

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

Particulars of organization, function and duties of the Regional Passport office, Srinagar.

HISTORICAL BACKGROUND

The Regional Passport Office Srinagar was created in the year 1979. The issue of passport is in central list of the Constitution of India. Hence the authority to issue passports to the Indian citizens lies with the Government of India, Ministry of External Affairs. MEA has empowered among other PIAs the Passport Officer Srinagar as one such "Passport Issuing Authority" with its office at Srinagar.

In 1990 this Passport office was temporarily shifted to New Delhi due to difficult security scenario prevailing in the valley at that time and functioned there from 1990 to 1994 as the "J&K cell" in Main passport office New Delhi

As the law and order situation improved in J&K, this office was shifted back to Srinagar and since then it is functioning at Srinagar. Presently it operates from Hotel Lake Breeze, Boulevard Srinagar.

Initially passport officer Srinagar was catering to the needs of residents of entire state of Jammu and Kashmir. However in year 1994 another passport office was sanctioned for Jammu Region due to increase of work load at J&K cell New Delhi and due to bifurcation, the jurisdiction of passport office Srinagar is now limited to all districts of Kashmir and Ladakh regions.

Our new building is likely to come up at our new passport office site RajBagh Srinagar on the land taken on lease by MEA from J&K Govt at Rajbagh Srinagar a few years before. Within 2 years Passport Office Srinagar will have its own state of art building at RajBagh Srinagar.

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

Organization:-

Post	Sanctioned strength	Posted strength
RPO	1	1
APO	1	0
SUPERITENDENT	1	0
ASSISTANT	1	2
UDC	3	0
STENO	1	0
LDC	12	2
OFFICE ASSISTANT	0	14
DAFTRY	2	2
PEON	1	1

Functions and duties of various offices

This passport office deals with the issuance of passport/travel documents to the citizens of following 12 Revenue districts:-

1	Anantnag
2	Pulwama
3	Shopian
4	Kulgam
5	Srinagar
6	Budgam
7	Ganderbal
8	Baramulla
9	Bandipora
10	Kupwara
11	Leh
12	Kargil

In all Revenue districts except Srinagar there are “District Passport Application Collection Centers” functional. These are attached to the verification section of concerned District superintendent of police offices. These are commonly known as DPCs. The job of DPC is to collect the passport application in respective District HQRS so that applicants may not have to travel to Srinagar to deposit their passport application form. Each DPC has been given a Code and Serial No to collect new passport application forms from their respective districts, and assign unique file nos to these applications. However the DPCs are not authorized to collect fee in cash. They are only authorized to collect fee in the form of bank drafts.

Only Passport Office Srinagar counter clerks are authorized to collect fee either in cash or DD against computer printed receipt.

Besides the issuance of passports this office also deals with different services on passport like addition of spouse name, ECNR status, additional booklet, etc. Grant of Police Clearance Certificate is a distinct service on passport and is endorsed on passport as well as a separate PCC is issued to the applicant along with the passport. For each Miscellaneous service endorsed on the existing passport fee is Rs.300 (Three hundred only).

In addition to the passport related work, this office also issues permits to the residents living in our jurisdiction for visit to Muzaffarabad i.e. across line of Actual Control and holds regular meeting with Pak Designated Authority at Kaman Post at fortnightly intervals for exchange of passengers from other side. In this meeting the documents of desirous passengers of both sides are exchanged. The Passport Officer is also ‘Designated Authority’ from our side who is authorized to hold meeting with the Designated Authority across on “LOC Aman Sethu Bridge” at Kaman.

Verification of passports:

On submission of passport application form, 2 personal particular (PP) forms are detached from passport application by counter clerk and at the end of the day these are dispatched to ADGP CID. These are received by next day in ADGP CID Hqrs.

