

RIGHT TO INFORMATION

Disclosure of information under Article 4 (1) (b) of the Right to Information Act, 2005 in respect of Regional Passport Office, Hyderabad

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

Historical Background

Regional Passport Office, Hyderabad was opened in the year 1976 as a subordinate office of Ministry of External Affairs under the supervision of Central Passport Organization. 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 five (5) Regional Passport Offices at Bombay, Calcutta, Delhi, Madras and Nagpur were setup. This necessitated the setting up of a separate organization and the Central Passport and Emmigration Organisation was created in 1959 as a subordinate Division of Ministry of External Affairs.

RPO, Hyderabad's jurisdiction covers the entire state of Telangana. It has four (4) Passport Seva Kendras (PSKs), one (1) Passport Seva Laghu Kendra and fourteen (14) Post Office Passport Seva Kendras (POPSKs) under its administrative control.

Office location

RPO, Hyderabad functions from its own premises at D.No. 8-2-215 to 219, Adj. Prashanth Theatre, Kummarguda, Secunderabad – 500003, Telangana State.

Organisation

This office has a total sanctioned strength of 140 officers and staff. However, as on 01.10.2020, the posted strength is 99 officers and staff.

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

1. Regional Passport Officer
2. Deputy Passport Officer
3. Assistant Passport Officer
4. Sr. Superintendent

5. Superintendent
6. Stenographer Gr.I
7. Asst. Superintendent
8. Sr. Passport Assistant
9. Jr. Passport Assistant and
10. Office Assistant (MTS)

Functions and duties

This office deals with the issuance of passport/Police Clearance Certificate/Background verification for Global Entry Programme to the citizens of India living in 31 districts of Telangana State.

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

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

Regional Passport Officer (RPO) is designated as Head of the Office. For the smooth running of the office, certain financial powers have been delegated to the RPO. The financial powers of employees of Passport Office have been detailed in Delegation of Financial Power Rules, 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 are already on the MEA's website www.passportindia.gov.in. The duties of officers and officials of the office flow from the Passport Act, 1967 and Passport Rules, 1980 and 2016.

Article 4(1) (b) (iii) of the Right to information Act, 2005

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

The Regional Passport Office, Hyderabad follows the procedure indicated in Passport Manual 2016 (Confidential) for decision making in issuance of passports. The officers from the Superintendent to Regional Passport Officer level are designated as Passport Issuing Authority (PIA) for issuance of passport and take decisions/actions with the help of Assistant Superintendents, Sr. Passport Assistants and Jr. Passport Assistants posted in the PSKs/Sections in accordance with Passport Act, Passport Rules, Passport Manual and other relevant books.

List of PSK's, PSLK and POPSK's under Regional Passport Office, Hyderabad

As on 01.10.2020, Passport applications are accepted at four (4) Passport Seva Kendras located at Begumpet, Ameerpet, Tolichowki and Nizamabad, one (1) Passport Seva Laghu Kendra located at Karimnagar and fourteen (14) Post Office Passport Seva Kendras at Adilabad, Bhongir, Khammam, Mahabubnagar, Medak, Nalgonda, Siddipet, Warangal, Mahabubabad, Kamareddy, Wanaparthy, Medchal, Vikarabad, Mancherial respectively, as per the appointments booked at www.passportindia.gov.in.

Work flow chart at Passport Seva Kendras and Main Office with regard to process of passport application:

1. Counter-A
 - Scrutiny of Passport Application by TCS staff,
 - Receipt of Passport application, Data verification, biometric scanning, capturing the photographs of applicant and cash collection by TCS Staff.
2. Counter-B
 - Verification of the Passport application and other documents by the Verifying Officer (Government official) (from Jr. Passport Assistant to Asst. Superintendent).
3. Counter-C
 - Granting Officer (Government Official) (Asst. Passport Officer, Sr. Superintendent and Superintendent) will grant and initiate police verification. After granting the passport application, all documents are returned to the applicants.
4. Personal Particulars Forms sent to concerned police authorities electronically.
5. Receipt of Police verification electronically.
6. Printing of passports through electronic queue management system (EQMS).
7. Lamination, Affixing of Signature stamp on Passport
9. Passport delivery by dispatch through Speed Post or at Counter after thorough Quality Check.

