

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

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

**HISTORICAL BACKGROUND**

The Regional Passport Office was established at Chennai (formerly Madras) in the year 1955 and was situated in George Town. In the year 1966, the office was shifted to the Government owned premises at Shastri Bhavan, Nungambakkam. In September, 2011, the Office was shifted to its own premises at Rayala Towers, Anna Salai, Chennai 600 002.

Initially, this office was catering to the needs of other neighboring states of Kerala, Andhra Pradesh and Karnataka. After bifurcation in 1976 and 1983 and 2008, Regional Passport Office, Chennai caters to the needs of residents of the districts of Chennai, Kancheepuram, Tiruvallur, Vellore, Thiruvannamalai, Cuddalore, Villupuram, Dharmapuri, Krishnagiri Kallakurichi, Ranipet, Chengalput and also the Union Territory of Puducherry (Pudhucherry district) .

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 **74** officers and staff members.

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

1. Regional Passport Officer
2. Deputy Passport Officer
3. Assistant Passport Officer
4. Senior Superintendent
5. Superintendent
6. Stenographer
7. Senior Hindi Translator
8. Junior Hindi Translator
9. Assistant Superintendent
10. Senior Passport Assistant
11. Junior Passport Assistant
12. Office Assistant
13. Multi Tasking Staffs

**FUNCTIONS AND DUTIES**

This office deals with the issuance of passport/ travel document to the citizens of 13 Districts (Chennai, Kancheepuram, Tiruvallur, Tiruvannamalai, Vellore, Villupuram, Cuddalore, Dharmapuri, Krishnagiri, Kallakurichi, Ranipet, Chengalput of Tamilnadu and Puducherry).

**Powers and duties of the employees of the Regional Passport Office, Chennai-**

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

Regional Passport Officers are also 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 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 officers of Passport Office are derived from the Passports Act. This Act and rules are already on the MEA's website [www.passportindia.gov.in](http://www.passportindia.gov.in). The duties of officers and employees of the office flow from the Passports Act and Passports Rules: website [www.passportindia.gov.in](http://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, Chennai follows the rules and procedures indicated in Passports Acts & Rules as elaborated in Passport Manual 2016 with periodical amendments for decision making in issuance of passports. The officers from the Superintendent to Regional Passport Officer level (gazette) are designated as Passport Issuing Authorities (PIA) for issuance of passport and take decisions/actions with the help of Assistant Superintendents, Senior Passport Assistants & Junior Passport Assistants posted in the sections in accordance with Passports Act, Passports Rules and Passport Manual 2016. Passports Act & Rules empower Passport Issuing Authorities (PIA) to impound or revoke passports obtained by suppression of facts or with fake documents or based on inputs received from the other authorities.

### **WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, CHENNAI**

Passport applications are accepted at 4 Passport Seva Kendras located at Saligramam, Aminjikarai, Tambaram and Puducherry and 13 Post Office Passport Seva Kendras located at the Cuddalore, Tiruvannamalai, Vellore, Villupuram, Chennai GPO, Kanchipuram, Tiruvallur, Ranipet, Arni, Dharmapuri, Krishnagiri, Kallakurichi and Chidambaram, for applicants who have appointments on the time and date slot booked in [www.passportindia.gov.in](http://www.passportindia.gov.in). Application has to be registered online in the website of the Passport Seva Project and an Application Reference Number (ARN) has to be generated.,

### **Passport Seva Kendra's**

Mainly 3 counters are there in PSKs to process application viz.

#### **1. Counter-A**

- Receipt of Passport application, Data comparison/modification, scanning, cash collection, capturing of photograph and biometrics (TCS Staff).

#### **2. Counter-B**

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

#### **3. Counter-C**

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

Police verification if required will be initiated electronically once application is granted.

### **PCC Services are granted and delivered across the counter at Passport Seva Kendra's. if clear report is available for the Passport in the System-**

#### **Main office**

1. Receipt of Police verification report electronically
2. Printing of Passports
3. Lamination of Passports
4. Stamping seal & signature on Passports.
5. Passport delivery through speed post.
6. Review of Adverse police reports and follow up action.
7. Processing of Escalated files/complex cases received from PSKs.
8. Administration and Establishment function.

In other administrative matters, Junior Passport Assistants/ Senior Passport Assistants/ Assistant Superintendents submit the files to Superintendent who in turn submits it to higher Officer or Passport Officer for approval or orders. If necessary, matter is 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 <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://www.persmin.nic.in>, Ministry of Home Affairs <http://www.rajbhasha.gov.in>, Ministry of Finance <http://www.finmin.nic.in> and Ministry of Health and family welfare <http://www.mohfw.nic.in> etc.