MEA makes a payment of Rs 100 (one hundred only) to the police department for each verification done by police. The payment is made at half yearly basis through passport officer Srinagar to Home Dep’t of J&K Police

Financial & other powers of Passport Officer:

All passport officers have been designated as Heads of their respective offices. For smooth running of the offices, certain financial powers have been delegated to them. The financial powers of passport officer etc have been detailed in delegation of financial power rule 1978 and subsequently orders issued in reference to the delegation of financial powers rules. These powers may be seen at Annexure of delegation of financial rules and passport rules. Other powers of the official of passport office are derived from the Passport Act and also from Passport Manual 2001, Circulars and standing orders issued by MEA from time to time. This Act & Rule is already on MEA's website <http://mea.gov.in/>. Thus the duties of officers and employees of this office flow from Passport Act and Passport rules.

Procedures followed in the decision making process, including channels of supervision and authority.

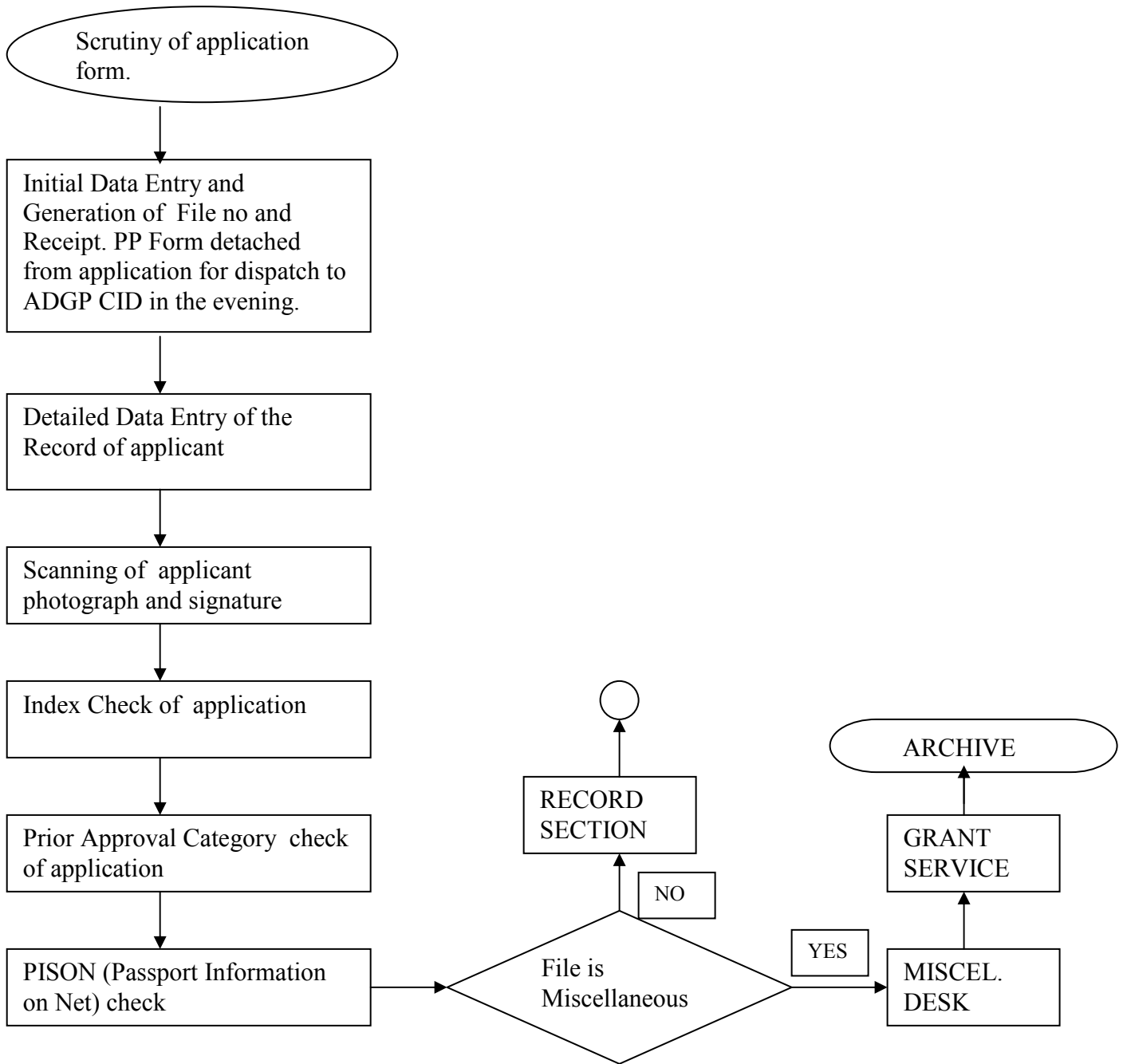
Article 4 (1) (i) (iii) of the Right to Information Act 2005.

