

RIGHT TO INFORMATION – Disclosure of information under Article 4(1) (b) of the Right to information Act, 2005 in r/o Passport office, Visakhapatnam.

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

HISTORICAL BACKGROUND

The Passport Office, Visakhapatnam was opened in 1997 as a subordinate office of Ministry of External Affairs under the supervision of Central Passport Organization. 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 in the country.

ORGANISATION

This office has a total of 49 officers and staff members.

The hierarchy at the Passport Office, Visakhapatnam includes the following stages:

1. Passport Officer
2. Dy. Passport Officer
3. Assistant Passport Officer
4. Sr. Superintendent
5. Superintendent

FUNCTIONS AND DUTIES

This office deals with the issuance of passport/Police Clearance Certificate/Back ground verification for Global Entry Programme to the citizens of 5 North coastal districts of Andhra Pradesh i.e, West Godavari , East Godavari, Visakhapatnam, Vizianagaram, Srikakulam and the district of Yanam belonging to union territory Puducherry.

Powers and duties of the employees of the Passport Office, Visakhapatnam

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

Passport Officers have been designated as Head of Office. 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 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 Passport Officer are derived from the Passport Act, 1967. This Act and the 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.

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 Passport Office, Visakhapatnam follows the procedure indicated in Passport Manual 2016 for decision making in issuance of passports. The Officers from Superintendent to 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, SPA and JPA posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.

WORK FLOW CHART OF PASSPORT OFFICE, VISAKHAPATNAM

Passport applications are accepted at Passport Seva Kendras(PSK) located at Visakhapatnam & Bhimavaram and Post Office Passport Seva Kendras (POPSK) located at Srikakulam Vizianagaram, Kakinada, Amalapuram , Rajahmundry & Eluru for applicants who have appointments on the time and date slot booked in www.passportindia.gov.in. Details of the above are also available in the above website under Passport Office, Visakhapatnam.

Flow chart indicating process of passport application at PSK from submission to issuance of the passport as below:

Scrutiny of Passport Application	TCS/DoP Staff (CSE)	Counter - A
Receipt of Passport applications, Data verification, scanning and cash collection	TCS/DoP staff (CSE)	Counter - A
Verification of the Passport application by the Verifying Officer	Government official (VO)	Counter-B
Granting the Passport application by the Granting Officer and index checking simultaneously	Government official (GO)	Counter-C



Police verification sent electronically at the time of granting



Police verification sent manually next day



Receipt of Police verification (Electronically and manually)



Passport Printing Section



Passport Lamination Section



Facsimile signature of PIAS



Delivery at Counter/Dispatch Section & Record Section.

PCC Services:

PCC Services are granted and delivered across the counter at Passport Seva Kendra subject to availability of clear police report of the Passport in the System. If the report is not available/not clear in the system verification is sent electronically to the Special Branch concerned and PCC is issued only after receipt of clear police report.

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 other Departments, particularly the Cabinet Secretariat at <https://cabsec.nic.in>, the Ministry of Parliamentary affairs at <http://www.mpa.nic.in>, the Ministry of Personnel, Public Grievances and Pensions <http://persmin.nic.in> and the Ministry of Home Affairs (Rajbhasha) <https://rajbhasha.nic.in>

Norms set by the Ministry for the discharge of its functions

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

The Passport Office, Visakhapatnam discharge 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 for issuance of passport subject to completion of documentations and usual checks. The norms are available at <http://www.passportindia.gov.in>

Rules, regulations, instructions, manuals and records held by are under the control of the Passport Office, Visakhapatnam 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, 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 as under its control as used by its employees for discharging its functions.

In the discharge of its functions, the Passport Office, Visakhapatnam uses all relevant 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, 2017
- 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 Ministry or under its control.

The Passport Office, Visakhapatnam holds the following documents:

- ❖ Copies of Reports and Circulars released by our Ministry
- ❖ Parliament Questions related to Passport Office sent by Ministry of External Affairs .
- ❖ Correspondence with Ministries/other organizations, departments, state governments and letters/e-mails from individuals seeking information etc.

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

- Personal files and service book (including leave account) of its employees
- Court related litigation files
- Continuation of temporary posts
- Procurement of stationary & furniture
- Electricity and water bills
- CPWD complaints
- Circulars

- Republic Day & Independence Day Celebration
- Purchase and distribution of stationery items
- Maintenance of Annual Confidential reports
- 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 Passport booklets

Diplomatic Passport booklets

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

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)(viii) of the Right to Information Act, 2005

At the level of this office, one Rajbhasha Karyanavayan Samiti (official Language Implementation Committee) consisting of (06) members of this office has been constituted to review progress in implementation of Rajbhasha Hindi in day to day work of the office.

Directory of officers and employees and monthly remuneration as on 31.03.2018

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

S.No	Name of the Officer	Designation
01	Shri NLP Choudhary	PO
02	Sh. K.N.Bhaskara Rao	APO
03	Sh. D.Rama Krishna	APO
04	Smt. Ani Shibu	Sr. Supdt
05	Sh. Shibu John	..
06	Sh. M. Mani	..
07	Sh. J. Chendrasekharan	..
08	Sh. Murugesan	..
09	Smt. Lalam Vijaya	Supdt.
10	Sh. Y.V.Phani	Asst. Supdt.
11	Sh. SBN Murthy	..
12	Sh. N.Srinivasa Rao	Steno Gr.I
13	Smt. Ch. Satyavathi	SPA
14	Sh. N. Prakasha Rao	..

