

Government of India
Ministry of External Affairs
Passport Office Hyderabad

RIGHT TO INFORMATION

Particulars of organization, functions and duties

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

Particulars of organization, functions and duties of the Passport Office, Hyderabad

Historical Background

Regional Passport Office, Hyderabad was opened in the year 1976 after bifurcating from Passport Office, Madras to serve the people of Andhra Pradesh. The Passport Office was started as a small organization and after 33 years of public service the workload has increased more than 15 fold with corresponding increase in staff strength. Today, it is one of the biggest passport offices in India.

This office is situated in Secunderabad, which is very close to the railway station and bus stop. Due to growing demand, Ministry of External Affairs had felt a need to have one more office in Andhra Pradesh. Passport Office, Vishakhapatnam was opened on 17 January 1997 covering 5 coastal districts i.e. Srikakulam, Vizianagaram, Vishakhapatnam, East Godavari and West Godavari districts. All the remaining districts viz. Adilabad, Nizamabad, Karimnagar, Medak, Warangal, Rangareddy, Hyderabad, Nalgonda, Khammam, Mahaboobnagar, Krishna, Guntur, Kurnool, Prakasham, Anantapur, Cuddapah, Nellore, Chittoor and the Union Territory Yanam.

Functions and Duties :

This office deals with the issuance of passport and passport related services.

Powers and duties of the employees of the Passport Office, Hyderabad.

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

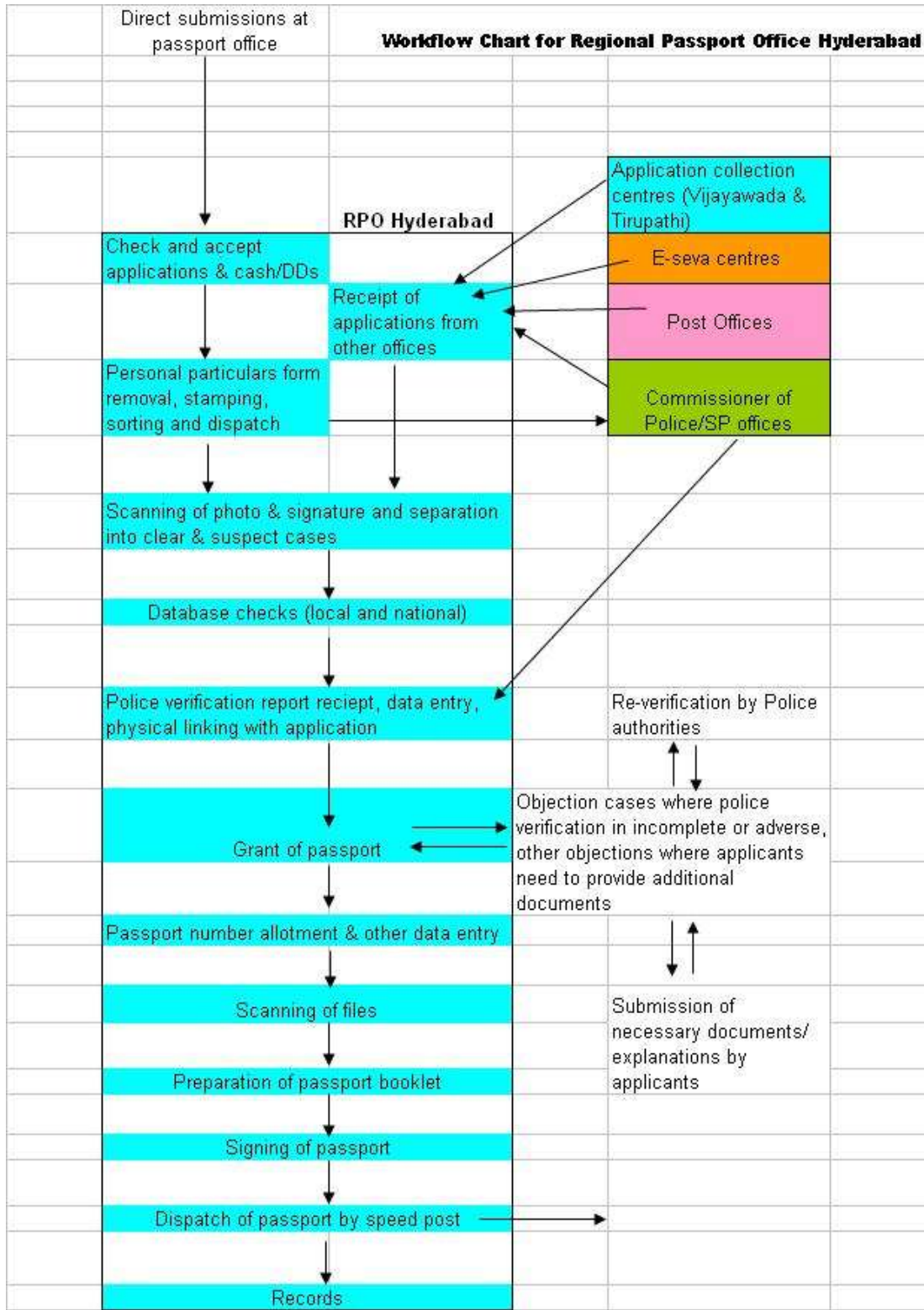
The powers of the officials of Passport Office are derived from the Passport Act. This Act and rules are already on the MEA's website www.mea.gov.in. The duties of officers and employees of this office flow from the Passport Act and Passport Rules website www.mea.gov.in.