PCC Services are granted in Pre Police Verification basis at Passport Seva Kendras and Passport Seva Laghu Kendra. PCC's will be dispatched to the applicants on receipt of Clear Police Verification.

Passport Back Office, RPO, Hyderabad

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 CPV Division, Ministry of External Affairs for final approval. 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>

Article 4(1) (b) (iv) of the Right to information Act. 2005 **Norms set by the Ministry for the discharge of its functions**

The Regional Passport Office, Hyderabad 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 **Rules, regulations, instructions, manuals and records held by/under the control of the Regional Passport Office, Hyderabad used by its employees for discharging its functions.**

Passport Act and Passport Rules:

These are already available on the Ministry's website <http://www.passportindia.gov.in>.

In addition, the Passport Office also follows 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.

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

Additionally, various Manuals/Circulars etc., issued by the Ministry are also used.

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

Regional Passport Office, Hyderabad holds the following documents:

- Copies of Reports released by Ministry;
- Parliament Questions related to Passport Office sent by Ministry of External Affairs.
- Correspondence with Ministry/other organizations, departments, state government letters/e-mails from individuals seeking information etc.

The Administration of the office maintains files related to the following:

- Appointments at PSKs/PSLK/POPSKs
- Personal files and service books (including leave account) of its employees
- Court/CAT case related files
- Procurement of stationery and furniture through GeM portal or other sources
- Various Bills
- Circulars
- Republic Day and Independence Day celebrations
- Purchase and distribution of stationery items
- Purchase and maintenance of Infrastructure
- Maintenance of Annual Performance Appraisal Report

- Other miscellaneous matters

Article 4(1) (b) (vi) of the right to information Act, 2005
Documents held by this office

- Blank ordinary, Official and Diplomatic Passport booklets.
- Seized, surrendered, RUD passports kept in safe custody.

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

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

Article 4(1) (b) (ix) of the Right to Information Act, 2005
Directory of officers and employees as on 31.07.2020

Sl.No.	Name	Designation
1.	Dasari Balaiah	Regional Passport Officer & First Appellate Authority (FAA)
2.	Ravi Kosuri	Deputy Passport Officer
3.	Indu Bhusan Lenka	Deputy Passport Officer & Central Public Information Officer (CPIO)
4.	S Polaiah	Deputy Passport Officer
5.	K.Hemalatha	Assistant Passport Officer
6.	K Jayaprakash	Assistant Passport Officer
7.	PV Vijalakshmi	Assistant Passport Officer
8.	M Madan Singh	Assistant Passport Officer
9.	S.Vijayalakshmi	Assistant Passport Officer
10.	Ch.Vasantha Latha	Assistant Passport Officer
11.	G. Arundhati	Assistant Passport Officer
12.	A.S. Nivedita	Assistant Passport Officer
13.	C. Satyanarayana	Assistant Passport Officer
14.	NV Santha	Assistant Passport Officer
15.	BL Kumar	Senior Superintendent
16.	V. Vijaya Lakshmi	Senior Superintendent
17.	Rahela Ferdous	Senior Superintendent
18.	Zeema Mary	Senior Superintendent
19.	C.P. Suhasini	Senior Superintendent
20.	M.P. Ambikamol	Senior Superintendent

