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

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

HISTORICAL BACKGROUND

Regional Passport Office , Malappuram was opened on 28th August 2006 and inaugurated by Shri E. Ahmed, Hon'ble Minister of State(Ministry of External Affairs) as the 31st Passport Office of India. This office has formed by bifurcating from Regional Passport Office Kozhikode, catering the two revenue district of Malappuram and Palakkad. With effect from February 2015 Palakkad district is attached to Regional Passport Office Cochin. At present, this office consists of Malappuram district only, which having the majority of NRI population in Kerala. This office is having only one Passport Seva Kendra which is situated at **Sajidha Tower, Jubilee Road, Moonampadi Malappuram, Pin Code- 696505**. This office is having a total number of 38 officers and staff members. In addition 4 DEOs are working here. 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 **38** officers and staff members.
The hierarchy at the Regional Passport Office, Malappuram includes the following stages:-
1. Regional Passport Officer
2. Assistant Passport Officer
3. Senior Superintendent
4. Superintendent
5. Assistant Superintendent
6. Senior Passport Assistant
7. Junior Passport Assistant

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of Malappuram District.

Powers and duties of the Officials of the Regional Passport Office, Malappuram.
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, Malappuram follows the procedure indicated in Passport Acts and Rules as elaborated in Passport Manual 2016 with periodical amendments 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, SPA,

JPA posted in the section in accordance with Passport Act, Passport Rules and Passport Manual. Passport Act and Rules empowers Passport Issuing Authorities (PIA) to impound or revoke passports obtained by suppression of facts or with fake documents or based on inputs received from the other authorities.

WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, MALAPPURAM

Passport applications are accepted at Passport Seva Kendra located at Moonampadi, Malappuram from applicants who have appointments on the time and date slot booked in www.passportindia.gov.in. Apart from the online booking 03 categories of passport applicants can walk in with ARN sheets and relevant documents without online appointments, details of which are mentioned in the above website under Regional Passport Office, Malappuram.

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 to concern police station of the district electronically.
5. Receipt of Police verification electronically .
6. 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.

Police Clearance Certificate 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 for approval or orders. 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.cabsec.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, Malappuram discharge of its functions as per the norms laid 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, Malappuram 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, Malappuram 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..

1. The Passport Act 1967
2. The Passport Rule
3. Passport Manuals

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 stationery and furniture
- Electricity and water bills
- Circulars
- Republic day and Independence day celebration
- Purchase and distribution of stationery items
- Maintenance of annual confidential reports
- Other miscellaneous matter

Article 4(1) (b) (vi) of the right to information Act, 2005 The following documents are held by this office:-

1. Ordinary Passports
2. Diplomatic/Official Passport
3. Identity Certificate

Article4(1)(b)(vii) of the right to information Act,2005

Statements of boards, councils, committees and other bodies consisting of two or more persons constituted as its 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. There is no direct dealing with the members of the public in relation to formation of policies or implementation thereof.

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

At the level of this office, one Rajbhasha Kriyanvayan Smiti (Official Language Implementation Committee) consisting of (10) members of this office has been constituted to review progress in implementation of Rajbhasha Hindi in day to day work of the office.

Article 4(1) (b) (IX) & (X) of the Right To Information act

Name and designation of the Passport Office Malappuram as on 24.08.2017

Serial No.	Name of Officials	Designation
1	SHRI G. SIVAKUMAR IPS	Passport Officer
2	SHRI V.S.SUBHASH.	Assistant Passport Officer
3	SHRI P.MATHEW VERGHESE	Senior Superintendent
4	SMT. V.K.RADHA	Senior Superintendent
5	SMT. P.M.SHYAMALA	Senior Superintendent
6	SMT. A.E. KANCHANLAKSHMI	Senior Superintendent
7	SMT.V.MALATHY	Senior Superintendent
8	SMT. K.SMITHA	Senior Superintendent
9	SHRI K.P.VISWARANJAN	Senior Superintendent
10	SMT.A.P.JAPHETH	Senior Superintendent
11	SMT. K.K.JALAJA KUMARI	Senior Superintendent
12	SMT. K.P. SUGATHA	Senior Superintendent
13	SMT.SALY JOSEPH MANI	Superintendent
14	SHRI K.V.SANTHOSH KUMAR	Superintendent
15	SMT. K. SUHASINI	Superintendent
16	SMT. SHINY JAMES	Superintendent
17	SMT. K. SREELATHA	Superintendent
18	SMT. JAYA. S.	Assistant Superintendent
19	SMT. T. LALITHA .	Assistant Superintendent
20	SHRI RAJA GOPAL.P.T.	Assistant Superintendent
21	SHRI. RAHUL. S.	Senior Passport Assistant
22	SMT. P.LEKSHMI	Senior Passport Assistant
23	SHRI K. MOHANA KUMAR	Senior Passport Assistant
24	SHRI VIKASH KUMAR	Senior Passport Assistant
25	SHRI NOBLE ANTO. C.	Junior Passport Assistant
26	SHRI SANKAT MOCHAN ROY	Junior Passport Assistant

