

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 Regional Passport office, Vijayawada

HISTORICAL BACKGROUND

The Regional Passport Office (RPO), Vijayawada was formed in April, 2017 as a subordinate office of Ministry of External Affairs under the supervision of Central Passport Organization (CPO). CPO was created as a separate organization in 1959. The issue of passport is a central subject under the Indian constitution and allotted to the Ministry of External Affairs (MEA). RPO, Vijayawada, has started functioning from a new premises located in Vijayawada from 14 Feb 2024.

LOCATION: Regional Passport Office, Vijayawada
4th Floor, Door No.27-37-158, Stalin Central,
Governorpet, M G Road, Vijayawada – 520002.

Regional Passport Office, Vijayawada serves in 15 districts of the state of Andhra Pradesh. It has two (2) Passport Seva Kendras (PSKs) and thirteen (13) Post Office Passport Seva Kendras (POPSKs) under its administrative control. The following is the summary of services provided:

Calendar Year	Passports issued	PCC issued
2023	3,34,279	35,844
2022	2,72,634	33,696
2021	1,87,819	10,105
2020	1,14,331	5,366
2019	2,47,729	14,004

ORGANIZATION: This office has a total sanctioned strength of 50. The hierarchy at the Regional Passport Office, Vijayawada is as follows:

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

In addition to regular staff, outsourced Data Entry Operators, Print Operators and Multi-Tasking Staff are deployed who are paid by an outsourcing agency approved by PSP Division, Ministry of External Affairs.

FUNCTIONS AND DUTIES

This office deals with the issuance of Passport/Police Clearance Certificate/Background verification for Global Entry Programme to the citizens of 15 districts of Andhra Pradesh

1. Anantapuramu
2. Annamayya
3. Bapatla
4. Chittoor
5. Guntur
6. Krishna
7. Kurnool
8. Nandyal
9. NTR
10. Palnadu
11. Prakasam
12. Sri Potti Sriramulu Nellore
13. Sri Sathya Sai
14. Tirupati
15. YSR (*formerly Kadapa*)

With the launch of new scheme: *Apply Anywhere in India for Passport Services*, applicants can now choose the Regional Passport Office (RPO) where they wish to submit their application irrespective of whether the present residential address specified in the application form lies within the jurisdiction of the selected RPO or not. The Police Verification, if required for a specific passport, would be conducted at the address specified in the application form. The passport will be printed and despatched by the RPO selected for application submission by the applicant.

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.

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 2020 (Restricted under RTI Act/Confidential) 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, 2020.

WORK FLOW CHART OF PASSPORT OFFICE, VIJAYAWADA

Passport applications are accepted at **2** Passport Seva Kendras(PSKs) located at (1) Vijayawada & (2) Tirupati and; **13** Post Office Passport Seva Kendras (POPSKs) located at (1) Anantapur (2) Bapatla (3) Chittoor (4) Guduwada (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 a ppplication procedure and fixing appointment are available in www.passportindia.gov.in

Flow chart indicating process of passport application at **Passport Seva Kendra (PSK)** from submission to issuance of the passport as below:

Counter A	Service Provider TCS (CSE)	Scrutiny of Passport Application, Data matching, Uploading Documents, Capturing Biometrics & Photograph and fee Collection if required.
Counter B	Government Official (Verification Officer)	Passport Application Verification
Counter C	Government Officer (Granting Officer)	Granting of Passport application

Flow chart indicating process of passport application at **Post Office Passport Seva Kendra (POPSK)** from submission to verification of the passport application is as below:

Counter A	Manned by Department of Posts (CSE)	Scrutiny of Passport Application, Data matching, Uploading Documents, Capturing Biometrics & Photograph
Counter B/ Remote Verification (PBOVO)	Government Official (Verification Officer)	Passport Application Verification
Remote Granting (PBOGO)	Government Official (Granting Officer)	Granting of Passport application

- Personal Particulars for Police Verification (PV) sent electronically to the Police concerned simultaneously after Granting (*for PSK files*) and after Verification (*for POPSK files*).
- Online receipt of Police Verification Report (PVR) Clear/Adverse.
- Passport Printing
- Passport Lamination
- Authorized Signatory Stamping
- Dispatch through Speed Post.

Police Clearance Certificate at PSKs/POPSKs:

PCC Services once granted are initiated with police verification to all applications. PCC will be sent by speed post only after receipt of Clear Police Verification Report.

