

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

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

HISTORICAL BACKGROUND

Regional Passport Office, Chandigarh came into existence in the month of September 1969. In 1979 on bifurcation from RPO, Chandigarh, the separate Passport Office was established at Jalandhar. In 2008, Passport office, Amritsar was carved out from Regional Passport Office, Chandigarh & Passport Office, Jalandhar. Since then Regional Passport Office Chandigarh has been catering to ever increasing demand of Passports of three states viz., 11 district of Punjab State, 13 districts of Haryana State and Union territory of Chandigarh. The Regional Passport Office, Chandigarh was first computerized in 1996 by the National Informatics Centre. Earlier the office was functioning in rented building. Since 2004 this office has been operating in the own building with area 972.708 Sq. yds.

No. of passports issued during 2019

676359 Passports

ORGANISATION

Regional Passport Office Chandigarh office has a total working strength of 66 employees including 13 officers and 43 staff members as on 31st March 2020 against sanctioned strength of 127 employees including 37 officers and 90 staff members.

The hierarchy of employees in Regional Passport Office Chandigarh includes following 8 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
8. Junior Passport Assistant
9. Chauffeur
10. Office Assistant

JURISDICTION

This office deals with the issuance of passport/travel document to the citizens of following 11 Districts of State of Punjab, 13 Districts of State of Haryana and Union Territory of Chandigarh.

Districts of Punjab

Barnala
Bhatinda
Fatehgarh Sahib
Ludhiana (City)
Ludhiana (Rural)
Khanna
Mansa
Patiala
Rup Nagar
Sangrur
SAS Nagar

Districts of Haryana

Ambala Rural
Ambala
Fatehabad
Bhiwani
Hisar
Jind
Kaithal
Karnal
Kurukshetra
Panchkula
Panipat
Sirsa
Yamunanagar

Union Territory

Chandigarh

FUNCTIONS AND DUTIES

This office deals with the issuance of:-

- India International ordinary Passport Booklet
- India International Jumbo Passport Booklet
- Official Passport
- Diplomatic Passport
- Police Clearance Certificate (PCC)
- Surrender Certificate
- Apostle and Attestation of Certificates

Powers and duties of the employees of the Regional Passport Office, Chandigarh.**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. This Act and rules is already on the 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, Chandigarh follows the procedure indicated in Passport Manual 2010 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, 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, CHANDIGARH

Passport applications are accepted at Passport Seva Kendra for applicants falling under the jurisdiction of RPO, Delhi as per their appointments in the time and date slot booked on the website www.passportindia.gov.in located at the following locations:-

1. Plot No. 2014 A, Chandigarh Road, Ambala City
2. Plot No-50, Adarsh Lifestyle Mall, Industrial Area Phase II, Chandigarh
3. Akash deep Complex, Gyan Singh Rarewalla Market, Ludhiana
4. POPSK at Head Post Office, Kunjpura Road, Karnal
5. POPSK at Head Post Office, Panipat
6. POPSK at Head Post Office, Yamunanagar
7. POPSK at Head Post Office, Bhiwani
8. POPSK at Head Post Office, Parijat Chowk, Hisar
9. POPSK at Head Post Office, Sirsa
10. POPSK at Head Post Office, Kaithal
11. POPSK at Head Post Office, Bathinda.
12. POPSK at Head Post Office, Ropar
13. POPSK at Head Post Office, Bassi Pathana
14. POPSK at Head Post Office, Malerkotla
15. POPSK at Head Post Office, Patiala

The applicants can also walk in with ARN Sheets for the purpose of issuance of Police Clearance Certificate (PCC).

1. Counter-A

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

2. Counter-B

- Verification of the Passport application & required documents by the Verifying Officer (Government official).

3. Counter-C

Granting and index checking of the Passport application by the Officer concerned having the rank of Deputy Passport Officer/ Assistant Passport Officer/ Senior Superintendent/ Superintendent. In case of any shortcoming in the processing of the case due to requirement of some documents/clarification of applicants, the file has to be kept on hold till completion of documents or necessary confirmation from issuing authorities.

