

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

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

### **HISTORICAL BACKGROUND**

Passport Office, Jaipur started w.e.f June, 1978. The office offers services to citizen of 35 Districts of Rajasthan. 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.

### **ORGANISATION**

This office has a total of 58 officers and staff members. The hierarchy at the Regional Passport Office, Jaipur 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
9. Office Assistant

### **FUNCTIONS AND DUTIES**

This office deals with the issuance of passport/travel document to the citizens of 35 districts of Rajasthan.

**Powers and duties of the employees of the Regional Passport Office, Jaipur.**

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

Regional Passport Officers have been 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 Rule, 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 is 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 Passport Act and Passport 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, Jaipur 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 Assistant, Junior Passport Assistant posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.

**WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, JAIPUR**

Passport applications are accepted at Passport Seva Kendra (PSKs) located at Jaipur, Jodhpur and Sikar for applicants who have appointments on the time and date slot booked in [www.passportindia.gov.in](http://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 Office (Government official).
3. Counter-C  
Granting and index checking the Passport application by the Granting Officer simultaneously (Government official).  
After granting the applications are returned back to the applicant.
4. Police verification sent to concern district electronically
5. Receipt of Police verification electronically
6. Printing of Passport.
7. Lamination of Passport.
8. Stamping of Passport Officer's signature on Passport.
9. Passport delivery at Counter or by dispatch.
10. Complex policy cases like Double/Multiple Passports, impersonation, etc., are processed at Main office.

PCC Services are also granted at Passport Seva Kendras.

Besides of 3 PSKs (Jaipur, Jodhpur and Sikar), 16 Post Office Passport Seva Kendras (POPSKs) are presently operational under the jurisdiction of Regional Passport Office, Jaipur at following places in collaboration with the Department of Posts:-

- |              |                  |
|--------------|------------------|
| 1. Ajmer     | 9. Hanumangarh   |
| 2. Alwar     | 10. Jaisalmer    |
| 3. Barmer    | 11. Jhunjhunu    |
| 4. Bharatpur | 12. Kotputli     |
| 5. Bikaner   | 13. Nagaur       |
| 6. Churu     | 14. Pali         |
| 7. Dausa     | 15. Sirohi       |
| 8. Dholpur   | 16. Srigangangar |

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 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.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 Regional Passport Office, Jaipur discharge of its functions as per the norms lay down by the PSP 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>. Rules, regulations, instructions, manuals and records held by or under the control of the Regional Passport Office, Jaipur 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 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.

**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, Jaipur 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, 2017  
Delegation of Financial Power Rules  
House Building Advance Rules  
CCS (Revised Pay) Rules, 2016  
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 Ministry or under its control.**

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

The Regional Passport Office, Jaipur holds the following documents:  
Copies of Reports released by our Ministry.  
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:**

Appointments of staff  
Personal files and Service Books (including leave account) of its employees.  
Court related litigation files  
Continuation of temporary posts  
Procurement of stationary and furniture  
Electricity and water bills  
Circulars  
Republic Day and Independence Day celebration  
Purchase and distribution of stationary items  
Maintenance of Annual Confidential Reports  
Other Miscellaneous matters.

**Arrangement for consultation with or representation by the Members of the public in relation to formation of its policy or implementation thereof.**

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

The matter is being looked after at the level of the MEA.

Statements 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 bodies are open to the public, or the minutes of such meetings are accessible for public.

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

At the level of this office, in addition to their assigned work, three officials of this office has been constituted to review progress in implementation of Rajbhasha Hindi in day to day official work.

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

**List of Officers/officials with designation as on 21.05.2024**

**Group (A) Gazetted**

1	Sh. Vipul Dev	Regional Passport Officer
2	Sh. Ravi Meena	Deputy Passport Officer
3	Sh. Bhagwan Singh Rawat	Deputy Passport Officer
4	Sh. Jagjeet Singh	Assistant Passport Officer
5	Sh. Naresh Kumar	Assistant Passport Officer
6	Sh. Ashok Kumar Sharma	Assistant Passport Officer
7	Sh. Sharad Gupta	Assistant Passport Officer
8	Sh. Manoj Kumar Sain	Assistant Passport Officer

**Group (B) Gazetted**

1	Sh. Madan Lal Bairwa	Senior Superintendent
2	Mrs. Monika	Senior Superintendent
3	Sh. Siya Ram Meena	Senior Superintendent
4	Sh. Shri Narayan Meena	Senior Superintendent
5	Sh. Suresh Kumar	Senior Superintendent
6	Sh. Ram Niwas Meena	Senior Superintendent
7	Sh. Amit Kumar Saini	Senior Superintendent
8	Sh. Mohindra Joshi	Superintendent
9	Sh. Ashu Kumar	Superintendent
10	Sh. Naresh Kumar	Superintendent