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, Hyderabad follows the procedure indicated in Passport Manual 2001 for decision making in issuance of passports. The officers of the Superintendent and above have been designated as Passport Issuing Authority (PIA) for issuance of passport and take decisions/actions with the help of Assistant, UDC, LDC and Office Assistant posted in the section in accordance with Passport Act, Passport Rules and Passport Manual .

WORK FLOW CHART PASSPORT OFFICE, HYDERABAD



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 office also 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, Hyderabad discharge of its functions as per the norms laid down by the CPV 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.passport.gov.in>.

Rules, regulations, instructions, manuals and records held by or under the control of the Passport Office, Hyderabad 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) Ordinary Passport Booklets
- (ii) Official Passport Booklets
- (iii) Diplomatic Passport Booklets

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

The Passport Office, Hyderabad does not deal directly with the members of the public in relation to formation of polices or implementation thereof. The matter is being looked after at the level of MEA.

Statement 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 (05) members of this office has been constituted to review progress in implementation of Rajbhasha Hindi in day to day work of the office.

This office also has a Local Purchase Committee consisting of (03) members of the PGO/Superintendent cadre.

Directory of officers and employees and monthly remuneration

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

LIST OF OFFICERS and Staff (Name and Designation)

S.No	Name of Official	Designation
1	Dr K.Srikar Reddy	RPO
2	A.T.Murthy	DPO
3	L .Madana Kumar R	DPO
4	B.Prameela Kumari	APO
5	P.Krishna Charya	PGO
6	P.Rajaiah	PGO
7	M.Rama Prabhakara Rao	PGO
8	S.Polaiah	PGO
9	M.S.Reddy	PGO
10	A.Ram Reddy	PGO
11	A.Komuraiah	PGO
12	B.Narayana	PGO
13	D.Bharathi	Supdt
14	KVR Vanaja	Supdt
15	G.Rajyalakshmi	Supdt
16	T.Surya Kumari	Supdt
17	K.Hemalatha	Supdt
18	J.Chandra Sekhar Rao	Supdt

