

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

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

Regional Passport Office, Nayapalli, Bhubaneswar-751012
(function under M/o External Affairs, Govt. of India)

HISTORICAL BACKGROUND

Passport Office, Bhubaneswar has been functioning since February 1979. The office provides/offers Passport and related services to the Indian citizen. The issue of Passport is a central subject under the Indian Constitution and allotted to Ministry of External Affairs. Till 1954, this work was continued to be carried out by the respective State Government on behalf of the Ministry. 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 Central Passport and Emigration Organization was created in 1959 as a subordinate office of Ministry of External Affairs. At present there are a total of 37 Passport Offices in the country.

ORGANISATION

There are 21 officers and staff members in Regional Passport Office, Bhubaneswar. The hierarchy of officials are as under:

1. Passport Officer
2. Deputy Passport Officer
3. Assistant Passport Officer
4. Senior Superintendent
5. Superintendent
6. Assistant Superintendent
7. Senior Passport Assistant
8. Junior Passport Assistant
9. Office Assistant

FUNCTIONS AND DUTIES

Management of Passport and related services in the State of Odisha and issue/ provide Passport and related services to the Citizen of India.

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

Article (4)(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 power 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 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, Bhubaneswar follows the procedure established in Passport Manual 2020 for decision making in issuance of passports. The officers from the Superintendent to the 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 posted in the section in accordance with Passport Act, Passport Rules and Passport Manual.

WORK FLOW CHART OF REGIONAL PASSPORT OFFICE, Bhubaneswar

Passport applications are accepted at Passport Seva Kendra (PSK) located at Bhubaneswar and other Post Office Passport Seva Kendras (POPSK) (20 nos, details in Annex-I) from the applicants who have appointments on the time and date slot booked through www.passportindia.gov.in or mPassport mobile application.

PSK-WORK FLOW

1. COUNTER-A

Scrutiny of Passport Application by TCS staff.

Receipt of Passport application, Data verification, scanning of documents, capturing photo and biometric fingerprint of the applicant by TCS Staff.

2. Counter-B

Verification of documents and Passport application by the verifying Officer (Government Official).

3. Counter –C

Index checking and Granting of Passport application by the Granting Office simultaneously (Government official). After granting, hard copy of the applications are returned to the applicant.

4. Police verification sent to concerned district Superintendent of Police electronically in pre and

Post verification cases.

5. Receipt of Police verification electronically.

6. Printing of passport.

7. Lamination of Passport.

8. Stamping of Passport Officer's signature on Passport.

9. Passport delivery at Counter or by dispatch through speed post.

10. Complex policy cases like Double/Multiple Passport, impersonation etc., are Processed at Passport Back Office (PBO).

PCC Services are granted and delivered by Speed post at Passport back office (PBOGO) on receipt of clear police report.

POPSK WORKFLOW (ONLINE MODE)

(Only Normal Applications accepted in POPSK)

1. Scrutiny of Passport Application by Post Office Staff.

Receipt of Passport application, Data verification, scanning, capturing photo and biometric

(Finger print) by Post Office Staff.

2. Verification of the Passport application by the Verifying Officer (Passport Office Staff). Then the application are sent electronically to the Granting Officers at Passport Back office (PBOGO).

3. At PBOGO, Index checking and Granting the Passport application by the Granting Officer simultaneously (Government official).

4. Police verification sent to concerned district Superintendent of Police electronically in pre and

Post verification cases.

5. Receipt of Police verification electronically.

6. Printing of passport.

7. Lamination of Passport.

8. Stamping of Passport Officer's signature on Passport.

9. Passport delivery at Counter or by dispatch through speed post.

10. Complex policy cases like Double/Multiple Passport, impersonation etc. are Processed at Passport Back Office (PBO).

POPSK WORKFLOW (CAMP MODE) (Only Normal Application)

1. Scrutiny of Passport Application by Post Office Staff.

Receipt of Passport application, Data verification, scanning, capturing photo and biometric (Finger print) by Post Office officials.

2. Verification of the Passport application by the Verifying Officer (Passport Office Staff). Then all the application are forwarded manually to PBO.

3. On receipt of these applications, files are scanned in PSP System and sent to PBOGO for Granting.

4. At PBOGO, Index checking and Granting the Passport application by the Granting Officer simultaneously (Government official).

