

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

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

**HISTORICAL BACKGROUND**

The issue of passport is a central subject under the Indian constitution and allotted to the Ministry of External Affairs, Government of India. Passport office, Ghaziabad is one of the Passport Offices functioning under Central Passport Organisation, Ministry of External Affairs.

Passport Office, Ghaziabad came into existence in the month of June , 1997 by bifurcation of Passport Office, Bareilly. It is functioning from the premises of CGO Complex - 1 at Hapur Chungi, Ghaziabad on the 2<sup>nd</sup> and 3<sup>rd</sup> Floor. At Present One Passport Seva Kendra (PSK) is functioning since 13<sup>th</sup> March, 2012 under Ghaziabad passport office located in the building of Pacific Business Park, Sahibabad Industrial Area Site- IV

Jurisdiction: Passport Office, Ghaziabad caters to as many as thirteen (13) districts of Western Uttar Pradesh Namely viz. Agra, Aligarh, Baghpat, Bulandshahar, Gautam Budh Nagar, Ghaziabad, Hathras, Mathura, Meerut, Muzaffarnagar, Hapur, Shamli and Saharanpur.

**ORGANISATION**

Presently, this office has a total of 53 officers and staff members.

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

- Regional Passport Officer
- Deputy Passport Officer
- Assistant Passport Officer
- Senior Superintendent
- Superintendent
- Assistant Superintendent
- Junior Hindi Translator
- Steno
- Senior Passport Assistant
- Junior Passport Assistant
- Office Assistant

**FUNCTIONS AND DUTIES**

This office deals with the issuance of passport/travel document to the citizens of 13 districts of Uttar Pradesh. Powers and duties of the employees of the Regional Passport Office, Ghaziabad.

**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 the 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 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, Ghaziabad follows the procedure indicated in Passport Manual 2010 for decision making in issuance of passports. The officers from the Deputy Passport Officer, Assistant Passport Officer, Senior Superintendent, 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 and office Assistant posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.

## WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, GHAZIABAD

Passport applications are accepted at Passport Seva Kendra Located at Passport Seva Kendra, Block-A Ground Floor, Pacific Business Park, Plot No 37/1, Site IV, Sahibabad Industrial Area, Ghaziabad - 201010 for applicants who have appointments on the time and date slot booked in [www.passportindia.gov.in](http://www.passportindia.gov.in). Apart from the online booking 03

categories of passport applicants can walk in with ARN sheets and relevant documents between 9 to 12 am without online appointments, details of which mentioned in the above website under Regional Passport Office, Ghaziabad.

1. Counter-A  
Scrutiny of Passport Application by TCS staff.
2. Counter-B  
Receipt of Passport application. Data verification, scanning and cash collection by TCS Staff.
3. Counter-C  
Verification of the Passport application by the Verifying Officer (Government official)
  - Granting and index checking the Passport application by the Granting Officer simultaneously (Government official).
4. Police verification sent to concern district electronically.
5. Receipt of Police verification electronically.
6. Printing of Passport.
7. Lamination of Passport.
8. Signature on Passport.
9. Passport delivery at Counter or by dispatch.
10. Manual documents store in Record Section.

**PCC Services are granted and delivered across the counter at Passport Seva Kendra if the report available for the Passport in the System.**

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 the 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 4f1) (b) (iv) of the Right to information Act, 2005**

The Regional Passport Office, Ghaziabad 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 off within stipulated time frame for issuance of passport subject to completion of documentations and usual checks. The norms are available at <http://passportindia.gov.in>. Rules, regulations, instructions, manuals and records held by or under the control of the Regional Passport Office, Ghaziabad 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.me3.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 is under its control as used by its employees for discharge its functions.**

In the discharge of its functions, the Regional Passport Office, Ghaziabad 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, 2005
- Delegation of Financial Power Rules
- Flouse Building Advance Rules
- CCS(Revised Pay) Rules, 1997
- Central Treasury Rules

In addition various Manuals/Circulars etc., issued by our Ministry are also used.  
Article 4(1) (b) (vi) of the Right to information Act, 2005  
Statement of the categories of documents that are held by the Ministry or under its control.

