

**RIGHT TO INFORMATION - Disclosure of Information Article 4(1) (b) of the Right to Information Act, 2005 in respect of Regional Passport Office, Jammu**

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

**HISTORICAL BACKGROUND**

Regional Passport Office, Jammu came into existence in the month of April 1994. The Ministry of External Affairs (MEA), Government of India has designated Regional Passport Office, Jammu as one of the “Passport Issuing Authority” with office at Gandhi Nagar, Jammu. Since then, Regional Passport Office, Jammu has been catering to ever increasing demand of passports of Jammu province of J&K UT. The jurisdiction of RPO Jammu is limited to the Districts of Jammu region of the UT of Jammu & Kashmir – Doda, Jammu, Kathua, Poonch, Rajouri, Ramban, Reasi, Samba and Udhampur. There are also three Post Office Passport Seva Kendras (POPSKs) viz, POPSK Udhampur, POPSK Kathua and POPSK Rajouri under the administrative control of RPO Jammu. Presently, RPO Jammu operates from a rented building of Auqaf Department, Govt of J&K situated at Auqaf Commercial Complex, Gandhi Nagar, Jammu.

**ORGANISATION**

This office has a total of 5 officers and 16 staff members.

The hierarchy at the Regional Passport Office, Jammu includes the following stages:

1. Regional Passport Officer
2. Deputy Passport Officer
3. Assistant Passport Officer
4. Senior Superintendent
5. Superintendent
6. Assistant Superintendent
7. Junior Translation Officer
8. Senior Passport Assistant
9. Junior Passport Assistant
10. Office Assistant/Multitasking Staff

**FUNCTIONS AND DUTIES**

This office deals with the issuance of passport/travel document and PCC to the applicants hailing from Jammu Province of the UT of J&K.

**Powers and duties of the employees of the Regional Passport Office, Jammu**

**Article 4(i) (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 the 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](http://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](http://www.passportindia.gov.in).

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

**Article 4(i) (b) (iii) of the Right to Information Act, 2005**

The Regional Passport Office, Jammu 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 in accordance with Passport Act, Passport Rules and Passport Manual.

**WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, JAMMU**

Passport applications are accepted at Passport Seva Kendra located at Auqaf Commercial Complex, Gandhi Nagar, Jammu – 180004; Post Office Passport Seva Kendras- Head Post Office Udhampur, Kathua and Rajouri for applicants falling under the jurisdiction of RPO Jammu as per their appointments in the time and date slot booked at [www.passportindia.gov.in](http://www.passportindia.gov.in). Applications are also accepted at PSK Jammu for the issuance of Police Clearance Certificate (PCC).

Processing of files submitted at PSK Jammu:

1. Counter-A
  - Scrutiny of Passport/PCC application by TCS Staff.
  - Receipt of Passport/PCC application, Data Verification, Scanning of documents, Capture of Photograph, fingerprint scanning and cash collection by TCS Staff.
2. Counter-B
  - Verification of the Passport/PCC application and required original documents by the Verifying Officer (Government Official)
3. Counter-C
  - Granting and index checking of the Passport application by the Officer concerned (Government Official) having the rank of Deputy Passport Officer / Assistant Passport Officer / Senior Superintendent / Superintendent. In case of any shortcoming in the processing of the case (if the file is not granted) due to requirement of some documents / clarification of applicants, the file has to be kept on hold till completion of documents or necessary confirmation from issuing authorities and the file is sent to Passport Back Office.
4. Police verification initiated and sent to concern district electronically.
5. Receipt of physical Police verification report (manual process). If clear PVR received, Passport sent to printing section otherwise a show cause notice is issued to the applicant for clarification.
6. Printing of Passport.
7. Lamination of Passport.
8. Stamping of Passport/Facsimile signature.
9. Passport delivery by dispatch through Speed Post or in urgent cases, on counter.

Processing of files submitted as POPSKs- Kathua, Udhampur and Rajouri:

1. Counter-A
  - Photograph and fingerprint scanning by DoP official, if posted, otherwise by CSE deployed.
2. Counter-B
  - Verification of the Passport application and original documents by the Verifying Officer (MEA/Govt Official)
3. File sent to Passport Office online for granting (in case of Live Mode) and manually for scanning and granting (in Non-Live/Camp Mode)
4. Steps 4-10 are same as mentioned in PSK Jammu above.

**PCC Services are available at PSK Jammu only. Once the application is received at PSK Jammu for issuance of PCC, a fresh police verification is initiated and after the receipt of clear police verification report from investigating agency/ies concerned, PCC certificate is issued and dispatched to applicants' present address.**

In other administrative matters, Dealing Assistant submits the files to Superintendent who in turn submits to the Passport Officer. In some of the cases 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.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, Jammu 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 files are disposed off within stipulated time frame for issuance of passport subject to completion of documentations and usual checks. The norms are available at <http://passportindia.gov.in>.

Rules, regulations, instructions, manuals and records held by or under the control of the Regional Passport Office, Jammu 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, Jammu 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, Jammu 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, 1965
- CCS (Conduct) Rules, 1964
- General Provident Fund Rules
- Leave Travel Concession Rules
- General Financial Rules, 2017
- Delegation of Financial Power Rules, 1978
- House Building Advance Rules
- CCS (Revised Pay) Rules, 2016
- Central Treasury Rules
- New or National Pension Scheme

In addition, various Manuals/Circulars etc., issued by our Ministry from time to time are also used.

