

REGIONAL PASSPORT OFFICE, PUNE

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

Article 4(1)(b)(i): Particulars of organization, functions and duties.

HISTORICAL BACKGROUND

The Regional Passport Office (RPO), Pune works under the Central Passport Organization of the Ministry of External Affairs. RPO Pune was created in 1999 after the bifurcation of the Regional Passport Office, Mumbai. To cater to the increased workload and provide better services to the public, the Regional Passport Office Pune has been functioning at Passport Bhawan, Baner, Pune with a modern, fully equipped, independent office with all amenities for the public since 2019.

ORGANISATION

This office has a total actual strength of 52 staff as on date. The hierarchy-wise details in the Regional Passport Office, Pune is as follows (as on 01.01.2025):

Sl. No.	Name of the Post	Post	Sanctioned Strength	Actual Strength
1.	Regional Passport Officer	Group A	1	1
2.	Deputy Passport Officer	Group A	2	2
3.	Assistant Passport Officer	Group A	3	1
4.	Senior Superintendent	Group B, Gazetted	8	7
5.	Superintendent	Group B, Gazetted	6	2
6.	Assistant Superintendent	Group B, Non-Gazetted	10	6
7.	Junior Translation Officer	Group B, Non-Gazetted	1	1
8.	Stenographer	Group C	1	0
9.	Senior Passport Assistant	Group C	15	14
10.	Junior Passport Assistant	Group C	20	15
11.	Office Assistant/MTS	Group C	4	3
TOTAL			71	52

FUNCTIONS AND DUTIES

This office deals with the issuance of Passport and related services. RPO Pune's main Office is located at Passport Bhawan, Sr. No.5/2/2, Baner-Pashan Link Road, Baner, Pune-411045, Maharashtra. RPO Pune provides passport and related services via the Passport Seva Kendras (PSKs) and Post Office Passport Seva Kendras (POPSKs). There are 2 PSKs (one in Mundhwa, Pune and the other in Solapur) and 17 Post Office Passport Seva Kendras in the 18 Lok Sabha Constituencies spread across 14 districts Pune, Ahmednagar, Aurangabad, Beed, Dharashiv, Jalna, Kolhapur, Latur, Nanded, Parbhani, Sangli, Satara,

Solapur and Raigad. At the same time, eligible applicants outside the jurisdiction of RPO Pune can apply under the Normal scheme only at a PSK or POPSK.

Passport Seva Project:

In recent years, the Government of India has taken many initiatives to usher in an era of e-Governance to improve the delivery of public services. The National e-Governance Plan (NeGP) includes many high-impact e-Governance projects that have been identified as Mission Mode Projects (MMPs). One such project focuses on reforming Passport services in India. A Passport is an essential travel document for those who are traveling abroad for education, tourism, pilgrimage, medical attendance, business purposes, and family visits. During the last few years, the growing economy and spreading globalization have led to an increased demand for Passport and related services. This increasing demand for passports and related services is coming from both large cities and smaller towns, creating a need for wider reach and availability. To augment and improve the delivery of passport services to Indian citizens, the Ministry of External Affairs (MEA) launched the Passport Seva Project (PSP) 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 program, the sovereign and fiduciary functions like verification, granting, and issuing of passports 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 the delivery of passports 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.

The details of PSKs and POPSKs under RPO, Pune are as follows:

Sl. No.	PSK/POPSK	Address
1.	PSK, Pune	Zero One, Sr.No.79/1, Ghorpadi - Mundhwa Road, Pingle Wasti, Opp. Ganga Orchid, Mundhwa, Pune – 411036.
2.	PSK, Solapur	Rippon Hall, City Survey No-6041, Siddeshwar Peth, Solapur – 413001.
3.	POPSK, Pimpri - Chinchwad	PF Post Office, Kharalwadi, Opp. Hindustan Antibiotic Factory, Old Pune Mumbai Highway, Pimpri, Pune –411018.
4.	POPSK, Baramati	Head Post Office, Near Telephone Exchange, Baramati, Pune- 413102.
5.	POPSK, Shirur	Sub Post Office, Revenue Colony, Shirur, Pune - 412210.
6.	POPSK, Ahmednagar	Head Post Office, in front of Booth Hospital, SBI Main Br. Chowk, Ahmednagar – 414001.