19	M.Madan Singh	Supdt
20	I.Srinivasa Rao	Supdt
21	N.Vanamala	Supdt
22	Syed Noor Mohammed	Supdt
23	Azamunnisa Begum	Supdt
24	C.Sridharnath	Supdt
25	B.V.Rao	Supdt
26	K.Savithri	Supdt
27	P.V.Vijayalakshmi	Supdt
28	K.Sai Vara Prasad	Asst
29	Md.Mahboob Ali	Asst
30	S.Kala	Asst
31	V.S.Deborah	Asst
32	K.Sudhakar	Asst
33	M.Vasudev	Asst
34	S.Vijayalakshmi	Asst
35	K.Hanumantha Rao	Asst
36	A.Gangadhar	Asst
37	K.Ananth Rao	Asst
38	A.Narasimha Reddy	Asst
39	V.Sita Ratnam	Asst
40	K.P.Shukla	Asst
41	B.L.Kumar	Asst
42	B.Gopal	Asst
43	B.A.Venkateswara	Asst
44	P.Ashok Kumar	Asst
45	Ch.Vasantha Latha	Asst
46	V. Vijaya Lakshmi	Asst
47	Rahela Ferdous	Asst
48	P. Udaya Lakshmi	Asst
49	G. Srinivasa Rao	Asst
50	P. Arundhati	Asst
51	A.S. Niveditha	Asst
52	C. Satyanarayana	Asst
53	J. Sahadevaiah	Asst
54	J.V. Rama Murthy	Asst
55	A Nageshwar Rao	Asst
56	K.N.Murthy	Steno Gr-II
57	Thirmal Thalukdar	UDC
58	P. Gopala Krishna	UDC
59	A.M.Sirish	UDC
60	L.Vijaya	UDC
61	G.Vijaya Geetha	UDC
62	G.V.Prasad	UDC

63	G.Santhosh Kumar	UDC
64	S.Anitha	UDC
65	Ch. Hari Krishna	UDC
66	M. Mohan	UDC
67	S.Madhavi	UDC
68	Ch.Lakshmi Sarada	UDC
69	M.V.S.N. Sailaja	UDC
70	G.Dhanunjaya	UDC
71	K.Narasimha Rao	UDC
72	V.Nageswara Rao	UDC
73	Subodh Kumar	UDC
74	Mohd. Iqbal	Driver
75	N.Visalakshi	LDC
76	J.Shanta	LDC
77	J.Karunakar	LDC
78	D.Srinivasa Reddy	LDC
79	M.S.Sheeba	LDC
80	N.Narsing Rao	LDC
81	A.Babu Rao	LDC
82	P.Ravinder	LDC
83	V.Ashok	LDC
84	D.Shankar	LDC
85	M.Vijaya Lakshmi	LDC
86	P Chitra Venugopal	LDC
87	P.Radha	LDC
88	K.Satyaleela	LDC
89	K.David	LDC
90	Md Jabbar Baig	LDC
91	B.Rajan Babu	LDC
92	P.Nagaraju	LDC
93	B.Pandu Ranga	LDC
94	S.Soujanya	LDC
95	L.Venu Gopal	LDC
96	S.Saraswathi	LDC
97	Arun Kumar Sarkar	LDC
98	P.Rajani	LDC
99	M.Vanitha Kumari	LDC
100	T.Usha Rani	LDC
101	T.Sudesh kumar	LDC
102	Sattar Khan	LDC
103	Syed Azizuddin	LDC
104	Y.Raghunatha Rao	LDC
105	J.V.Prabhakar Nag	LDC
106	S.Neminathan	LDC

107	Effath Jahan	LDC
108	D.Radhika	LDC
109	K.Sharadha	LDC
110	MahendraKumar	LDC
111	J.Jyothi	LDC
112	D.Sunitha	LDC
113	S.Yadaiah	LDC
114	V.Srinivas	LDC
115	N.Siva Ram Prasad	LDC
116	A.Venkat Reddy	LDC
117	D.Padmaja	LDC
118	B.V.Lakshmi	LDC
119	N.Sucharitha	LDC
120	D.Pramojwala	LDC
121	B.Jagadish	LDC
122	K.Kalavathi	LDC
123	P.Sujith Kumar	LDC
124	K.Janardhanan	LDC
125	V.Aruna	LDC
126	Md.Riyazuddin	LDC
127	P.Gopala Krishna	LDC
128	A Srinivas Babu	LDC
129	C.Alexander	OA
130	G.Motiram	OA
131	N.Yadaiah	OA
132	Beena Bai	OA
133	P Srinivas	OA
134	A Jangaiah	OA

