

PASSPORT OFFICE, KOZHICODE
RIGHT TO INFORMATION

Disclosure of Information under Section 4(1)(b) of the Right to Information Act, 2005 in respect of Passport Office, Kozhikode.

Section (4) (1) (b) (i):

Particulars of organization, function and duties of Passport Office, Kozhikode.

HISTORICAL BACKGROUND

The Regional Passport Office, Kozhikode started functioning in June, 1978 to facilitate expeditious issue of passport to the applicants belonging to the Malabar region of Kerala, residing in the districts of Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasaragod and Mahe district of Puducherry. This office was subsequently bifurcated and created a new Passport Office at Malappuram with effect from 28th August, 2006, taking away Palakkad and Malappuram districts. Subsequently the Palakkad district was merged with RPO, Cochin. Later, the Passport Office, Malappuram was merged with this office. Thus, this office now caters to the applicants from the five northern districts of Kerala, viz., Malappuram, Kozhikode, Wayanad, Kannur, Kasaragod and Mahe region of Puducherry (Union Territory).

Consequent on implementation of the Passport Seva Project, passport applications are being accepted at Passport Seva Kendra (PSK) and Post Office Passport Seva Kendra (POPSK). Five PSK and one POPSK are functioning under the jurisdiction of this office as depicted below.

No.	PSK / POPSK	Place
1	PSK No.1	Kannur
2	PSK No.2	Kozhikode (West Hill)
3	PSK No.3	Vatakara
4	PSK No.4	Payyanur
5	PSK No.5	Malappuram
6	POPSK	Kasaragod (HPO)

Passport applicants can log on to website: www.passportindia.gov.in for online registration of passport applications.

ORGANISATION CHART

The Regional Passport Office, Kozhikode has a total of 80 staff as depicted below:

Sl.No.	Designation	Nos
1	Passport Officer	1
2	Assistant Passport Officer	3
3	Senior Superintendent	23
4	Assistant Superintendent	10
5	Senior Passport Assistant	18
6	Junior Passport Assistant	23
7	Junior Hindi Translator	1
8	Stenographer Grade -I	1

FUNCTIONS AND DUTIES

This office deals with issuance of Passports/Travel Documents/Police Clearance Certificates to the Citizens of Malappuram, Kozhikode, Wayand, Kannur, Kasaragod Districts and Union Territory of Mahe as well as such other jurisdictions as amended by the Central Government from time to time.

Section 4(1) (b) (ii):

Powers and duties of the employees of the Passport Office, Kozhikode.

Regional Passport Officers are also delegated as Head of the Offices. For the smooth running of the offices, certain financial and administrative powers have been delegated to them. The financial powers of employees of Passport Office have been detailed in Delegation of Financial Power Rules, 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 officers of Passport Office are derived from the Passports Act. This Act and rules are already on the MEA's website www.passportindia.gov.in. The duties of officers and employees of the office flow from the Passports Act and Passports Rules: website www.passportindia.gov.in.

Section 4(1)(b)(iii):

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

The Regional Passport Office, Kozhikode follows the procedures specified in Passport Manual, 2016 (Restricted), with subsequent amendments/directions

received from Ministry of External Affairs from time to time, for decision making in issuance of Passports. The officers from the Superintendent to the Regional Passport Officer level (Gazetted) officers have been designated as Passport Issuing Authority (PIA) for issuance of Passport and taking decisions in accordance with the Passports Rules, 1980, the Passports Act, 1967 and Passport Manual 2016 (Restricted).

WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, KOZHIKODE.

Passport applications are accepted in all the 5 Passport Seva Kendras located at Malappuram, Kozhikode (West Hill), Vatakara, Kannur and Payyanur and at the Post Office Passport Seva Kendra at Kasargod, on the basis of the online appointments booked in www.passportindia.gov.in.

Passport Seva Kendra (PSK): The flow chart followed in PSKs is given below.