7.	POPSK, Srirampur	Head Post Office, Nevasa Road, Shrirampur, Ahmednagar – 413709.
8.	POPSK, Satara	Office of the Senior superintendent of Post, Satara Division, Head Post Office, Powai Naka, Shivaji Circle, Satara – 415001.
9.	POPSK, Sangli	Head Post Office, 1st floor, Rajwada Chowk, Sangli – 416416.
10.	POPSK, Madha	Sub Post Office, Madha, Solapur - 413209
11.	POPSK, Pandharpur	Sub Post Office, Navi Peth Pandharpur Urban Bank, Pandharpur- 413304– 413304.
12.	POPSK, Kolhapur	Head Post Office, Raman Mala, Kolhapur-416003.
13.	POPSK, Ichalkaranji	Old Nagar Parishad Building, First Floor, Hall No.06, Ichalkaranji, MH Pin- 416115
14.	POPSK, Latur	Head Post Office, Behind Gandhi Chowk Police Station, Latur - 413512
15.	POPSK, Dharashiv	Head Post Office, S.R.T. Colony, Dharashiv – 413209.
16.	POPSK, Jalna	Head Post Office, Near Shivaji Statue, Jalna-431203.
17.	POPSK, Beed	Head Post Office, Rajuri Base, Beed – 431122.
18.	POPSK, Nanded	Head Post Office Nanded, Near Shivaji statue, Railway Station Road, Nanded. Pin- 431601.
19.	POPSK, Parbhani	Head Post Office, Nanal Peth, Shaniwar Bazar, Parbhani – 431401.

Article 4(1)(b)(ii): Powers and Duties of officers and employees

The Regional Passport Officer is designated as the Head of the Office. For the smooth running of the Office in the region, certain financial powers have been delegated to the Regional Passport Officer. The financial powers of employees of the Passport Office have been detailed in the Delegation of Financial Power Rule, 1978, and subsequent orders issued about the delegation of financial power rules. These powers may be seen in the annexure of delegation of financial rules and Passport rules. The powers and duties of employees of the Regional Passport Office are derived from the Passport Act, of 1967 and subsequent MEA/Government rules mentioned on the Passport India website (www.passportindia.gov.in).

Article 4(1)(b)(iii): Procedure followed in the decision-making process including channels of supervision and accountability

The Regional Passport Office, Pune follows the procedure laid out in the Passport Act of 1967 and various circulars and rules issued by the Ministry of External Affairs from time to time.

WORK FLOW CHART OF PASSPORT OFFICE, PUNE

The applications for passport and related services are accepted at PSKs and POPSKs under RPO Pune. The details of the process are outlined on the Passport India website (www.passportindia.gov.in). The main steps for applying for a passport and related service are:

- i. Online application,
- ii. Submission of application at Passport Seva Kendra (PSK) or Post office Passport Seva Kendra (POPSK),
- iii. Police verification,
- iv. Printing of passport, and
- v. Dispatch by Post.

Article 4(1)(b)(iv): Norms set for the discharge of function

The Regional Passport Office, Pune discharges its functions as per the norms laid out in the Passport Act of 1967 and various circulars and rules issued by the Ministry of External Affairs from time to time.

Article 4(1)(b)(v): Rules, Regulations, Instructions, Manual and Records

Passport Act and associated rules: These are available on the websites of MEA India (www.mea.gov.in) and Passport India (www.passportindia.gov.in).

In addition, the Regional Passport office also follows the relevant rules, regulations, and orders of the Government of India, such as CCS (Conduct) Rules, CCS (LTC) Rules, CCS (Leave) Rules, CCS (Pension) Rules, General Financial Rules, Fundamental, and Supplementary Rules, etc. These rules are already in the public domain. It also takes into account the judgments of the Supreme Court of India and High Courts.

As far as the administrative side is concerned, it follows Medical Attendance Rules, CCS (CCA) Rules, CCS (Conduct) Rules, General Provident Fund Rules, Leave Travel Concession Rules, General Financial Rules, Delegation of Financial Power Rules, House Building Advance Rules, CCS (Revised Pay) Rules, Central Treasury Rules, etc.