4. Police verification sent to concerned district electronically.
5. Receipt of Police verification electronically.
6. Printing of Passport.
7. Lamination of Passport.
8. Signature of PIAs on Passport.
9. Passport delivery by dispatch or in rare cases on counter.
10. Manual documents stored in Record Section in few cases.

PCC Services are granted on pre police verification Mode in the System.

In other administrative matters, Dealing Assistant submits the files to Superintendent who in turn submits to the Passport Officer. In some of the cases 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.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, Chandigarh discharges its functions as per the norms lay down by the CPV Division, Ministry of External Affairs, New Delhi. It is our Endeavour 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, Chandigarh 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 Regional Passport Office, Chandigarh 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, 2005
- Delegation of Financial Power Rules
- House Building Advance Rules
- CCS (Revised Pay) Rules, 1997 & 2008
- Central Treasury Rules

In addition various Manuals/Circulars etc., issued by our Ministry from time to time Are also used.

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

- Appointments
- Personal Files and service book (including leave account) of employees.
- Court related litigation files.
- Continuation of temporary posts.
- Procurement of Stationery & Furniture.
- Electricity and Water bills.
- Circulars
- 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.
- 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 Kriyanvayan Smiti (Official Language Implementation Committee) consisting of (1) member of this office has been constituted to

Review progress in implementation of Rajbhasha Hindi in day to day work of the office.

The Names of the members of the committee are as follows.

S.No.	Name	Designation
1.	Sibash Kabiraj	Regional Passport Officer
2.	Amit Kumar Rawat	Deputy Passport Officer
3.	Sehdev Kaushik	Sr. Superintendent

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

Directory of officers and employees at RPO, Chandigarh as on 31.07.2020

Sr. NO.	Name	Designation
1.	Sibash Kabiraj	Regional Passport Officer
2.	Amit Kumar Rawat	Deputy Passport Officer
3.	Amarnath	Deputy Passport Officer
4.	G.C. Bagga	Assistant Passport Officer
5.	Neeraj Anand	Assistant Passport Officer
6.	Chander Sen Sharma	Assistant Passport Officer
7.	Madhu Gambhir	Assistant Passport Officer
8..	Dipankar Das	Senior Superintendent
9..	Jagjeet Singh	Senior Superintendent
10.	Jagdish Pal	Senior Superintendent
11	Suman Negi	Senior Superintendent
12	Sadhna Shukla	Senior Superintendent
13.	Sehdev Kaushik	Senior Superintendent
14	P.C.Sah	Assistant Superintendent
15	Sanjay Kumar	Assistant Superintendent
16	Kailash Kumar	Assistant Superintendent
17	Renu Yadav	Assistant Superintendent
18	Jitendra	Assistant Superintendent
19	S.C. Mehta	Assistant Superintendent
20	Ramandeep Kaur	Assistant Superintendent
21	Amrita Sharma	Assistant Superintendent
22	Ram Das	Assistant Superintendent
23	Mamta	Assistant Superintendent
24.	Rajiv Khetarpal	Assistant Superintendent
25.	Sukhdev	Assistant Superintendent
26	Sri Kraishna Jee Pandey	Junior Hindi Translator
27	Rajinder Prashad	Senior Passport Assistant
28	Bhag Singh	Senior Passport Assistant
29	Naresh Kumar	Senior Passport Assistant
30	Sahil Kumar Tahkur	Senior Passport Assistant

