



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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No. 683 Dispur, Wednesday, 22nd November, 2017, 1st Agrahayana, 1939 (S.E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

PASSPORT DEPARTMENT ::: PASSPORT BRANCH

DISPUR, GUWAHATI-6

## NOTIFICATION

The 7th November, 2017

No. PTI.33/2006/138.- In pursuance of the provisions contained under sec.4(1)(b) of the Right to information Act, 2005, the required information is published for general information in the information manual given herein below:

Information Manual of Passport Department, Government of Assam under section 4(1) (b) of the RTI Act, 2005.

(i) **PARTICULARS OF THE ORGANISATION,FUNCTIONS AND DUTIES**

**1. Passport Department Government of Assam, Dispur.**

1. (a) Shri Sarbananda Sonowal, Chief Minister, Assam is the Mnister, I/C Passport Department

(b) Smti L. Sweety Changsan, IAS, Principal Secretary is the Head of the Department at the official level and is assisted by Shri Mahadananda Hazarika, IAS the Secretary of the Department, Shri Tapan Chandra Das, Deputy Secretary, Smti Maya Rani Neog, Under Secretary and Shri J.N. Bhuyan, Sr. F.A. The officers are assisted by the Superintendent, Sr. Administrative Assistants and Junior Administrative Assistants.

**2. Functions of the Passport Department.**

The Department administers and monitors the function of Deputy Commissioners and Superintendent of Police as regard to Passports and extension of visa and maintenance of records of foreigners, as per guidelines of Government of India. The Passport Department sanctions and releases the fund for the staffs as salaries engaged in various Districts for the purpose.

**(ii) & (iii) POWER, DUTIES OF ITS OFFICERS AND EMPLOYERS, PROCEDURES CHANNELS OF SUPERVISION AND ACCOUNTABILITY.:**

Name & Designation	power and Duties
1.Smti.L.S.Changsan,IAS Principal Secretary	Over all in-charge of the Passport Department
2. Sri M. Hazarika, IAS, Secretary	All works relating to Passport Department
3. Shri T.C. Das, Deputy Secretary	All works relating to Passport Department
4. Smti. M. R. Neog, Under Secretary	All works relating to Passport Department
5. Shri C. Rabha, Superintendent	All work relating to Passport Department
6.Shri Jayasree Chakravarty Sr. A.A.	i) Matter relating to Loss of Passport/Look out Circulars/ Delegation Prior Reference Category/Black List/ Warning & Canceling Circulars & amendments to Visa Manual.  ii) Matter relating to court cases of Passport Department. iii) Matter relating to extension of all types of visa in respect of all nations except tourist & employment visa.  iv) Matter relating to Deportation of Foreigners. v)Matter relating to submission of report on Governor & Chief Minister's address. vi) Statistics of incoming Foreigners.  vii) Miscellaneous matters.
7. Sri Uttam Bora, Sr. A.A.	i) Matter relating to extension of Tourist & Long Term Visa (LTV) in respect of nationals of all countries.  ii) All financial matters viz. Budget allotment of LOC, verification of accounts & PAC matters.  iii) Matter relating to retention of posts of Passport.  iv) Matter relating to verification of NOC/Character & antecedents.  v) All matters relating to IVFRT.  vi) MISC Matter.
8. Sri Kamaleswar Bordoloi, Jr. A.A.	i) Matter relating to extension of Employment (E) Visa in respect of nationals of all countries.  ii) Arrear List & Monthly progress report of Bangladesh through check posts.  iii) Matter relating to Assembly/Parliamentary Affairs.  iv) Establishment matters of staff of Passport Department.

	v) Matter relating to RTI Act. vi) Miscellaneous matters.
9. Sri Manahari Deka. Jr. A.A.	i) All matters relating to Decentralization of Passport. ii) Matter relating to AR &T Department. iii) Matter relating to Govt. of India, Ministry of External Affairs. iv) Report regarding registration of foreigners. v) Matter relating to issue NORI Certificate. vi) Specimen Signature. vii) Miscellaneous matters.
10. Sri Prasanna Das, Jr. A.A.	i) All attestation of documents valid outside India, ii) Weekly arrears list iii) Miscellaneous matters.
11. Smti Barnali Bharali, Computer-Operator.	i) All Typing works
12. Sri Pradeep Saikia, Head Peon	i) Engaged in movement of Files/Diary of Daks/Issue/Dispatch in addition to the supervision of works of peons .

iv. **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:**

The norms set by it for the discharge of each function :-

Issue of extension of the term of visa and attestation of document valid outside India as per existing rules and guideline, from Govt. of India.

Funds: (Non-Plan) are sanctioned, released as provided in the budget and as per guidelines of Finance Department issued from time to time.

