

RIGHT TO INFORMATION

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

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

HISTORICAL BACKGROUND

Passport Office, Dehradun was inaugurated as on 17.06.2008 by Shri Pranab Mukherjee, Hon'ble Union Minister for External Affairs, in presence of Maj. Gen. (Retd.) B.C. Khanduri, Hon'ble Chief Minister of Uttarakhand to cater to the passport needs of the applicants of all the 13 districts of the state of Uttarakhand. It functions as a subordinate office of Ministry of External Affairs under the Central Passport Organization.

Passport Office Dehradun has one Passport Seva Kendra located at Dehradun. Also, there are 06 Post Office Passport Seva Kendras, one each at Almora, Nainital, Kathgodam, Rudrapur, Roorkee and Srinagar. These Post Office Passport Seva Kendras were opened in 2018 in partnership with the Department of Posts.

ORGANISATION

This office has a total of 20 officers and staff members. The hierarchy at the Passport Office, Dehradun is following:-

1. Passport Officer
2. Assistant Passport Officer
3. Senior Superintendent
4. Superintendent
5. Junior Translation Officer
6. Assistant Superintendent
7. Senior Passport Assistant
8. Junior Passport Assistant

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of India residing in the 13 districts of the state of Uttarakhand.

Powers and Duties of the employees of the Passport Office, Dehradun

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

Passport Officer has been designated as Head of the Office. For the smooth running of the office, certain financial powers have been delegated. The financial powers of employees of Passport Office have been detailed in the 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

Procedure to be followed in the decisionmaking process, including channels of supervision and authority.

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

The Passport Office, Dehradun follows the procedure as indicated in Passport Manual 2016 for decision making in issuance of passports. The officers from the Superintendent to 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 Assistant, Junior Passport Assistant posted in the Sections in accordance with Passport Act, Passport Rules and the Passport Manual.

WORK FLOW CHART OF PASSPORT OFFICE, DEHRADUN

Passport applications are accepted at Passport Seva Kendra located at 24-A, NCR Plaza, New Cantt Road, Hathibarkala, Dehradun for which the applicants need to book appointments online at www.passportindia.gov.in.

1. Counter-A

- Scrutiny of Passport Application by TCS staff
- Receipt of Passport application, Data verification, scanning and cash collection by TCS Staff

2. Counter-B

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

3. **Counter-C**
 - Granting and index checking the Passport application by the Granting Officer simultaneously (Government official).
 - Police verification sent to concern district electronically
4. **Exit Counter**
 - Receipt of acknowledgement issued to applicant.
5. **Receipt of Police verification electronically.**
6. **Printing of Passport.**
7. **Lamination of Passport and its Quality checking.**
8. **Stamping of Signature of PIAs on Passport.**
9. **Passport delivery by dispatch.**

PCC applications are processed in Passport Seva Kendra and all the 06 POPSKs. The office also follows the guidelines issued by other departments, particularly the Cabinet Secretariat (at <http://www.mpa.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 Passport Office, Dehradun 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> rules, regulations, instructions, manuals and records held by or under the control of the Passport Office, Dehradun 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, instructions and orders of the Government of India, such as Civil

Services(Conduct Rules), Central Civil Service (Leave Travel Concession) Rules, Central Services(Leave) Rules, Central Civil Services(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. 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 Passport Office, Dehradun uses various Central Acts, Rules, Codes, Regulations, etc. In so far as the administrative side is concerned, it uses the following Rules in the discharge of its functions –

- CCS (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, 1978
- House Building Advance Rules
- CCS (Revised Pay) Rules, 1997
- Central Treasury Rules

Directory of officers and employees and monthly remuneration as on 30.05.2017
Article 4(1) (b) (ix) & (x) of the Right to Information Act, 2005

Details of officers and staff of Passport Office, Dehradun

Sl. No.	Cadre/Post	Number	Pay Level
1.	Passport Officer	01	GP 7600
2.	Assistant Passport Officer	02	GP 5400
3.	Sr. Superintendent	02	GP 4800
4.	Superintendent	01	GP 4600
5.	Junior Translation Officer	01	GP 4200
6.	Assistant Superintendent	02	GP 4200
7.	Senior Passport Assistant	07	GP 2400
8.	Junior Passport Assistant	04	GP 1900

