

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

i.	The particulars of its organization, functions and duties	Embassy of India is headed by the Ambassador. 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. Powers related to issue of passports are derived from the Passport Act of India. The Officers of the Embassy function under the guidance and supervision of the Ambassador.
iii.	The procedure followed in the decision making process, including channels of supervision and accountability	Decisions are taken under the instruction and supervision of the Ambassador.
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	IFS PLCA Rules and Annexures Delegated Financial Powers of Government of India's Representatives abroad Rules Passport Act Manuals on Office Procedures Other Central Government Rules and manuals published by Central Government.
vi.	A statement of the categories of documents that are held by it or under its control	Classified documents/files relating to India's external relations Unclassified documents/files including joint statements, declarations, agreements and MoUs. Passport and consular services application forms etc.
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, or the minutes of such meetings are accessible for public	No Board, Council, Committee or other such body has been constituted by the Embassy of India, for any purpose
ix.	A directory of its officers and	A directory is given at <a href="#">Annex-I</a>

	employees	
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="#">Annex-II</a>
xi.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	The Budget figures for the current financial year are given in the statement at <a href="#">Annex-III</a>
xii.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	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
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	Central Public Information Officer:- Dr. Sanjay Kumar Second Secretary & Head of Chancery Email: hoc.sanaa@mea.gov.in
xvi.	The names, designations and other particulars of the Public Information Officers;	
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.
xviii.	Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	(a) May, 2023 (b) Report of audit carried out is given at <a href="#">Annex IV</a>
xix.	Whether STQC certification obtained and its validity	STQC Certificate is obtained with validity of one year.
xx.	Does the website show the certificate on the Website?	Yes, given at <a href="#">Annex V</a> .