

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

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

HISTORICAL BACKGROUND

Passport Office, Jaipur Started w.e.f June, 1978 The office offers services to citizen of 33 Districts of Rajasthan. 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.

ORGANISATION

This office has a total of 59 officers and staff members. The hierarchy at the Regional Passport Office, Jaipur includes the following stages:-

1. Passport Officer
2. Deputy Passport Officer
3. Assistant Passport Officer
4. Senior Superintendent
5. Superintendent
6. Assistant Superintendent
7. Senior Passport Assistant
8. Junior Passport Assistant
9. Office Assistant

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of 33 districts of Rajasthan.

Powers and duties of the employees of the Regional Passport Office, Jaipur.

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. The duties of officers and employees of the office flow from the Passport Act and Passport Rules 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, Jaipur 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 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, Jaipur

Passport applications are accepted at Passport Seva Kendra (PSKs) located at Jaipur, Jodhpur, Sikar and Udaipur for applicants who have appointments on the time and date slot booked in 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 Office (Government official).

3. Counter-C

Granting and index checking the Passport application by the Granting Officer simultaneously (Government official).
After granting the applications are returned back to the applicant.

4. Police verification sent to concern district electronically

5. Receipt of Police verification electronically

6. Printing of Passport.

8. Lamination of Passport.

9. Stamping of Passport Officer's signature on Passport.

10. Passport delivery at Counter or by dispatch.

11. Complex policy cases like Double/Multiple Passports, impersonation, etc., are processed at Main office.

PCC Services are also granted at Passport Seva Kendras.

Besides of 4 PSKs (Jaipur, Jodhpur Sikar and Udaipur), 24 Post Office Passport Seva Kendras (POPSKs) are presently operational under the jurisdiction of Regional Passport Office, Jaipur at following places in collaboration with the Department of Posts:-

- | | |
|-----------------|--------------------|
| 1. Ajmer | 13. Jaisalmer |
| 2. Alwar | 14. Jhalawar |
| 3. Banswara | 15. Jhunjhunu |
| 4. Barmer | 16. Kankroli |
| 5. Bharatpur | 17. Kota |
| 6. Bhilwara | 18. Kotputli |
| 7. Bikaner | 19. Nagaur |
| 8. Churu | 20. Pali |
| 9. Chittorgarh | 21. Pratapgarh |
| 10. Dausa | 22. Sawai Madhopur |
| 11. Dholpur | 23. Sirohi |
| 12. Hanumangarh | 24. Srigangangar |

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 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, Jaipur discharge of its functions as per the norms lay down by the PSP 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, Jaipur 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, Jaipur 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, 2016
- 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.

Article 4(1) (b) (vi) of the right to information Act, 2005

The Regional Passport Office, Jaipur 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 of staff
- Personal files and Service Books (including leave account) of its employees.
- Court related litigation files
- Continuation of temporary posts
- Procurement of stationary and furniture
- Electricity and water bills
- Circulars
- Republic Day and Independence Day celebration
- Purchase and distribution of stationary items
- Maintenance of Annual Confidential Reports
- Other Miscellaneous matters.

Arrangement for consultation with or representation by the Members of the public in relation to 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 the MEA.

Statements of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, 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, in addition to their assigned work, three officials of this office has been constituted to review progress in implementation of Rajbhasha Hindi in day to day official work.

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

List of Officers/officials with designation as on 02.02.2021

Group (A) Gazetted

- | | |
|----------------------------|----------------------------|
| 1. Ms. Neetu M. Bhagotia | Regional Passport Officer |
| 2. Sh. Bhagwan Singh Rawat | Assistant Passport Officer |
| 3. Sh. Ranjeet Kumar Dass | Assistant Passport Officer |
| 4. Sh. Suresh Kumar Meena | Assistant Passport Officer |

Group (B) Gazetted

- | | |
|-------------------------------|--------------------|
| 1. Sh. Vinay Saxena | Sr. Superintendent |
| 2. Sh. Prakash Chander Sharma | Sr. Superintendent |
| 3. Sh. Ashok Kumar Sharma | Sr. Superintendent |
| 4. Sh. Sharad Gupta | Sr. Superintendent |
| 5. Sh. Manoj Kumar Sain | Sr. Superintendent |
| 6. Sh. Madan Lal Bairwa | Sr. Superintendent |
| 7. Sh. Nanag Ram Raigar | Sr. Superintendent |
| 8. Smt. Monika | Superintendent |
| 9. Sh. Siya Ram Meena | Superintendent |
| 10. Sh. Ashok Kumar Meena | Superintendent |
| 11. Sh. Shrinarayan Meena | Superintendent |
| 12. Sh. Suresh Kumar Nagar | Superintendent |
| 13. Sh. Amit Kumar Saini | Superintendent |
| 14. Sh. Ram Niwas Meena | Superintendent |