**Group (B) Non – Gazetted**

1	Sh. Keshar Singh Chauhan	Stenographer-I
2	Sh. Suresh Kumar Meena	Assistant Superintendent
3	Sh. Jaiveer Singh	Junior Translation Officer
4	Sh. Achint Jindal	Assistant Superintendent
5	Sh. S.S.H. Rizvi	Assistant Superintendent

6	Sh. Rajeev Panwar	Assistant Superintendent
7	Sh. Kailash Chandra Meena	Assistant Superintendent
8	Sh. Rodu Ram Bairwa	Assistant Superintendent
9	Sh. Nirmal Goyal	Assistant Superintendent
10	Ms. Sulochana Gurjar	Assistant Superintendent
11	Sh. Prahlad Meghwal	Assistant Superintendent

### **Group (C) Non – Gazetted**

#### **Senior Passport Assistants**

1	Sh. Shimbhu Kumar Sharma
2	Sh. Om Prakash Bhardwaj
3	Sh. Gopal Singh Gurjar
4	Sh. Dungar Singh
5	Sh. Jagan Singh
6	Sh. Rahul Singh
7	Sh. Ritesh Kumar Gupta
8	Sh. Narsi Ram Bairwa
9	Sh. Akhilesh Kumar Singh
10	Sh. Manish Kumar
11	Sh. Laxminarayan Saini
12	Sh. Naveen Kumar
13	Sh. Anil Kumar
14	Sh. Javed Ahmed Bhati
15	Sh. Mahipal Singh Mahala
16	Sh. Manoj Katara

#### **Junior Passport Assistants**

1	Sh. Lokendra Singh
2	Sh. Abhishek
3	Sh. Umesh Kumar
4	Smt. Dolly Grover
5	Sh. Mohit Parchwani
6	Sh. Neeti Raj Singh
7	Ms. Priyanka
8	Sh. Shubham Mishra
9	Sh. Sachin Yadav
10	Ms. Chandrika Shringi

#### **Driver**

1. Sh. Kedar Lal Sharma

#### **Office Assistant/Multi Tasking Staff**

- 1 Smt. Sushma Kumari Yadav
- 2 Sh. Ashok Kumar Meena

**Detail of Pay level of officers and staff of Passport Office, Jaipur: -**

<b>SL.No.</b>	<b>Category of Officers</b>	<b>Pay Level</b>	<b>Sanctioned Strength</b>	<b>Working Strength</b>
1	Regional Passport Officer	12	1	1
2	Deputy Passport Officer	11	2	2
3	Assistant Passport Officer	10	4	5
4	Senior Superintendent	8	9	7
5	Superintendent	7	9	3
6	Junior Translation Officer	6	1	1
7	Assistant Superintendent	6	12	9
8	Stenographer	6	1	1
9	Senior Passport Assistant	4	18	16
10	Junior Passport Assistant	2	18	10
11	Office Assistant	1	5	2
12	Driver	4	0	1

**Budget allocate 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 2023-24 and expenditure.**

<b>Head</b>	<b>Budget Estimates (BE) (in thousand)</b>	<b>Revised Estimates (RE) (in thousand)</b>	<b>Final Estimates (FE) (in thousand)</b>
Salaries	31000	30000	29065
Rewards	250	6000	5607
Allowances	22000	21500	21258
LTC	100	60	60
Wages	0	0	0
Medical Treatment	1000	700	346
Domestic Travel Expenses	9000	7700	7700
Office Expenses	10000	10000	10000
Fuel & Lubricants	0	0	0
Repair & Maintenance	0	200	200
Other Revenue Expenditure	0	0	0
Postal & Freight Charges for travel documents	14000	19000	19000
Rent, Rates & Taxes for Land & buildings	6500	3700	3700
Minor Civil & Electric works	4000	9800	7545
Professional Services	1000	1300	1300
Digital Equipment	200	200	200
Swachhta Action Plan (SAP)	200	100	100
Printing & Publication	0	0	0
<b>TOTAL</b>	<b>99250</b>	<b>110260</b>	<b>106081</b>

**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 applications have to appear in person at Passport Seva Kendra/Post Office Passport Seva Kendra and submit the Passport Applications. No travel agent is recognized to deal with this office with effect from 07/02/2012 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.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 0930 to 1230hrs with prior appointment only. 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 Vipul Dev, IFS**

Regional Passport Officer  
Regional Passport Office,  
J-14 Jhalana Institutional Area,  
Jhalana Doongari,  
Jaipur, Rajasthan-302004  
Phone No. 0141-2702515  
Fax No. 0141-2710219  
E-mail: [rpo.jaipur@mea.gov.in](mailto:rpo.jaipur@mea.gov.in)

**Central Public Information Officer:-**

**Sh. Sharad Gupta**

Assistant Passport Officer  
Regional Passport Office,  
J-14 Jhalana Institutional Area,  
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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:-**

**Shri Vipul Dev, IFS**

Regional Passport Officer

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