Apart from the above routine works. IVFRT (Immigration Visa Foreigners Registration and Training System) project in the state is also monitoring from Passport Department including funding etc.

This year Passport Department have released a website for facilitating various information to the public i.e.( [www.passport.assam.gov.in](http://www.passport.assam.gov.in)).

The online filling system eOffice (File Management System) is also introduced for quick tracking of the receipt etc. The FMS is working properly for this purpose.

As per norms of Finance Department Govt. Of Assam. Process of Budget allotment of fund and ceiling are also processed in online system for quick disburse of fund.

v. **RULES, REGULATIONS, INSTRUCTIONS, MANUALS RECORDS HELD BY EMPLOYERS FOR DISCHARGING ITS FUNCTIONS.**

Visa Manual.

vi. **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT UNDER ITS CONTROL.**

vii.

1.	Budget of the current year 2017-2018	a	Under the Head of Account "2070-OAS-800-OE- Deportation of Foreigners" Rs. 217.75 Lakh
		b	RS. 11.45 Lakhs Under the Head of Account "2053 Dist. Admn-C-OE (d) 0426 Passport & Visa" for the year 2017 -18.

1.	Release of Ceiling	a	Under the Head of Account "2070- Ceiling issued NIL
		b	Salary Head of Account "2053" budget allotted Rs. 5.34176 Lakh

viii. **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATIONS WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OF IMPLEMENTATION THERE OF.**

No Such arrangement exists. However, a website with interactive public interface is under development.

ix. **A STATEMENT OF THE 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 MEETING ARE ACCESSIBLE FOR PUBLIC.**

NIL

x. **A DIRECTORY OF ITS OFFICERS AND EMPLOYEE**

As given in Chapter II & III

xi. **THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS :-**

Name & Designation	Pay scale and Grade Pay
1. Smti . L.S. Changsan, IAS, Principal Secretary	Pay Scale Rs.1,82,700/- Gr. Pay Rs.
2. Sri M. Hazarika, IAS, Secretary	Pay Scale Rs 1,05,900/- Gr. Pay Rs.
3. Shri T.C. Das, Deputy Secretary	Pay Scale Rs. 30,000 – 1,10,000/- Gr. Pay Rs.15,700/-

4. Smti. M. R. Neog, Under Secretary	Pay Scale Rs 30,000 – 1,10,000/- Gr. Pay Rs.14,500/-
5. Shri C. Rabha, Superintendent	Pay Scale Rs. 22,000 – 87,000/- Gr. Pay Rs.11,500/-
6. Shri Jayasree Chakravarty, Sr. A.A.	Pay Scale Rs 22,000 – 87,000/- Gr. Pay Rs. 9,100/-
7. Sri Uttam Bora, Sr. A.A.	Pay Scale Rs 22,000 – 87,000/- Gr. Pay Rs.9,100/-
8. Sri Kamaleswar Bordoloi, Jr. A.A.	Pay Scale Rs. 5,200 - 20,200/- Gr. Pay Rs 3,000/-
9. Sri Manahari Deka. Jr. A.A.	Pay Scale Rs. 14,000 – 49,000/- Gr. Pay Rs. 8,700/-
10. Sri Prasanna Kumar Das, Jr. A.A.	Pay Scale Rs. 14,000 – 49,000/- Gr. Pay Rs.8,700/-
11. Smti Barnali Bharali, Computer Operator.	Pay Scale Rs. 14,000 – 49,000/- Gr. Pay Rs,6,200/-
12. Sri Pradeep Saikia, Head Peon	Pay Scale Rs. 12,000 – 37,500/- Gr. Pay Rs. 3,900

**xi) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:**

Passport Department sanctions the fund from the Annual Budget of the Department and releases fund as and when ceiling is received from the Finance Department for taking up the works proposed for during the year .

**xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAM, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAM:**

No such subsidy program is executed in the Department.

**xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIO NS GRANTED BY IT.**

No. concessions, permits, authorizations are granted by Passport Department.

**xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.**

No such information is available.

**xv) THE PARTICULARS OF FACILITIES AVAIL ABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE :**

The State Public Information Officer of this Department is available during office hours on working days.

**xvi) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

1. Appellate Authority
  
2. Shri T.C. Das, State Public Information Officer  
Deputy Secretary.

**xvii) SOME USEFUL INFORMATION:**

The State Public Information Officer of the Department maintains a register on the number of applications received from the members of the public. Application submitted is maintained chronologically by the State Public Information officer and each application bears a given number and date which is noted on the receipt handed over to the applicant for making further reference.

**L. S. CHANGSAN,**  
Principal Secretary to the Government of Assam,  
Passport Department.