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

Sl.No.	Cadre/Post	Occupancy	Pay scale	Grade Pay
(i)	Passport Officer	01	37,400-67,000	8,700
(ii)	Deputy Passport Officer	02	15,600-39,100	6,600
(iii)	Asst. Passport Officer	01	9,300-34,800	5,400
(iv)	Passport Granting Officer	8	9,300-34,800	4,800
(v)	Superintendent	15	9,300- 34,800	4,600

(vi)	Assistant	28	9,300-34,800	4,200
(vii)	Stenographer Gr-II	01	9,300-34,800	4,200
(viii)	UDC	17	5,200-20,200	2,400
(ix)	Driver	01	5,200-20,200	2,400
(x)	LDC	54	5,200-20,200	1,900
(xi)	Office Assistant	06	5,200-20,200	1,800
	Total	133		

Budget allocated 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 2010-2011

HEAD	BE 2010-11 (In Rupees Thousands)
SALARIES	37141
WAGES	150
OVERTIME ALLOWANCE	38
MEDICAL TREATMENT	1174
DOMESTIC TRAVEL EXPENSES	991
OFFICE EXPENSES	21470
RENTS, RATES & TAXES	485
INFORMATION TECHNOLOGY	800
MINOR WORKS	10793
TOTAL	73042

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, Hyderabad.

1. AEROSONIC TRAVELS & CARGO, HYDERABAD
2. AKBAR MAN POWER CONSULTANTS PVT LTD
3. ASCON TRAVELS, HYDERABAD
4. A.V. TOURS & TRAVELS, HYDERABAD
5. ALEKHYA TOURS & TRAVELS
6. ASAS TRAVELS PVT LTD
7. AERPWINGS TRAVELS AND CAGO

8. ASIAN TOURS AND TRAVELS
9. AIRWINGS TRAVEL SERVICES
10. BALMER LAWRIE AND CO LTD
11. BHARAT TOURS AND TRAVELS
12. DECCAN WORLD TRAVELS
13. DESTINATION TRAVELS
14. DIANA WORLD TRAVELS
15. FRIENDS GLOBE TRAVELS
16. GLOBAL TRAVELS
17. GRACE TRAVELS
18. GOLDEN TRAVELS
19. NEO AERJET TRAVELS
20. INDIA TRAVEL BUREAU PVT LTD
21. LINK INTERNATION TRAVELS
22. MEGHA WORLD TRAVELS
23. MARSHAL TOURS AND TRAVELS
24. MERCURY TRAVELS
25. MEGHADUTA TRAVELS
26. MASOOD TRAVELS
27. MAZAR TRAVELS
28. NASR TRAVELS
29. ORBIT TRAVEL AND TOURS
30. OMEGA TRAVELS
31. PAN WORLD TRAVELS
32. PAN ASIAN TRAVEL AGENCY
33. PL WORLD WAYS LIMITED
34. PLUS TRAVELS
35. PRIDE TOURS AND TRAVELS
36. RAZZAK ENTERPRISES
37. RUCHI TOURS AND TRAVELS
38. SUBEDAR AND SONS
39. STARLINE TRAVELS
40. SAMEERA TRAVELS AND TOURS
41. SAMRAT TOURS AND TRAVELS
42. SATELLITE TRAVELS
43. SHERIF EXPRESS
44. SUPERSONICS TRAVELS
45. SHARIEF TOURS AND TRAVELS
46. SIGMA TOURS AND TRAVELS
47. SKYWAY TRAVELS
48. SMARTVALUE FOREX AND TRAVELS
49. SMITA TRAVEL AGENCY
50. SRI SAI INTERNATIONAL TRAVELS
51. SRI NAGALAKSHMI TRAVEL AGENCIES
52. SMITA WORLD TRAVELS
53. TRAVEL EXPRESS
54. TRAVEL WORLD
55. TIRUMALA TRAVELS PVT LTD
56. TRADE WINGS