1. **Entry Gate:** Security Check by security personnel
2. **Pre Verification Counter (PV):** Primary check and issue of Tokens by the Staff of service provider.
3. **Counter –A.**
Receipt of passport application, data comparison / modification, scanning of documents, Cash collection, capturing of photographs and biometrics by the Staff of service provider.
4. **Counter – B.**
Verification of passport application and documents by Verifying Officers(VO) (Government officials).
5. **Counter –C.**
Index / PAC checking and granting of Passport / PCC or taking further appropriate action as per Passports Rules and Act, by Granting Officer (GO) (Gazetted Government officials having the authority to issue Passports – Passport Issuing Authority).
6. **Exit Counter:** Issuing Exit-Slip by the Staff of service provider.

Passport Office Processing:

1. Receipt of Police verification report electronically
2. Printing of Passports
3. Lamination of Passports
4. Stamping seal & signature on Passports.
5. Passport delivery through speed post.
6. Review of Adverse police reports and follow up action.
7. Processing of Escalated files/complex cases received from PSKs.
8. Administration and Establishment function.

Section 4(1)(b) (iv):

Norms set by the Ministry for the discharge of functions/duties.

The Regional Passport Office, Kozhikode functions as per the norms laid down by the CPV Division/PSP Division, Ministry of External affairs, New Delhi. It is our endeavor that all files are disposed within the stipulated time frame for issuance of passport subject to completion of documentations, police verification and other checks. The norms are available at www.passportindia.gov.in

Section 4 (1) (b) (v):

Rules, regulations, instructions, manuals and records held by or under the control of the Regional Passport Office, Kozhikode are used by its employees for discharging its functions.

Passport Act and Passport Rules:

These are already available on the MEAs website www.mea.gov.in and www.passportindia.gov.in. In addition, Passport office also utilizes the relevant rules, regulations and orders of the Government of India, such as Civil Service conduct Rules, Central civil Service rules, Leave Travel concession Rules, Central Service Leave Rules, civil Service Pension Rules, Provident Fund Rules, General fundamental 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 are used by its employees for discharging its functions.

In the discharge of its functions, the Regional Passport Office, Kozhikode also uses various Central Acts, Rules, Codes, and Regulations etc. It again uses

various judgements of the Hon'ble Supreme Court of India, various High Courts and other subordinate 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

In addition to the above, Manuals and various circulars issued by the Ministry are also being used.

Section 4(1) (b) (vi):

Statement of the categories of documents that are held by Passport Office, Kozhikode, under its control.

- The Passports Act, 1967
- The Passports Rules, 1980
- Passport Manual (Restricted)

The administrative side of the office maintains files related to the following:

- Appointments of staff.
- Personal files and service book (including leave account of its employees).
- Court cases related litigation files.
- Procurement of stationeries & Furniture.
- Electricity & Water bills.
- Circulars & Office Memorandums
- Purchase and distribution of goods and services.
- Maintenance of Annual confidential reports.
- Other Miscellaneous matters.

Note: The files are retained for the period specified as per record retention schedule prescribed by Ministry from time to time.

Apart from the above, the following documents are also held by this office:

- Passport Booklets Ordinary/Jumbo.
- Official/Diplomatic Passport Booklets.
- Certificate of Identity.

Section 4(1) (b) (vii):

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

There is no direct dealing with the members of the public in relation to formation of policies or implementation thereof.

Section 4(1)(b)(viii):

Statement 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 are open to the public, or the minutes of such meetings are accessible for public:

At the level of this office, an official Language Implementation Committee consisting of 8 members of this office has been constituted to review progress in implementation of Rajbhasha Hindi in day-to-day work of office.

