

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

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

HISTORICAL BACKGROUND

Regional Passport Office, Madurai was initially bifurcated from Regional Passport Office, Tiruchirappalli and started functioning from 17th December 2007.

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 36 Passport Offices in the country.

Regional Passport Office, Madurai caters to the needs of residents of the districts of Madurai, Dindigul, Theni, Sivagangai, Ramanathapuram, Thoothukudi, Virudhunagar, Tirunelveli, Tenkasi and Kanyakumari.

ORGANISATION

This office has a total of 33 officers and officials.

The hierarchy at the Regional Passport Office, Madurai is as follows:

1. Regional Passport Officer
2. Assistant Passport Officer
3. Senior Superintendent
4. Superintendent
5. Assistant Superintendent
6. Junior Translation Officer
7. Senior Passport Assistant
8. Stenographer Grade D
9. Junior Passport Assistant
10. Multi Tasking Staff

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/ travel document to the citizens of ten Districts (Madurai, Dindigul, Theni, Sivagangai, Ramanathapuram, Thoothukudi, Virudhunagar, Tirunelveli, Tenkasi and Kanyakumari).

Powers and duties of the employees of the Regional Passport Office, Madurai **Article 4(1) (b) (ii) of the Right to Information Act, 2005**

Regional Passport Officers are also delegated as Head of the Offices. For the smooth running of the offices, certain financial powers have been delegated to them. The financial powers of Passport Officer have been detailed in Delegation of Financial Power Rules, 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 officers of Passport Office are derived from the Passports Act, 1967 and Passport Rules, 1980. This 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 Passports 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, Madurai follows the rules and procedures indicated in Passports Act & Rules as elaborated in Compendium of instructions with periodical amendments for decision making in issuance of passports. The officers from the Superintendent to Regional Passport Officer (Gazetted) are designated as Passport Issuing Authorities (PIA) for issuance of passport and to take decisions/actions with the help of Assistant Superintendents, Senior Passport Assistants & Junior Passport Assistants posted in the sections in accordance procedure of office manual. Passports Act & Rules empower Passport Issuing Authorities (PIA) to impound or revoke passports obtained by suppression of facts or with fake documents or based on inputs received from the other authorities.

WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, MADURAI

Passport applications are accepted at 2 Passport Seva Kendras located at Kochadai, Madurai and Tirunelveli and 8 Post Office Passport Seva Kendras (POPSKs) located at Virudhunagar, Nagercoil, Devakottai, Kodai Road, Rajapalayam, Thoothukudi, Bodinayakanur and Ramanathapuram in respect of applicants who have appointments on the time and date slot booked in www.passportindia.gov.in. Application has to be registered online in the website of the Passport Seva Project and an Application Reference Number (ARN) has to be generated.

Mainly 3 counters are there in PSKs to process application viz.

1. Counter-A

* Receipt of Passport application, Data comparison/modification, scanning, cash collection, capturing of photograph and biometrics (TCS Staff).

2. Counter-B

* Verification of the Passport application by the Verifying Officer (Government official).

3. Counter-C

* Checking of previous records if any and granting the Passport application by the Granting Officer (Gazetted Government official). Police verification if required will be initiated electronically once application is granted.

PCC Services are granted on pre police verification basis at Passport Seva Kendra. On receipt of Clear of Police Verification Report, PCC will be sent to applicants present residence address through Speed Post.

Main office

1. Receipt of Police verification report electronically
2. Printing of Passports
3. Lamination of Passports
4. Stamping office seal & signature on Passports.
5. Passport delivery through speed post.
6. Review of Adverse police reports and follow up action.
7. Processing of Escalated files/complex cases received from PSKs.
8. Administration and Establishment function.
9. Court Cases Dealing Section.

In other administrative matters, Junior Passport Assistants/ Senior Passport Assistants/ Assistant Superintendents submit the files to Superintendent/Senior Superintendent / Assistant Passport Officer who in turn submits it to higher Officer or Passport Officer for approval or orders. 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.cabsec.nic.in>, the Ministry of Parliamentary Affairs at <http://www.mpa.nic.in> and the Ministry of Personnel, Public Grievances and Pensions <http://www.persmin.nic.in>, Ministry of Home Affairs <http://www.rajbhasha.gov.in>, Ministry of Finance <http://www.finmin.nic.in> and Ministry of Health and family welfare <http://www.mohfw.nic.in> etc.

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, Madurai discharge 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>.

The rules, regulations, instructions, manuals and records held by it as under its control as used by its employees for discharging its functions Article 4(1) (b) (v) of the Right to information Act, 2005

Passports Act and Passports Rules:

These are already available on the MEA's website <http://www.mea.gov.in>.

In so far as the administrative side is concerned, we use the following Rules in discharge of its functions:-

- * Medical Attendance Rules
- *CCS(CCA) Rules
- *CCS (Conduct) Rules
- * CCS (Leave) Rules
- *General Provident Fund Rules
- *Leave Travel Concession Rules
- *General Financial Rules, 2005
- *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 RPO or under its control

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

The Regional Passport Office, Madurai holds the following documents:

- The Passports Act, 1967
- The Passports Rules
- Compendium of instructions

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

- Appointments
 - Personal files and service book (including leave account) of its employees
 - Litigations files
 - Procurement of stationery & furniture
 - Electricity and water bills
 - Circulars and Office Memorandums
 - Maintenance of Annual Performance Appraisal Reports
 - Republic Day & Independence Day Celebrations
 - Progressive use of Official Language files
 - Other miscellaneous matters
- * The files are retained for the period specified as per record retention schedule prescribed by Ministry from time to time.

