

**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 64 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. Passport Granting Officer
4. Superintendent

**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, UDC, LDC 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 Passport Seva Kendra located at VAU's Spring, Ashiana-Digha Marg, Patna for applicants who have appointments on the time and date slot booked in [www.passportindia.gov.in](http://www.passportindia.gov.in). Apart from the online booking 9 categories of passport applicants can walk in with ARN sheets and relevant documents between 9 to 11 am without online appointments, details of which are mentioned in the above website under Regional Passport Office, 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 manually next day.
5. Receipt of Police verification manually.
6. Scanning/Data Entry/Verification/ Approver of Police Reports.
7. 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 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 endeavor 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:-**

- Passport Application Forms (Available in Passport Seva Kendra as well as in Regional Passport Office, Patna).
- 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 Kriyavayan Smiti (Official Language Implementation Committee) consisting of (08) 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 30.06.2014

**Article 4(1) (b) (ix) & (x) of the Right to Information Act, 2005 SL.NO.**

SL NO.	NAME OF THE OFFICIAL	DESIGNATION
1	Anand Kumar	RPO
2	S.K.Singh	APO
3	Sharad Kumar	APO
4	Piyush Kumar	APO
5	R.P.Dewa	APO
6	B.K.Jha	PGO
7	M.K.Roy	PGO
8	S.N.Ram	Superintendent
9	M.K.Palit	Superintendent
10	D.Ram	Superintendent
11	A.K.Ray	Superintendent
12	Manish Jaiswal	Superintendent
13	Sanjeev Kumar	Assistant
14	Madan Pandey	Assistant
15	Sunil Kumar Prasad	Assistant
16	J.Paswan	Assistant
17	Anil Kumar	JHT
18	N.N.Dayabhai	UDC
19	Antaryami Rai	UDC
20	Uday Kumar	UDC
21	Md.Jawed Anwar	UDC
22	Ranvijay Kumar	UDC
23	Deepak Kumar Singh	UDC
24	Indul Shah	UDC
25	Ajeett Kumar	UDC
26	Pankaj Kumar	UDC
27	Nikhil Ranjan	UDC
28	Sachin Kumar	UDC
29	Shambhu Sharan	UDC
30	Manoj Kumar	UDC
31	Dinesh Kumar	UDC
32	Umesh Prasad	UDC
33	Ashok Kumar Keshri	UDC
34	Randhir Kumar	UDC
35	Dilip Kumar	UDC
36	Amarnath	UDC
37	Mahesh Prasad	UDC
38	Somesh Verma	UDC
39	Shekhar Kumar	STENO
40	Madanjit Kumar	LDC
41	Ramji Prasad	LDC
42	Aman Choudhary	LDC
43	Amita Kumar i	LDC
44	Pawan Kumar	LDC
45	Sujit Kumar	LDC
46	Kameshwar Prasad	LDC
47	Anil Kumar	LDC
48	Sanjay Kumar	LDC
49	Uday Prasad Singh	LDC
50	Pankaj Kumar	LDC
51	Sandhya Sharma	LDC
52	Mithu Singh	LDC
53	Ram Gopal Basak	LDC

54	Md Aslam	LDC
55	Premalata Kumari	LDC
56	Indu Kumari	LDC
57	Shashi Ranjan Kumar	LDC
58	Neelam Dutta	LDC
59	Abhishek Kumar Sundram	LDC
60	Roshan Kumar	LDC
61	Ajay Kumar	LDC
62	Sanjay Kumar	LDC
63	Ram Bali Singh	Driver
64	Sanjay Kumar	Office Assistant

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

S.No	CATEGORY OF OFFICERS	Number	SCALE OF PAY + GRADE PAY (IN RUPEES)
1	REGIONAL PASSPORT OFFICER	1	37400-67000 +GP 8700
2	ASSISTANT PASSPORT OFFICER	4	15600-39100+GP 5400
3	PASSPORT GRANTING OFFICER	2	9300-34800+GP 4800
4	SUPERINTENDENT	5	9300-34800+GP 4600
5	ASSISTANT	4	9300-34800+GP 4200
6	STENOGRAPHER GR.D	1	5200-20200+GP 2400
7	UPPER DIVISION CLERK	21	5200-20200+GP 2400
8	JUNIOR HINDI TRANSLATOR	1	9300-34800+GP 4600
9	LOWER DIVISION CLERK	23	5200-20200+GP 1900
10	DRIVER	1	5200-20200+GP 1900
11	OFFICE ASSISTANT	1	5200-20200+GP 1800

Budget allocated 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 2012-2013 and expenditure (updated till 31.6.2014). HEAD**

HEAD	BUDGET ESTIMATES 2013-2014(IN THOUSANDS)	Actual Expenditure upto (In Thousand)31.3.2014(for the FY 2013-2014)
Salaries	18210	18210000
Wages	0	0
OTA	0	0
Medical	900	900000
DTE/TA	330	330000
O.E.	15970	15970000
RRT	175	175000
MINOR	5700	5700000
IT	69	69000
<b>TOTAL</b>	<b>41354</b>	<b>41354000</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 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 between 1030 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**

**Appellate Authority:-**

**Shri Muktesh Kumar Pardeshi,**  
Joint Secretary (CPV) & Chief Passport Officer,  
Room No.8, Patiala House,  
Ministry of External Affairs, Tilak Marg,  
New Delhi 110001  
Ph no: 011-23387103  
Fax No.011-23071370  
E-mail: [jscpo@mea.gov.in](mailto:jscpo@mea.gov.in)  
E-mail for grievances: [grv.jscpv@mea.gov.in](mailto:grv.jscpv@mea.gov.in)

**Central Public Information Officer:-**

**Shri Anand Kumar,**  
Regional Passport Officer,  
Regional Passport Office,  
D Block, Maurya Lok Complex  
Dak Bunglow, Patna  
Phone No. 0612-2207377  
Fax No. 0612-2227972  
E-mail: [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 S.K.Singh**  
Assistant Passport Officer  
REGIONAL PASSPORT OFFICE,  
PATNA  
TEL NO.-0612-2200454