

**INFORMATION ABOUT THE EMBASSY OF INDIA  
AS REQUIRED UNDER SECTION 4(1)(B) OF THE RTI ACT, 2005**

- (i) the particulars of its organization, functions and duties;
- The Embassy is headed by the Ambassador and has the following Wings: Political, Commercial, Cultural, Community Affairs, Education, Consular and Welfare, Labour, Information, Administration and Defence Wings
- Each Wing is headed by an officer of the rank of DCM, Counsellor, First Secretary or Second Secretary.
- The functions of the Embassy, inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, Consular work and Labour & Welfare matters.
- The Embassy functions within the purview of business allocated to the Ministry of External Affairs under the Government of India's Allocation of Business Rules and Transaction of Business Rules.
- (ii) the powers and duties of its officers and employees;
- General Administrative powers are derived from IFS (PLCA) Rules, as amended from time to time.
- Financial powers of the Officers of the Embassy of India have been detailed in the Delegated Financial powers of the Government of India's Representatives Abroad.
- Other powers are derived from the Passport Act of India, the Consular and Visa Manuals and Emigration Act and Rules
- The Officers of the Embassy function under the guidance and supervision of the Ambassador.
- (iii) the procedure followed in the decision making process,
- Officers function under the overall supervision and guidance of Ambassador. Within each Wing,

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|        | including channels of supervision and accountability;  | Officers take instructions from the Head of the Wing and cases are submitted to the Ambassador as required.   |
| (iv)   | the norms set by it for the discharge of its functions   | Norms are set under the instruction and supervision of the Ambassador.  |
| (v)    | the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;   | <ul style="list-style-type: none"> <li>- IFS PLCA rules and Annexures</li> <li>- Delegated Financial Powers of Government of India's</li> <li>Representatives abroad Rules</li> <li>- Passport Act</li> <li>- Consular and Visa Manuals</li> <li>- Emigration Act and Rules</li> <li>- Manual of Office Procedures</li> <li>- Other Central Government Rules and manuals published by the Government of India.</li> </ul> |
| (vi)   | a statement of the categories of documents that are held by it or under its control;   | <p>Classified documents/files including those relating to India's external relations.</p> <p>Unclassified documents/files including joint statements, declarations, agreements and MoUs. Passport and consular services application forms and labour contract documents.</p>  |
| (vii)  | the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;  | Embassy of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the Embassy under the guidance and supervision of the Ambassador.  |
| (viii) | 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, | Embassy interacts regularly with representatives of Indian community and others.  |

or the minutes of such meetings are accessible for public;

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| (ix)   | a directory of its officers and employees;   | A directory is given under the link – <a href="#">Embassy Officers</a>   |
| (x)    | the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;                          | A statement of monthly remuneration is at <a href="#">Annexure-I</a>   |
| (xi)   | the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;                          | A statement of Budget allocation and expenditure is at <a href="#">Annexure II</a>   |
| (xii)  | the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;                                    | The Embassy of India does not have any subsidy programme.  |
| (xiii) | particulars of recipients of concessions, permits or authorizations granted by it;   | No concessions/permits are granted by the Embassy of India.  |
| (xiv)  | details in respect of the information, available to or held by it, reduced in an electronic form;  | The Embassy's website has the required information. The Embassy also makes available to interested individuals / organizations various CD's and DVD's containing information on India, its people and culture.   |
| (xv)   | the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use; | All officers in the Embassy are available to give information pertaining to their Wings. In addition, information is also made available on the Embassy's website.<br><br>The Embassy maintains a Library which can be accessed between 9.00 AM to 4.30 PM on all working days |

(xvi) the names, designations and other particulars of the Public Information Officers;

**Public Information Officer**  
**Shri Shiv Sagar,**  
**Second Secretary,**  
**Tel: 22523304;**  
**Fax: 22571192;**  
**Email:**[hoc@indembkwt.org](mailto:hoc@indembkwt.org)

**Appellate Authority**  
**Shri Shubashis**  
**Goldar,**  
**Deputy Chief of**  
**Mission,**  
**Tel: 22510891;**  
**Fax: 22573902;**  
**email:**[fslabour@indembkwt.org](mailto:fslabour@indembkwt.org)

(xvii) such other information as may be prescribed and thereafter update these publications every year;

The Embassy's website has information which is updated on a regular basis.

**As on 31st Dec, 2013**