57. TRAVEL HOUSE
58. UNIQUE TRAVELS
59. UNITED TRAVELS
60. USHA TRAVEL SEVICES
61. M/S. OM TOURS AND TRAVELS
62. MASWAYS TRAVELS PVT. LTD.
63. UNIVERSAL TRAVELS
64. GARUDA TRAVELS AND TOURS
65. J V TRAVELS PVT LTD.
66. CLARION FLYING SERVICES PRIVATE LIMITED
67. VICEROY TRANVELS PVT. LTD.
68. HORIZON TRAVELS PVT. LTD.
69. SKYFUN TRAVELS
70. NEO TIME TRAVEL INTERNATIONAL
71. TRAVEL CLUB FOREX LTD.
72. AL-AZAM TOURS & TRAVELS ,
73. BALAJI TRAVELS & TOURS
74. OM SAI TRAVELS
75. TERRESTRIAL WORLD TRAVELS
76. J V TRAVELS PVT. LTD
77. CLOUD NINE TRAVEL & FOREX BUREAU PVT. LTD.
78. SAFE AIR TOURS & TRAVELS
79. PAMPATI AERO WORLD TRAVELS PRIVATE LTD.
80. BAGHDADI TOURS AND TRAVELS
81. NEO GLOBE TOURS & TRAVELS
82. ALHIND TOURS & TRAVELS PVT. LTD.
83. WIND TOURS AND TRAVELS
84. KOHINOOR NR TRAVEL WORLD PVT LTD
85. EXPEDIA TOURS AND TRAVELS
86. AIRTRAVEL ENTERPRISES INDIA LIMITED
87. M/S TRANZY TOURS AND TRAVELS
88. VISISHTA TRAVEL N TRADE SOLUTIONS PVT LTD
89. MS GTRR TRAVELS
90. RK TOURS AND TRAVELS
91. VICTORIA DOMESTICE AND INTRENALTIONAL
92. EAGLE TOURS AND TRAVLES SECBAD
93. M/S. BUNNYAKASH TRAVELS AND TOURS PVT LTD
94. M/S.CORPORATE FLYERS PVT .LTD
95. ALLIANCE WORLD TRAVELS
96. MBR TOURS AND TRAVELS HYDERABAD
97. JK AIR TRAVELS HYDERABAD
98. THOMAS COOK INDIA PVT LTD
99. AERO WISE TRAVEL AND FOREX PVT LTD
100. BALAJISAI TRAVEL AND TOURS PVT LTD
101. SAI TOURS AND TRAVLES
102. SUPERJET TRAVELS AND HOLIDAYS
103. AL MOSHSIN TOURS AND TRAVELS
104. NEW INDUS TOURS AND TRAVELS

List of identified Post Offices for acceptance of filled up Passport Applications

Sl.No.	Name of the PO	HO/SO	PIN CODE	STD CODE	Phone No.
1	Adilabad	HO	504001	08732	226738
2	Adoni	HO	518301	08512	252444
3	Allagadda	MDG	518542	08519	220005
4	Amadalavalasa	HO	532185	08942	286232
5	Amalapuram	HO	533201	08856	233026
6	Anakapalli	HO	531001	08924	223374
7	Anantapur	HO	515001	08554	274111
8	Andhra University	SO	530003	0891	2546256
9	Armoor	HO	503224	08463	222338
10	Avanigadda	HO	521121	08671	272274
11	Bapatla	HO	522101	08643	224022
12	Bhadrachalam	HO	507111	08743	232322
13	Bhimavaram	HO	534201	08816	234444
14	Bhongir	HO	508116	08685	242585
15	Bobbili	HO	535558	08944	255462
16	Buckinghampet	HO	520002	0866	2572802
17	Chandragiri	HO	517101	0877	2289209
18	Chilakaluripet	MDG	522616	08647	253912
19	Chirala	HO	523155	08534	232444
20	Chittoor	HO	517001	08572	233486
21	Chodavaram	MDG	531036	08934	245022
22	Dargamitta	SO	524003	0861	2330797
23	Dharmavaram	HO	515671	08559	222211
24	Eluru	HO	534001	08812	227295
25	Engg.College,Kakinada	SO	533003	0884	2380833
26	Gadwal	HO	509125	08546	274877
27	Gudivada	HO	521301	08674	245041
28	Gudur	HO	524101	08624	251854
29	Guntakal	HO	515801	08552	226444
30	Hanamkonda	HO	506001	0870	2455240
31	Hindupur	HO	515201	08556	220471
32	C.S.C., Begumpet	CSC	500 016	040	23463727
33	Huzurabad	HO	505468	08727	252030
34	Hyderabad GPO	GPO	500001	040	23463518
35	Hyderabad Jubilee	HO	500002	040	23463828
36	J.R.Gudem	HO	534447	08812	225330
37	Jangaon	HO	506167	08716	222030
38	Kakinada	HO	533001	0884	2376134
39	Kamareddy	HO	503111	08468	225815
40	Kandukur	HO	523230	08594	223529