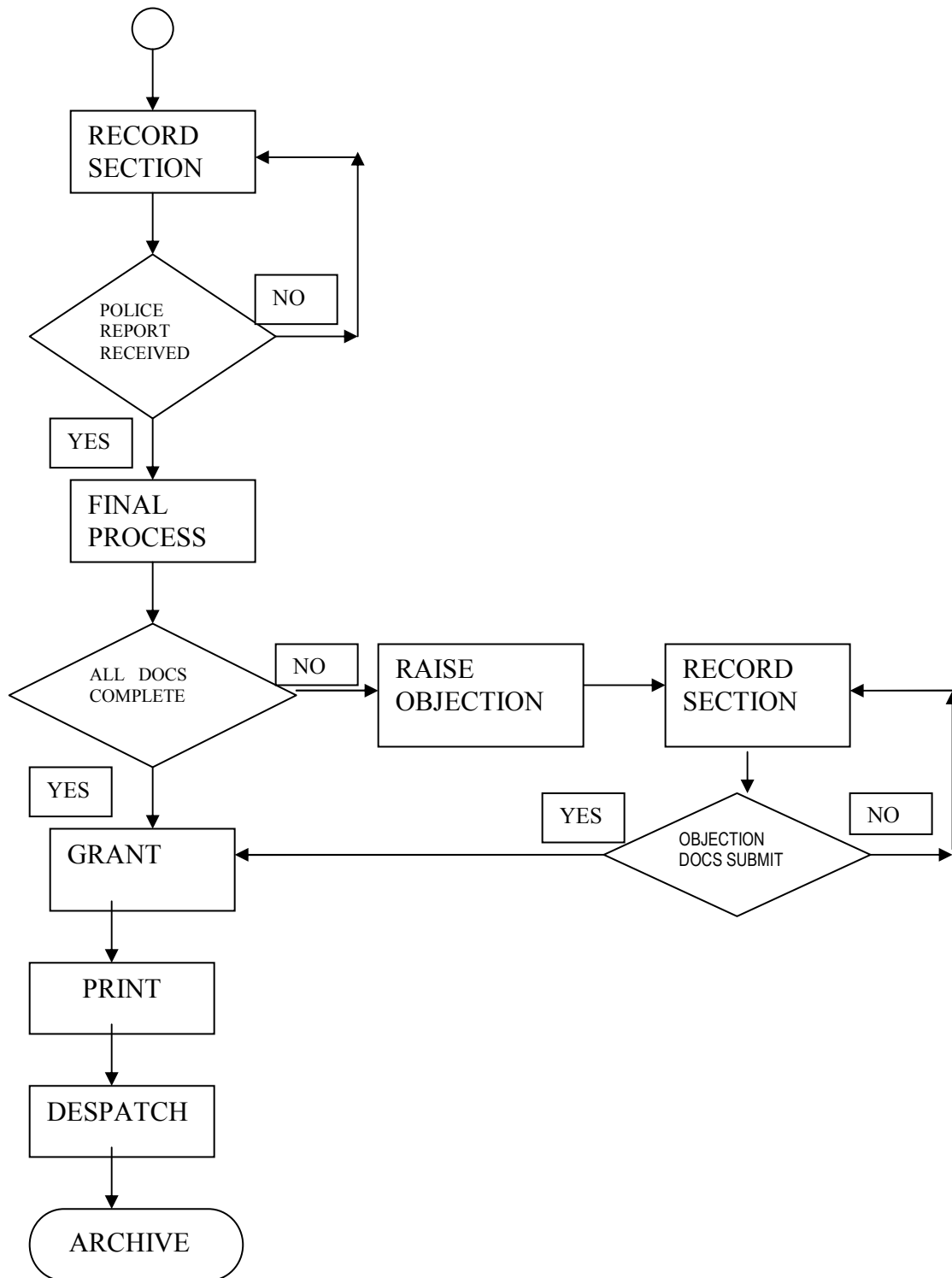
The passport office, Srinagar follows the procedure indicated in passport Manual 2001 for decision making in issuance of passport. Although passport officer up to level of Superintendent have been designated as PIA but in absence of other posts (i.e. not posted) there is one and only one Passport Issuing Authority in passport office Srinagar i.e. Passport Officer Srinagar.