Section 4(1)(b)(ix) & (x):

Directory of officers and employees and their monthly remuneration as on 01-11-2021 is depicted below:

Sl.No.	Name of official	Designation
1	Shri Rahees M., IES	Regional Passport Officer
2	Smt. Latha S	Assistant Passport Officer
3	Smt. Ashaletha Devi K.	Assistant Passport Officer
4	Shri.Madhusudana Panicker	Assistant Passport Officer
5	Smt. Preetha K.B.	Assistant Passport Officer
6	Smt.A.V.Minimol	Assistant Passport Officer
7	Shri C.M.Shine	Assistant Passport Officer
8	Shri. T.Narayanan Potti	Senior Superintendent
9	Shri R.S.Murali	Senior Superintendent

10	Smt. C.Kalakumari	Senior Superintendent
11	Smt. Beena Kumari S.	Senior Superintendent
12	Shri K.K.Ashokan	Senior Superintendent
13	Shri P.Venugopalan	Senior Superintendent
14	Smt. Saly Joseph Mani	Senior Superintendent
15	Smt.C.P.Remma	Senior Superintendent
16	Smt. Ushakumari K.T	Senior Superintendent
17	Shri. Sathish Kumar K	Senior Superintendent
18	Smt. Baby Shylaja Kuniyil	Senior Superintendent
19	Shri K.V.Santhosh Kumar	Senior Superintendent
20	Shri. Babu P.K.	Senior Superintendent
21	Shri T.K.Ramadasan	Senior Superintendent
22	Smt.P.Beena	Senior Superintendent
23	Smt. Bindu K	Senior Superintendent
24	Smt. U.V.Smitha	Senior Superintendent
25	Smt.K.Suhasini	Senior Superintendent
26	Smt. Jiji Roby	Senior Superintendent
27	Smt.K.Sreelatha	Senior Superintendent
28	Smt. T.P.Geethamani	Senior Superintendent
29	Shri Unnikrishnan	Superintendent
30	Smt. P.Sivarani	Superintendent
31	Smt. N.Girija	Superintendent
32	Smt.P.Ajirani	Superintendent
33	Smt.Jaya S.	Superintendent
34	Smt. Simi Somanath	Steno Grade II
35	Smt. T.Lalitha	Assistant Superintendent
36	Shri Rajagopal P.T.	Assistant Superintendent
37	Smt. P.Vinodini	Assistant Superintendent
38	Smt. P.Ramadevi	Assistant Superintendent
39	Shri Vikas	Assistant Superintendent
40	Shri Rakesh Shaw	Junior Translation Officer
41	Shri Rahul S.	Senior Passport Assistant
42	Shri G.K.Santhosh	Senior Passport Assistant
43	Shri A.P.Sudheer	Senior Passport Assistant
44	Shri Vikash Kumar	Senior Passport Assistant
45	Smt. K.P.Bindu	Senior Passport Assistant
46	Shri C.Rajesh	Senior Passport Assistant
47	Smt.Valsamma David	Senior Passport Assistant
48	Smt. P.Lekshmi	Senior Passport Assistant
49	Shri K.Mohana Kumar	Senior Passport Assistant
50	Smt. P.Reamlath	Senior Passport Assistant
51	Shri E.K.Radhakrishnan	Senior Passport Assistant
52	Shri K.P.Krishnanandan	Senior Passport Assistant
53	Smt. Sheeja T.	Senior Passport Assistant
54	Shri K.Anil Kumar	Senior Passport Assistant

55	Shri K.Anoop Babu	Senior Passport Assistant
56	Smt. P.Baby Vinodini	Senior Passport Assistant
57	Smt. A.P.Sobhana	Senior Passport Assistant
58	Shri Noble Anto C.	Junior Passport Assistant
59	Shri Udayaraj J.	Junior Passport Assistant
60	Shri Shashank Sharma	Junior Passport Assistant
61	Shri Vishvendra Singh	Junior Passport Assistant
62	Shri Shaheer Ahmed	Junior Passport Assistant
63	Shri Sankat Mochan Roy	Junior Passport Assistant
64	Shri Alok Kumar	Junior Passport Assistant
65	Shri Rakesh Ranjan	Junior Passport Assistant
66	Shri Abhimanyu Kumar	Junior Passport Assistant
67	Smt.Neha Kumari	Junior Passport Assistant
68	Shri Sharavan Kumar Mishra	Junior Passport Assistant
69	Shri Anand Mohan Kumar	Junior Passport Assistant
70	Shri Pravin Kumar Singh	Junior Passport Assistant
71	Shri Kumar Shantanu	Junior Passport Assistant
72	Smt. Supriya Kumari	Junior Passport Assistant
73	Shri Rahul Ranjan	Junior Passport Assistant
74	Shri Akshay Raj	Junior Passport Assistant
75	Shri George P.	Junior Passport Assistant
76	Shri M.K.Rajan	Junior Passport Assistant
77	Smt.Baby Sharmila	Junior Passport Assistant
78	Shri K.P.Abdul Razak	Junior Passport Assistant
79	Smt. Vikee	Junior Passport Assistant
80	Shri Keshav Choudhary	Junior Passport Assistant
81	Shri Sajeesh C.A.	Multi-Tasking Staff
82	Shri Krishnadev Nambiar	Multi-Tasking Staff
83	Shri Gunjan Kumar	Multi-Tasking Staff
84	Shri Ravikant Kumar	Multi-Tasking Staff