## **Norms set by the Ministry for the discharge of its function**

### **Article 4(1) (b) (iv) of the Right to information Act, 2005**

The Regional Passport Office, Chennai discharges its functions as per the norms laid down by the PSP 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>.

## **The rules, regulations, instructions, manuals and records held by it as under its control as used by its employees for discharging its functions:-**

### **Article 4(1) (b) (v) of the Right to information Act, 2005**

#### **Passports Act and Passports Rules:**

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

## **In so far as the administrative side is concerned, we uses the following Rules in discharge of its functions:-**

- Medical Attendance Rules
- CCS(CCA) Rules
- CCS (Conduct) Rules
- CCS (Leave) 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 our Ministry are also used.

## **Statement of the categories of documents that are held by the RPO or under its control-**

### **Article 4(1) (b) (vi) of the Right to information Act, 2005**

The Regional Passport Office, Chennai holds the following documents:

- The Passports Act, 1967
- The Passports Rules
- Passport Manual

## **The administrative side of the office maintains files relating to the following:**

- Appointments
- Personal files and service book (including leave account) of its employees
- Litigations files
- Procurement of stationery & furniture
- Electricity and water bills
- Circulars and Office Memorandums
- Maintenance of Annual Performance Appraisal Reports
- Republic Day & Independence Day Celebrations
- Progressive use of Official Language files
- Other miscellaneous matters

\* The files are retained for the period specified as per record retention schedule prescribed by Ministry from time to time.

**The following documents are held by this office:-**

- Ordinary Passport Booklets
- Diplomatic/ Official Passport Booklets

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:**

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

There is no direct dealing with the members of the public in relation to formation of policies or implementation thereof.

**Statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other are open to the public, or the minutes of such meetings are accessible for public:**

**Article 4(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.

**Directory of Officers and Staff of Regional Passport Office, Chennai and monthly remuneration as on 25/11/2020**

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

S.NO.	NAME	DESIGNATION
1	SHRI. S.KOVENTHAN,IFS	RPO
2	SHRI. S.HEMANATHAN	DPO
3	SHRI.S. RAVIKUMAR	DPO
4	SHRI. R. GANESH	APO
5	SMT .S. FARIDHUNISSA	APO
6	SHRI. C.CHENDURVELAN	APO
7	SHRI. ANOOP ASHOKAN	APO
8	SHRI. N.K.SURIYA PRAKASH	SR.SUPDT.,
9	SMT. T. THENMOZHI	SR.SUPDT.,
10	SMT.V. THULASI	SR.SUPDT.,
11	SMT. BEENA S S	SR.SUPDT.,
12	SMT.LATHA MAHESWARI	SR.SUPDT.,
13	SMT. A.S. LATHA	SR.SUPDT.,
14	SMT. S. RAJESWARI	SR.SUPDT.,
15	SMT.SOBHA AJAYAKUMAR	SR.SUPDT.,
16	SMT.A.R.K.REMA	SR.SUPDT.,
17	SMT.VANISREE SRIRAM	SR.SUPDT.,
18	SMT.G.RANI	SR.SUPDT.,
19	SMT. G.VARALAKSHMI	SR.SUPDT.,
20	SMT. SWAPNA.S	SUPDT.,
21	SMT. V.INDRA	SUPDT.,
22	SHRI. P. MURUGAN	SUPDT.,
23	SMT.S.SELVAKUMARI	SUPDT.,
24	SHRI.B.SUJITH	SUPDT.,
25	SHRI.D.PREMA KUMAR	SUPDT.,
26	SHRI.G.MURALI	STENOGRAPHER
27	MS.JYOTHI NADONI	STO