Passport Back Office, RPO, Vijayawada

All administrative matters, Dealing Assistant submits the files to Section Head (Superintendent, Sr.Superintendent, APO) who in turn submits to the Deputy Passport Officer and Regional Passport Officer. If necessary, matter would be referred to the PSP Division, Ministry of External Affairs for final approval. General Enquiry and All complex cases, escalated from PSKs, will be dealt by Policy Officer

The office also follows the guidelines issued by other departments, particularly the Cabinet Secretariat at <https://cabsec.gov.in>. Ministry of Parliamentary Affairs at <https://www.mpa.nic.in> and the Ministry of Personnel, Public Grievances and Pensions <https://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 documentation 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 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 follows the 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 from time to time 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
- ▶ Procurement of stationery & furniture
- ▶ Electricity and water bills
- ▶ 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:-

- International Ordinary Passport Booklets (Normal & Jumbo)
- 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 31.07.2024

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

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

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

Sl No	Name	Designation
1.	Siva Harsha K	RPO
2.	S Vijaya Laxmi	APO
3.	B A Venkateswara	APO
4.	P Ashok Kumar	APO
5.	Ch. Vasantha Latha	APO
6.	V Vijaya Lakshmi	APO
7.	Vijaya Gita	APO
8.	P.K.Behera	Sr Supdt
9.	GV Prasad	Sr Supdt
10.	Ajay Barapatre	Supdt
11.	P Nagaraju	Asst Supdt
12.	Susmita Rajak	JTO
13.	MD Jabbar Baig	SPA
14.	S Yadaiah	SPA
15.	A Venkat Reddy	SPA
16.	N Simhachalam	SPA
17.	J Satti Babu	SPA
18.	P Sambasivarao	SPA
19.	P Gopala Krishna	SPA
20.	P Kiranmayee	SPA
21.	CH Ravi Kiran	JPA
22.	E Sanyasi Rao	JPA
23.	Sumit Kumar	JPA
24.	Dileep Kumar	JPA
25.	D Santosh Kumar	JPA
26.	M Mohanthly	JPA
27.	Balaram Arakil PVV	JPA
28.	Ponnolu Venu Gopal Reddy	JPA
29.	K Ratna Sriveni	JPA
30.	BMM Naik	MTS

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

Budget allocated to each agency, indicating particulars of all plans, proposed expenditures and reports on disbursements made by this Office is detailed below:

Sl No.	Budget Heads		V.O.A 2024-25 (Rs. In Thousands)
1.	Salaries	2061-00.105-01-01-01	12500
2.	Wages	2061-00.105-01-01-02	0
3.	Rewards	2061-00.105-01-01-05	1250
4.	Medical Treatment	2061-00.105-01-01-06	125
5.	Allowances	2061-00.105-01-01-07	14000
6.	Leave Travel Expenses	2061-00.105-01-01-08	208
7.	Domestic Travel Expenses	2061-00.105-01-01-11	2083
8.	Office Expenses	2061-00.105-01-01-13	5000
9.	Rents, Rates and Taxes for Land Buildings	2061-00.105-01-01-14	10000
10.	Rent for Others	2061-00.105-01-01-18	0
11.	Material and Supplies	2061-00.105-01-01-21	0
12.	Fuel and Lubricants	2061-00.105-01-01-24	63
13.	Minor Civil & Electric Works	2061-00.105-01-01-27	208
14.	Professional Services	2061-00.105-01-01-28	83
15.	Repair & Maintenance	2061-00.105-01-01-29	42
16.	Other Revenue Expenditure	2061-00.105-01-01-49	0
17.	Postal and Freight Charges for Travel Documents	2061-00.105-01-03-13	2083
18.	Information Technology (Digital Equipment)	2061-00.105-01-99-19	417
19.	Swachhta Action Plan (Office Expenses)	2061-00.105-01-96-13	417
20.	Motor Vehicles	4070-00.001-31-18-51	0
21.	Machinery and Equipment	4070-00.001-31-18-52	0
22.	Information, Computer, Telecommunication Equipment (ICT)	4070-00.001-31-18-71	2083
23.	Furniture & Fixtures	4070-00.001-31-18-74	2083
24.	Other Fixed Assets	4070-00.001-31-18-77	0
Total			52646

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

Ministry of External Affairs (MEA), PSP 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.

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 (0866-2445566)
- 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 12:30 pm on all working days except WEDNESDAY.

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

Smt. V Vijaya Lakshmi, Assistant Passport Officer,
Regional Passport Office, Vijayawada
4th Floor, Door No.27-37-158,
Stalin Central,
Governorpet, M G Road,
Vijayawada – 520 002.
Ph.0866-2445566
E-mail: rpo.vijayawada@mea.gov.in

First Appellate Authority

Sh. Siva Harsha
Regional Passport Officer
Regional Passport Office, Vijayawada
4th Floor, Door No.27-37-158, Stalin Central,
Governorpet, M G Road, Vijayawada – 520 002.
Ph.0866-2445566 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

Smt. V Vijaya Lakshmi,
Assistant Passport Officer,
Regional Passport Office, Vijayawada
4th Floor, Door No.27-37-158,
Stalin Central, Governorpet, M G Road, Vijayawada – 520 002.
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