5. Police verification sent to concerned district Superintendent of Police electronically in pre and Post verification cases.

6. Receipt of Police verification electronically.

7. Printing of passport.

8. Lamination of Passport.

9. Stamping of Passport Officer's signature on Passport.

10. Passport delivery at Counter or by dispatch through speed post.

11. Complex policy cases like Double/Multiple Passport, impersonation etc. are Processed at Passport Back Office (PBO).

In other administrative matters, Dealing Assistant submits the files to Sr. Superintendent who in turn submits to the Passport Officer. If necessary, matter is referred to the PSP 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.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 4(1)(b)(iv) of the Right to Information Act,2005

The Regional Passport Office, Bhubaneswar discharge of its functions as per the norms laid down by the PSP 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 or under the control of the Regional Passport Office, Bhubaneswar 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 Central 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, Delegation of Financial Power Rules, Fundamental Rules 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 Regional Passport Office, Bhubaneswar 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, 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 from time to time by the Ministry of External Affairs are also applied.

Statement of the categories of documents that are held by the Ministry or under its control.

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

The Regional Passport Office, Bhubaneswar holds the following documents:

- . Copies of Reports released by the Ministry of External Affairs
- . 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:

- . Appointments of staff
- . Personal files and Service Books (including leave account) of its employees
- . Court related litigation files
- . Continuation of temporary posts
- . Procurement of furniture
- . Purchase and distribution of stationary items
- . Electricity and water bills
- . Circulars
- . Republic Day and Independence Day celebration
- . Maintenance of Annual Confidential Reports
- . Other Miscellaneous matters

The following documents are held by this office:-

- . Booklets for Ordinary passport.
- . Booklets for Official and Diplomatic Passport.

Arrangement for consultation with or representation by the members of the public in relation to formation of its policy or implementation thereof.

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

The matter is being looked after at the level of the MEA.

Statements 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 bodies are open to the public, or the minutes of such meetings are accessible for public.

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

At the level of this office, in addition to their assigned work, two officials are assigned to review progress in implementation of Rajbhasha Hindi in day to day official work.

Directory of officers and employees and monthly remuneration as on 30.6.2020

SL.NO.	NAME OF THE OFFICIALS	DESIGNATION
1.	SH. SUDHANSU SEKHAR MISHRA	PASSPORT OFFICER
2.	SH. ASHOK KUMAR PATTNAIK	ASSISTANT PASSPORT OFFICER
3.	SH. GAURAV KUMAR TYAGI	SENIOR SUPERINTENDENT
4.	SH. RAHUL KUMAR	SENIOR SUPERINTENDENT
5.	SH. LOKANATH DASH	ASSISTANT SUPERINTENDENT
6.	SMT. SEEMA KUMARI	ASSISTANT SUPERINTENDENT
7.	SH. NISHIKANTA SAHOO	ASSISTANT SUPERINTENDENT
8.	SH. BULEI BEHERA	ASSISTANT SUPERINTENDENT
9.	SH. SOUBHAGYA JENA	SENIOR PASSPORT ASSISTANT
10.	SH. DEBASIS SINGH	SENIOR PASSPORT ASSISTANT
11.	SH. KAILASH CHANDRA GIRI	JUNIOR PASSPORT ASSISTANT
12.	SH. BINOD TETE	JUNIOR PASSPORT ASSISTANT
13.	SH. PRATAPA KUMAR SAHOO	JUNIOR PASSPORT ASSISTANT
14.	SH. AKSHAY TOMAR	JUNIOR PASSPORT ASSISTANT
15.	SH. MANOJIT KUMAR DAS	JUNIOR PASSPORT ASSISTANT
16.	SH. RAJA BABU HARIJAN	JUNIOR PASSPORT ASSISTANT
17.	SH. SHOUVIK ADHIKARY	JUNIOR PASSPORT ASSISTANT
18.	SMT. SATYABHAMA DAS	JUNIOR PASSPORT ASSISTANT
19.	SH. AMAR BAHADUR YADAV	JUNIOR PASSPORT ASSISTANT
20.	SH. SEKHAR NAYAK	OFFICE ASSISTANT