He is presently assisted in his work by two Assistants, who are authorized to sign passports after passport has been granted by passport officer .

Presently there are no UDC's posted; however 2 LDCs, 14 other Office Assistants and 5 Data Entry Operators run the entire show of passport processing.

Work Flow Chart of Passport office, Srinagar

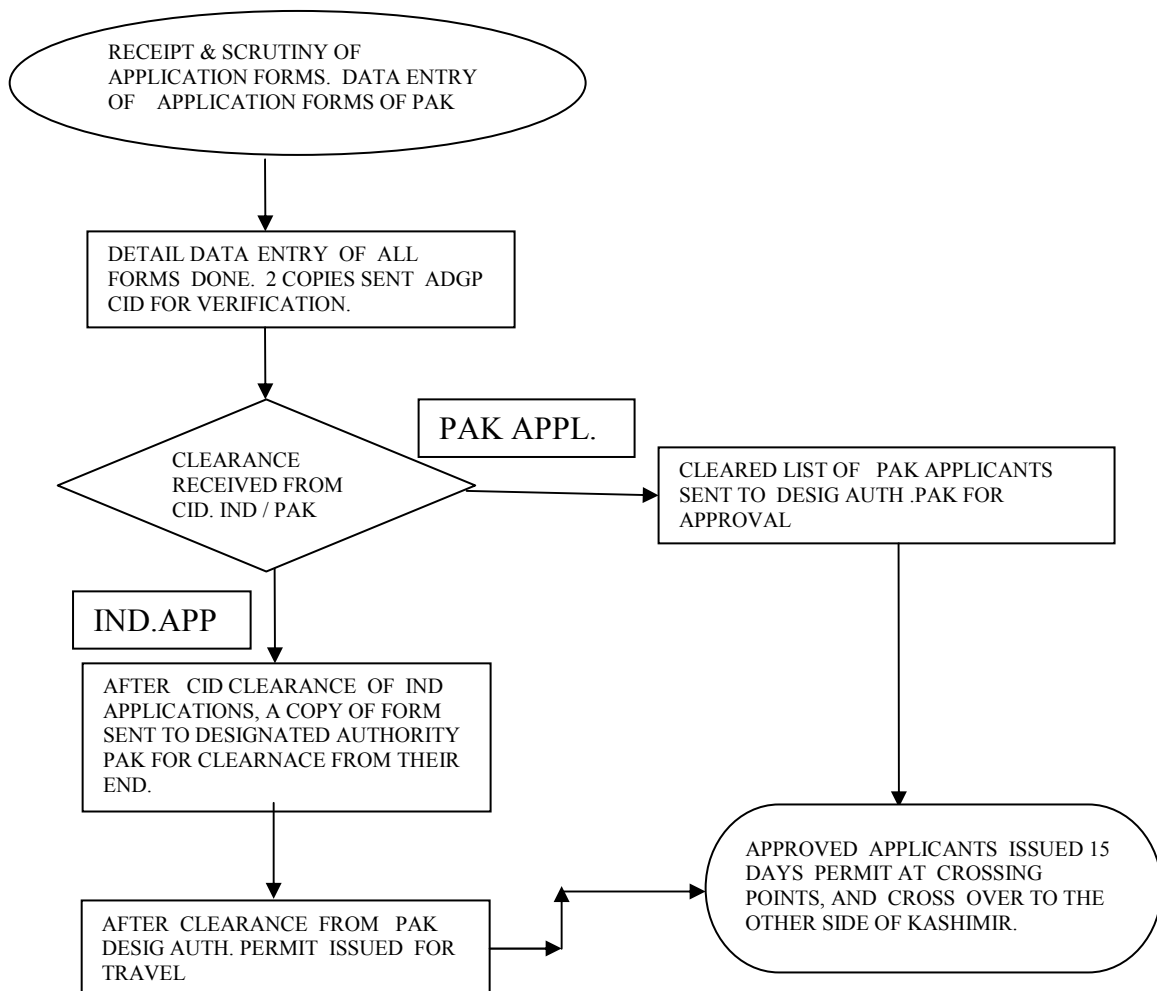




All court cases are dealt by Policy Section which is headed by one Assistant under direct supervision of PIA.

In other administrative matters, concerned dealing Assistants submits the files to PIA if necessary under rules, matter is referred to CPV division MEA for final approval . The office also follows the guide-lines issued by other departments of GOI particularly Cabinet Secretariat <http://www.mpa.nic.in/> in the Ministry of parliamentary affairs <http://www.mpa.nic.in/> and the Ministry of Personnel Public Grievances and pension <http://persmin.nic.in/> and Ministry of Home affairs.

WORK FLOW CHART FOR ISSUE OF LOC PERMITS TO MUZAFFARABAD



During summer passengers of Kashmir division are issued permits through followings crossing points on LOC

- 1. KAMAN**
- 2. TEETWAL**
- 3. SILICOT**

However, during winter, all crossing on LOC take place through Kaman Aman Sethu Bridge.

Permit is allowed to State Subjects/residents of Jammu and Kashmir as defined in JK constitution and article 370 of Indian constitution living on either side of LOC.

This facility is not allowed to other citizens living temporarily in J&K state but do not possess state subject certificate issued by J&K Govt to its permanent residents. Other citizens presently living in J&K must apply for passport in case they wish to visit Muzaffarabad.

REVENUE EARNED :-

PASSPORT OFFICE SRINAGAR		
Time Period	Revenue earned under Tatkal-all categories	Total Revenue i.e. Ordinary + Tatkal + Penalty
Jan `09 to Dec `09	588200	36685235
