

RIGHT TO INFORMATION ACT 2005

Disclosure of information under Article 4 (1) (b) of the Right to Information Act, 2005 in respect of Passport Office, Ahmedabad

Article 4(1) (b) (i) of the Right To Information Act, 2005

[Particulars of organization, functions and duties of the Passport Office, Ahmedabad]

HISTORICAL BACKGROUND

Passport Office, Ahmedabad commenced its operations w.e.f. November, 1969. The office provides passport related services to the citizens of North Gujarat, Central Gujarat, Saurashtra and Kutch regions. 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

Against the total sanctioned strength of 138 Officers & officials, presently 89 Officers and officials are working in RPO Ahmedabad as on 01.02.2024. The hierarchy at the Regional Passport Office, Ahmedabad includes the following stages:

1. Regional Passport Officer
2. Deputy Passport Officer
3. Assistant Passport Officer
4. Senior Superintendent
5. Sr. Translation Officer
6. Superintendent
7. Jr. Translation Officer
8. Assistant Superintendent
9. Senior Passport Assistant
10. Junior Passport Assistant
11. Office Assistant/ MTS

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of North Gujarat, Central Gujarat, Saurashtra and Kutch Regions of Gujarat.

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

[Powers and duties of the employees of the Regional Passport Office, Ahmedabad]

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 and duties of the officials of Passport Office are derived from the Passports Act, 1967 and the Passport Rules made there under. This Act and the rules are already available on the MEA's Passport Seva Portal www.passportindia.gov.in.

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

[Procedure to be followed in the decision making process, including channels of supervision and authority]

The Regional Passport Office, Ahmedabad follows the procedure indicated in Passport Manual 2020 for decision making in issuance of passports. The officers from the Grade of 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 Sections in accordance with the Passports Act 1967, Passport Rules 1980 and Passport Manual, amended from time to time.

WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, AHMEDABAD

Passport applications are accepted at Passport Seva Kendras (PSKs) located at Mithakhali & Vijay Char Rasta (Ahmedabad), Vadodara and Rajkot and 19 Post Office Passport Seva Kendra (POPSK) for applicants who have appointments on the time and date slot booked on www.passportindia.gov.in.

Applicants have to secure online appointment for visiting Regional Passport Office (PBO) during 10:00 AM to 16:30 PM from Monday to Friday for enquiry. Currently, **walk-in facility** is also available for applicants to visit RPO, Ahmedabad on working Monday, Wednesday and Friday between 10.00 A.M. to 01.00 P.M. for enquiring about status of their pending application files.

WORK FLOW CHART AT PASSPORT SEVA KENDRA

1. Counter-A

- Scrutiny of Passport Application by TCS staff (Service Provider).
- Receipt of Passport application, Data verification, scanning and cash collection by TCS Staff (Vendor).

2. **Counter-B**

- Verification of the Passport application by the Verification Officer (**Government Official**).

3. **Counter-C**

- Granting and index checking of the Passport application by the Granting Officer simultaneously (**Government Officer**).
- After granting, the applications are returned back to the applicant.
- Police Verification form is sent to concern District electronically

PBO (PASSPORT BACK OFFICE) PROCESSING

- Receipt of Police Verification electronically.
- Printing of Passport.
- Lamination of Passport.
- Stamping of Passport Officer's signature on Passport.
- Passport delivery at Counter or by dispatch.
- Complex policy cases like Double/Multiple Passport, impersonation, etc., are processed at Main Office (PBO).

Police Clearance Certificate (PCC) services are granted and delivered across the counter at Passport Seva Kendra if the police report for the passport is available in the System.

In other administrative matters, Dealing Assistant submits the files to Superintendent/ Sr. Superintendents who in turn submits to the Deputy Passport Officer/ Regional Passport Officer. If necessary, matter is referred to the PSP Division, Ministry of External Affairs, New Delhi 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 (Deptt. of Official Language)

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[Norms set by the Ministry for the discharge of its functions]

The Regional Passport Office, Ahmedabad discharges its functions as per the norms laid 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>. in Citizen Charter.