21.	Seena Ullas	Senior Superintendent
22.	Mini Paul	Senior Superintendent
23.	Daisy Paulose	Senior Superintendent
24.	P.A. Preetha	Senior Superintendent
25.	L.Vijaya	Senior Superintendent
26.	G.Vijaya Geetha	Senior Superintendent
27.	M Yasmeen	Senior Superintendent
28.	G.Santhosh Kumar	Superintendent
29.	S.Anitha	Superintendent
30.	G.Dhanunjaya	Superintendent
31.	M.V.S.N. Sailaja	Superintendent
32.	M. Mohan	Superintendent
33.	Ch.Lakshmi Sarada	Superintendent
34.	Ch. Hari Krishna	Superintendent
35.	S.Madhavi	Superintendent
36.	Komaram Sravanthi	Superintendent
37.	K.N. Murthy	Stenographer Grade I
38.	Prafulla P. Singh	Senior Hindi Translator
39.	Manisha Kumari	Assistant Superintendent
40.	D.Srinivasa Reddy	Senior Passport Assistant
41.	M.S.Sheeba	Senior Passport Assistant
42.	N.Narsing Rao	Senior Passport Assistant
43.	A.Babu Rao	Senior Passport Assistant
44.	P.Ravinder	Senior Passport Assistant
45.	D.Shankar	Senior Passport Assistant
46.	M.Vijaya Lakshmi	Senior Passport Assistant
47.	P Chitra	Senior Passport Assistant
48.	B.Rajan Babu	Senior Passport Assistant
49.	B.Pandu Ranga	Senior Passport Assistant
50.	S.Soujanya	Senior Passport Assistant
51.	L.Venu Gopal	Senior Passport Assistant
52.	S.Saraswathi	Senior Passport Assistant
53.	P.Rajani	Senior Passport Assistant
54.	T.Usha Rani	Senior Passport Assistant
55.	T.Sudesh kumar	Senior Passport Assistant
56.	Syed Azizuddin	Senior Passport Assistant
57.	J.V.Prabhakar Nag	Senior Passport Assistant
58.	S.Neminathan	Senior Passport Assistant
59.	D.Radhika	Senior Passport Assistant
60.	K.Sharadha	Senior Passport Assistant
61.	J.Jyothi	Senior Passport Assistant
62.	D.Sunitha	Senior Passport Assistant

63.	S.Yadaiah	Senior Passport Assistant
64.	A.Venkat Reddy	Senior Passport Assistant
65.	T.Padmaja	Senior Passport Assistant
66.	B.V. Lakshmi	Senior Passport Assistant
67.	N. Sucharitha	Senior Passport Assistant
68.	D. Pramojwala	Senior Passport Assistant
69.	B. Jagadish	Senior Passport Assistant
70.	K. Kalavathi	Senior Passport Assistant
71.	P. Sujith Kumar	Senior Passport Assistant
72.	K. Janardhanan	Senior Passport Assistant
73.	V. Aruna	Senior Passport Assistant
74.	Md. Riyazuddin	Senior Passport Assistant
75.	P. Gopala Krishna	Senior Passport Assistant (Adhoc)
76.	A Sampurna Rani	Junior Passport Assistant
77.	P Shilpa	Junior Passport Assistant
78.	V.S.Karthik	Junior Passport Assistant
79.	Anil Kumar Maurya	Junior Passport Assistant
80.	Ankit Kumar	Junior Passport Assistant
81.	Vishram Singh	Junior Passport Assistant
82.	Abhay Shukla	Junior Passport Assistant
83.	Anil Kumar	Junior Passport Assistant
84.	Manish Kumar	Junior Passport Assistant
85.	Aditya Raj	Junior Passport Assistant
86.	Harinder Paswan	Junior Passport Assistant
87.	Fathey Mohammed	Junior Passport Assistant
88.	N. Yadaiah	Junior Passport Assistant
89.	P Srinivas	Junior Passport Assistant
90.	A Jangaiah	Junior Passport Assistant
91.	Nameeta Shinde	Junior Passport Assistant
92.	Vikas Kumar Shukla	Junior Passport Assistant
93.	Manoj Kumar	Junior Passport Assistant
94.	Sandeep	Junior Passport Assistant
95.	Prashant Dabas	Junior Passport Assistant
96.	Shahnaz B	Office Assistant (MTS)
97.	Nelluru Pradeep Kumar	Office Assistant (MTS)
98.	V Kurumanna	Office Assistant (MTS)
99.	Rajnish Kumar Eshwar	Office Assistant (MTS)

In addition to the above, 17 Data Entry Operators (deployed by an outsourcing agency approved by PSP Division) are working under the administrative control of Regional Passport Office, Hyderabad.