27	SHRI RAHUL RANJAN	Junior Passport Assistant
28	SHRI RAKESH RANJAN	Junior Passport Assistant
29	KUM NEHA KUMARI	Junior Passport Assistant
30	SHRI PRAVIN KUMAR SINGH	Junior Passport Assistant
31	KUM SHIKHA SRIVASTAVA	Junior Passport Assistant
32	KUM SUPRIYA KUMARI	Junior Passport Assistant
33	SHRI AKSHAY RAJ	Junior Passport Assistant
34	SHRI KUMAR SHANTANU	Junior Passport Assistant
35	SHRI ANAND MOHAN KUMAR	Junior Passport Assistant
36	SHRI SHARAVAN KUMAR MISHRA	Junior Passport Assistant
37	SMT. BABY SHARMILA	Junior Passport Assistant
38	SHRI SREEDHARAN R.M.	Junior Passport Assistant

Details of monthly remuneration of officers and staff of Passport Office, Malappuram.

Sl. No.	Category of Officers	Number	Pay Level in Pay Matrix
1.	Regional Passport Officer	1	Level 11
2.	Assistant Passport Officer	1	Level 10
2.	Senior Superintendent	10	Level 8
3.	Superintendent	5	Level 7
4.	Assistant Superintendent	3	Level 6
5.	Senior Passport Assistant	4	Level 4
6.	Junior Passport Assistant	14	Level 2

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

Abstract of budget estimates 2016-17 and expenditure.

Head	**Budget Estimates 2016-17 (In Thousand)**	**Actual Expenditure upto 31.03.2017 (for the Financial Year 2016-17) (In Thousand)**
SALARY	**31,960**	**31280**
MEDICAL	**500**	**476**
DOMESTIC TRAVEL CHARGES	**1200**	**1194**
OFFICE EXPENSES	**4300**	**4300**
PROFESSIONAL CHARGES	**500**	**347**
INFORMATION TECHNOLOGY	**150**	**149**
POSTAGE OFFICE EXPENSES	**8800**	**8460**
MINOR WORKS	**100**	**89**
RENT RATE TAXES	**1950**	**1865**
TOTAL	**49460**	**48163**

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 applicants have to appear in person at Passport Seva Kendra and submit the Passport Applications.

Articles 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 have 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 between 9:30 A.M.to 12:30 P.M.

Names, designations and other particulars of the Public Information Officers.

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

Central Public Information Officer:-

Shri V.S. Subhash

Assistant Passport Officer

Passport Office, Malappuram

Intercity Arcade, Kizhakkethala,

Downhill Post, Malappuram-696519

Fax No. 0483-2739705

Phone No. 0483-2739701, 2739702, 2739703

E-mail: rpo.malappuram@mea.gov.in

Appellate Authority:-

Shri G. Sivakumar IPS

Passport Officer

Passport Office, Malappuram

Intercity Arcade, Kizhakkethala,

Downhill Post, Malappuram-696519

Fax No. 0483-2739705

Phone No. 0483-2739701, 2739702, 2739703

E-mail: rpo.malappuram@mea.gov.in

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

Public Grievances Officer:-

Smt. Saly Joseph Mani
Superintendent

Passport Office, Malappuram

Intercity Arcade, Kizhakkethala,

Downhill Post, Malappuram-696519

Fax No. 0483-2739705

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