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

[Rules, regulations, instructions, manuals and records held by or under the control of the Regional Passport Office, Ahmedabad used by its employees for discharging its functions]

Passport Act and Passport Rules:

These are already available on the MEA's Passport Seva Portal <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 for priced publications.

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

In the discharge of its functions, the Regional Passport Office, Ahmedabad 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.

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[Statement of the categories of documents that are held by the Ministry or under its control]

The Regional Passport Office, Ahmedabad 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 Goods & Services
- Electricity and water bills
- Circulars/OMs
- Republic Day and Independence Day celebration
- Maintenance of Annual Confidential Reports
- Other Miscellaneous matters.
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The following documents are held by this office:

- Passport Application Forms submitted by the applicants are available in electronic form in Passport Seva Kendra as well as in Regional Passport Office, Ahmedabad based on the status of the application.
- Ordinary Passport Booklets.
- Official and Diplomatic Passport booklets.

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

The matter is being looked after at the level of the MEA.

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

[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]

At the level of this office, in addition to their assigned work, an Internal Vigilance Committee of three officials of this office has been constituted for continuing a mindset to work with transparency, integrity and honesty and for strengthen a sense of responsibility toward the passport applicants. An Official Language Implementation Committee (OLIC) has also been constituted for progressive use of Rajbhasha in official work. A meeting of this committee is held every quarter and minutes of meeting is circulated to all staff members. It is also sent to MHA & TOLIC.

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

[Directory of officers and employees]

| Sl. No. | Name of the Officers/Officials | Designation |
|----------------|---------------------------------------|----------------------------|
| 1. | Sh. Abhijit Shukla | Regional Passport Officer |
| 2. | Sh. Rao Vineet Kumar | Deputy Passport Officer |
| 3. | Sh. Dharmendra Mohan Dixit | Deputy Passport Officer |
| 4. | Sh. Ranjan Kumar Senapaty | Deputy Passport Officer |
| 5. | Sh. Harshad Kumar M. Parmar | Assistant Passport Officer |
| 6. | Sh. C.V. Raveendran | Assistant Passport Officer |
| 7. | Sh. K. N. Santhakumar | Assistant Passport Officer |
| 8. | Sh. H. A. Malani | Assistant Passport Officer |
| 9. | Smt. Radhika. R. | Assistant Passport Officer |
| 10. | Smt. Solie. P. | Assistant Passport Officer |
| 11. | Smt. Remadevi P.A. | Assistant Passport Officer |
| 12. | Sh. P. Mohanan | Assistant Passport Officer |
| 13. | Smt. Rema. V. | Senior Superintendent |
| 14. | Sh. N. K. Ajayakumar | Senior Superintendent |
| 15. | Sh. M. Sunil Kumar | Senior Superintendent |
| 16. | Smt. Reeja Vallittayil | Senior Superintendent |
| 17. | Km. S. M. Jethava | Senior Superintendent |
| 18. | Sh. Danish Ahmed | Senior Superintendent |
| 19. | Sh. H. M. Dave | Senior Superintendent |
| 20. | Sh. Harimohan Meena | Senior Superintendent |
| 21. | Sh. Gautam Meena | Senior Superintendent |
| 22. | Sh. U. P. Somaiya | Senior Superintendent |
| 23. | Sh. P. M. Vaghela | Senior Superintendent |
| 24. | Sh. Prashant K Jha | Senior Translation Officer |
| 25. | Sh. Ramdas | Superintendent |
| 26. | Sh. K. B. Gosai | Superintendent |
| 27. | Smt Nidhi Chaurasia | Jr. Translation Officer |
| 28. | Sh. Praveen Kumar | Jr. Translation Officer |
| 29. | Sh. Vivek Gupta | Assistant Superintendent |