41	Kanigiri	HO	523105	08402	274122
42	Kavali	HO	524201	08626	243522
43	Khairatabad	HO	500004	040	23428325
44	Kothagudem	HO	507101	08744	242608
45	Kothapet	MDG	533223	08855	243310
46	Kovvur	HO	534350	08813	231522
47	Kurnool	HO	518001	08518	289205
48	Machilipatnam	HO	521001	08672	223836
49	Madanapalli	HO	517325	08571	222022
50	Mahboobnagar	HO	509001	08542	242444
51	Mahbubabad	HO	506101	08719	2400700
52	Mancherial	HO	504208	08736	252003
53	Mandapeta	MDG	533308	08855	232122
54	Markapur	HO	523116	08596	222022
55	Medak	HO	502110	08452	221597
56	Miryalguda	HO	508207	08481	242833
57	Nalgonda	HO	508001	08682	244204
58	Nandyal	HO	518501	08514	242960
59	Narasaraopet	HO	522601	08647	222022
60	Narsipatnam	HO	531116	08932	226022
61	Nellore	HO	524001	0861	2306704
62	Nizamabad	HO	503001	08462	220038
63	Nuzvid	HO	521201	08656	232722
64	Ongole	HO	523001	08592	233520
65	Palamner	MDG	517408	08579	252385
66	Parkal	HO	506164	08713	241203
67	Parvatipuram	HO	535501	08963	221043
68	Peddapalli	HO	505172	08728	222093
69	Proddatur	HO	516360	08564	251444
70	Pulivendla	HO	516390	08568	226222
71	Rajahmundry	HO	533101	0883	2442338
72	Rajampet	HO	516115	08565	240260
73	Ramachandrapuram	HO	533255	08857	242326
74	Razole	HO	533242	08862	221028
75	Repalle	MDG	522265	08648	222022
76	Samalkot	HO	533440	08852	2327354
77	Sangareddy	HO	502001	08455	276433
78	Sattenapalli	HO	522403	08641	232130
79	Secunderabad	HO	500003	040	23463711
80	Siddipet	HO	502103	08457	223708
81	Sircilla	SO	505301	08723	233011
82	SPC, Khammam		507001	08742	253130
83	SPC, Vijayawada		520010	0866	2474798
84	SPC,Guntur		522007	0863	2255985
85	Srikakulam	HO	532001	08942	222438

86	Srikalahasti	HO	517644	08578	222207
87	Stn Kachiguda	HO	500027	040	23463815
88	Stn.Jadcherla	HO	509301	08542	232518
89	Suryapet	HO	508213	08684	220037
90	Tadepalligudem	HO	534101	08818	221300
91	Tanuku	HO	534211	08819	223322
92	Tekkali	HO	532201	08945	244439
93	Tenali	HO	522201	08644	227863
94	Tirupati	HO	517501	0877	2289204
95	CSC, Jamai Osmania	CSC	500007	040	23463353
96	Vikarabad	HO	501101	08416	252098
97	Visakhapatnam	HO	530001	0891	2546250
98	Vizianagaram	HO	533502	08922	223460
99	VM Steel Project	SO	530031	0891	2546314
100	Warangal	HO	506002	0870	2422701
101	Zaheerabad	HO	502220	08451	282210