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. The Regional Passport Office in Pune holds documents such as copies of reports released by the Ministry of External Affairs (MEA), Parliament Questions related to the Regional

Passport Office sent by MEA, Correspondence with Ministries/ other organizations, departments, state governments, and letters/e-mails, etc.

The Office maintains files relating to the personnel files and Service Book (including Leave Account) of its employees, Court-related litigations files, Procurement of stationery & furniture, Electricity and water bills, CPWD complaints, Circulars, Purchase and distribution of stationery items, Maintenance of Annual Performance Assessment Reports and Other Miscellaneous matters.

Article 4(1)(b)(vi): Categories of Documents

The documents are held by this Office are Scanned Application Forms, Ordinary Passport Booklets, Official Passport Booklets, Diplomatic Passport Booklets.

Article 4(1)(b)(vii): Particulars of Any Arrangements

Arrangement for consultation with, or representation by, the Members of the public in relation to the formulation of policies or implementation thereof is done by the Ministry of External Affairs, Government of India, New Delhi.

Article 4(1)(b)(viii): A statement of the board, councils, committee & other bodies

At the level of this office, one Rajbhasha Karyanvayan Samiti (Official Language Implementation Committee) consisting of 7 members (including the President) of this Office has been constituted to review progress in the implementation of Rajbhasha Hindi in day-to-day work of the office.

Article 4(1)(b)(ix) & (x) : Directory of Officers and Employee and monthly remuneration. **STAFF LIST**

SL. NO.	NAME	DESIGNATION	BASIC PAY
1	Dr. Arjun Deore	Regional Passport Officer	Level 12
2	Smt. Shruti Pandey	Deputy Passport Officer	Level 11
3	Shri M. Madan Singh	Deputy Passport Officer	Level 11
4	Shri A.R. Parameswaran	Assistant Passport Officer	Level 10
5	Shri Rajeev Saxena	Senior Superintendent	Level 8
6	Smt. C. Jayasree	Senior Superintendent	Level 8
7	Smt. P. Mini	Senior Superintendent	Level 8
8	Smt. Sheebaa K. R	Senior Superintendent	Level 8
9	Shri E. M. Venugopal	Senior Superintendent	Level 8
10	Shri Sandeep K. Kushwaha	Senior Superintendent	Level 8
11	Shri Ashok Kumar Meena	Senior Superintendent	Level 8

12	Shri Soumyabrata Sarkar	Superintendent	Level 7
13	Shri Vinod M. Kute	Superintendent	Level 7
14	Shri Deepankar	Assistant Superintendent	Level 6
15	Smt. Carolina Gonsalves	Assistant Superintendent	Level 6
16	Smt Maura Mascarenhas	Assistant Superintendent	Level 6
17	Shri Ravi Kumar Sinha	Assistant Superintendent	Level 6
18	Shri Surendra Netra	Assistant Superintendent	Level 6
19	Shri. Vinay Vashishtha	Assistant Superintendent	Level 6
20	Shri Amresh Singh	Junior Translation Officer	Level 6
21	Shri Hemant E. Gangawane	Senior Passport Assistant	Level 4
22	Shri Shashikant N. Narke	Senior Passport Assistant	Level 4
23	Shri Santosh S. Bhagwat	Senior Passport Assistant	Level 4
24	Shri Jatin R. Pote	Senior Passport Assistant	Level 4
25	Shri Mukesh Kumar	Senior Passport Assistant	Level 4
26	Shri Bharat R. Borade	Senior Passport Assistant	Level 4
27	Shri Kiran A. Jadhav	Senior Passport Assistant	Level 4
28	Shri Santosh S. Sadre	Senior Passport Assistant	Level 4
29	Shri Narendra V. Itraj	Senior Passport Assistant	Level 4
30	Shri Vikas Kaushik	Senior Passport Assistant	Level 4
31	Smt. Priyanka	Senior Passport Assistant	Level 4
32	Shri Ratan Sinha	Senior Passport Assistant	Level 4
33	Shri Amresh Kumar	Senior Passport Assistant	Level 4
34	Shri Ranglal Meena	Senior Passport Assistant	Level 4
35	Shri Sonu Kumar	Junior Passport Assistant	Level 2
36	Shri Dilip W. Kharat	Junior Passport Assistant	Level 2
37	Shri Amit Rathi	Junior Passport Assistant	Level 2
38	Smt. Anita Kumari	Junior Passport Assistant	Level 2
39	Shri Sandeep	Junior Passport Assistant	Level 2
40	Shri Gourav	Junior Passport Assistant	Level 2
41	Shri Anil	Junior Passport Assistant	Level 2
42	Shri Parveen	Junior Passport Assistant	Level 2
43	Shri Satish Kumar Meena	Junior Passport Assistant	Level 2
44	Miss. Neha Raj	Junior Passport Assistant	Level 2
45	Miss. Surabhi Kumari	Junior Passport Assistant	Level 2
46	Shri. Shreyansh Singh	Junior Passport Assistant	Level 2
47	Shri Divyanshu Singh	Junior Passport Assistant	Level 2
48	Md. Sahab Hussain	Junior Passport Assistant	Level 2
49	Shri Aman Yadav	Junior Passport Assistant	Level 2
50	Shri Rahul S. Chavan	Office Assistant	Level 2
51	Shri Sanjay D. Gaikwad	Office Assistant	Level 2
52	Shri Nandu M. Pawale	Office Assistant	Level 2