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

Details of monthly remuneration of officers and staff of Passport Office, Bhubaneswar: -

SL.NO.	Category of Officers	Numbers	PAY LEVEL
1	PASSPORT OFFICER	1	11
2	ASSISTANT PASSPORT OFFICER	1	10
3	SENIOR SUPERINTENDENT	2	8
4	SUPERINTENDENT	0	7
5	ASSISTANT SUPERINTENDENT	4	6
6	JUNIOR HINDI TRANSLATOR	0	6
7	SENIOR PASSPORT ASSISTANT	2	4
8	JUNIOR PASSPORT ASSISTANT	9	2
9	OFFICE ASSISTANT	1	2
10	DATA ENTRY OPERATOR	3	Outsourced by MEA

The following documents are held by this office:-

Passport application format and other necessary documents submitted by the applicants are available electronically in Passport Seva Kendra as well as Regional Passport Office, Bhubaneswar based on the status of the application

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.

Abstract of budget estimates 2019-2020 and expenditure.

Passport Office, Bhubaneswar		(In Thousand Rupees)	
Year	Sub heads	Final budget grant	Expenditure
2019-2020	SALARIES	14344	14343.504
	WAGES	0	0
	OVERTIME ALLOWANCES	0	0
	MEDICAL TREATMENT	3580	3080.309
	DOMESTIC TRAVEL EXPENSES	1200	1131.362
	OFFICE EXPENSES	4440	4144.501
	RENTS, RATES AND TAXES	151	150.221
	MINOR WORKS	600	568.416
	PROFESSIONAL SERVICES	300	212.4
	INFORMATIONAL TECHNOLOGY	500	320.256
	POSTAGE OFFICE EXPENSES	4500	4024.187
	SWACHHTA ACTION PLAN	242	253.646
	GRAND TOTAL	29857	28228.802

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

Applicants have to submit their passport applications and pay the necessary fee by visiting <http://www.passportindia.gov.in> or by downloading mPassport mobile application. After successful submission of application and submission of necessary fee, applicant has to appear at PSK/POPSK for document verification, photography and biometric. Travel agent are not authorized to deal with the submission of Passport applications w.e.f. 28.05.2012.

Article 4(1) (b) (xiv) of Right to Information Act, 2005.

All information regarding issuance of passports and status thereof have been uploaded on website:- <http://www.passportindia.gov.in>. Applicant can check the status by logging into their account.

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

Citizens can obtain information through the web-site of the Ministry at <http://www.passportindia.gov.in>. Apart from this, citizens are provided passport issuance information through Enquiry Counter/telephone/email. Citizens can also visit the offices during the office hours on all working days between 10:00hrs to 14:00hrs. 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 Right to Information Act, 2005.

Appellate Authority:-

Regional Passport Officer
Regional Passport Office,
A 119, Nayapalli,
Bhubaneswar, Odisha- 751012
Phone No. 0674-2563855
Fax No. 0674-2564460
E-mail: rpo.bbsr@mea.gov.in

Central Public Information Officer:-

Sh. Ashok Kumar Pattanaik
Assistant Passport Officer,
Regional Passport Office,
A 119, Nayapalli,
Bhubaneswar, Odisha- 751012
Phone No. 0674-2563855
Fax No. 0674-2564460
E-mail: rpo.bbsr@mea.gov.in

Such other information as may be prescribed: and thereafter updated the publications every year.

Article 4(1) (b) (xvii) of Right to Information Act, 2005.

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

Annexure - I

PASSPORT SEVA KENDRA (PSK) & POST OFFICE PASSPORT SEVA KENDRAS (POPSK) WORKING UNDER REGIONAL PASSPORT OFFICE, BHUBANESWAR

(A)

Sl. No.	PSK Name
1	Bhubaneswar

(B)

S. No.	POPSK Name
1	Aska
2	Bargarh
3	Baripada
4	Bhadrak
5	Bhawanipatna
6	Bolangir
7	Cuttack
8	Dhenkanal
9	Jagatsinghpur
10	Jajpur
11	Keonjhar
12	Kandhamal
13	Kendrapara
14	Puri
15	Nabarangpur
16	Koraput
17	Rourkela
18	Berhampur
19	Balasore
20	Sambalpur