Details of monthly remuneration of officers and staff of Regional Passport Office, Kozhikode

Sl. No.	Category of Officers	Total Number	Pay
1	Regional Passport Officer	1	Level-13 (123100-215900)
2	Assistant Passport Officer	6	Level-10 (56100-177500)
3	Senior Superintendent	21	Level-8 (47600-151100)
4	Superintendent	5	Level-7 (44900-142400)
5	Stenographer Grade-II	1	Level-7 (44900-142400)
6	Assistant Superintendent	5	Level-6 (35400-112400)
7	Junior Translation Officer	1	Level-6 (35400-112400)
8	Senior Passport Assistant	17	Level-4 (25500-81100)
9	Junior Passport Assistant	23	Level-2 (19900-63200)
10	Multi Tasking Staff (Non-Technical)	4	Level-1 (18000-56900)

Section 4(1)(b) (xi):

Budget Estimate 2021-22 and Expenditure during FY 2020-21

HEAD	Budget Estimates 2021-22 (In rupees)	Actual Expenditure During FY 2020-21 (in Rs.)
Salaries	6,80,00,000	6,43,00,524
Wages	0	0
Medical Treatment	15,00,000	14,66,210
Domestic Travel Expenses	1,20,00,000	99,56,952
Office Expenses	55,00,000	43,00,548
Postage Office Expenses	70,00,000	22,27,587
Rents, Rates and Taxes	0	0
Professional Services	8,00,000	7,22,107
Information Technology	2,00,000	1,94,909
Swachhta Action Plan	5,00,000	4,54,943

Section 4(1) (b) (xii):

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

Nil

Section 4(1) (b) (xiii):

Particulars of recipients of concessions, permits or authorizations granted by it:

Issue of passports to general public:

Travel agents are not authorized to submit the passport applications. The passport applicants have to appear in person at Passport Seva Kendra and submit the passport application.

Section 4(1)(b)(xiv):

Details in respect of the information, available to or held by Passport Office, Kozhikode, reduced in an electronic form:

All information regarding issuance of passports and status thereof have been uploaded on website: www.passportindia.gov.in

Section 4(1) (b) (xv):

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

Citizens can obtain information through the web-site of the office www.passportindia.gov.in . Apart from this, citizens are provided passport issuance information through Enquiry Counters and also over telephone. Citizens can also visit the Officers during the office hours on all working days (except Wednesday) between 09.30 a.m. to 12.30 p.m. Enquiry can also be made at the Tel. No.0495 2768869, and 0495 2767789.

Section 4(1) (b) (xvi):

The Names, designations and other particulars of the Public Information Officers:

Central Public Information Officer:

Smt.Latha S.,
Assistant Passport Officer,
Regional Passport Office,
P.O.Eranhipalam,
Kozhikode – 673 006.
Phone: 0495 2767789, Fax No: 0495 2765470
Email ID: rpo.kozhikode@mea.gov.in

First Appellate Authority

Shri Rahees M., IES
Regional Passport Officer,
Regional Passport Office,
P.O.Eranhipalam,
Kozhikode – 673 006.
Phone: 0495 2766936, Fax No: 0495 2765470
Email ID: rpo.kozhikode@mea.gov.in

Section 4(1)(b)(xvii):

All such information as may be prescribed is updated annually on website.