Group (B) Non – Gazetted

- | | |
|-----------------------------|-------------------------|
| 1. Sh. Keshar Singh Chauhan | Stenographer grade-I |
| 2. Sh. Suresh Kumar Meena | Asstt. Superintendent |
| 3. Sh. Ashu Kumar | Asstt. Superintendent |
| 4. Sh. Mohinder Joshi | Asstt. Superintendent |
| 5. Sh. Naresh Kumar | Asstt. Superintendent |
| 6. Smt. Sharmila Aduke | Asstt. Superintendent |
| 7. Sh. Jaiveer Singh | Junior Hindi Translator |

Group (C) Non – Gazetted

Senior Passport Assistants

1. Sh. S.S.H. Rizvi
2. Sh. Rajeev Panwar
3. Sh. Kailash Chandra Meena
4. Sh. Prahalad Meghwal
5. Sh. Shimbhu Kumar Sharma
6. Sh. Ghanshyam Khatik
7. Sh. Rodu Ram Bairwa
8. Sh. Ramji Lal Meena
9. Sh. Om Prakash Bhardawaj
10. Sh. Rakesh Verma
11. Sh. Gopal Singh Gurjar
12. Sh. Dungar Singh
13. Sh. Jagan Singh
14. Smt. Manju Rana
15. Sh. Laxman Lal Raigar
16. Sh. Bhagwan Sahai Raigar
17. Sh. Hanuman Sahay

Junior Passport Assistants

1. Sh. Rahul Singh
2. Sh. Ritesh Kumar Gupta
3. Sh. A.K Singh
4. Sh. Manish Kumar
5. Sh. Laxminarayan Saini
6. Sh. Naveen Kumar
7. Sh. Anil Kumar
8. Sh. Narsi Ram Bairwa
9. Sh. Javed Ahmed Bhati
10. Sh. Mahipal Singh Mahala
11. Sh. Manoj Katara
12. Sh. Lokendra Singh
13. Sh. Umesh Kumar
14. Smt. Dolly Grover

Driver

1. Sh. Kedar Lal Sharma

Office Assistant

1. Sh. Manoj Kumar
2. Sh. Jagdish Narain

Detail of Pay level of officers and staff of Passport Office, Jaipur: -

SL.No.	Category of Officers	Pay Level	Sanctioned Strength	Working Strength
1	Regional Passport Officer	12	1	1
2	Deputy Passport Officer	11	2	0
3	Assistant Passport Officer	10	4	3
4	Senior Superintendent	8	9	7
5	Superintendent	7	9	7
6	Junior Translation Officer	6	1	1
6	Assistant Superintendent	6	12	5
7	Stenographer	6	1	1
8	Senior Passport Assistant	4	18	17
8	Junior Passport Assistant	2	18	14
9	Office Assistant	1	5	2
10	Driver	4	0	1

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 2020-21 and expenditure.

HEAD	BUDGET ESTIMATES (BE) (in thousands)	REVISED ESTIMATES (RE) (in thousands)	FINAL ESTIMATES (FE) (in thousands)
Salaries	52904	42500	46300
Medical	1550	6000	385
DTE/TA	13000	3500	3500
O.E.	11000	9000	8239
PHE	13500	10000	9080
Minor works	4000	5943	5943
PROF. SERV	2000	700	471
IT-OE	500	100	0
Swachchhta	200	90	50
Total	98654	77833	73968

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/Post Office 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 0930 to 1230hrs with prior appointment only. 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:-

Ms. Neetu M. Bhagotia, IFS

Regional Passport Officer
Regional Passport Office,
J-14 Jhalana Institutional Area,
Jhalana Doongari,
Jaipur, Rajasthan-302051
Phone No. 0141-2702515
Fax No. 0141-2710219
E-mail: rpo.jaipur@mea.gov.in

Central Public Information Officer:-

Sh. Vinay Saxena

Senior Superintendent
Regional Passport Office,
J-14 Jhalana Institutional Area,
Jhalana Doongari,
Jaipur, Rajasthan-302051
Phone No. 0141-2702515
Fax No. 0141-2710219
E-mail: rpo.jaipur@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:-

Ms. Neetu M. Bhagotia, IFS

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