The Regional Passport Office, Ghaziabad holds the following documents:

- ❖ India international Ordinary Passport Booklets.
- ❖ Official Diplomatic Passport Booklets.
- <• Copies of Reports released by our Ministry.
- ❖ Parliament Questions related to Passport Office sent by the Ministry of External Affairs.
- <• Correspondence with Ministries/other organizations, department, state governments and letters/e-mails from individuals seeking information etc.

The administrative side of the office maintains files relating to the following:

- Appointments
- Personal files and service book (including leave account) of its employees
- Court related litigation files
- Continuation of temporary posts
- Procurement of stationery & furniture
- Electricity and water bills
- Circulars
- Republic Day & Independence Day Celebration
- Purchase and distribution of stationery items
- Maintenance of Annual Confidential reports
- Other miscellaneous matters

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

- At the level of this office, one Rajbhasha Kriyanvayan Smiti (Official Language Implementation Committee consisting of some members of this office has been constituted to review progress in implementation of Rajbhasha Flindi in day to day work of the office.

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

The following documents are held by this office:-

- Passport Application Forms (Available in Passport Seva Kendra as well as in Regional Passport Office, Ghaziabad.
- India International Ordinary Passport Booklets.
- Official Diplomatic Passport Booklets.
- Arrangement for consultation with or representation by the Members of the public in relation to formation of Policies or implementation thereof. The matter is being looked after at the level of the MEA.
- Statements of boards, councils, committees and other bodies.

Article 4(1) (b) (ix) of the Right to information Act, 2005  
A directory of officers and employees as 16.05.2018

S N.	Name of officers/employess	Desianation of officers/employees	Telephone numbers
1	Shri Dharmendra Singh	Passport Officer	0120-2701211
2	Shri Subrata Hazra	DPO/In-charae of PSK	0120-2770512
3	Sinri Hariom Gaur	Deputy Passport Officer	0120-2721876 ..

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

Sl. No. Name of the Official Designation

1	Shri Dharmendra Singh	Passport officer
2	Shri Subrata Hazra	Deputy Passport officer
3	Srri Hariom Gaur	Passport officer
4	Shri Manish Kumar	Assistant Passport officer
5	Shri Atanu Mazumdar	Assistant Passport officer
6	Shri B.S.Rawat	Sr. Supdt.
7	Shri. K.S.Bhandari	Sr. Supdt.
8	Shri V.K.Verma	Sr. Supdt.
9	Shri Krishan Kumar	Sr. Supdt.
10	Shri Atul Kumar Saxena	Sr. Supdt.
11	Shri Syed Iftekhar Husain	Superintendent
12	Shri Umesh Prasad	Asstt. Supdt.
13	Shri Vibhuti Bhushan	Asstt. Supdt.
14	Shri Deepak Chandra	Asstt. Supdt.
15	Shri Mohd Imran	Asstt. Supdt.
16	Smt. Cherry Mittal	Asstt. Supdt.
17	Smt. Indu Silswal	Asstt. Supdt.
18	Shri Utkarsh Mishra	Junior hindi Translator
19	Shri Kundan Singh	Senior Passport Assistant
20	Shri Puran Chand kandpal	Senior Passport Assistant
21	Shri Sudhir Kumar Sharma	Senior Passport Assistant
22	Shri Muhammad Murad Shah	Steno
23	Shri Ram Niwas	SPA Ad Hoc
24	Shri Vikas Kumar	SPA Ad Hoc
25	Shri Krishan Kumar	SPA Ad Hoc
26	Shri Brij Gopal Giri	SPA Ad Hoc
27	Shri Shivatosh Kumar	SPA Ad Hoc
28	Shri Jandail Singh	SPA Ad Hoc
29	Shri Devender Kumar	SPA Ad Hoc
30	Shri Parsoon Kumar Malviya	SPA Ad Hoc
31	Shri kamalveer Singh	SPA Ad Hoc
32	Shri Lalit Kumar	SPA Ad Hoc
33	Shri Pawan Kumar	SPA Ad Hoc
34	Shri Manoj Kumar	SPA Ad Hoc
35	Shri Naresh Kumar	Junior Passport Assistant
36	Shri Hemwant Kumar	Junior Passport Assistant
37	Shri Ranjan Kumar Verma	Junior Passport Assistant
38	Smt. Deepa Sharma	Junior Passport Assistant
39	Shri Vikas Kumar	Junior Passport Assistant
40	Shri Manoj Kumar	Junior Passport Assistant
41	Shri Chandan Kumar	Junior Passport Assistant
42	Shri Shahbaj Ahamad	Junior Passport Assistant
43	Shri Chandra Kant Bharti	Junior Passport Assistant
44	Shri Jitendra Panwar	Junior Passport Assistant
45	Shri Ravi Kishan	Junior Passport Assistant
46	Shri Deveshwar Prasad	Junior Passport Assistant
47	Shri Ajay Kumar	Junior Passport Assistant
48	Shri Prem Singh Tamta	Office Assistant
49	Shri Majid Ali	Office Assistant
50	Shri Naresh Kumar	Office Assistant
51	Shri Manoj Kumar Silswal	Office Assistant
52	Shri Lilu Singh	Office Assistant
53	Shri Harjinder Singh	Office Assistant

