

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

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

HISTORICAL BACKGROUND

Regional passport office, Shimla was initially opened in March 2007. It was inaugurated by the then Hon'ble Union Minister of State for Ministry of External Affairs Shri Anand Sharma in the presence of then Hon'ble Chief Minister of Himachal Pradesh, Late Shri Virbhadra Singh as a subordinate office of Ministry of External Affairs under the supervision of Central Passport Organization. It caters all the districts of Himachal Pradesh. 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 14 officers and staff members along with 01 Consultant, 04 DEOs and 01 MTS .

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

1. Regional Passport Officer
2. Assistant Passport Officer
3. Senior Superintendent
4. Assistant Superintendent
5. Senior Passport Assistant
6. Junior Passport Assistant

FUNCTIONS AND DUTIES

This office deals with the issuance of passport and PCC to the applicants.

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

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 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. The duties of officers and employees of the office flow from the Passport Act and Passport Rules website www.passportindia.gov.in.

Procedure to 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, Shimla follows the procedure indicated in Passport Manual 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, SHIMLA

Passport applications are accepted at Passport Seva Kendra Located at Mukund Complex, Panthaghati, Shimla-171009, Post Office Passport Seva Kendra, Head Post Office Hamirpur, Palampur, Kangra, Kullu, Mandi and Una from the applicants having appointments booked at www.passportindia.gov.in.

Processing Steps of Files submitted at PSK Shimla:

1. Counter-A
 - Scrutiny of Passport Application by TCS staff.
 - Receipt of Passport application, Data verification, scanning of documents, Photograph, fingerprint scanning and cash collection by TCS Staff.
2. Counter –B
 - Verification of the Passport application& original documents by the Verifying Officer (Government official).
3. Counter-C
 - Granting and index checking the Passport application by the Granting Officer simultaneously (Government official). (If the file is not granted and clarification is required from other agencies, the file is sent to the Passport Office).
4. Police verification sent to concern Police Authority electronically.
5. Receipt of Police verification electronically.(if received clear 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. Stamp Signature on Passport.
9. Passport delivery by dispatch or at Counter.

Processing Steps of Files submitted at POPSK Hamirpur, Palampur, Kangra, Una, Mandi and Kullu (at present):

1. Counter A
 - Photograph & fingerprint scanning by Postal Staff
2. Counter B
 - Verification of the Passport application & original documents by the Verifying Officer (MEA Staff)
3. File then sent to Passport office online for granting.
4. Steps No 4-10 are same as mentioned for PSK Shimla.

PCC Services are available at PSK Shimla and all POPSKs, once the file is received a fresh police report is initiated and after the receipt of clear police verification report from concerned Police Authority, PCC certificate is dispatched to applicant's present address.

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 CPV Division, Ministry of External Affairs for final approval. The office also follows the guidelines issued by the 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, Shimla discharge of its functions as per the norms lay 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, Shimla 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 is under its control as used by its employees for discharge its functions.

In the discharge of its functions, the Regional Passport Office, Shimla uses various Central Acts, Rules, Codes, Regulations, etc. It also uses various judgments of the Supreme Court of India and High Courts.

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 Ministry of External Affairs are also used.

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

The Regional Passport Office, Shimla holds the following documents:

- ❖ Copies of Reports released by our Ministry.
- ❖ Parliament Questions related to Passport Office sent by the Ministry of External Affairs.
- ❖ Correspondence with Ministries/other organizations, department, state governments and letters/e-mails from individuals seeking information etc.
- ❖ The Passport Act 1967
- ❖ The 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 & furniture
- Electricity and water bills
- Circulars& Office Memorandums
- 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.

Directory of officers and employees and monthly remuneration.**Article 4(1) (b) (ix) & (x) of the Right to information Act, 2005**

S. No.	Name of the Official	Designation
1.	Shri Varun Kumar Sharma	Passport Officer
2.	Shri Johny Anil Kumar	Assistant Passport Officer
3.	Shri Saurabh Shukla	Sr. Superintendent
4.	Shri Praveen Singh Kaintura	Sr. Superintendent
5.	Shri Shubham Kumar	Asstt Superintendent
6.	Shri Arun Negi	Asstt Superintendent
7.	Shri Babu Ram	Senior Passport Assistant
8.	Shri Anurag Kishor	Senior Passport Assistant
9.	Shri Roshan Kumar Verma	Senior Passport Assistant
10.	Shri Vivek Kumar	Senior Passport Assistant
11.	Shri Anurag	Senior Passport Assistant
12.	Shri Anupam	Senior Passport Assistant
13.	Smt. Asha Devi	Senior Passport Assistant
14.	Smt . Nisha Kumari Kataria	Junior Passport Assistant

In addition to above, 1 Consultant, 4 Data Entry Operators and 1 MTS are also working with Regional Passport Office.

Details of monthly remuneration of officers and staff of Passport Office, Shimla:-

S. No.	Category of Officers	Number	Pay Level
1.	Passport Officer	1	Level-11
2.	Assistant Passport Officer	1	Level-10
3.	Senior Superintendent	2	Level-08
4.	Asstt Superintendent	2	Level-06
5.	Senior Passport Assistant	7	Level-04
6.	Junior Passport Assistant	1	Level-02
7.	Consultant	1	-----
8.	Data Entry Operator	4	-----
9.	MTS	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 2025-2026 and expenditure.

HEAD OF ACCOUNT	BUDGET ESTIMATES 2025-2026	ACTUAL EXPENDITURE (Up to 5 th April 2025)
Salaries	7475000	533465
wages	0	0
Rewards	1147000	0
Medical Treatment	50000	0
Allowances	5773000	400066
LTC	27000	0
DTE	1117000	0
O.E	3400000	0
RRT for Land & Buildings	807000	0
Fuels and Lubricants	28000	0
Minor Civil and Electric Works	0	0
Professional Services	250000	0
Repair and Maintenance	0	0
Postal and Freight Charges for Travel Documents	3443000	0
Swachhta Action Plan (OE)	296000	0
IT (Digital Equipment)	0	0
Machinery and Equipment	0	0
Information, Computer, Telecommunication Equipment (ICT)	0	0
Furniture and Fixture	0	0
Other Fixed Assets	0	0
Total	23813000	933531

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. 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 application.

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.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://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 1230 hrs & 1430 to 1600 hrs or with prior enquiry appointment. 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:-

Shri Varun Kumar Sharma

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Regional Passport Office,
Railway Board Building,
The Mall, Shimla
Himachal Pradesh
Phone No. 0177-2652395
Fax No. 0177-2658648
E-mail: rpo.shimla@mea.gov.in

Central Public Information Officer:-

Shri Arun Negi

Assistant Superintendent,
Regional Passport Office,
Railway Board Building,
The Mall, Shimla
Himachal Pradesh
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Fax No. 0177-2658648
E-mail: rpo.shimla@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:-

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