| Sl. No. | Name of the Officers/Officials | Designation |
|----------------|---------------------------------------|--------------------------|
| 30. | Smt. S. S. Shah | Assistant Superintendent |
| 31. | Sh. G.T. Purohit | Assistant Superintendent |
| 32. | Sh. S. A. Mandalia | Assistant Superintendent |
| 33. | Sh. P. G. Parmar | Assistant Superintendent |
| 34. | Sh. Satish Kumar | Assistant Superintendent |
| 35. | Sh. Ashutosh Anand | Assistant Superintendent |
| 36. | Sh. R. Adhikary | Assistant Superintendent |
| 37. | Sh. Ankit Bhargava | Assistant Superintendent |
| 38. | Sh. Sunil Kumar | Stenographer |
| 39. | Sh. Abhishek Kumar | Sr. Passport Assistant |
| 40. | Smt. S. R. Kotak | Sr. Passport Assistant |
| 41. | Smt. R. M. Parmar | Sr. Passport Assistant |
| 42. | Smt. V. U. Gaikwad | Sr. Passport Assistant |
| 43. | Sh. M. K. Bairagi | Sr. Passport Assistant |
| 44. | Smt. S. B. Modia | Sr. Passport Assistant |
| 45. | Smt. P. L. Christian | Sr. Passport Assistant |
| 46. | Smt. P. K. Rawat | Sr. Passport Assistant |
| 47. | Sh. A. B. Koshti | Sr. Passport Assistant |
| 48. | Sh. J.S. Christian | Sr. Passport Assistant |
| 49. | Smt. D. S. Adhvaryu | Sr. Passport Assistant |
| 50. | Sh. R. C.Parmar | Sr. Passport Assistant |
| 51. | Sh. Mrityunjay Das | Sr. Passport Assistant |
| 52. | Sh. Abhishek Kumar (Jr.) | Sr. Passport Assistant |
| 53. | Sh. Ram Milan Sharma | Sr. Passport Assistant |
| 54. | Sh. Daddan Kumar Ray | Sr. Passport Assistant |
| 55. | Sh. Manoranjan Kumar | Sr. Passport Assistant |
| 56. | Sh. Pappoo Kumar | Sr. Passport Assistant |
| 57. | Sh. Shiv Bahadur | Sr. Passport Assistant |
| 58. | Sh. Navneet Kumar | Sr. Passport Assistant |
| 59. | Sh. Md. Firoz Ansari | Sr. Passport Assistant |
| 60. | Sh. Sumit Kumar Meena | Sr. Passport Assistant |
| 61. | Sh. Kunal | Sr. Passport Assistant |

| Sl. No. | Name of the Officers/Officials | Designation |
|----------------|---------------------------------------|------------------------|
| 62. | Sh. P. K. Kuhad | Jr. Passport Assistant |
| 63. | Sh. Rohit K. Sharma | Jr. Passport Assistant |
| 64. | Sh. Abhishek | Jr. Passport Assistant |
| 65. | Sh. Sanjeev | Jr. Passport Assistant |
| 66. | Sh. Prashant Sharma | Jr. Passport Assistant |
| 67. | Sh. Vijay Yadav | Jr. Passport Assistant |
| 68. | Sh. Deepak Jangid | Jr. Passport Assistant |
| 69. | Sh. K. S. Solanki | Jr. Passport Assistant |
| 70. | Sh. S. R. Parmar | Jr. Passport Assistant |
| 71. | Sh. K. M. Purabia | Jr. Passport Assistant |
| 72. | Sh. Sachin | Jr. Passport Assistant |
| 73. | Smt. Rekha Devi | Jr. Passport Assistant |
| 74. | Km. Himani | Jr. Passport Assistant |
| 75. | Km. Pragati Sharma | Jr. Passport Assistant |
| 76. | Sh. Pankaj Kumar | Jr. Passport Assistant |
| 77. | Sh. Manish Rathi | Jr. Passport Assistant |
| 78. | Sh. Manish | Jr. Passport Assistant |
| 79. | Kum Srishti | Jr. Passport Assistant |
| 80. | Kum Sakshi Singh | Jr. Passport Assistant |
| 81. | Sh. Subhash Manjhu | Jr. Passport Assistant |
| 82. | Sh. Ramawatar Khichar | Jr. Passport Assistant |
| 83. | Sh. Sonu Kumar | MTS |
| 84. | Sh. Dayaram Gurjar | MTS |
| 85. | Sh. Prem Kumar | MTS |
| 86. | Sh. Rajunath Sidh | MTS |

