

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

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

HISTORICAL BACKGROUND

Passport Office, Kota was inaugurated on 29th September, 2023 as the second Passport Office in Rajasthan and 37th in India, the office offers services to citizen of 12 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 10 officers and staff members. The hierarchy at the Regional Passport Office, Kota includes the following stages:-

1. 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 in the 12 districts of Rajasthan.

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

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. The duties of officers and employees of the office flow from the Passport Act and Passport 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, Kota 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, KOTA

Passport applications are accepted at Passport Seva Kendra (PSKs) located at Udaipur and Front Office, Kota for applicants who have appointments on the time and date slot booked in www.passportindia.gov.in. Apart from the online booking, certain categories of passport applicants can walk in with ARN sheets and relevant documents without online appointments, details of which are mentioned in the above website under Regional Passport Office, Kota.

1. Counter-A

Scrutiny of Passport Application by TCS staff at PSK Udaipur and by MEA staff at Front Office, Kota .

Receipt of Passport application, Data verification, scanning and cash collection by TCS Staff at PSK Udaipur and by MEA staff at Front Office, Kota.

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.

8. Lamination of Passport.

9. Stamping of Passport Officer's signature on Passport.

10. Passport delivery at Counter or by dispatch.

11. Complex policy cases like Double/Multiple Passport, impersonation, etc. are processed at Main office.

PCC Services are granted and delivered across the counter at Passport Office, Kota if the police report for the passport is available in the System.

Besides of 1 PSK and 01 Front Office, 08 Post Office Passport Seva Kendras (POPSKs) are presently operational under the jurisdiction of Regional Passport Office, Kota at following places in collaboration with the Department of Posts:-

1. Banswara
2. Bhilwara
3. Chittorgarh
4. Jhalawar
5. Kankroli
6. Kota
7. Pratapgrah
8. Sawai Madhopur

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 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.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, Kota discharge of its functions as per the norms lay 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 Regional Passport Office, Kota 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 publicdomain 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, Kota 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 followingRules in the discharge of its functions:-

- Medical Attendance
- RulesCCS (CCA) Rules
- CCS (Conduct) Rules
- General Provident Fund Rules
- Leave Travel Concession Rules
- General Financial Rules, 2017
- Delegation of Financial Power
- RulesHouse 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, Kota 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.

The following documents are held by this office:-

Passport Application Forms submitted by the applicants are available in Passport Seva Kendra as well as in Regional Passport Office, Kota based on the status of the application.

Ordinary Passport Booklets.

Official and Diplomatic Passport booklets.

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.

Directory of officers and employees and monthly remuneration as on 10/01/2024

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

Group (A) Gazetted

- | | |
|--------------------------------------|------------|
| 1. Shri Yashwant Mathe | RPO |
| 2. Sh. Vinay Saxena | APO |
| 3. Sh. Prakash Chander Sharma | APO |

Group (B) Gazetted

- | | |
|--------------------------------|------------------|
| 1. Sh. Ajay Kumar Meena | Sr. Supdt |
|--------------------------------|------------------|

Group (B) Non – Gazetted

- | | |
|--------------------------------|--------------|
| 1. Smt. Sharmila Annappa Aduke | Asstt. Supdt |
| 2. Sh. Saurav | Asstt. Supdt |
| 3. Ms. Shivani Aggarawal | Asstt. Supdt |
| 4. Sh. Himanshu Jain | Asstt. Supdt |

Group (C) Non - Gazetted
Senior Passport Assistants

1. Sh. Rakesh Verma

Junior Passport Assistants

NIL

OFFICE ASSISTANT

1. Sh. Manoj Kumar

Details of monthly remuneration of officers and staff of
Passport Office, Kota: -

SL.No.	Category of Officers	Numbers	Pay Level
1	Passport Officer/	1	11
2	Deputy Passport Officer		
3	Assistant Passport Officer	2	10
4	Senior Superintendent	1	8
5	Superintendent	0	7
6	Junior Hindi Translator	0	7
6	Assistant Superintendent	4	6
7	Stenographer	0	6
8	Senior Passport Assistant	1	4
8	Junior Passport Assistant	0	2
9	Office Assistant	1	1
10	Driver	0	4
11	Data Entry Operator/MTS	6	-

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.

HEAD	BUDGET ESTIMATES (BE) (in thousands)	REVISED ESTIMATES (RE) (in thousands)	FINAL ESTIMATE S (FE) (in thousands)
Salaries	4000	Not issued yet	Not issued yet
Allowances	5140		
Rewards	800		
LTC	500		
Medical	225		
DTE/TA	2250		
O.E	5163		
Repair & Maintenance	300		
Postal & Freight Charges for Travel Document	4000		
RRT	4100		
Minor Civil & Electric work	1500		
Information Technology	1000		
SAP	530		
Total	29508		

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 have 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 Yashwant Mathe,
Regional Passport Officer
Regional Passport Office,
E-10B, Exchange Building,
Plot No. SP-1, Road No. 2,
Indraprasth Industrial Area (IPIA),
Kota (Raj)- 324005
Telephone No. 0744-2943382

E-mail: rpo.kota@mea.gov.in

Central Public Information Officer:-

Shri Ajay Kumar Meena,
Senior Superintendent
Regional Passport Office,
E-10B, Exchange Building,
Plot No. SP-1, Road No. 2,
Indraprasth Industrial Area (IPIA),
Kota (Raj)- 324005
Telephone No. 0744-2943382

E-mail: rpo.kota@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:-

Shri Yashwant Mathe,
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E-10B, BSNL Exchange Building,
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