

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

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

HISTORICAL BACKGROUND

Passport Office, Lucknow was opened in December 1956 and shifted to its new office building in Vipin Khand, Gomti Nagar, Lucknow on 01-12-2008. This Office deals with passport requests from Bundelkhand, Eastern and Central Uttar Pradesh covering 49 districts. This Office provides passport services to around 9 lakh people every year. Initially the jurisdiction of this office extended to all the districts of UP, UK and MP, but Passport office at Dehradun, Bhopal, Bareilly and Ghaziabad were setup later. At present Five Passport Seva Kendras (PSKs) and Seventeen Post Office Passport Seva Kendras (POPSKs) are functioning under Regional Passport Office, Lucknow. The new Passport Office complex is a modern building with the best of facilities for the public. The new building has a covered area of more than 30,000 sq. ft. which would provide a congenial and convenient ambience to the public and an ideal atmosphere for efficient functioning of the Office. Apart from centralized air conditioning, the amenities would include spacious and comfortable waiting areas, easy access for senior citizens and the physically challenged and adequate parking space of over 6000 sq. ft.

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, 93 Passport Seva Kendra and 188 POPSK have been made operational in the country.

ORGANISATION

This office has a total sanctioned strength of 157 officer & staff whereas presently there are 127 officers & staff members.

The hierarchy at the Regional Passport Office, Lucknow 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. Junior Hindi Translator
8. Senior Passport Assistant
9. Stenographer
10. Junior Passport Assistant
11. Office Assistant

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of 49 districts of Uttar Pradesh.

Powers and duties of the employees of the Regional Passport Office, Lucknow

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. These 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 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, Lucknow follows the procedure indicated in Passport Manual 2016 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, Sr. Passport Assistant, Jr. Passport Assistant posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.

WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, LUCKNOW

Passport applications are accepted at 5 Passport Seva Kendras and 17 Post Office Passport Seva Kendras for applicants who have appointments on the time and date slot booked in www.passportindia.gov.in.

Details of the Passport Seva Kendras:

Five Passport Seva Kendras (PSKs) are located at Lucknow, Lucknow-2, Kanpur, Varanasi, and Gorakhpur.