15	Sh. Md. Jabbar Baig	..
16	Sh. P.Nagaraju	..
17	Sh. Ch. Polaraju	..
18	Sh. B. Prasad	..
19	Sh. J. Satthibabu	..
20	Sh. G.S.Kumar	..
21	Sh. N. Srinivasu	..
22	Sh. N. Simhachalam	..
23	Sh. J. Nageswara Rao	..
24	Sh. P. Appala Murthy	..
25	Sh. S.N.Murthy	..
26	Sh. T.Nookaraju	..
27	Sh. A. Jagannadha Rao	..
28	Sh. M. Thrinadha Rao	..
29	Sh. P. Sambasiva Rao	..
30	Sh. PNL Kumar	..
31	Sh. Sanjoy Dewan	JPA
32	Smt. Ch. Umadevi	..
33	Sh. Anjan Kumar Bal	..
34	Sh. V.S.Karthik	..
35	Sh. J. Suthesh	..
36	Sh. J. Alex Paul	..
37	Sh. Ch. Venkata Ramana	..
38	Sh. K. Nagaraju	..
39	Sh. Y. Sreedhar	..
40	Sh. C. Ravikiran	..
41	Sh. Suvajeet Rowl	..
42	Sh. Diwarkar Paul	..
43	Sh. Ajay Kumar Prasad	..
44	Sh. Saptarshi Ghosh	..
45	Sh. S.L.Narayana	..
46	Sh. E. Sanyasi Rao	..
47	Sh. M. Ramakrishna	OA/MTS
48	Sh. Y. Trinadha Rao	..
49	Ms. Asha Rani	MTS

Details of monthly remuneration of officers and staff of Passport Office, Visakhapatnam

Sl.No.	Category of Officers	Number	Level of pay
1	Passport Officer	01	Level-11
2	Asst. Passport Officer	02	Level-10
3	Sr. Superintendent	05	Level-8
4	Superintendent	01	Level-7
5	Asst. Superintendent	02	Level-6
6	Stenographer	01	Level-4
7	Sr. Passport Assistant	18	Level-4
8	Jr. Passport Assistant	16	Level-2
9	Office Assistant and MTS	03	Level-1

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

Abstract of budget estimates 2018-2019 and actual expenditure for the year 2017-18.

HEAD	BUDGET ESTIMATES 2018-2019 (IN THOUSANDS)	Actual Expenditure up to 31.3.2018(for the FY 2017- 2018)(in Rs.)
Salaries	40000	35259485
Wages	0	0
OTA	0	0
Medical	800	263489
DTE/TA	9500	3093334
O.E. & Postage	12000+10000	11408885+14491308
RRT	4800	4304360
Minor	8000	0+1981000
IT	1500	1022926
Professional Services	200	31415
Swachata Action Plan	500	0
Total	87300	71856202

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

Recognition of Travel agents for submission of filled Passport application forms to the Passport Office, Visakhapatnam

Ministry of External Affairs(MEA), CPV Division has not authorized any Travel agents to submit the passport applications on behalf of the applicants. Only the passport applicants have to appear in person at PSK/POPSK and submit the Passport Applications. No travel agent is recognized to deal with this office with effect from 5.8.2011 after the opening of Passport Seva Kendras. Under the new Passport Seva Project (PSP) no role has been envisaged to Travel Agents in submission of passport applications. The role of Travel Agents in the new PSP system is likely to be limited in scope to helping the applicants in filling up or uploading the application forms, internet status enquiry etc.

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.pasportindia.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 by the following means:

- a) Enquiry Counter

- b) Complaint box
- c) Telephone (0891-2745746/747)
- d) Email (rpo.vizag@mea.gov.in)
- e) Register grievance www.passportindia.gov.in - grievance/feedback
- f) PRO(PG)
- g) CPGRAMS
- h) Twitter - <https://twitter.com/rpovizag>

Citizens can also make general enquiries by visiting the Regional Passport Office between 9.30 am. and 12.30 pm on all working days. Some of the instructions are also displayed on the notice boards of the Passport Office.

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

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

First Appellate Authority

Shri NLP Choudary, RPO,
Passport Office,
Marripalem,
Visakhapatnam-530009
Ph No: 0891-2745747
Fax No: 0891-2745748
E-mail: rpo.vizag@mea.gov.in

Central Public Information Officer

Shri D. Ramakrishna, APO
Passport Office,
Marripalem,
Visakhapatnam - 530009
Phone No. 0891-2745747
Fax No. 0891-2745748
E-mail: rpo.vizag@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 are updated every year on website

PUBLIC GRIEVANCES OFFICER

Shri Shibu John, Sr. Supdt.,
Passport Office,
Visakhapatnam
Tel No: 0891-2745746/747