

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

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

HISTORICAL BACKGROUND

Regional passport office, Cochin was opened in 1979. It was inaugurated by the then Minister of External Affairs, Sh. Atal Bihari Vajpayee on 13-04-1979 as a subordinate office of Ministry of External Affairs under the supervision of Central Passport Organization. It caters 6 districts viz. Palakkad, Thrissur, Ernakulam, Kottayam, Idukki & Alappuzha of Kerala & the Union Territory of Lakshadweep . 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.

To augment and improve the delivery of passport services to Indian citizens, the Ministry of External Affairs (MEA) launched Passport Seva Project in May 2010. The project has been implemented in a Public Private Partnership (PPP) mode with Tata Consultancy Services, selected through a public competitive procurement process. Under this programme, the sovereign and fiduciary functions like verification, granting and issuing of passport have been retained by MEA. The ownership and strategic control of the core assets including data/information is with MEA.

Passport Seva enables simple, efficient and transparent processes for delivery of pass port and related services. Apart from creating a countrywide networked environment for Government staff, it integrates with the State Police for physical verification of applicant's credentials and with India Post for delivery of passports.

Out of 13 Passport Seva Kendras (PSKs) operationalized in Kerala, Regional Passport Office, Cochin is credited with opening up of 5 PSKs under its jurisdiction

Out of 13 PSKs operationalized in Kerala in January 2012, Regional Passport Office, Cochin is credited with 5 Passport Seva Kendras and 4 Post Office Passport Seva Kendras (POPSKs) under its jurisdiction. The Regional Passport Office, Cochin has jurisdiction over 6 Revenue districts of Central Kerala viz., Alappuzha, Ernakulam, Idukki, Kottayam, Palakkad and Thrissur and 1 Union Territory viz., UT of Lakshadweep.

Name and Address of PSKs

1. PSK, Alappuzha : Alleppey Avenue Centre, Nr.Kannan Varkey Bridge, Beach Road, Alappuzha - 688001.
2. PSK, Aluva : Moosa Vaidyar Memorial Building, Nr.Casino Theatre, Aluva Perumbavoor Road, Aluva – 683101.
3. PSK, Kottayam : 4 Square Plaza, M C Road, Opp Mahadeva Temple, Nagampadam, Kottayam – 686001.
4. PSK, Thrissur : Second Floor, Rowdha Towers, Nr.Railway Station, Poothole Road, Thrissur-680004.
5. PSK, Cochin : Ground Floor, Heera Royale, Airport Seaport Road, Cochin Palace P.O, Karingachira - 682301

Name and Address of POPSKs

1. POPSK, Kavaratti : Head Post Office, Kavaratti, UT of Lakshadweep 682 555.
2. POPSK, Chengannur : Head Post Office, Chengannur, Alappuraha 689 121.
3. POPSK, Kattappana : Head Post Office, Kattappana, Idukki 685 508.
4. POPSK, Palakkad : Head Post Office, Olavakkode, Palakkad 678 002.

ORGANISATION

This office has a total of **60** officers and staff members, **12** DEOs and **6** MTS.

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

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

Other category of employee working in Regional Passport Office, Cochin is Stenographer.

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of 6 districts viz. Palakkad, Thrissur, Ernakulam, Kottayam, Idukki & Alappuzha of Kerala and the Union Territory of Lakshadweep.

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

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

Regional Passport Officers are also delegated 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. The duties of officers and employees of the office flow from the Passports Act and Passports Rules: 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, Cochin follows the rules and procedures indicated in Passports Acts & Rules as elaborated in Passport Manual 2010 with periodical amendments for decision making in issuance of passports. The officers from the Superintendent to Regional Passport Officer level (Gazetted) 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 2010. 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, COCHIN

Passport applications are accepted at 5 Passport Seva Kendras located at Thrissur, Aluva, Kochi, Kottayam and Alappuzha and 4 Post Office Passport Seva Kendras (POPSKs) at Chengannur, Kattappana, Palakkad and Kavaratti, UT of Lakshadweep for applicants who have appointments on the time and date slot booked in 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. Apart from the above, Regional Passport Officer, Cochin has the discretionary power to authorize walk-in tokens on merits to the applicants with ARN sheets and relevant documents between 9:00 am to 12:30 pm without online appointments.

Passport Seva Kendras

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 Kendras, 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 functions

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

The Regional Passport Office, Cochin discharge of its functions as per the norms lay down by the CPV Division, Ministry of External Affairs, New Delhi. It is our endeavour 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>.

Transfer Policy and transfer orders:

Transfer policy and transfer orders are available on the MEA's website <http://www.mea.gov.in>

In so far as the administrative side is concerned, we use 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, Cochin 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) consisting of (6) members of this office 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, Cochin and monthly remuneration as on 01.05.2018

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

Sl. No.	Name of the Official	Designation
1	Prasanth Chandran	RPO
2	Bhanulali	DPO
3	Evilin Daniel	APO
4	A. Rajeswari	APO
5	M. Ashuthosh	APO
6	D. Premalatha	APO
7	K. Nagaraj	APO
8	P.R. Mohanan	Senior Superintendent
9	V.C Prabhakaran	Senior Superintendent
10	S. Sethukumar	Senior Superintendent
11	R. Asamole	Senior Superintendent
12	Anoop Asokan	Senior Superintendent
13	Ansamma K. Abraham	Senior Superintendent
14	M.N. Bertin	Senior Superintendent
15	B. Rajalekshmy	Senior Superintendent
16	C.M. Shine	Senior Superintendent
17	K.I. Ayyappankutty	Senior Superintendent
18	Beena Somasekharan	Senior Superintendent
19	Rema Babu	Senior Superintendent
20	Shiny James	Senior Superintendent
21	K. Muraleedharan Pillai	Superintendent
22	Omana Pradeep	Superintendent
23	K.R. Sheeba	Superintendent
24	K.C. Bindu	Superintendent