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

The Regional Passport Office, Jammu 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/POPSKs
- Personal files and service book (including leave account) of its employees
- Court related litigation files
- Continuation of temporary posts
- Procurement of stationary & furniture
- Electricity and water bills
- Circulars & Office Memorandums
- Republic Day & Independence Day Celebrations
- Purchase and distribution of stationery items
- Maintenance of Annual Confidential reports
- 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.

**Article 4(1) (b) (vii) of the Right to information Act, 2005:**

- 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 Ministry of External Affairs.
- 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:**

- Internal committees for tenders / procurement / disposal of goods are made from time to time and were not open to the public, but results such as award of tender etc are open to the public.
- At the level of this office, one Official Language Implementation Committee 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:****Directory of officers and employees of RPO, Jammu as on 01.07.2021**

S. No.	Name	Designation
1	Shri Nishith Kumar Shil	Regional Passport Officer
2	Smt Ameeka Kumari	Deputy Passport Officer
3	Shri Sunil Dutt Pokhriyal	Assistant Passport Officer
4	Shri Pawan Kumar	Senior Superintendent
5	Shri Ramkesh Meena	Superintendent
6	Shri Deepak Kumar	Assistant Superintendent
7	Shri Diwakar Singh	Junior Translation Officer
8	Shri Manohar Lal	Senior Passport Assistant
9	Shri Adarsh Kumar	Senior Passport Assistant
10	Shri Gyan Chandra Yadav	Junior Passport Assistant
11	Shri Brijesh Kumar Singh	Junior Passport Assistant
12	Ms Mamta Devi	Junior Passport Assistant
13	Shri Gaurav Chauhan	Junior Passport Assistant
14	Shri Ginzasang Ngaihte	Junior Passport Assistant
15	Shri Prithvi Raj Bhagat	Junior Passport Assistant
16	Smt Rani Ji	Junior Passport Assistant
17	Ms Vandna	Junior Passport Assistant
18	Shri Amit Kumar	Junior Passport Assistant
19	Shri Sandeep	Junior Passport Assistant
20	Shri Ram Paul	Office Assistant
21	Shri Arjun Magotra	Office Assistant

In addition, 5 Data Entry Operators are also outsourced at Regional Passport Office, Jammu.

**Details of monthly remuneration of officers and staff of Regional Passport Office, Jammu:**

S. No.	Category of Officers	Number	Scale of Pay + Grade Pay (in ₹)
1	Deputy Passport Officer	2	67,700-2,08,700 (Level-11)
2	Assistant Passport Officer	1	56,100-1,77,500 (Level-10)
3	Senior Superintendent	1	47,600-1,51,100 (Level-8)
4	Superintendent	1	44,900-1,42,400 (Level-7)
5	Assistant Superintendent	1	35,400-1,12,400 (Level-6)
6	Junior Translation Officer	1	35,400-1,12,400 (Level-6)
7	Senior Passport Assistant	2	25,500-81,100 (Level-4)
8	Junior Passport Assistant	10	19,900-63,200 (Level-2)
9	Office Assistant	2	18,000-56,900 (Level-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 2021-2022 and expenditure.**

<b>HEAD</b>	<b>APPROVED BUDGET ESTIMATES FOR 2021-22 (in ₹)</b>	<b>ACTUAL EXPENDITURE UPTO 30.06.2021 (in ₹)</b>
Salaries	1,75,00,000	43,58,373
Wages	-	-
Medical Treatment	4,00,000	10,585
Domestic Travel Expenses	20,00,000	5,56,405
Office Expenses	25,00,000	3,56,838
Postage Office Expenses	25,00,000	2,27,436
Rent/Rates/Taxes	12,00,000	-
Minor Works	1,50,000	-
Professional Services	2,00,000	-
Information Technology	4,00,000	4,500
Swachhta Action Plan	2,00,000	21,900
<b>TOTAL</b>	<b>2,70,50,000</b>	<b>55,36,037</b>

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

NIL

**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/Post Office Passport Seva Kendra to submit the Passport Applications. No travel agent is recognized to deal with this office to submit applications at PSK/POPSKs.

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 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 office during the office hours on all working days between 0930 to 1300hrs. 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:**

**Shri Nishith Kumar Shil, CSS**

Regional Passport Officer

Regional Passport Office

Auqaf Commercial Complex

Gandhi Nagar

Jammu 180004

Jammu & Kashmir

Phone No. 0191-2433359

Fax No. 0191-2435279

Email: [rpo.jammu@mea.gov.in](mailto:rpo.jammu@mea.gov.in)

**Central Public Information Officer:**

**Shri Pawan Kumar**

Senior Superintendent

Regional Passport Office

Auqaf Commercial Complex

Gandhi Nagar

Jammu 180004

Jammu & Kashmir

Phone No. 0191-2433359

Fax No. 0191-2435279

Email: [rpo.jammu@mea.gov.in](mailto:rpo.jammu@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 Grievance Officer:**

**Shri Pawan Kumar**

Senior Superintendent

Regional Passport Office

Auqaf Commercial Complex

Gandhi Nagar

Jammu 180004

Jammu & Kashmir

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