

RIGHT TO INFORMATION – Disclosure of information under Article 4(1) (b) of the Right to information Act, 2005 in r/o Passport office, Vijayawada.

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

HISTORICAL BACKGROUND

The Regional Passport Office, Vijayawada was opened in April, 2017 as a subordinate office of Ministry of External Affairs under the supervision of Central Passport Organization(CPO). The issue of passport is a central subject under the Indian constitution and allotted to the Ministry of External Affairs (MEA). 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.

ORGANIZATION

The hierarchy at the Regional Passport Office, Vijayawada is as follows:

1. Passport Officer/Dy. Passport Officer
2. Assistant Passport Officer
3. Sr. Superintendent
4. Superintendent
5. Asst. Superintendent
6. Senior Passport Assistant (SPA)
7. Junior Passport Assistant (JPA)
8. Multi-Tasking Staff (MTS)

This office has a total of 6 officers and staff members as on date.

FUNCTIONS AND DUTIES

This office deals with the issuance of Passport/Police Clearance Certificate/Back ground verification for Global Entry Programme to the citizens of 8 districts of Andhra Pradesh i.e, (1) Anantapur (2) Chittoor (3) Guntur (4) Krishna (5) Kurnool (6) Nellore (7) Prakasham, and (8) YSR Kadapa

Powers and duties of the employees of the Passport Office, Vijayawada

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

Passport Officer has been designated as Head of Office for the smooth functioning of the office and certain financial powers have been delegated. The financial powers of Passport Officer 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 Passport Officer are derived from the Passport Act, 1967. Passport Act and Passport Rules are placed on the MEA's website www.passportindia.gov.in. The duties of officers and officials are envisaged in Passport Act and Passport Rules.

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, Vijayawada follows the procedure indicated in Passport Manual 2016 (Restricted under RTI Act) for decision making in issuance of passports. The Officers from Superintendent to 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 PASSPORT OFFICE, VIJAYAWADA

Passport applications are accepted at 2 Passport Seva Kendras(PSKs) located at (1)Vijayawada and (2) Tirupati and 13 Post Office Passport Seva Kendras (POPSKs) located at (1)Anantapur (2) Bapatla (3) Chittoor (4) Gudiwada (5) Guntur (6) Hindupur (7) Kadapa (8) Nandyala (9) Narasaraopet (10) Nellore (11) Ongole (12) Railway Kodur and (13) YSR Kadapa . Details of on-line Application procedure and fixing appointment are available in www.passportindia.gov.in

Flow chart indicating process of passport application at PSK from submission to issuance of the passport as below:

Scrutiny of Passport Application, Data matching, Uploading Documents, Taking Biometrics & Photograph and Cash Collection	Service Provider TCS (CSE)	Counter - A
Passport Application Verification	Government Official (VO)	Counter-B
Granting of Passport	Government Officer (GO)	Counter-C



Police Verification (PV) sent electronically to the Police concerned at the time of granting



Receipt of Police Verification Report (PVR)



Passport Printing



Passport Lamination



Facsimile signature of PIAS



Delivery at Counter/Dispatch through Speed Post.

PCC Services:

PCC Services are granted and delivered across the counter at Passport Seva Kendra subject to availability of clear Police Verification Report (PVR) on the existing Passport. If the report is not available/not clear in the system, verification is sent electronically to the Police. PCC is issued only after receipt of Clear Police Verification Report.

This office also follows the guidelines issued by other Departments, particularly the Cabinet Secretariat at <https://cabsec.nic.in>, the Ministry of Parliamentary affairs at <http://www.mpa.nic.in>, the Ministry of Personnel, Public Grievances and Pensions <http://persmin.nic.in> and the Ministry of Home Affairs (Rajbhasha) <https://rajbhasha.nic.in>

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, Vijayawada 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 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>

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>.

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, Vijayawada uses all relevant 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, 2017
- Delegation of Financial Power Rules
- House Building Advance Rules
- CCS (Revised Pay) Rules, 2016
- Central Treasury Rules

In addition various Manuals/Circulars etc., issued by Ministry are also used.

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

The Passport Office, Vijayawada holds the following documents:

- ❖ Copies of Reports and Circulars 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:

- 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
- CPWD complaints
- Circulars
- Republic Day & Independence Day Celebration
- 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 Passport booklets

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 MEA, Statements of boards, councils, committees and other bodies.

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

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Directory of officers and employees and monthly remuneration as on 01.01.2019

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

S.No.	Employee Name	Designation
1	D.S.S. Srinivas Rao	PO
2	Surendra Kumar Patnaik	APO
3	P. Ashok Kumar	Senior Superintendent
4	P.Udaya Lakshmi	Senior Superintendent
5	Abhinav Sinha	Assistant Superintendent
6	B Bala Murali Naik	Multi-Tasking Staff

Details of monthly remuneration of officers and staff of Passport Office, Vijayawada

Sl.No.	Category of Officers	Number	Level of pay	Pay Scale in Rs.
1	Passport Officer	01	Level-11	67,700-2,08,700
2	Asst. Passport Officer	01	Level-10	56,100-1,77,500
3	Sr. Superintendent	02	Level-8	47,600-1,51,100
4	Asst. Superintendent	01	Level-6	35,400-1,12,400
5	Multi Task Staff	01	Level-1	18,000-56,900

Budget allocated 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

No separate budget has yet been allocated for RPO Vijayawada.

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

Recognition of Travel agents for submission of filled Passport application forms to the Passport Office, Vijayawada

Ministry of External Affairs (MEA), CPV Division has not authorized any Travel agents to submit the passport applications on behalf of the applicants. Only the passport applicants have to appear in person at PSK/POPSK and submit the Passport Applications. No travel agent is recognized to deal with this office with effect from 5.8.2011 after the opening of Passport Seva Kendras. Under the new Passport Seva Project (PSP) no role has been envisaged to Travel Agents in submission of passport applications.

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.pasportindia.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 by the following means:

- a) Enquiry Counter
- b) Telephone (0891-2745746/956)
- c) Email (rpo.vijayawada@mea.gov.in)
- d) Register grievance www.passportindia.gov.in - grievance/feedback
- e) PRO(PG)
- f) CPGRAMS
- g) Toll-free helpline : 1800 258 1800

Citizens can also make general enquiries by visiting the Regional Passport Office between 9.30 am and 01.00 pm on all working days. 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

Central Public Information Officer

Shri Surendra Kumar Patnaik,
Assistant Passport Officer,
Passport Office,
#38-8-45, M.G. Road,
Opp: Radio Station,
Vijayawada – 520 010
Phone No. 0866-- 2481965
Fax No. 0866-2481966
E-mail: rpo.vijayawada@mea.gov.in

First Appellate Authority

Shri D.S.S. Srinivas Rao,
Regional Passport Officer,
Passport Office,
#38-8-45, M.G. Road,
Opp: Radio Station,
Vijayawada – 520 010
Ph No: 0866 - 2481965
Fax No: 0866-2481966
E-mail: rpo.vijayawada@mea.gov.in

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

All such information as may be prescribed are updated every year on website

PUBLIC GRIEVANCES OFFICER

Shri Surendra Kumar Patnaik,
Assistant Passport Officer,
Passport Office,
#38-8-45, M.G. Road,
Opp: Radio Station,
Vijayawada – 520 010
Ph No: 0866 - 2481965
Fax No: 0866-2481966