SP/Commissioners offices accepting passport applications			
1	Superintendent of Police	Police Headquarters	Adilabad
2	Superintendent of Police	Police Headquarters	Ananthapur
3	Superintendent of Police	Police Headquarters	Chittoor
4	Superintendent of Police	Police Headquarters	Cuddapah
5	Commissioner of Police	Police Headquarters	Cyberabad
6	Superintendent of Police	Police Headquarters	Guntur
7	Commissioner of Police	Police Headquarters	Hyderabad
8	Superintendent of Police	Police Headquarters	Karimnagar
9	Superintendent of Police	Police Headquarters	Khammam
10	Superintendent of Police	Police Headquarters	Krishna
11	Superintendent of Police	Police Headquarters	Kurnool
12	Superintendent of Police	Police Headquarters	Mahaboob Nagar
13	Superintendent of Police	Police Headquarters	Medak

	Police	Headquarters	
14	Superintendent of Police	Police Headquarters	Nalgonda
15	Superintendent of Police	Police Headquarters	Nellore
16	Superintendent of Police	Police Headquarters	Nizamabad
17	Superintendent of Police	Police Headquarters	Prakasham
18	Superintendent of Police	Police Headquarters	Ranga Reddy
19	Commissioner of Police	Police Headquarters	Vijayawada
20	Superintendent of Police	Police Headquarters	Warangal
21	Circle Inspector of Police	Police Headquarters	Yanam, Puducherry
22	Superintendent of Police	Police Headquarters	Visakhapatnam
23	Superintendent of Police	Police Headquarters	Vizianagaram
24	Superintendent of Police	Police Headquarters	Srikakulam
25	Superintendent of Police	Police Headquarters	East Godavari
26	Superintendent of Police	Police Headquarters	West Godavari

S.No	E-seva Centres	Phone no.	Postal Address
1	A S Rao Nagar	64621241	E-seva-AS Rao Nagar, Back side of AS Rao Nagar Community Hall, Kapra, Hyd
2	Alwal	64621240	E-Seva-Alwal, Near Alwal bus stop, Golnaka, Rangareddy Dist.
3	Banjarahills	64621243	E-Seva-Banjarahills, MCH Building, Rd No 7, Banjarahills, Hyd
4	Habsiguda	64621251	E-Seva-Habsiguda, CC Counter of AP Transco, Opp Survey of India,Uppal,RR
5	Khairtabad	64621253	E-Seva, I Floor, RTA Office Compound, opposite Eenadu Building, Somajiguda
6	Kukatpally	64621255	E-Seva-Kukatpally, Muncipal ward officer, KKP Village, Kukatpally
7	Malakpet	64621260	E-Seva-Malakpet, CC Counter of HMWSSB, Beside Yashoda Hospital.
8	Maredpally	64621259	E-Seva-Maredpally, CC Counter of HMWSSB, Opp St. Anns High school, Mar
9	Mintcompound	64621262	E-Seva-Mintcompound, CC Counter of AP Transco, Mint compound, Hyd
10	Miyapur	64621257	E-Seva-Miyapur, "X" Roads, Near Public School, Miyapur,
11	Musheerabad	64621258	E-Seva-Musheerabad, C C Counters of HMWSSB, Musheerabad.
12	Nallakunta	64621263	E-Seva-Nallakunta, CC Counter of HMWSSB, Near Nallakunta.
13	Rethibowli	64621269	E-Seva-Rethibowli, CC Counter of AP Transco, Mehdipatnam.
14	Santoshnagar	64621274	E-Seva-Santoshnagar, CC Counter of HMWSSB, Adj to CRIDA Edi Bazzar.
15	SR Nagar	64621271	E-Seva-SR Nagar, CC Counter of HMWSSB, S R Nagar
16	Vanastalipuram	64621281	E-Seva-Vanasthalipuram, Behing red water Tank, NGO's Colony, Vanasthalipu
17	Vijaynagar Colony	64621280	E-Seva-Vijayanagarcolony, MRO Complex, Near Govt School, V N Colony
18	Balanagar	64621242	E-Seva-Balanagar, Ward Office Premises, Opp lane to vimal theatre, Hyd.