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

Details of monthly remuneration (as per VII Central Pay Commission) of officers and officials of Regional Passport Office, Hyderabad

Sl.No	Category of Officers	No.	Level of Pay in the pay matrix as per 7th CPC (in Rupees)
1.	Regional Passport Officer	01	12 (Rs.78800 to 209200)
2.	Deputy Passport Officer	03	11(Rs.67700 to 208700)
3.	Assistant Passport Officer	10	10(Rs.56100 to 177500)
4.	Sr. Superintendent	13	8 (Rs.47600 to 151100)
5.	Superintendent	09	7 (Rs.44900 to 142400)
6.	Assistant Superintendent	01	6 (Rs.35400 to 112400)
7.	Assistant Superintendent	00	8 (Rs.47600 to 151100)
8.	Stenographer Gr.I	01	7 (Rs.44900 to 142400)
9.	Sr. Hindi Translator	01	7(Rs.44900 to 142400)
10.	Sr. Ppt Assistant	35	4 (Rs.25500 to 81100)
11.	Sr. Ppt Assistant	00	5 (Rs.29200 to 92300)
12.	Sr. Ppt Assistants (Ad hoc)	01	4 (Rs.25500 to 81100)
13.	Jr. Passport Assistant	20	2 (Rs.19900 to 63200)
14.	Office Assistant	04	1 (Rs.18000 to 56900)
15.	Data Entry Operators	17	They are deployed and paid by outsourcing agency approved by PSP Division, Ministry of External Affairs.

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.

Abstract of budget estimates 2020-21 and expenditure:

Head	Revised Estimates 2020-21 (in Rupees)	Actual expenditure upto 31.01.2021 (in Rupees)
Salaries	78600000	70408825
Wages	0	0
Over Time Allowances	0	0
Medical Treatment	2600000	1336435
Domestic Travel Expenses/Travelling Allowance	9000000	5155938
Office Expenses	20000000	14020803
Postage Office expenses	7600000	5738089
Rents, Rates and Taxes	1800000	423197
Minor Works	8200000	3419300
Professional services	600000	452660
Information Technology	140000	1950
Swachhta Action Plan	125000	47680
Total	128665003	98083807

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

Travel agents/any 3rd party is 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. No travel agent is recognized to deal with this office to submit application at PSK on any passport related work.

Article 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 is available 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 through Enquiry Counters and also by telephone. Citizens can also visit the office during the office hours on all working days between 0930 to 1130hrs. Some of the instructions are also displayed on the notice boards of the Passport Office.

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

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

Appellate Authority:

Dasari Balaiah, IRS
Regional Passport Officer,
Regional Passport Office,
Adj. to Prashanth Theatre, Kummarguda,
Secunderabad – 500 003 (Telangana State)
Phone No. 040- 27715115
Fax No. 040- 27705656
E-mail: rpo.hyderabad@mea.gov.in

Central Public Information Officer:

Shri Indu Bhusan Lenka,
Deputy Passport Officer,
Regional Passport Office,
Adj. to Prashanth Theatre, Kummarguda,
Secunderabad – 500 003 (Telangana State)

Phone No.
Fax No. 040-27705656
E-mail: rpo.hyderabad@mea.gov.in

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:

Shri Ravi Kosuri,
Deputy Passport Officer
Regional Passport Office,
Adj. to Prashanth Theatre, Kummarguda,
Secunderabad – 500 003 (Telangana State)
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