Jan `10 to 24th Aug `10	1193510	30980640

Budget:-

		PASSPORT OFFICE SRINAGAR BUDGET ALLOCATION & EXPENDITURE						
		Budget Allocation	Expenditure upto 24 th Aug 2010					
			April	May	June	July	Upto 24/8	TOTAL
1	Salaries	5000000	750097	347141	533590	381263	47170	2059261
2	Wages	0	0	0	0	0	0	0
3	Overtime Allowance	15000	0	0	0	0	0	0
4	Medical Treatment	84000	1606	1678	0	2781	4005	10070
5	Domestic Travel Allowance	283000	17434	0	15438	0	0	32872
6	Office Expenses	3291000	768377	535992	389340	252848	155032	2101589
7	Rent,Rates and Taxes	3392000	153930	153930	153930	153930	153930	769650
8	Information Technologies	500000	0	0	8350	0	29200	37550
9	Minor Works	100000	0	0	0	94895	0	94895
	Total	12665000	1691444	1038741	1100648	885717	389337	3414443

Norms set by the Ministry for discharge of its functions Article 4 (1) b(iv) Of the Right to Information Act 2005

The passport office Srinagar discharges its functions as per the norms laid down by the CPV ,Ministry of External Affairs, New Delhi. It is our endeavour that all files are disposed of within stipulated time frame for issuance of passport subject to completion of documentations and usual checks and more importantly Police verification in each case. The norms are available at <http://passport.gov.in/> .

Rules, regulations, instructions, manuals and records held by or under the control of 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 website <http://mea.gov.in/>. In addition, the passport office also utilizes the relevant rules, regulations and orders of the Government of India, as printed priced publications conduct Rules, central Civil service leave travel Concession Rules, central service leave Rules, Civil Services Pension Rules, Provident Fund Rules, Central financial Rules, fundamental

and supplementary Rules etc. These rules are already in the Public domain as printed priced publications.