19	Chandanagar	64621246	E-Seva-Chandanagar, Main Road, Chandanagar.
20	Chikkadpally	64621245	E-Seva-Chikkadpally, I Floor, Muncipal shopping complex, Chikkadpally
21	Darulshifa	64621247	E-Seva-Darulshifa, C C Counter of AP Transco, Salarjung Museum Rd.
22	Dilsukhnagar	64621249	E-Seva-Dilsukhnagar, Muncipal ward officer, Gaddiannaram, Dilsukhnagar
23	Domalaguda	64621248	E-Seva-Domalaguda, MCH, Domalguda Market, Domalguda. E-Seva-Greenlands, CC Counter of AP Transco, Opp Grand kakatiya hotel, G
24	Greenlands	64621250	Begumpet
25	HHKBhavan	64621252	E-Seva-HHK Bhavan, Patny, S P Road, Near NTPC, Sec-bad.
26	Karmarghat	64621285	E-Seva-Karmanghat, Champapet, R.R.
27	KPHB	64621254	E-Seva-KPHB, CC Counter of AP Transco, JNTU Lane, KPHB.
28	Meerpet	64621261	E-Seva-Meerpet, Opp. Indra Naga Busstop Housing Board Phase-II, ECIL.
29	Motinagar	64621256	E-Seva-Motinagar, MCH Community Hall, at Netwon Public School, Mothina
30	Neredmet	64621264	E-Seva-Neredmet, Main Road, Vinayaka nagar, Neredmet.
31	Paradise	64621265	E-Seva-Paradise, AP Transco CC Counter, Near Paradise Hotel, MG Rd.
32	Qutubullapur	64621266	E-Seva-Quthubullapur, Near Rythu Bazaar
33	Ramanthapur	64621270	E-Seva-Ramanthapur, Muncipal Administration Officer, APSRTC Colony.
34	Ramnagar	64621268	E-Seva-Ramnagar, Commuinity hall of MCH, Ramnagar.
35	Sanathnagar	64621276	E-seva-Sanathnagar, ADE Office premises, Near BK Guda, sanathnagar
36	Saroornagar	64621275	E-Seva-Saroor Nagar, ERO Office, APCPDCL, Saroor nagar
37	Seethaphalmandi	64621272	E-Seva-Seethaphalmandi, CC Counter of HMWSSB, Adj Welfare centre.
38	Sultan Bazar	64621273	E-Seva-Sultanbazar, AP Transco CC Counter, Opp Koti Womes college,Koti
39	Tirumalagiri	64621279	E-Seva-Thirumalagiri, RTA Fast Track Officer, Thirumalagiri. H No:-12-5-149,vijayapuri colony community hall,Besides Axis Bank
40	Vijayapuri Colony	64631299	Lane,Tarnaka,Hyderabad

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 on status of their applications through the internet at www.passport.gov.in. Additionally, status of applications can be found out through telephone enquiry at 55352 (in Telugu, Hindi and English) or by sms (pptap(space)file/key number) to 55352. Apart from this citizens are provided passport issuance information through Enquiry Counters. Citizens can also visit the officers during office hours on all working days between 10.30 am to 1.30 pm. 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 the Right to Information Act, 2005

Appellate Authority ::

Joint Secretary (CPV) and CPO

Ministry of External Affairs

Patiala House Annexe, Tilak Marg, New Delhi

Phone No : 011-23387104,23384529

Fax No : 011-23387281,23782821

Central Public Information Officer ::

Shri. Dr K .Srikar Reddy, IFS

Regional Passport Officer

Passport Office, Kummaraguda, Hyderabad 500003

Phone No: For enquiries 55352 (automated telephone and sms enquiry),

040-27715333 Fax No : 040- 27705656

Such other information as may be prescribed; and thereafter update

These publications every year

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

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

DELIVERY OF PASSPORT

Passport is delivered by SPEED POST.