

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

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

Ministry of External Affairs (MEA) has designed Passport Office Srinagar as one of the “Passport Issuing Authority” with office at Srinagar. Presently Passport Office Srinagar operates from a rented building of Hotel lake Breeze, Boulevard Road, Srinagar. Passport Bhawan Srinagar is being constructed at Rajbagh Srinagar. The jurisdiction of Passport Office Srinagar is limited to the Districts of Kashmir and Ladakh regions as mentioned below:-

- Anantnag
- Awantipora
- Bandipora
- Baramulla
- Budgam
- Ganderbal
- Handwara
- Kargil
- Kulgam
- Kupwara
- Leh
- Pulwama
- Shopian
- Sopore
- Srinagar

ORGANISATION

This office is having a total authorized strength of 25 officers and other officials as on **31.12.2018**.

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

1. Regional Passport Officer
2. Assistant Passport Officers
3. Senior Superintendents
4. Assistant Superintendents
5. Stenographer-D
6. Senior Passport Assistants
7. Junior Passport Assistants
8. Office Assistant/MTS

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/travel document to the citizens of India living in 14 Districts of Jammu & Kashmir.

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

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

Regional Passport Officer is designated as Head of the Office for the smooth running of the office; 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 are already on the MEA's website www.passportindia.gov.in. The duties of officers and officials 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, Srinagar follows the procedure indicated in Passport Manual 2016 (Restricted) 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 Superintendents, Sr. Passport Assistants and Jr. Passport Assistants posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.

In addition to the passport related work, this office also issues permits for Cross-LoC Travel. Regular meetings are held between the Designated Authorities of two sides at Kaman Post on fortnightly basis and documents of passengers of both sides are exchanged. The Passport Office Srinagar is the "Designated Authority" in this regard. Passengers are issued permits for LoC crossing via following crossing points:-

1. **KAMAN, Uri District Baramulla (Every Monday): Srinagar- Muzaffarabad Bus.**
2. **TEETWAL, Karnah District Kupwara (May to October on fortnightly basis).**

WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, SRINAGAR

Passport applications are accepted at One (01) Passport Seva Kendra located at Srinagar and (03) Post Office Passport Seva Kendras located at Baramulla, Anantnag and Leh respectively for applicants who have appointments on the time and date slot booked at www.passportindia.gov.in.

Workflow chart of PSKs:

1. Counter-A

- Scrutiny of Passport Application by TCS staff,
- Receipt of Passport application, Data verification, scanning and cash collection by TCS Staff.

2. Counter-B

- Verification of the Passport application by the Verifying Officer (Government official) (From Junior Passport Assistant to Asst. Superintendent).

3. Counter-C

- Granting and index checking of the Passport application by the Granting Officer simultaneously (Government official) (Superintendent and Senior Superintendent).

4. Police verification sent to concerned district electronically.
5. Receipt of Police verification.
6. Printing of Passport through electronic queue management system.
7. Lamination of Passport.
8. Affixing of Signature Stamp on Passport.
9. Passport delivery by dispatch through Speed Post.

PCC Services are granted and delivered across the counter at Passport Seva Kendra, if the police report is available as 'clear' for the same Passport in the System.

In other administrative matters, Dealing Assistant submits the files to Sr. Superintendent/Assistant Passport Officer who in turn submits to the Regional 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://mpa.nic.in>, the Ministry of Parliamentary affairs at <http://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, Srinagar discharges of its functions as per the norms laid 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 as per citizen charter issued by MEA 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/ under the control of the Regional Passport Office, Srinagar 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, and 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 under its control as used by its employees for discharging its functions.

In the discharge of its functions, the Regional Passport Office, Srinagar 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
- Delegation of Financial Power Rules
- House Building Advance Rules CCS
- (Revised Pay) Rules, 1997 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.

