

Particulars of organization, functions and duties

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

Particulars of organization and functions of CPV Division, Ministry of External Affairs

Consular Passport & Visa Division of Ministry of External Affairs is handling following areas of work.

- I.** Policy matters concerning passports including Passport's Act, Passport Rules and Passport Manual. Appeals against refusal of passports by RPOs/POs/Mission/Post
- II.** Monitoring of the Implementation of the Passport Seva Project.
- III.** Policy regarding identity Certificates to Tibetan nationals
- IV.** Impounding/revoking of passports and handling forgery cases regarding passports.
- V.** Maintenance of Prior Approval Category of persons to whom passports shall be issued with the concurrence of MEA
- VI.** Issue of Diplomatic/Official passport/e-passports to Govt. employees and other entitled officials including Ministers/MPs and MLAs
- VII.** Overall supervision of Central Indian Passport Printing System (CIPPS) functioning from CPV Division, MEA responsible for printing and dispatch of ordinary, official, diplomatic passports received 140 Indian Missions/Posts abroad.
- VIII.** Issue of Visa notes for diplomatic and officials passport holders and other matter concerning instructions in the visa manual and regulation of visa fees levied by Indian Missions abroad.
- IX.** Monitoring of supply and movement of all travel documents viz., diplomatic, official, ordinary passports and visa stickers and identity & emergency certificates in coordination with India Security Press, Nashik.
- X.** Policy and procedures relating to recognition of Travel Agents for passport work in Passport Offices.
- XI.** Joint Secretary (CPV) in his capacity as Chief Passport Officer is the Administrative Head of all the Passport Offices in India and is the Cadre Controlling Authority of the Central Passport Organization Employees. He formulates personnel policies of the Passport Office employees
- XII.** Deputation of IFS/Other services officers and officials from other Ministries to the CPO and deputation of CPO staff to other departments.
- XIII.** Court cases relating to passport related offences and CPO Establishment
- XIV.** All Vigilance matters relating to CPO cadre.

Consular Division

- i.) Policy regarding consular issues in respect of Indian nationals abroad including cases of death and transfer of the mortal remains and their compensation.
- ii) Handling issues including pertaining to arrest/ detention/ harassment/consular access of foreign nationals in India and liaising with the Foreign Diplomatic Missions located in India.
- iii.) Extradition issues of Indian nationals abroad and policy thereof.
- iv) Attestation and apostillization of educational certificate, commercial etc. documents.

The hierarchy at CPV Division includes the following:

JS(CPV) and Chief passport Officer
Director (PV & PSP)
Deputy Secretary
Under Secretary
Section Officer

The Passport Office functions 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 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 37 Passport Offices in the country.

The hierarchy at the Passport Office, includes 4 stages:

1. Superintendent
2. Assistant Passport Officer
3. Deputy Passport Officer
4. Passport Officer /Regional Passport Officer

Powers and duties of the employees of the Passport Office

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

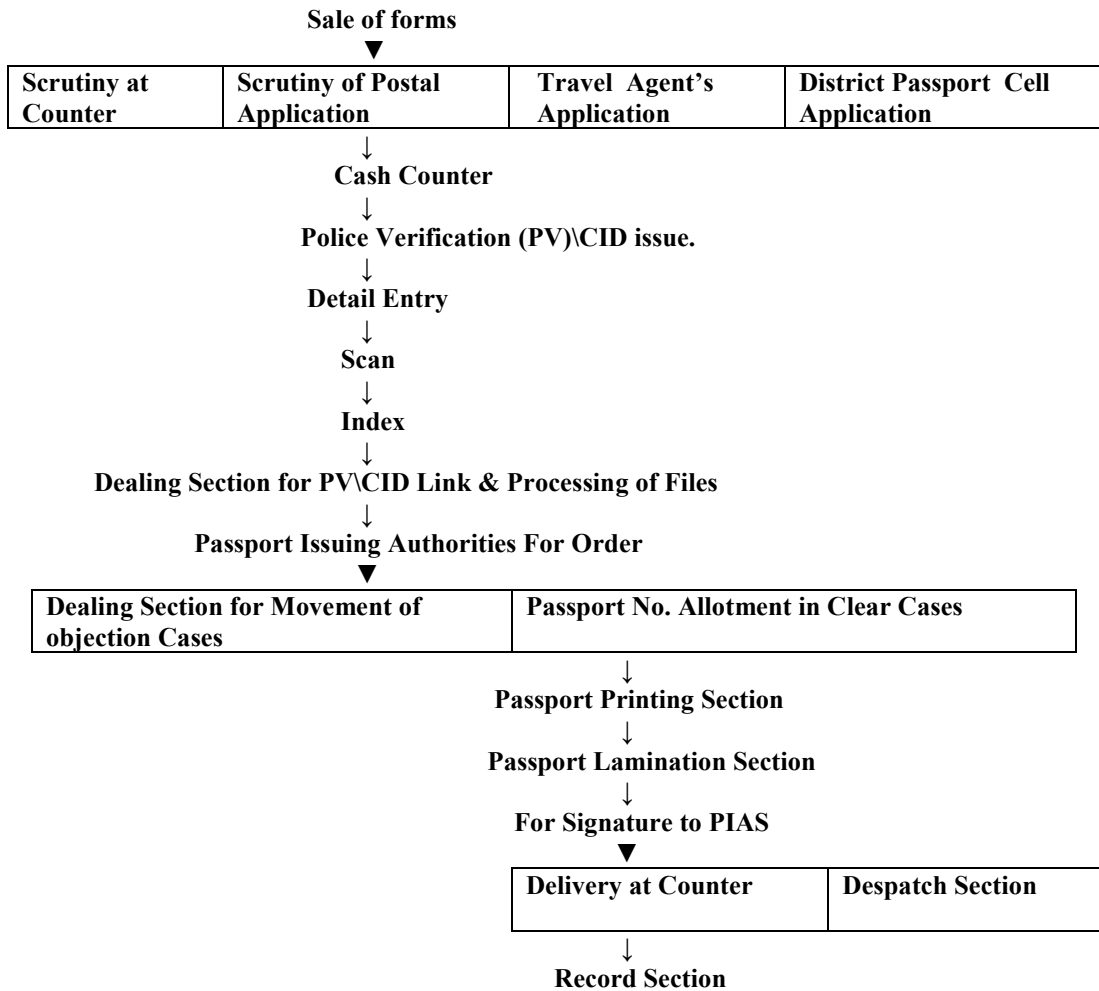
Passport Officers have been designated as Heads of Offices. For the smooth running of the offices, certain financial powers has been delegated to them. The financial powers of employees of Passport Office have been detailed in delegation of Financial Power Rule, 1978 and subsequent orders issued in reference 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 available on the MEA's website www.mea.gov.in. The duties of officers and employees of this office flow from the Passport Act and Passport Rules website www.mea.gov.in.

