 सत्यमेव जयते	THE OFFICE OF THE DISTRICT MAGISTRATE BIRBHUM	Controlled Copy Copy No:-	
DOCUMENT NO.	SOP Passport 01/01/Rev:		
SECTION TITLE:	Procedure for Collection of International Passport		
SECTION NO.	REVISION DATE	PAGE	ISSUE DATE
7.5	NIL	Page 1 of 3	10.09.10.

1. Purpose: - Procedure for collection of International Passport Application Form.

2. Scope :- Any person within the District.

3. Responsibility & Authority :- O/C has the over all responsibility to implement the procedure.
Individual responsibility as mentioned in the procedure.
Unit head shall be over all responsible.

4. Reference: - Section 5(2) of the Passport Act, 1967 specific Form oriented by the Govt. of India, Ministry of External Affairs, New Delhi.
Quality Manual Section: 7.5


5. Abbreviation: - D.I.B.- District Investigation Bureau.
F&NRI: Foreign and non resident Indian

6. Procedure: -

6.1. Passport Application Form shall be issued to the applicant on receiving the challan amounting to Rs. 10/- in T.R.-7 and issue register of printed Form (WBFR-108) shall be updated.

6.2. The filled in passport form shall be received after ensuring that all the relevant enclosures are attached including Bank Draft / Pay Order of Rs. 1000/= only drawn in favour of R.P.O., Kolkata and payable at Kolkata. For "TATKAL" Passport, a fee of Rs. 2500/= only is to be paid through Bank Draft/Pay Order drawn in favour of R.P.O., Kolkata. The details shall be entered in the International Passport receipt register (QSF Passport 01) and an acknowledgement shall be issued to the applicant.

PREPARED & ISSUED BY	APPROVED BY
Management Representative	DM,Birbhum


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7.5	NIL	Page 2 of 3	10.09.10.

- 6.3 After receiving the application, it shall be checked and verified by D.A. and entered in to docket Register in West Bengal Form No. 16. Application form along with all connected papers are placed before O/C, Passport Section in order to send for D.I.B. enquiry.
- 6.4 If the enquiry report is not received within one month, a reminder shall be sent to the D.I.B.
- 6.5. After receiving enquiry report from the end of D.I.B., application form along with all connected papers shall be sent to the Regional Passport Officer, Kolkata through special messenger within 7 days from the date of receipt of the enquiry report from the end of D.I.B., Birbhum. The issue register (WBFR 19) shall be updated.
- 6.6. When the available stock of Passport Application Form is 100, a requisition shall be sent by O/C to Ministry of External Affairs for replacement of the stock.
- 6.7 At the month end a monthly report (QSF Passport 02) shall be sent to Asstt. Secretary, F&NRI Deptt. Writers' Buildings, Kolkata.

7.0 R E C O R D S : -

Sl. No.	Records.	Format No.	Retention Period.	Responsibility	Distribution.
1.	International Passport Form Issue Register	WB FR 108	3 years	O/C Passport Section	NIL
2.	Passport Receipt Register	QSF Passport 01/1	5 years	O/C, Passport Section.	NIL

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Sl. No.	Records.	Format No.	Retention Period.	Responsibility	Distribution.
3.	Docket Register	WB FR 19	3 Years	O/C Passport	Nil
4.	Issue Register	WB FR 16	3 Years	O/C Passport	Nil
5.	Monthly Report	QSF Passport 02/1	5 Years	O/C Passport	Nil

Passport Receipt Register

QSF Passport 01/1

Sl. No.	Date of receipt	Application form serial no	Name of the applicant	No. of enclosures	Date of issue to SP(DIB)	Date of reminder to DIB	Date of receipt of DIB Report	Date of sending to RPO	File No. endorsed by RPO

Monthly Report

QSF Passport 02/1

No. of applications sold	No. of applications received	No. of applications sent to DIB for verification	No. of reports received from DIB	No. of reports to be received from DIB	No. of applications to be sent to DIB for verification	No. of applications sent to RPO Kolkata for issuance of passport	No. of applications ready for sending to RPO Kolkata	No. of applications of Govt. employee/minor already sent to RPO Kolkata

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