**Details of monthly remuneration of officers and staff of Passport Office, Ghaziabad:-  
S. No. Category of Officers, Number, Grade Pay (")**

S. No	Category of Officer	Number	Grade Pay
1	Passport Officer		
2	Deputy Passport Officer	1	7600
3	Assistant Passport Officer	2	6600
4	Senior Superintendent	2	5400
5	Superintendent	5	4800
6	Assistant Superintendent	1	4600
7	Junior Hindi Translator	6	4200
8	Steno	1	4200
9	Senior Passport Assistant	16	2400
10	Junior Passport Assistant	12	1900
11	Office Assistant	6	1800
12	Data Entry Operator	4	-

**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.**

**Consolidated Head Wise Expenditure report for 16.05.2018 in rupees.**

S.No.	Heads	BE 2018-19	Total Expenditure up to 16.05.2018	Balance
1	Salary	35,800,000	40,20,686	31,779,314
2	Swachhta Action Plan	5,00,000	0	5,00,000
3	Medical	1,900,000	1,63,520	17,36,480
4	DTE	6,00,000	72,048	5,27,952
5	OE	6,400,000	8,67,349	5,532,651
6	Postal and Freight charges for travel documents	9,000,000	6,91,892	8,308,108
7	Minor Works	4,80,000	0	4,80,000
8	Professional Services	6,40,000	60,870	5,79,130
9	IT	3,00,000	0	3,00,000
	<b>Grand Total</b>	<b>55,620,000</b>	<b>5,876,365</b>	<b>49,743,635</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 and submit the Passport Applications. No travel agent is recognized to deal with this office 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.passportindia.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 9 am to 6 pm.

**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 Dharmendra Singh**

Regional Passport Officer,

Regional Passport Office,

CGO Complex-1, Hapur Road,

HapurChungi, Kamla Nehru Nagar Ghaziabad

Uttar Pradesh- 201002

Phone No. 0120-2701211

Fax No. 0120-2782770

E-mail: rpo.Ghaziabad(S)mea.eov.in

Central Public Information Officer:-

Shri Hariom Gaur  
Deputy Passport Officer  
Regional Passport Office,

CGO Complex-1, Hapur Road,

Flapur Chungi, Kamla Nehru Nagar Ghaziabad

Uttar Pradesh- 201002

Phone No. 0120-2721876

Fax No. 0120-2782770

E-mail: rpo.Ghaziabad@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 us updated every year on \website.

PUBLIC GRIEVANCES OFFICER:-

Shri Vikas Kumar  
Junior Passport Assistant  
REGIONAL PASSPORT OEFICE,

GHAZIABAD

TEL NO-0120-2700320.