28	MS.PARUL RASTOGI	JTO
29	SHRI.M.KUMAR	ASST.SUPDT.,
30	SHRI.S.SAHAYARAJ	ASST.SUPDT.,
31	SHRI.S.V.RAMAKRISHNAN	ASST.SUPDT.,
32	SHRI.G.DEVARAJ	ASST.SUPDT.,
33	SHRI. PRAVEEN SINGH KAINтура	ASST.SUPDT.,
34	SHRI.P.M.RAMAN	SPA
35	SMT. P.MALATHI	SPA
36	SMT.V.SHEELADEVI	SPA
37	SHRI.A.V.ANANTHA PADMANABHAN	SPA
38	SHRI.ASHOK KUMAR YADAV	SPA
39	SMT.E. SIVAKAMIAMMAI	SPA
40	SHRI. R. DESINGH	SPA
41	SHRI.G.K.MALAKONDAIAH	SPA
42	SMT. M.SATHIABAMA	SPA
43	SHRI.A.C.VELANGANI	SPA
44	SHRI. G. VASUDEVAN	SPA
45	SMT. A.LALITHA	SPA
46	SMT. V.RAMANI BAI	SPA
47	SHRI.P.ELANGO VAN	SPA
48	SMT. S.ASHA	SPA
49	SMT. T.CHANDRA	JPA
50	SHRI.R.PRAVEEN KUMAR	JPA
51	SMT. M.ELAVARASI	JPA
52	SHRI.RANJEET KUMAR VARMA	JPA
53	SMT. M. SHAKILA PRIYA	JPA
54	SHRI. ABHIRANJAN PRAKASH	JPA
55	SHRI. ANSHU KUMAR	JPA
56	SHRI. DEEPENDRA SONI	JPA
57	SHRI. RAVI RANJAN KUMAR	JPA
58	SHRI. AMIT KUMAR	JPA
59	KUM. JYOTSNA KRISHNA	JPA
60	SHRI. ARBIND KUMAR	JPA
61	SHRI. VIRENDRA KUMAR SONI	JPA
62	KUM. ARTI KUMARI	JPA
63	SHRI.SUMAN KUMAR	JPA
64	SHRI. B. AKBAR BASHA	JPA
65	SHRI.J.ALEX PAUL	JPA
66	SHRI.J.SUTHEESH	JPA
67	SMT.D.AMIRTHAM	JPA
68	SMT. R.VIJAYAKUMARI	JPA
69	SHRI.JOGINDER	JPA
70	SHRI. ASHU KUMAR	JPA
71	SMT. SELVAKUMARI	OA (MTS)
72	SMT. M.LAKSHMI	OA (MTS)
73	KUM.B.CHITRA	(MTS)
74	SHRI.V.VIPIN	(MTS)

In addition to above, 17 Data Entry Operators and 1 Multi Task Staffs are temporarily employed in this office, whose payment is being made directly by the hiring agency appointed by the Ministry.

**Details of monthly remuneration of officers and staff of Regional Passport Office, Chennai**

S.No.	Category of Officers	Number	Level of Pay
1	Regional Passport Officer	1	Level 12
2	Deputy Passport Officer	2	Level 11
3	Assistant Passport Officer	4	Level 10
4	Senior Superintendents	12	Level 8
5	Superintendents	6	Level 7
6	Stenographer	1	Level 7
7	Senior Hindi Translator	1	Level 7
8	Junior Hindi Translator	1	Level 6
9	Assistant Superintendent	5	Level 6
10	Senior Passport Assistant	15	Level 4
11	Junior Passport Assistant	22	Level 2
12	Office Assistant(MTS)	2	Level 1
13	Multi Tasking Staff	2	Level 1

**Budget allocation to each agency, indicating particulars of all plans, proposed expenditure and reports on disbursements made.**

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

**Abstract of Revised Estimates 2020-2021 and expenditure**

Head	Final Estimates 2020-2021 (in thousands)	Actual Expenditure
Salaries	51520	5,08,86,412
Wages	0	0
Overtime Allowance	0	0
Medical Treatment	430	1,78,730
Domestic Travel Expenses	1600	10,96,067
Office Expenses	10330	98,48,978
Postal Office Expenses	7400	60,90,215
Rent, Rate & Tax	2500	19,49,397
Minor Works	0	0
Professional Service	30	7,650
Information Technology	1000	51,172
Swatchta Action Plan	220	5,08,86,412
Total	75030	7,02,08,253

**The manner of execution of subsidy program, including the amounts allocated and the details of beneficiaries of such program :**

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

Nil

**Particulars of recipients of concessions, permits or authorizations granted by it :**

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

Issue of passports to general public.

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 and submit the passport 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>

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use :**

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

Citizens can obtain information through the website of the office at <http://www.passportindia.gov.in> . Apart from this, Citizens can book an online enquiry appointment and visit the officers on any working day (except Tuesday). Enquiry can also be made through Telephone at the No. 044-28513640, 044-28513639. Some of the instructions are also displayed on the notice boards of the Regional 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. R.Ganesh,  
Assistant Passport Officer,  
Regional Passport Office,  
Rayala Towers 2 & 3, IV Floor,  
158, Anna Salai, Chennai  
600 002, Tamil Nadu  
Phone: 044-28513640,  
28513638 Fax: 44-28513637  
[rpo.chennai@mea.gov.in](mailto:rpo.chennai@mea.gov.in)

**First Appellate Authority :**

Shri S.Koventhan IFS,  
Regional Passport Officer,  
Regional Passport Office,.  
Rayala Towers 2 & 3, IV Floor,  
158, Anna Salai, Chennai  
600 002, Tamil Nadu  
Phone No. 044-28518848 Fax No. 044-28513637  
Email : [rpo.chennai@mea.gov.in](mailto:rpo.chennai@mea.gov.in)

**Such other information as may be prescribed, and thereafter updated every year : Article 4(1) (b) (xvii) of the Right to Information Act, 2005**

All such information as may be prescribed is updated annually on website.