List of Officers/Officials

Sl.No.	Name of the Official	Designation	
1.	Shri Vijay Shanker Pandey	Passport Officer	Level-12(67700-208700)
2.	Shri Sunil Kumar Bhargava	Assistant Passport Officer	Level-10(56100-177500)
3.	MsPrafullMisra	Assistant Passport Officer	Level-10(56100-177500)
4.	Shri Tarendra Singh	Sr. Superintendent	Level-7(44900-142400)
5.	Shri Dhan Singh Rana	Sr. Superintendent	Level-7(44900-142400)
6.	Shri Harish Khanna	Superintendent	Level-7(44900-142400)
7.	Shri InderveshTevatia	Junior Translation Officer	Level-6(35400-112400)
8.	Shri Ganesh Kumar	Assistant Superintendent	Level-6(35400-112400)
9.	Shri Vipul Yadav	Assistant Superintendent	Level-6(35400-112400)
10.	Shri Kailash Chandra Bhatt	Senior Passport Assistant	Level-4(25500-81100)
11.	Shri Mahendra Prakash Singh	Senior Passport Assistant	Level-4(25500-81100)
12.	Shri Ravi Kumar Kashyap	Senior Passport Assistant	Level-4(25500-81100)
13.	Shri Atul Krishna Saxena	Senior Passport Assistant	Level-4(25500-81100)
14.	Shri Manish Adhikari	Senior Passport Assistant	Level-4(25500-81100)
15.	Shri Neeraj Kumar	Senior Passport Assistant	Level-4(25500-81100)
16.	Shri Vinod Kumar Meena	Senior Passport Assistant	Level-4(25500-81100)
17.	Shri Vipin Kumar	Junior Passport Assistant	Level-2(19900-63200)
18.	Shri Sanjeev Kumar	Junior Passport Assistant	Level-2(19900-63200)
19.	Shri Lokesh Upadhyay	Junior Passport Assistant	Level-2(19900-63200)
20.	Ms. Krittika Ghosh	Junior Passport Assistant	Level-2(19900-63200)

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

Abstract of budget estimates 2022-2023 and expenditure (in thousands)

Heads Of Account	Budget Estimates 2022-2023	Actual expenditure up to 31.03.2023 (for the FY Feb. 2023)
Salaries	19500	18311
Wages	0	0
OTA	0	0
Medical Treatment	501	484
Domestic Travel Expenses	3475	2550
Postage office	4527	4261
Office Expenses	12003	6496
Rent, Rates, Taxes	4833	3935
Minor Works	0	0
Professional Services	499	187
Information Technology (Office expenses)	600	90
SAP	300	113
TOTAL	46,238	36,427

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 Applicationsat website <http://www.pasportindia.gov.in>. The same can be done by visitingany Common Service Centre as well.

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

All information regarding issuance of passports and status thereof hasbeen 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 through Enquiry Counters and also by telephone. Citizens can also visit the officers during the office hours on all working days between 1030 to 1230hrs except Thursday. 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.

Appellate Authority:-

Shri Vijay Shanker Pandey
Regional Passport Officer,
Passport Office,
Aroma Hotel Building,
12 New Road,
Dehradun-248001
Email-rpo.dehradun@mea.gov.in

Central Public Information Officer:-

Shri Sunil Kumar Bhargava
Assistant Passport Officer,
Passport Office,
Aroma Hotel Building,
12 New Road,
Dehradun-248001
Email-rpo.dehradun@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.

Public Grievances Officer:-

1. Shri Sunil Kumar Bhargava
Assistant Passport Officer,
Passport Office
Aroma Hotel Building,
12 New Road,
Dehradun-248001

2. Ms.PrafullMisra,
Assistant Passport Officer,
Passport Office
Aroma Hotel Building,
12 New Road,
Dehradun-248001

Statement of the categories of documents that are held by Passport Office, Dehradun under its control. The Passport Office, Dehradun holds the following documents:

- ♣ Copies of reports released by the 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:
 - Personal files and service book (including leave account) of its employees
 - Court related litigation files
 - Procurement of stationary & furniture
 - Electricity and Water Bills
 - Circulars
 - Republic Day & Independence Day Celebration
 - Purchase and distribution of stationary items
 - Maintenance of Annual Confidential Reports
 - Other Miscellaneous matters