

RIGHT TO INFORMATION (RTI)

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

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

HISTORICAL BACKGROUND

Regional Passport Office, Bengaluru was set-up in June 1978 upon the bifurcation of Regional Passport Office, Madras as a subordinate office of Ministry of External Affairs under the supervision of Central Passport Organization. With effect from April 2007 onwards RPO, Bengaluru started functioning in its own premises located at 80 feet road, Koramangala 8th block, Bengaluru 560095.

ORGANIZATION

This office has a total of 81 officers and staff members.

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

1. Regional Passport Officer
2. Deputy Passport Officer
3. Assistant Passport Officer
4. Senior Superintendent
5. Superintendent
6. Senior Translation Officer
7. Junior Translation Officer
8. Assistant Superintendent
9. Senior Passport Assistant
10. Junior Passport Assistant
11. Chauffeur (Staff Car Driver)
12. Office Assistant

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of 31 districts of KARNATAKA.

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

Regional Passport Officers have been designated as Head of the Office. For the smooth running of the offices, certain financial powers have been delegated to them. The financial powers of employees of Passport Office have been detailed in delegation of financial Power Rule, 1978 and subsequent order 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.
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, Bengaluru 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 with the help of Assistant Superintendent, Senior Passport Assistants, Junior Passport Assistants posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.

WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, BENGALURU

Passport applications are accepted at Passport Seva Kendra's (PSK) located in Bengaluru, Hubballi, Mangaluru, Kalaburagi and Post Office Passport Seva Kendra's (POPSK) in Mysuru, Belagavi, Davangere, Shivamogga, Tumakuru, Hassan, Ballari, Gadag, Vijayapura, Udupi, Bidar, Raichur, Koppal, Robertsonpet, Ankola, Chitradurga , Chamarajnagar, Bagalkot, Channapatna, Chikkaballarpur, Chikkodi, Maddur and Jalahalli from applicants who have taken online appointments on the time scheduled and date slot booked in www.passportindia.gov.in.

1. Counter-A

- Scrutiny of Passport Application by service provider (TCS) staff in PSKs and Department of Posts staff in POPSKs.
- Receipt of Passport application, Data verification, scanning and digitalization of documents/file and cash collection by service provider (TCS) Staff and Department of Posts staff respectively.

2. Counter-B

- Verification of the Passport application by the Verifying Officer (Government official)

3. Counter-C

- Index checking and granting of the Passport application by the Granting Officer (Government official).

4. Police verification (if required) sent to concerned jurisdiction electronically.

5. Receipt of Police verification electronically

6. Printing of Passport.

7. Lamination of Passport.

8. Facsimile signature of RPO.

9. Passport delivery by speed post.

PCC Services are granted and the certificates are sent by speed post after the receipt of clear Police report.

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 PSP/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.cabsec.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, Bengaluru discharge of its functions as per the norms lay down by the PSP Division, Ministry of External Affairs, New Delhi. It is our endeavor that all file 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>.

Rules, regulations, instructions, manuals and records held by or under the control of the Regional Passport Office, Bengaluru 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 Civil Service Leave Rules, Civil Service Pension Rules, General 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, Bengaluru 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

- 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
- New or National Pension System

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

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

The Regional Passport Office, Bengaluru holds the following documents:

- Copies of Reports released by Ministry of External Affairs
- 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
- 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/ Apostilling/attestation stickers.
- 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

At the level of this office, one Rajbhasha Karyanvayan Samiti (Official Language Implementation Committee) consisting of (5) members of this office have been constituted to review progress in implementation of Rajbhasha Hindi in the day-to-day work of the office.

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

S.No	Name of the Official	Designation
1	Shri Krishna K.	Regional Passport Officer
2	Smt. Bhavyashree N.	Deputy Passport Officer
3	Shri Rajeev Mohan	Deputy Passport Officer
4	Smt. Evilin Daniel	Deputy Passport Officer
5	Smt. A. Rajeswari	Deputy Passport Officer
6	Shri I. Srinivasa Rao	Assistant Passport Officer
7	Smt. Ch. Vasanthlatha	Assistant Passport Officer
8	Smt. P. Sasikala	Assistant Passport Officer
9	Smt. Vimala Puvaneshwar	Assistant Passport Officer
10	Smt. Anitha Kumari R.	Assistant Passport Officer
11	Smt. Uma N.	Assistant Passport Officer
12	Shri P. Saseendran	Assistant Passport Officer
13	Sh. S R Chelladurai	Assistant Passport Officer
14	MS. Priti S. Nair	Senior Superintendent
15	Smt. S. Ushakumari Amma	Senior Superintendent
16	Shri Ajith Kumar	Senior Superintendent
17	Smt. Neena Jose	Senior Superintendent
18	Smt. C.K. Jayalekha	Senior Superintendent
19	Smt. K. Sheeba	Senior Superintendent
20	Smt. O.K. Pankaja	Senior Superintendent
21	Smt. P. Reena	Senior Superintendent
22	Smt. Rema Babu	Senior Superintendent
23	Smt. N. K. Beena	Senior Superintendent
24	Smt. Sheeba Reghu	Senior Superintendent
25	Smt. Sobhana Varghese	Senior Superintendent
26	Shri P.K. Behera	Senior Superintendent
27	Shri K. Jeyaraman	Senior Superintendent
28	Smt. Preeta S.	Senior Superintendent
29	Shri P.P. Thomas	Superintendent
30	Shri Suresh Kumar R.	Superintendent
31	Shri Vikash	Superintendent
32	Smt Lalitha T.	Superintendent
33	Shri S.B.N. Murty	Superintendent
34	Smt. Asha Nagaraj	Superintendent
35	Shri P. Jeevadarsan	Senior Translation Officer
36	Smt. Puja Gupta	Junior Translation Officer
37	Shri Lokesh N	Assistant Superintendent