Regional Passport Office, Srinagar holds the following documents:

- Copies of Reports released by Ministry.
- Parliament Questions related to Passport Office sent by Ministry of External Affairs.
- Correspondence with Ministry/other organizations, departments, state government 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 stationary, furniture and other miscellaneous items. Electricity and water bills
- Circulars
- Republic Day & Independence Day celebrations Purchase and distribution of stationery items
- Maintenance of Annual Performance Appraisal Report Other miscellaneous matters

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

The following documents are held by this office:-

- India International Ordinary Passport Booklets. Official / Diplomatic Passport booklets.

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

At the level of this office, one Nagar Rajbhasha Kriyanvayan Samiti (Official Language Implementation Committee) consisting of (8) members of this office has been constituted to review progress in implementation of Rajbhasha in day to day work of the office.

Directory of officers and employees as on 18.09.2018 Article 4

(1) (b) (ix) of the Right to Information Act, 2005

1.	Shri Brij Bhusan Nagar	RPO
2.	Smt Shabina Firdous	APO
3.	Shri Anil Ananda Suryawanshi	APO
4.	Shri Ghulam Rasool Baba	Senior Superintendent
5.	Shri Ajay Kumar Meena	Asst. Superintendent
6.	Shri Ankit Verma	Stenographer-D
7.	Shri Mushtaq Ahmad Sheikh	Sr. Passport Assistant
8.	Shri Asif Ahmad Shah	Sr. Passport Assistant

9.	Shri Mushtaq Ahmad Mir	Sr. Passport Assistant
10.	Shri Fayaz Ahmad Rather	Sr. Passport Assistant
11.	Shri Shabila Jan	Sr. Passport Assistant
12.	Shri Afaaq Ahmad Wani	Sr. Passport Assistant
13.	Shri Nighat Jan	Sr. Passport Assistant
14.	Shri Gurpurb Singh	Sr. Passport Assistant
15.	Shri Mohd Ayoub Khan	Sr. Passport Assistant
16.	Shri Shakeel Ahmad Dar	Sr. Passport Assistant
17.	Shri Shabia Jan	Sr. Passport Assistant
18.	Shri Fulzar Ahmad Zaz	Sr. Passport Assistant
19.	Shri Shabina Mukhtar	Sr. Passport Assistant
20.	Shri Iffat Manzoor	Sr. Passport Assistant
21.	Shri Manish Kumar Pandey	Jr. Passport Assistant
22.	Shri Manjeet Meena	Jr. Passport Assistant
23.	Shri Anant Veer Rana	Jr. Passport Assistant
24.	Shri Ghulam Hassan Sheikh	Jr. Passport Assistant
25.	Shri Bashir Ahmad Bhat	Office Assistant

In addition to above, 07 Data Entry Operators outsourced employed are working with Regional Passport Office, Srinagar.

Details of monthly remuneration (as per VII Central Pay Commission) of officers and staffs of Passport Office, Srinagar: -
Article 4 (1) (b) (x) of the Right to Information Act 2005

Sl.No	Category of Officers/Officials	No.	Level
1.	Regional Passport Officer	1	12
2.	Deputy Passport Officer	0	11
3.	Assistant Passport Officer	2	10
4.	Sr. Superintendent	1	8
5.	Superintendent	0	7
6.	Assistant Superintendent	1	6
7.	Junior Hindi Translator	0	6
8.	Stenographer-D	1	4
9.	Senior Passport Assistant	14	4
11.	Junior Passport Assistant	4	2
12.	Office Assistant	1	1
13.	MTS (Non-Technical)	0	1
14.	Driver	0	2
<u>Outsourced Employed</u>			
1.	Data Entry Operators	7	-
2.	MTS	0	-

Budget allocated 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.

