Officer  
Ist Floor, Commercial Complex, Sector - 4,  
Pandit Deen Dayal Uppadhyay Nagar, Raipur,  
Chhattisgarh-492010  
TEL NO-0771-2432124/0771-2262921