

RIGHT TO INFORMATION – Disclosure of information Article 4 (1) (b) of the Right to Information Act, 2005 in respect of Regional Passport Office, Bhopal- (As on 01/12/2023)

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

Historical Background:- Passport Office, Bhopal was inaugurated on 17th October, 1978 by Shri Atal Behari Vajpayee, the then External Affairs Minister in the Government of India. Since then this office has been rendering services to ever increasing demand of passports from the citizens of the state of Madhya Pradesh.

ORGANIZATION

This office has a total of 46 Officers and Staff members as on 01/12/2023.

The hierarchy at Regional Passport Office Bhopal includes the following stages :

1. Regional Passport Officer
2. Deputy Passport Officer
3. Assistant Passport Officer
4. Senior Superintendent
5. Superintendent
6. Hindi Translation Officer
7. Stenographer
8. Assistant Superintendent
9. Senior Passport Assistant
10. Junior Passport Assistant
11. Chauffeur
12. Office Assistants

FUNCTIONS AND DUTIES

This office deals with the issuance of passport / travel document to the citizens of 53 districts of Madhya Pradesh.

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

Regional Passport Officer has been designated as Head of the Office. For the smooth running of the office, certain financial powers have been delegated to him. The financial powers of employees of Passport Office have been detailed in Delegation of Financial Power Rule, 1978 and subsequent order issued in reference to the delegation of financial Power rules. These powers may be seen at annexure of delegation of financial power rules and Passport rules. Other powers of the officials of Passport office are derived from the Passport Act. These Acts and rules are already available on the MEA's website 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 Bhopal follows the procedure indicated in Passport Manual 2020 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 Superintendent, Senior Passport Assistants, Junior Passport Assistants posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.

WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, BHOPAL

Passport applications are accepted at Passport Seva Kendra's (PSK) located in Bhopal and Indore and 19 Post Office Passport Seva Kendras (POPSKs) located in Jabalpur, Gwalior, Vidisha, Satna, Dewas, Chhindwara, Balaghat, Damoh, Ratlam, Hoshangabad, Sagar, Betul, Dhar, Tikamgarh, Chhatarpur, Rewa, Ujjain, Seoni & Guna. These kendras are facilitating applicants in submission of normal passport applications and PCC from various districts in Madhya Pradesh.

1. Counter – A

- Scrutiny of Passport Application by service provider (TCS) staff in PSKs and Department of Posts staff in POPSKs.
- Receipt of Passport Application, Data Verification, scanning and digitalization of documents/ file and cash collection by service provider (TCS) Staff and Department of Posts staff respectively.

2. Counter-B

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

3. Counter-C

- Index checking and granting of the Passport application by the Granting Officer (Government official).
4. Police verification (if required) sent to concerned jurisdiction electronically.
 5. Receipt of Police Verification electronically.
 6. Printing of Passport.
 7. Lamination of Passport.
 8. Facsimile signature of RPO.
 9. Passport delivery by speed post.

PCC Services are granted and delivered to the applicant subject to clear police verification report.

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 PSP/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 Bhopal discharges its functions as per the norms laid down by the CPV Division, Ministry of External Affairs, New Delhi. It is our endeavor that all file 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 Bhopal 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, Bhopal 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 (CCS) Rules
- CCS (Conduct) Rules
- General Provident Fund Rules
- Leave Travel Concession Rules
- General Financial Rules, 2005
- Delegations of Financial Power Rules
- House Building Advance Rules
- CCS (Revised Pay) Rules, 1997
- Central Treasury Rules

- National Pension System

In addition to the above 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 Bhopal 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 :

- Operation of RPO/PSKs/POPSK
- Personal files and service book (including leave account) of its employees
- Court related litigations 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 (APAR).
- 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 /Apostile / attestation stickers.
- 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 Samiti (Official Language Implementation Committee) consisting of (5) member of this office has been constituted to review progress in implementation of Rajbhasha Hindi in the day to day work of the office.

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

In addition of above, Seven (7) Data Entry Operator and One (1) MTS are also working in Regional Passport Office Bhopal on contractual basis.
Article 4 (1) (b) (xiii) if 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 / Post Office Passport Seva Kendra and submit the Passport application. No travel agent is recognized to deal with this office with effect from 01/05/2010 to submit passport application at PSK / POPSK.

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

All information regarding issuance of passports and status thereof has 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://www.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 with prior online appointments available at <http://www.passportindia.gov.in>. 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

First Appellate Authority :-

Sh. Shitanshu Chaurasiya,
Regional Passport Officer,
Regional Passport Office,
Behind Paryavas Bhawan,
Arera Hills Bhopal, Madhya Pradesh - 462011
Phone-0755-4140085, 4140084
E-mail- rpo.bhopal@mea.gov.in

Central Public Information Officer :-

Sh. Sanjay Singh Chauhan,
Deputy Passport Officer,
Regional Passport Office,
Behind Paryavas Bhawan,
Arera Hills Bhopal, Madhya Pradesh - 462011
Phone-0755-4140085, 4140084
E-mail- rpo.bhopal@mea.gov.in

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

Public Grievances Officer :-

Sh. Sharanappa H. Talwar
Assistant Passport Officer
Regional Passport Office
Behind Paryavas Bhawan,
Arera Hills Bhopal, Madhya Pradesh - 462011
Phone-0755-4140085, 4140084
E-mail- rpo.bhopal@mea.gov.in

Vigilance Officer

Sh. Suresh Rana,
DPO (PSP-Cadre and Vigilance),
Ministry of External Affairs,
Patiala House, Tilak Marg,
New Delhi.
Phone- 011-23385775
E-mail- usvig@mea.gov.in