HEAD	BUDGET ESTIMATES 2018-2019 (IN THOUSANDS)	ACTUAL EXPENDITURE (AS ON 14.09.2018) (IN RUPEES)
Salaries	15400/-	14057740
Wages	80/-	57375
OTA	---	---
Medical	120/-	2545
DTE/TA	2700	2004137
O.E	4800	2873973
Postal & Freight Charges	4500/-	2564095
RRT	5500/-	4129200
Minor	180	---
Professional Services	600/-	268550
IT	350/-	279931
Swachhta Action Plan	500/-	138867
Total	34730/-	26376413

Abstract of Budget estimates 2018-2019 and expenditure:

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 applicants 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 on any passport related work.

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 is available 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 website of the office at <http://www.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 10.00am to 01.00 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 Brij Bhusan Nagar
Regional Passport Officer,
Regional Passport Office,
Hotel Lake Breeze
Boulevard Road, Srinagar
Jammu and Kashmir- 190001
Tel: 0194-2500375,2500173,2500374
Fax:0194-2500373
Email: rpo.srinagar@mea.gov.in

Central Public Information Officer:-

Shri Anil Ananda Suryawanshi
Assistant Passport Officer,
Regional Passport Office,
Hotel Lake Breeze
Boulevard Road, Srinagar
Jammu and Kashmir- 190001
Tel: 0194-2500375,2500173,2500374
Fax:0194-2500373
Email: rpo.srinagar@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 Anil Ananda Suryawanshi
Assistant Passport Officer,
Regional Passport Office,
Hotel Lake Breeze
Boulevard Road, Srinagar
Jammu and Kashmir- 190001
Tel: 0194-2500375,2500173,2500374
Fax:0194-2500373
Email: rpo.srinagar@mea.gov.in

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Events

Longest Off-station Passport Camp and Passport Adalat held at Kargil

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Introduction

Passport Office Srinagar presently operates from rented building at Boulevard Srinagar, Jammu and Kashmir (near Nehru Park). Its jurisdiction is limited to Districts of Kashmir Zone.

Highlights of RPO Processing and Services

Last Year (During 2018)

Applications Received	86,940 (Approx.)
Passports & Misc Services	84,107 (Approx.)

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Office Address

Passport Office

Hotel Lake Breeze,
Boulevard Road, Srinagar
Jammu and Kashmir- 190001

Contact Details

Voice: 0194-2500375, 2500173, 2500374
Fax: 0194-2500373
E-mail: rpo.srinagar@mea.gov.in ,
po.srinagar@passportindia.gov.in
Facebook: [@psksrinagar](http://www.facebook.com/psksrinagar)
Police Division: Nehru Park
Nearest Fire Station: Abi Karipora Dal Lake
Nearest Hospital: SMHS Srinagar

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Jurisdiction (Districts including Police Districts)

Anantnag, Awantipora, Bandipora, Baramulla, Budgam, Ganderbal, Handwara, Kargil, Kulgam, Kupwara, Leh, Pulwama, Shopian, Sopore, Srinagar

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List of Officers

Designation	Name	Phone No.	Fax No.
Passport Officer	Brij Bhusan Nagar	0194-2500375 2500173, 2500374	0194-2500373

Officers Up to APO

Shri Anil Ananda Suryawanshi, **Assistant Passport Officer**
Smt. Shabina Firdous, **Assistant Passport Officer**
Shri G. R. Baba, **Senior Superintendent**

List of Holidays*

Date	Holiday
04/03/2019	Maha Shivratri
21/03/2019	Holi
17/04/2019	Mahavir Jayanti
19/04/2019	Good Friday
18/05/2019	Budha Purnima
05/06/2019	Id-ul-Fitr
12/08/2019	Id-ul-Zuha (Bakrid)
24/08/2019	Janmashtami
10/09/2019	Muharram
08/10/2019	Dussehra
27/10/2019	Diwali (Deepavali)
10/11/2019	Milad-Un-Nabi (Birthday of Prophet Mohammad)
12/11/2019	Guru Nanak's Birthday
25/12/2019	Christmas Day

*Note: In addition to above, Passport Office will be closed on National Holidays i.e. Republic Day (26th January), Independence Day (15th August) and Gandhi Jayanti (2nd October).