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 following documents are held by this office:-

- I) Passport application Forms.**
- II) India International ordinary Passport Booklets (including Jumbo Booklets.)**
- III) Official Passports.**
- IV) Diplomatic Passports.**

Arrangement for consultation with or representation by the members of the public in relation to formation of policies or implementation thereof:

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

The passport office Srinagar does not deal directly with the members of the public in relation to formation of policies or implementation thereof. The matter is being looked after at the level of MEA.

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

All correspondences and official work is done in English. However there is an arrangement of reading, translating documents received from other states in Raj basha or JK state official language. But as on data all official work is transacted in English only with Indian Consulates and Embassies all over the world.

Directory of officers and employees and monthly remuneration.

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

LIST OF OFFICERS	
Name	Designation
Sh G.A.Dar	Regional Passport Officer. Head of office - Genl Administration Chief grievances Officer, passing orders On Tatkaal Applications, Grant of Passports, Appellant authority under RTI act.
Sh G.R.Baba	Assistant. Officer Incharge of Policy section. APIO (Asstt. Public Information Officer) Passport Enquiry, In charge documents, Cashier, Signing of passports.
Smt Shabina Firdous	Assistant. Enquiry pertaining to Miscellaneous cases, In charge of processing section, Signing of passports

LIST OF OTHER STAFF	
Name	Designation
Ranjeet Kumar	LDC
Sanjeev Kumar	LDC
Shabila Jan	Office Assistant
Asif Shah	Office Assistant
Afaq Wani	Office Assistant
Gur Purab	Office Assistant
Mushtaq Sheikh	Office Assistant
Fayaz Ahmed Rather	Office Assistant
Mushtaq Mir	Office Assistant
Shakeel Ahmed	Office Assistant
Gulzar Ahmed Zaz	Office Assistant
Mohammad Ayoub	Office Assistant
Shabina Mukhtar	Office Assistant
Sabia Jan	Office Assistant
Nighat Chashoo	Office Assistant
Ifat Manzoor	Office Assistant
Ali Mohammed	Daftry
Ghulam Hassan	Daftry
Bashir Ahmed	Peon

Details of officer monthly remuneration as on 01.06.2010

S.No Carder/post/occupancy/pay Scale/Cadre pay

S.No	Category of Officials	Nos	Scale of Pay/Grade Pay
1.	Passport Officer	01	15600-39100 (7600)
Group C			
2.	Assistant	02	9300 -34800 (4200)
3.	Upper Division Clerk	NIL	5200-20200 (2400)
4.	Lower Division Clerk	02	5200-20200 (1900)
5.	Office Assistant	14	5200-20200 (1800)
Group D			
6.	Daftary	02	4440-7440 (1440)
7.	Peon	01	4440-7440 (1300)

Manner of execution of subsidy programmes including the amount and details of beneficiaries .

Article 4(1) (b) (xii) of the right to Information Act 2005.

The Passport office Srinagar has no subsidy programmes.

This office offers no subsidies.

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

List of travel agents recognized for submission of filled passport application forms to the passport office Srinagar.

Travel agent Name & Address

- 1. Pirpanchal Travels
Kirmani Manzil, Advocate House
Saderbal, Srinagar Kashmir, 190001.**

Recognized by MEA in year 1979

Passport Status Enquiry on SMS:

Passport office Srinagar has launched Short Messaging service (SMS) for knowing the passport status from 13th May 2010 . This Enquiry can be made on Your mobile phone in the following Manner.

To

57272

Text

PASS SGRA00093810

To phone No 57272

Text codes are explained below:-

Step1:- Pass= stands for passport

Step 2:- Leave space after PASS as you see in example

Step 3 :- Write SGR after leaving the space, SGR stands for office code Srinagar.

Step 4 :- Write your file no as is given in your receipt (A000938 in the above example).

Step 5 :-Write year code in 2 digits after file no as 10 in the above example stands for year 2010. 09 stands for year 2009.

Step 6 :-Leave no space except between PASS and SGR.

**Passport Office Srinagar
Boulevard, Srinagar
J&K 190001.**

**Tel : 0194-2451193, 2451203,
2451401**

Fax : 0194-2451224

E-mail: rpo.srinagar@mea.gov.in

On web: <http://passport.gov.in/>