The following documents are held by this office:-

- Ordinary Passport Booklets
- Official/Diplomatic Passport Booklets

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

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

There is no direct dealing with the members of the public in relation to formation of policies or implementation thereof.

Statement 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 are open to the public, or the minutes of such meetings are accessible for public:

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

Nil

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

S.No	Name (S/Shri)	Designation
01	Vasanthan B.	Regional Passport Officer
02	S.Murugesan	Assistant Passport Officer
03	A.Ajoyghoush	Assistant Passport Officer
04	S. Raghupathy	Assistant Passport Officer
05	Lindson Emmanuel D'Souza	Assistant Passport Officer
06	K.Jijy	Senior Superintendent
07	V. Surulirajan	Senior Superintendent
08	N. Parthasarathy	Senior Superintendent
09	L.G.Salilaja	Senior Superintendent
10	J.Leo Catherine Arockiamary	Senior Superintendent
11	N. Manjula	Senior Superintendent
12	S. Vijayarani	Senior Superintendent
13	V.Veeraputhiran	Senior Superintendent
14	N. Anandaraj	Senior Superintendent (Ad-hoc)
15	T.Sathish	Superintendent
16	K. Sakthivel	Superintendent
17	Sunita Meena	Junior Translation Officer
18	N.Subramanian	Senior Passport Assistant
19	M.Srinivasan	Senior Passport Assistant
20	R.Malvizhi	Senior Passport Assistant
21	T.Dhanalakshmi	Senior Passport Assistant
22	M.Malarselvi	Senior Passport Assistant
23	A.Meenakshi	Senior Passport Assistant
24	R.Rajasekar	Senior Passport Assistant
25	S.Revathy	Senior Passport Assistant
26	R.Shadagoapan	Senior Passport Assistant
27	K. Ramesh Reddy	Stenographer Grade D
28	Deepak Kumar	Junior Passport Assistant
29	Sonu Kumar Yadav	Junior Passport Assistant
30	Ranjeet Kumar	Junior Passport Assistant
31	Vikash Kumar	Junior Passport Assistant
32	Santha Kumar .C	Junior Passport Assistant
33	R.Reman	Multi Tasking Staff

In addition to above, 5 Data Entry Operators, 1 Multi Tasking staff are temporarily employed in this office, whose payment is being made directly by the hiring agency appointed by the Ministry.

Details of monthly remuneration of officers and staff of Regional Passport Office, Madurai

S.No.	Category of Officers	Number	Level of Pay
1.	Regional Passport Officer	1	Level – 12
2.	Assistant Passport Officer	4	Level - 10
3.	Senior Superintendent	9	Level - 8
4.	Superintendent	2	Level- 7
5	Junior Translation Officer	1	Level - 6
6	Senior Passport Assistant (MACP)	2	Level - 5
7	Senior Passport Assistant	7	Level – 4
8	Stenographer Grade D	1	Level - 4
9	Junior Passport Assistant	5	Level – 2
10	Multi Tasking Staff	1	Level- 1

Budget allocation to each agency, indicating particulars of all plans, proposed expenditure and reports on disbursements made.

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

Abstract of Final Estimates 2022-2023 and expenditure

<u>Head of Account</u>	<u>Approved Final Estimate 2022-2023</u>	<u>Actual Expenditure 2022-2023</u>
Salaries	34000000	33603580
Medical Expenses	200000	69600
Travel Expenses	4200000	4199091
Office Expenses	6000000	5746557
Postal & Fright charges	11000000	10409036
Rent, Rates & Taxes	384000	384000
Minor Works	0	0
Professional Services	25000	24750
Swachhta Action Plan (SAP)	200000	195400
Information Technology	250000	164180
Total	56259000	54796194

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;

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

Nil

Particulars of recipients of concessions, permits or authorizations granted by it :

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

Issue of passports to general public.

Travel agents are not authorized to submit the passport applications. The passport applicants have to appear in person at Passport Seva Kendra/ Post Office Passport Seva Kendra and submit the passport application.

**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>

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use :

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

Citizens can obtain information through the website of the office at <http://www.passportindia.gov.in>. Apart from this, citizens are provided passport issuance information through Enquiry counters and also through telephone. Some of the instructions are also displayed on the notice boards of the Regional Passport Office. Applicants can also visit to this offices during the office hours on all working days except Wednesday between 9.15 am to 12.00 noon Enquiry can also be made at the Tel . No. 0452-2521205, 0452-2520795.

The Names, designations and other particulars of the Public Information Officers:

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

Central Public Information Officer :

Shri. V. Surulirajan
Senior Superintendent
Regional Passport Office
Bharathi Ula Veethi,
Race Course Road
Madurai 625 002
Tamilnadu
Phone: 0452 – 2521205,
Fax: 0452 – 2522070
rpo.madurai@mea.gov.in

First Appellate Authority :

Shri . Vasanthan B.
Regional Passport Officer,
Regional Passport Office,
Bharathi Ula Veethi,
Race Course Road
Madurai 625 002
Tamilnadu
Phone: 0452 – 2520795,
Fax: 0452 – 2522070
rpo.madurai@mea.gov.in

Such other information as may be prescribed, and thereafter updated every year:
Article 4(1) (b) (xvii) of the Right to Information Act, 2005.

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