31	Roop Lal	Senior Passport Assistant
32	Sukhdev Kumar	Senior Passport Assistant
33	Jaibeer Singh Bhandari	Senior Passport Assistant
34.	Girish Negi	Senior Passport Assistant
35.	Roshan Singh	Senior Passport Assistant
36	Vidya Dutt Joshi	Senior Passport Assistant
37	Ramesh Chandra	Senior Passport Assistant
38	Bhagwati Prashad	Senior Passport Assistant
39	Rakesh Singh	Senior Passport Assistant
40.	Amrik Singh	Senior Passport Assistant
41.	Veena	Senior Passport Assistant
42.	Sunita Kumari	Senior Passport Assistant
43.	Vineet Sain	Senior Passport Assistant
44.	Joginder Kumar	Senior Passport Assistant
45	Anil Sapra	Senior Passport Assistant
46	Ramesh Kumari	Senior Passport Assistant
47.	Varinder Singh	Senior Passport Assistant
48.	Suresh Kumar	Senior Passport Assistant
49.	Kanchan Sharma	Senior Passport Assistant
50.	Rakesh Kumar	Senior Passport Assistant
51.	Gagandeep Narang	Senior Passport Assistant
52.	Pardeep Kumar	Senior Passport Assistant
53.	Sonam Tomar	Senior Passport Assistant
54	Gurdip Singh	Chauffeur
55	Ankit Bhatia	Junior Passport Assistant
56	Karamvir Singh	Junior Passport Assistant
57	Rakesh Mechu	Junior Passport Assistant
58.	Shishu Ranjan Kumar	Junior Passport Assistant
59.	Rakesh Kumar-II	Junior Passport Assistant
60.	Shiv Kumar Singh	Junior Passport Assistant
61.	Kaushalya Devi	Junior Passport Assistant
62.	Malti Devi	Junior Passport Assistant
63	Gajraj Sharma	Junior Passport Assistant
64	Subhash Chandra	Junior Passport Assistant
65	Rakesh Kumar	Office Assistant
66.	Anil Kumar	Office Assistant

In addition, 29 Data Entry Operators are also working in this office.

Details of Pay with Pay Matrix. of officers and staff presently deployed at Passport Office, Chandigarh:-

S. No. Category of Officer Pay level as per 7th CPC Matrix

S. No.	Category of Officer	Pay level as per 7 th CPC Matrix
1.	Regional Passport Officer	14
2.	Deputy Passport Officer	11
3.	Assistant Passport Officer	10
4.	Senior Superintendent	8
5.	Superintendent	7
6.	Assistant Superintendent	6
7.	Senior Passport Officer	4
8.	Stenographer Grade-D	4
9.	Junior Passport Officer	2
10.	Office Assistant	1
11.	Chauffer	4

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.

S. No.	Head of Accounts	Approved Budget Grant for year 2018-2019	Actual Expenditure Incurred upto 31.03.2019
1.	Salaries	5,18,50,000	4,79,41,149
2.	Wages	1,00,000	49,350
3.	O.T.A	0	0
4.	Medical Treatment	6,00,000	5,48,524
5.	D.T.E	80,00,000	60,59,197
6.	O.E	1,39,00,000	1,29,07,512
7.	R.R.T	1,50,000	1,42,516
8.	Postage Office Expense	2,40,00,000	2,27,76,631
9.	Minor Works	46,00,000	0
10.	Professional Services	0	0
11.	Infotech	20,00,000	14,45,726
	Grand Total	10,53,00,000	9,18,70,605

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 designated Passport Seva Kendra and submit the Passport Applications. No travel agent is authorized to deal with this office with effect from 07/02/2012 to submit application at PSKs. Details in respect of the information, available to or held by it, is 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 through Enquiry Counters and also by telephone. Citizens can also visit the officers during the office hours on all working days between 0930 to 1430 hrs except on Wednesdays. Some of the instructions are also displayed on the website 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:-

Sh. Sibash Kabiraj
Regional Passport Officer
SCO 28-32, Sector 34 A,
Chandigarh 160022.
Ph. 0172-2624987, 2624988, 2624989
FAX 0172-2601863
e-mail rpo.chandigarh.nic.in

Central Public Information Officer

Amit Kumar Rawat
Deputy Passport Officer
SCO 28-32, Sector 34 A,
Chandigarh 160022.
Ph. 0172-2624987, 2624988, 2624989 FAX 0172-2601863
e-mail rpo.chandigarh.nic.in

Nodal Officer for Grievances

Sh. Amit Kumar Rawat
Deputy Passport Officer
SCO 28-32, Sector 34 A,
Chandigarh 160022.
Ph. 0172-2624987, 2624988, 2624989
FAX 0172-2601863
E-mail rpo.chandigarh.nic.in