Procedures 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 follows the procedure indicated in Passport Manual 2001 for decision making in issuance of passports. The officers from the Superintendent to Passport Officer level are designated as Passport Issuing Authority(PIA) for issuance of passport and they take decisions/actions with the help of Assistant, UDC, LDC posted in the section in accordance with Passport Act, Passport Rules and Passport Manual .

NORMAL WORK FLOW CHART PASSPORT OFFICE



In other administrative matters, Dealing Assistant submits the files to Superintendent who in turn submits to Passport Officer. If necessary, matter is referred to the CPV Division, Ministry of External Affairs for final approval. The Passport Office follows the guidelines issued by other Departments, particularly the Cabinet Secretariat <http://www.mpa.nic.in>, the Ministry of Parliamentary affairs <http://www.mpa.nic.in> and the Ministry of Personnel, Public Grievances and Pensions <http://persmin.nic.in> and 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 Passport Office discharges its functions as per the norms laid down by the CPV Division, Ministry of External Affairs, New Delhi. It is always the 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.passport.gov.in>.

Rules, regulations, instructions, manuals and records held by or under the control of the Passport Office 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.

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 Books
- (iii) Diplomatic Passports
- (iv) Official Passports

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

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

There is no direct dealing with the members of the public in relation to formation of policies or implementation thereof.

Statement of boards, councils, committees and other bodies

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

Directory of officers and employees and monthly remuneration :

The information as regards officers is available on the website of the Ministry of External Affairs.

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

Payscale of officers of CPV Division :

Joint Secretary	Rs. 37, 400 – 67,000 plus grade pay Rs.10,000/-
Director	Rs. 37,400 – 67, 000 plus grade pay Rs. 10,000/-
Deputy Secretary	Rs. 15,600- 39,100 plus grade pay Rs.7,600/-
Under Secretary	Rs. 15,600 – 39,100 plus grade pay Rs.6,600/-
Section Officer	Rs. 9,300 - 34,800 plus grade pay Rs. 5,400/-

Payscale of officers and staff of Passport Offices:-

Sl.No.	Cadre/Post	Sanctioned posts	Pay scale	Grade Pay
1.	Passport Officer	17	15,600-39,100	7,600
2.	Deputy Passport Officer	71	15,600-39,100	6,600
3.	Asst. Passport Officer	117	15,600 – 39,100	5,400
4.	Superintendent	245	9,300-34,800	4,600
5.	Assistant	641	9,300-34,800	4,200
5.	UDC	632	5,200-20,200	2,400
6.	LDC	625	5,200-20,200	1,900
7.	Stenos Gd. I	12	9,300 – 34,800	4,200
8.	Steno Gd II	12	9,300 – 34,800	4,200
9.	Steno Gd III	6	5,200 – 20,200	2,400
10.	Jr. Hindi Translator	23	9,300 -34,800	4,200
11.	Office Assistant (Former Group D)	414	5,200 – 20,200	1,800

Budget allocated to CPV Division

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

As per budget estimates 2009-2010

Main Heads	Approved BE 2009-10 (in thousands)	
Salaries	719638	
Wages	5636	
OTA	532	
Medical	16199	
DTE/TA	12180	
O.E.	1890000	
IT	723127	
RRT	65321	
Minor	18366	
Total	3765500	

Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries

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

NIL

Particulars of recipients of concessions, permits or authorizations granted by CPV Division

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

Name of Agency	Address	
M/s DHL Express (India) Pvt Ltd (engaged for dispatch of passport booklets to Missions/Posts abroad)	S-1, Ground Floor, Vandana Building, Tolstoy Marg, New Delhi 110 001. 71/3, Najafgarh Industrial Area, Rama Road, New Delhi 110 015.	

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.passport.gov.in>

Particulars of facilities available to citizens for obtaining information

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

Citizens can obtain information through the web-site of the CPV Division at <http://passport.gov.in> They could also consult the mea.gov.in and the Ministry of External Affairs, online, at <http://www.mealib.nic.in> Apart from this citizens are provided passport issuance information through Enquiry Counters and also by telephone. Citizens can also visit the officers during office hours on all working days during designated hours.

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

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Central Public Information Officer

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