Article 4(1)(b)(xi) : Budget allocated

Abstract of budget estimates 2023-24 and expenditure (as on 31.12.2024)

HEAD	Budget Estimates 2024-25 (In thousands of rupees)	Actual Expenditure up to 31.12.2024
Salary	25200	20742
Rewards	4450	3419
Allowances	18000	17216
Leave Travel Concession	500	237
Wages	0	0
Medical	700	610
Domestic Travel Expenses	4200	4162
Office Expenses	16500	14088
Fuels & Lubricants	0	0
Repair & Maintenance	500	5
Other Revenue Expenditure	0	0
Postal and Freight Charges for Travel Documents	12000	10191
Rents, Rates and Taxes for Land & Buildings	120	78
Minor Civil & Electric Works	9000	0
Professional Services	100	95
Information Technology (Digital Equipment)	2750	96
Swachhta Action Plan	3500	1391
Motor Vehicles	0	0
Information, Computer, Telecommunication Equipment (ICT)	500	497
Furniture & Fixture	500	0
Total	98520	72827

**Article 4(1)(b)(xiv): Details in respect of the information available to or held by it,
reduced in an electronic form**

The information and status regarding the issuance of passports and related services are available on the Passport India website (www.passportindia.gov.in).

Article 4(1)(b)(xv): Facilities available to Citizens for obtaining information

Citizens can obtain information via the website www.passportindia.gov.in. Apart from this, citizens are provided passport issuance information through Enquiry Counters and also

via telephone, emails (rpo.pune@mea.gov.in), etc. Citizens can also visit the Office during office hours on all working days between 10:00 AM to 12.30 PM. Instructions are also displayed on the notice boards of the Regional Passport Office. Besides, Citizens can obtain information from the various valuable books in the public library which has been set up in the waiting area of the office.

Article 4(1)(b)(xvi): Name, Designation and other particulars of the Public Information Officers

First Appellate Authority	Dr. Arjun Deore, I.F.S. Regional Passport Officer Regional Passport Office, Passport Bhawan, Sr. No. 5/2/2, Baner – Pashan Link Road, Baner, Pune – 411045. Phone No.:- 020 – 27209999 Email ID:- rpo.pune@mea.gov.in
Central Public information Officer	Shri. Amresh Singh, Jr. Translation Officer Regional Passport Office, Passport Bhawan, Sr. No. 5/2/2, Baner – Pashan Link Road, Baner, Pune – 411045. Phone No.:- 020 – 27209999 Email ID :- rpo.pune@mea.gov.in
Assistant Public Information Officer	Shri Shreyansh Singh, Junior Passport Assistant Regional Passport Office, Passport Bhawan, Sr. No. 5/2/2, Baner – Pashan Link Road, Baner, Pune – 411045. Phone No. :- 020 – 27209999 Email ID :- rpo.pune@mea.gov.in

Article 4(1)(b)(xvii) :

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