

RIGHT TO INFORMATION-Disclosure of information Article 4 (1) (b) of the Right to Information Act, 2005 in respect of Passport Office, Ranchi

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

HISTORICAL BACKGROUND

In 1954 first 5 Regional passport office 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. Regional Passport Office, Ranchi was created in July 2002 after bifurcation of State of Bihar in a residential quarter of Heavy Engineering Corporation (HEC) Dhurwa, prior to this a Passport Collection Centre was operating in Ranchi to cater the passport need of resident of Jharkhand. In year 2012 the Regional Passport Office, Ranchi has shifted to a new spacious rented office premises in the heart of Ranchi alongwith a Passport Seva Kendra in Glaxia Mall, Near Piska More, Uphar Cinema Campus, Ratu Road, Ranchi, Jharkhand-834005 under Passport Seva Project mode. The new building was inaugurated by the then Joint Secretary & Chief Passport Officer, Shri Muktesh Pradeshi, Regional Passport Office; Ranchi is a subordinate office of Ministry of External Affairs and run under the supervision of Central Passport Organization. It caters all the 24 districts of Jharkhand. The issue of passport is a Central subject under the Allocation of Business and allocated to the Ministry of External Affairs. At present there are a total of 37 Passport Offices in the country.

ORGANISATION

Regional Passport Office, Ranchi is being headed by one Regional Passport Officer level officer with a total strength of 25 officer/officials.

The hierarchy at the Regional Passport Office, Ranchi 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. Senior Passport Assistant
8. Junior Passport Assistant

Under the Passport Seva Project, the functioning of Regional Passport Office is under two tier system.

- (a) Regional Passport Office
- (b) Passport Seva Kendra

While the role of Regional Passport Office is primarily issuance of Passport and other related documents in the state of Jharkhand, the role of Passport Seva Kendra is to accept the passport application, verify the document and to grant of those applications in the presence of applicants, subject to usual checks. The Passport Seva Kendra is headed by an Incharge,

which is an officer of the level of DPO/APO, who reports directly to Regional Passport Officer. The non decisional work of Passport Seva Kendra, i.e. capture of photograph, biometric details, scanning and uploading of data, etc. have been outsourced to M/S Tata Consultancy Service (TCS).

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of 24 districts of Jharkhand. Impounding, cancellation, revocation, etc. of passports, so issued are also came under the domain of Regional Passport Office, Ranchi. Sections 5(2) of Passport Act, 1967 empower the passport authority to issue/reject/issue with limited validity of passport upon receiving passport applications from the applicants residing@ in the state of Jharkhand (@Passport Rules 1980).

Powers and duties of the Passport authority in Regional Passport Office, Ranchi.

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

Regional Passport Officer has 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 Regional Passport Officer, Ranchi have been detailed in delegation of financial Power Rule, 1978 and in subsequent orders issued with reference to the delegation of financial Power rules. These powers may be seen at the website of Ministry of Finance (www.finmin.nic.in). The provision of Passport Act, 1967 and Passport Rule, 1980 is already on the MEA's website www.passportindia.gov.in. The duties of officers and officials of the Regional Passport Office, Ranchi have also derived from various provisions of Passport Act and Passport Rules, which are available in the website www.passportindia.gov.in.

Procedure to 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, Ranchi follows the provision of Passport Act, Rule and internal departmental instructions issued by Ministry of External Affairs from time to time for issuance of passport. The offices from the Superintendent to Regional Passport Officer Level have been designated as Passport Authority for issuance of passport and to take decisions/actions either independently or other subordinate staffs or as per direction of superior in accordance with Passport Act, Passport Rules and directions issued by Ministry of External Affairs from time to time.

WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, RANCHI

Passport applications are accepted at Passport Seva Kendra Located at Glaxia Mall, 2nd Floor, Near Piska More, Uphar Cinema Campus, Ratu Road, Ranchi, Jharkhand-834005 for applicants who have appointments as per time and date slot booked in

www.passportindia.gov.in. Apart from the online booking 03 categories of passport applicants can walk in with ARN sheets and relevant documents between 9 to 12 am without online appointments, details of which mentioned in the above website under Regional Passport Office, Ranchi.

WORK FLOW OF PASSPORT SEVA KENDRA

1. Counter-A

- Scrutiny of Passport Application by TCS professionals.
- Receipt of Passport application, capturing photograph and biometric details, Data verification, scanning and cash collection (if required) by TCS professional.

2. Counter –B

- Verification of the Passport application by the Verifying Officer (MEA official).

3. Counter-C

- Granting after making usual checks the Passport application by the Granting Officer in the presence of the applicant (Passport Authority u/s 5(2) of Passport Act.

4. Police verification sent to concern district electronically (whenever necessary).

5. Receipt of Police verification electronically.

6. Printing of Passport (an automated process upon receipt of clear Police verification Report).

7. Lamination of Passport.

8. Facsimile Signature on Passport.

9. Dispatch of passport by Speed Post through India Post.

Though PCC is not strictly a passport services, Passsport Seva Kendra, Ranchi issued PCC to those passport holder whose passports have been issued upon receipt of Clear police verification report.

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, Ranchi discharges 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, Ranchi 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 uses 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 of DOPT (dopt.gov.in) and finance Ministry (finmin.nic.in).

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

In the discharge of its functions, the Regional Passport Office, Ranchi uses various Central Acts, Rules, Codes, Regulations, etc. It also uses various judgments of the Supreme Court of India and High Courts. Various instructions issued by the Ministry of External Affairs from time to time, are also taken in to account while discharging the function of Regional Passport Office, Ranchi.