25	Sobhana Varghese	Superintendent
26	Sheeba Reghu	Superintendent
27	K.U. Sobhana	Superintendent
28	P.T. Ramesan	Superintendent
29	M.P. Sivakumar	Stenographer Grade I
30	V. Vijayakumar	Assistant Superintendent
31	V.D. Jayachandran	Assistant Superintendent
32	Ashok Nambiar	Assistant Superintendent
33	K. Sreekanth	Assistant Superintendent
34	C.S. Mini	Assistant Superintendent
35	K.S. Seethalakshmi	Assistant Superintendent
36	K.M. Ponnu	Assistant Superintendent
37	Sindhu K.S.	Assistant Superintendent
38	Daisy Jose	Assistant Superintendent
39	K.R. Reena	Assistant Superintendent
40	N.M. Suhara Beevi	Assistant Superintendent
41	P.K. Sudharma	Assistant Superintendent
42	C.V. Vijayalakshmi	Assistant Superintendent
43	T.M. Vasanthakumari	Assistant Superintendent
44	C.C. Mani	Assistant Superintendent
45	K.A. Sarojini	Assistant Superintendent
46	Soumyabrata Sarkar	Assistant Superintendent
47	Abhinav	Assistant Superintendent
48	Manoj K.	Senior Passport Assistant
49	Deepa Raj	Senior Passport Assistant
50	T.K. Sidhardhan	Senior Passport Assistant
51	M.P. Pramodhkumar	Senior Passport Assistant
52	A.K. Bharathan	Senior Passport Assistant
53	A.T. Chandrika	Senior Passport Assistant
54	K. Sujani	Senior Passport Assistant
55	Nipun C.P.	Junior Passport Assistant
56	Vikrant Srivastava	Junior Passport Assistant
57	Monu	Junior Passport Assistant
58	Divya Roy	Junior Passport Assistant
59	Rambilash Kumar Bhaskar	Junior Passport Assistant
60	K.A. Martheena	Junior Passport Assistant

In addition to above, 12 Data Entry Operators and 6 Multi Task Staff 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, Cochin as on 01.05.2018

Sl. No.	Category of Officers	Total Number	Pay
1	Regional Passport Officer	1	Level-12 (78800-209200)
2	Deputy Passport Officer	1	Level-11 (67700-208700)
2	Assistant Passport Officer	5	Level-10 (56100-177500)
3	Senior Superintendent	13	Level-8 (47600-151100)
4	Superintendent	8	Level-7 (44900-142400)
5	Stenographer Grade-I	1	Level-7 (44900-142400)
5	Assistant Superintendent	18	Level-6 (35400-112400)
6	Senior Passport Assistant	7	Level-4 (25500-81100)
7	Junior Passport Assistant	6	Level-2 (19900-63200)

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 Budget Estimates 2018-2019 and expenditure

Head	Budget Estimate 2018-2019 (in thousands of rupees)	Expenditure as on 01.05.2018 (FY 2018-2019) (in rupees)
Salaries	48500	6762149
Wages	0	0
Overtime Allowance	0	0
Medical Treatment	700	0
Domestic Travel Expenses	8000	23894
Office Expenses	7000	447140
Postage Office Expenses	17500	735080
Rent, Rate & Tax	0	0
Minor Works	2500	0
Professional Service	4000	194085
Information Technology	3000	92685
Swachhta Action Plan	500	0
Total	91700	8255033

Information related to procurements

Notice / tender details, bids awarded are available in the government e-procurement (CPP) portal <https://eprocure.gov.in/eprocure/app>

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;

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 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 ben uploaded on website <http://www.passportindi.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 are provided passport issuance information through Enquiry counters and also through telephone. Some of the instructions are also displayed on the notice boards of the Regional Passport Office. Citizens can also visit the officers during the office hours on all working days between 9.15 to 12.30 hrs. Enquiry can also be made at the Tel. No. 0484-2315152.

The Names, designations and other particulars of the Public Information Officers:

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

(a) Current CPIO & FAA:

Central Public Information Officer :

Smt. Bhanulali,
Deputy Passport Officer,
Regional Passport Office,
Panampilly Nagar,
Cochin, Ernakulam-682036.
Phone No. 0484-2315152
Fax No. 0484-2310915
Email : rpo.cochin@mea.gov.in

First Appellate Authority :

Shri Prasanth Chandran,
Regional Passport Officer,
Regional Passport Office,
Panampilly Nagar,
Cochin, Ernakulam-682036.
Phone No. 0484-2315152
Fax No. 0484-2310915
Email : rpo.cochin@mea.gov.in

(b) Earlier CPIO & FAA from 01.01.2015:

Central Public Information Officer :

Smt. Evilin Daniel,
Assistant Passport Officer,
Regional Passport Office,
Panampilly Nagar,
Cochin, Ernakulam-682036.
Phone No. 0484-2315152
Fax No. 0484-2310915
Email : rpo.cochin@mea.gov.in

First Appellate Authority :

Shri Prasanth Chandran,
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Fax No. 0484-2310915
Email : rpo.cochin@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.

Public Grievance Officer :

Smt. Bhanulali,
Deputy Passport Officer,
Regional Passport Office,
Panampilly Nagar,
Cochin, Ernakulam-682036.
Phone No. 0484-2315152
Fax No. 0484-2310915
Email : rpo.cochin@mea.gov.in