STAFF LIST OF REGIONAL PASSPORT OFFICE BHOPAL

| S. NO. | NAME | DESIGNATION | Pay (Basic) |
|--------|--------------------------------|------------------|-------------|
| 1. | Sh. Shitanshu Chaurasiya | RPO | 94100+ |
| 2. | Sh. Sanjay Singh Chauhan | DPO | 115800 + |
| 3. | Sh. Sharanappa H Talwar | APO | 71100+ |
| 4. | Sh. S. Bharani Dharan | APO | 65000 + |
| 5. | Sh. C. P. Manoharan | Sr. Supdt. | 60400 + |
| 6. | Sh. N. Ajildas | Sr. Supdt. | 60400 + |
| 7. | Sh. V. Ajishbabu | Sr. Supdt. | 60400 + |
| 8. | Sh. Jaipal Singh | Sr. Supdt. | 50500 + |
| 9. | Sh. Sumit Kumar | Sr. Supdt. | 50500 + |
| 10. | Sh. Hemraj Rajak | Superintendent | 46200 + |
| 11. | Smt. Remya Choudhary | H.T.O | 52000 + |
| 12. | Sh. Sacchidanand Mishra | Asst. Supdt. | 42300 + |
| 13. | Sh. Varun Kumar Chaudhari | Steno | 41100 + |
| 14. | Sh. Sheo Prakash Verma | Asst. Supdt. | 39900 + |
| 15. | Sh. Juned Khan | Asst. Supdt. | 37600 + |
| 16. | Sh. Rajesh Kumar | Asst. Supdt. | 35400 + |
| 17. | Sh. Amit Kumar | Asst. Supdt. | 35400 + |
| 18. | Sh. Ranjeet Kumar | Asst. Supdt. | 35400 + |
| 19. | Sh. Prasad Kolangde | Asst. Supdt. | 35400 + |
| 20. | Sh. Krishna Kumar Soni | SPA | 32300 + |
| 21. | Sh. Harinarayan Juhare | SPA | 43500 + |
| 22. | Sh. Imrat Lal | SPA | 33300 + |
| 23. | Sh. Dilip Gour | SPA | 33300 + |
| 24. | Sh. Umesh Kumar Bowade | SPA | 33300 + |
| 25. | Sh. Mahesh Pratap Singh Baghel | SPA | 32300 + |
| 26. | Sh. Manoj Mahawar | SPA | 32300 + |
| 27. | Sh. Kamal Singh Pal | SPA | 32300 + |
| 28. | Sh. Deepak Pandya | SPA. | 33300 + |
| 29. | Sh. Reetesh Kumar | SPA | 33300 + |
| 30. | Sh. Rajendra Vishwakarma | SPA | 26300 + |
| 31. | Sh. Naveen Kr. Mandeliya | SPA | 26300 + |
| 32. | Sh. Ashish Dongre | SPA | 26300 + |
| 33. | Sh. Vineet Rana | SPA | 26300 + |
| 34. | Sh. Sunil Rajak | JPA | 31100 + |
| 35. | Sh. Narla Siva ram Prasad | JPA | 31100 + |
| 36. | Sh. Ravikant Patel | JPA | 25200 + |
| 37. | Sh. Ashish Bhardwaj | JPA | 25200 + |
| 38. | Sh. Sameer Sharma | JPA | 25200+ |
| 39. | Sh. Durgesh Gupta | JPA | 25200+ |
| 40. | Sh. Dharendra Pratap Singh | JPA | 25200 + |
| 41. | Ms. Geeta Gupta | JPA | 25200 + |
| 42. | Smt. Divya Roy | JPA | 24500 + |
| 43. | Sh. Sunil Kumar Sahu | JPA | 19900 + |
| 44. | Sh. Hari Singh Patel | Chauffeur | 37200 + |
| 45. | Sh. Balaram Swain | Office Assistant | 24500 + |
| 46. | Sh. Sanjeev Lakshakar | MTS | 19100 + |

| Statement Showing Head Wise Progressive Expenditure | | | |
|---|--------------------------------|--|---|
| Name of the Passport Office: Bhopal(MP) | | | |
| Progressive Expenditure statement month 11/2023 | | | |
| Head of Account | BE 2023-24(in Rupees thousand) | Expenditure Incurred upto Previous Month | Expenditure Incurred during Month 11/2023 |
| Salaries | 20000 | ₹15,382,937.00 | ₹17,184,437.00 |
| Rewards | 2250 | | ₹250,054.00 |
| Allowances | 20000 | ₹9,053,762.00 | ₹10,519,567.00 |
| LTC | 200 | ₹98,208.00 | ₹144,337.00 |
| Medical | 500 | ₹199,532.00 | ₹199,532.00 |
| DTE | 5000 | ₹2,455,564.00 | ₹2,800,456.00 |
| office Expense | 7500 | ₹4,822,448.00 | ₹5,454,794.00 |
| Postage & Freight Charge | 7000 | ₹4,345,962.00 | ₹5,068,092.00 |
| Rent, Rates and Taxes | 5200 | ₹4,811,896.00 | ₹5,302,384.00 |
| Minor Work | 4200 | ₹0.00 | ₹0.00 |
| Professional Work | 300 | ₹167,630.00 | ₹181,490.00 |
| Information Technology(Digital Equipment) | 150 | ₹2,283.00 | ₹62,280.00 |
| Swachhta Action Plan | 1200 | ₹74,807.00 | ₹258,239.00 |
| Grand Total | 73500 | ₹41,415,029.00 | ₹47,425,662.00 |

(सुमित कुमार)
(Sumit Kumar)
डी.डी.ओ. एवं वरिष्ठ अधीक्षक
DDO & Senior Superintendent
क्षेत्रीय पासपोर्ट कार्यालय, भोपाल
Regional Passport Office, Bhopal