38	Shri Praveen Kumar Mishra	Senior Passport Assistant
39	Shri Amit Kumar Karmakar	Senior Passport Assistant
40	Shri Vikash Kumar	Senior Passport Assistant
41	Smt. V. Mananeegai	Senior Passport Assistant
42	Shri P. Manisekar	Senior Passport Assistant
43	Shri N. Mohan	Senior Passport Assistant
44	Shri Alok Kumar	Senior Passport Assistant
45	Shri Vikash Kumar	Senior Passport Assistant
46	Shri Arun Kumar Sarkar	Senior Passport Assistant
47	Smt. P. Nalini	Senior Passport Assistant
48	Shri Sarawan Kumar Bharati	Senior Passport Assistant
49	Shri Rihan Ansari	Junior Passport Assistant
50	Shri Rahul Kumar	Junior Passport Assistant
51	Shri Mukesh Kumar	Junior Passport Assistant
52	Shri Himanshu Kushwaha	Junior Passport Assistant
53	Smt. Supriya Bharti	Junior Passport Assistant
54	Ms Nishu Lata	Junior Passport Assistant
55	Shri Dheerendra Kumar	Junior Passport Assistant
56	Shri Shivaprasad G.	Junior Passport Assistant
57	Shri Deepak Kumar Dixit	Junior Passport Assistant
58	Shri Ashish	Junior Passport Assistant
59	Shri Parveen	Junior Passport Assistant
60	Shri Rinku	Junior Passport Assistant
61	Smt. Anita Swami	Junior Passport Assistant
62	Shri Aman Kumar	Junior Passport Assistant
63	Ms. Shikha	Junior Passport Assistant
64	Shri Parvesh	Junior Passport Assistant
65	Shri Anil	Junior Passport Assistant
66	Shri Rahul	Junior Passport Assistant
67	Shri Rahul Rajoria	Junior Passport Assistant
68	Shri Karan Agrawal	Junior Passport Assistant
69	Shri Rajpal Meena	Junior Passport Assistant
70	Ms. K. Kalyani	Junior Passport Assistant
71	Shri Ashish Sharma	Junior Passport Assistant
72	Shri Rohit Kumar	Junior Passport Assistant
73	Shri Girish Chandra Nath	Junior Passport Assistant
74	Shri V. Basavaraj	Chauffeur (Staff Car Driver)
75	Smt. Parimala	Office Assistant
76	Shri Keshava Kumar G	Office Assistant

77	Ms. Aiswarya B. Nath	Office Assistant
78	Shri P. Bhanu Prakash	Office Assistant
79	Shri Amar B.	Office Assistant
80	Smt. Geeta Lakshmi	Office Assistant
81	Sh. Suresh Kumar C.	Office Assistant

In addition, 20 Data Entry Operators are also outsourced at Regional Passport Office, Bengaluru.

Details of monthly remuneration of officers and staff of Passport Office, Bengaluru:

S. No	Category of Officer	Number of Staff	Scale of Pay & level as per Matrix
1	Regional Passport Officer	01	Pay Matrix 12
2	Deputy Passport Officer	04	Pay Matrix 11
3	Assistant Passport Officer	08	Pay Matrix 10
4	Senior Superintendent	15	Pay Matrix 8
5	Superintendent	06	Pay Matrix 7
6	Senior Translation Officer	01	Pay Matrix 7
7	Junior Translation Officer	01	Pay Matrix 6
8	Assistant Superintendent	01	Pay Matrix 6
9	Stenographer	0	Pay Matrix 4
10	Senior Passport Assistant	11	Pay Matrix 4
11	Junior Passport Assistant	24	Pay Matrix 2
12	Chauffeur (Staff Car Driver)	01	Pay Matrix 2
13	Office Assistant	07	Pay Matrix 1

Budget allocate to each agency indicating particulars of all plans, proposed expenditures and reportson disbursements made.

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

Abstract of budget estimates 2022-2023 (revised) and expenditure.

HEAD	APPROVED B.E. FOR 2022-2023	TOTAL EXPENDITURE UPTO Jan 2023
Salaries	75704000	68641028
Wages	0	0
Medical Treatment	609000	420866
Domestic Travel Expenses	8246000	6962150
Office Expenses	15573000	11839790
Postage Office Expenses	22986000	15810886
Rent/Rates/Taxes	661000	660871
Minor Works	9858000	6212528
Professional Services	504000	343280
Information Technology	2570000	1938712
Swachhata Action Plan	508000	13400
Total	₹ 137219000	₹ 112843511

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 and submit the Passport Applications. No travel agent is recognized to deal with this office with effect from 01/05/2010 to submit application at PSK

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 officers during the office hours on all working days with prior online appointments available at <http://www.passportindia.gov.in>. 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 Krishna K., IFS

Regional Passport Officer,

Regional Passport Office,

80 Feet Road 8th Block

Koramangala

Bengaluru 560095

Karnataka

Phone No.080-25706100-104

Email: rpo.bangalore@mea.gov.in

Central Public Information Officer:-

Shri Rajeev Mohan

Deputy Passport Officer

Regional Passport Office,

80 Feet Road 8th Block

Koramangala

Bengaluru -560095

Karnataka

Phone No.080-25706100-104

Email: rpo.bangalore@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.

Regional Passport Office, Bengaluru

As on 01st March 2023

Public Grievance Officer:-

Shri. Rajeev Mohan

Deputy Passport Officer,

80 Feet Road 8th Block

Koramangala

Bengaluru -560095

Karnataka

Phone No.080-25706100-104

grievance.bangalore@passportindia.gov.in

www.pgportal.gov.in