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, Leave (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 Regional Passport Office, Ranchi or under its control.

The Regional Passport Office, Ranchi holds the following documents:

- ❖ 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:

- Personal files and service book (including leave account) of its employees
- Court related litigation files
- Procurement of stationery & furniture
- Electricity and water bills
- Circulars
- Purchase and distribution of stationery items
- Other related to establishment.

Article 4(1) (b) (vi) 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, Ranchi.
- Soft copies of all the passport applications under its control alongwith the enclosures
- Electronic copy of police verification report.

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or implementation thereof:

Article 4(1) (b) (vii) of the Right to information Act, 2005

The matter is being looked after at the level of Ministry of External Affairs.

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those boards, councils, committee and other bodies are open to the public, or the or the minutes of such meetings are accessible for public;

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 () members of this office has been constituted to reviews progress in implementation of Rajbhasha Hindi in day to day work of the office.

Directory of officers and employees and monthly remuneration as on 01-04-2017.
Article 4(1) (b) (ix) & (x) of the Right to information Act, 2005

Sl. No.	Name of the Official	Designation
1	Shri Pankaj Kumar Prabhat	Regional Passport Officer
2	Shri Subodh Kumar	Assistant Passport Officer
3	Mohammad Parwej Anwar	Assistant Passport Officer
4	Shri Shakti Pada Bhanja	Senior Superintendent
5	Shri Ashok Kumar Ray	Senior Superintendent
6	Shri Sunil kumar	Assistant Superintendent
7	Shri Subhash Kumar Sahay	Assistant Superintendent
8	Shri Sudhir Kumar	Assistant Superintendent
9	Shri Jag Narayan Prasad	Assistant Superintendent
10	Shri Awdhesh Kumar Indwar	Assistant Superintendent
11	Smt. Sheela Devi	Assistant Superintendent
12	Shri Santosh Kumar Verma	Junior Hindi Translator
13	Shri Santosh Kumar	Senior Passport Assistant
14	Shri Dipendra Kumar	Senior Passport Assistant
15	Shri Ravindra Kumar Verma	Senior Passport Assistant
16	Shri Rajesh Kumar Prabhat	Senior Passport Assistant
17	Shri Prakash Kumar Minj	Senior Passport Assistant
18	Shri Nermon Kerketta	Senior Passport Assistant
19	Shri Kopuri David	Junior Passport Assistant
20	Shri Sanjay Kumar	Junior Passport Assistant
21	Shri Dinanath Gupta	Junior Passport Assistant
22	Shri Chandradeo Kumar	Junior Passport Assistant
23	Shri Mukesh Kumar Choubey	Junior Passport Assistant
24	Smt. Shakuntala Devi	Junior Passport Assistant
25	Shri Deepak Sharma	Junior Passport Assistant

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

Serial No.	Category of Officers	Number	Pay(As per 7 th CPC)
1.	Regional Passport Officer	1	Level-11
2.	Assistant Passport Officer	2	Level-10
3.	Senior Superintendent	3	Level-8

4.	Superintendent	0	Level-7
5.	Assistant Superintendent	6	Level-6
6.	Junior Hindi Translator	1	Level-6
7.	Senior Passport Assistant	6	Level-4
8.	Junior Passport Assistant	7	Level-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 2017-2018

(IN THOUSANDS)

HEAD	BUDGET ESTIMATES 2016-2017 (IN THOUSANDS)
Salaries	16500
Wages	0
OTA	0
Medical	250
DTE/TA	500
O.E.	4300
Postage Office Expenses	3000
RRT	6900
Minor	250
Professional Services	100
IT	290
TOTAL	32090

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

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

Not applicable

Particulars of recipients of concessions, permits or authorisations granted by it;

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. No travel agent is recognized to deal with this office to submit application at PSK. However Government has allowed Customer Service Executive (CSE) in Pragya Kendra to assist the Passport applicant to electronically file their passport application for a service charge not exceeding Rs.100/=). The list of such Pragya Kendra in Jharkhand may be accessed through Jharkhand Government website.

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>

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;

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, letters/speed post/application, Telephone, twitter(@rporanchi), facebook (@Regional passport office, Ranchi), Email (rpo.ranchi@mea.gov.in), CPGRAM and PGPORTAL. 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: - Under RTI Act

Shri Pankaj Kumar Prabhat

Regional Passport Officer,
Regional Passport Office,
Glaxia Mall, 3rd Floor, Near Piska More
Uphar Cinema Campus, Ratu Road
Ranchi, Jharkhand-834005
Phone No. 0651-2282037
Fax No. 0651-2282030
E-mail: rpo.ranchi@mea.gov.in

Central Public Information Officer: - Under RTI Act

Sh Ashok Kumar Ray

Senior Superintendent
Regional Passport Office,
Glaxia Mall, 3rd Floor, Near Piska More
Uphar Cinema Campus, Ratu Road
Ranchi, Jharkhand-834005
Phone No. 0651-2282088
Fax No. 0651-2282030
E-mail: rpo.ranchi@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:-

Sh Ashok Kumar Ray

Senior Superintendent
Regional Passport Office,
Glaxia Maal, 3rd Floor, Near Piska More

Uphar Cinema Campus, Ratu Road
Ranchi, Jharkhand-834005
Phone No. 0651-2282088