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

[Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;]

| Sl. No. | Category of Officers | Numbers | Pay Scales (Rs.) | Level in Pay Matrix |
|----------------|-----------------------------|----------------|-------------------------|----------------------------|
| 1 | Regional Passport Officer | 01 | 78800-209200 | 12 |
| 2 | Deputy Passport Officer | 03 | 67700-208700 | 11 |
| 3 | Asstt. Passport Officer | 08 | 56100-177500 | 10 |
| 4 | Senior Superintendent | 11 | 47600-151100 | 08 |
| 5 | Sr. Translation Officer | 01 | 47600-151100 | 08 |
| 6 | Superintendent | 02 | 44900-142400 | 07 |
| 7 | Asstt. Superintendent | 09 | 35400-112400 | 06 |
| 8 | Jr. Translation Officer | 02 | 35400-112400 | 06 |
| 9 | Stenographer Gr. D | 01 | 29200-92300 | 05 |
| 10 | Sr. Passport Assistant | 23 | 25500-81100 | 04 |
| 11 | Jr. Passport Assistant | 21 | 19900-63200 | 02 |
| 12 | M.T.S | 4 | 18000-56900 | 01 |
| | Total | 86 | | |

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

[Budget allocated to each agency, indicating particulars of all plans, proposed expenditures and reports on disbursements made;]

Abstract of Budget Estimates 2023-24 and Expenditure.

(Rs. in thousands)

| S. No. | Budget Head | Budget Estimates 2023-24 | Actual Expenditure up to 31.03.2024 |
|---------------|---------------------------|---------------------------------|--|
| 1 | Salaries | 72710 | 72663 |
| 2 | Medical Expenses | 1335 | 1312 |
| 3 | Travel Expenses | 12000 | 11999 |
| 4 | Office Expenses | 9000 | 8838 |
| 5 | Postage & Freight Charges | 24500 | 24065 |
| 6 | Rent, Rates & Taxes | 807 | 806 |
| 7 | Professional Services | 500 | 379 |
| 8 | IT | 600 | 458 |
| 9 | Swachhta Action | 1200 | 1098 |
| | Total | 122652 | 121618 |

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

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

No subsidy programme is run by the organisation.

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

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

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 Applications. No travel agent is recognized to deal with this office with effect from 07/02/2012 for passport related services.

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

[Details in respect of the information, available to or held by it, reduced in an electronic form;]

All information regarding issuance of passports and status thereof has been uploaded on website - <http://www.pasportindia.gov.in>.

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

[The particulars of facilities available to citizens for obtaining information, including the working hours of library and reading rooms, if maintained for public use;]

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 1230 hrs. Some of the instructions are also displayed on the notice boards of the Passport Office. There is no library for public use.

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

[The names, designation and other particulars of the public information officers;]

Appellate Authority:

Sh. Abhijit Shukla, IFS

Regional Passport Officer
Regional Passport Office,
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University Road, Gulbai Tekra,
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Phone No.: 079-26309103, 26300603
Fax No.: 079-26309118
E-mail: rpo.ahmedabad@mea.gov.in

Central Public Information Officer:

Sh. D. M. Dixit,

Deputy Passport Officer,
Regional Passport Office,
Opp. L. D. Engg. College Hostel,

University Road, Gulbai Tekra,
Ahmedabad, Gujarat-380006
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Article 4(1) (b) (xvii) of the Right to Information Act, 2005

[Such other information as may be prescribed and thereafter update these publication every year;]

Details of Public Grievances Officer:

PUBLIC GRIEVANCES OFFICER:

Sh. Harish A. Malani,
Assistant Passport Officer,
Regional Passport Office,
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