

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

(i)	the particulars of its organization, functions and duties;	<p>Embassy of India is headed by the Ambassador and the Deputy Chief of Mission.</p> <p>The Embassy has the following 16 Wings which are responsible for the respective areas of their functions: (i) Political Wing, (ii) Economic & Commercial Wing, (iii) Chancery & Administration Wing, (iv) Education Wing, (v) Information Wing, (vi) Coordination Wing, (vii) Defence Technology Wing, (viii) Technical Wing, (ix) Consular Wing, (x) Military Wing, (xi) Naval Wing, (xii) Air Wing, (xiii) Science & Technology Wing, (xiv) Hindustan Aeronautics Limited Wing, (xv) Mazagon Dockyards Limited Wing, (xvi) Jawaharlal Nehru Cultural Centre.</p> <p>Each Wing is headed by a Minister / Counsellor / First Secretary rank officer.</p> <p>The Embassy is mainly responsible for developing and maintaining friendly relations between India and Russia in the fields of Economic and Commerce, Information, Culture, Defence, Political, Consular and Education and other areas of cooperation. It also looks after the interests of members of the Indian community in Russia. In the course of carrying out its responsibilities, it interacts with different government departments/agencies, foreign diplomatic missions and UN representations based in Russia as well as various segments of people including members of the Indian community in Russia.</p>
(ii)	the powers and duties of its officers and employees;	<p>General Administrative powers are derived from IFS (PLCA) [Indian Foreign Services (Pay, Leave and Compensatory Allowances)] Rules, as amended from time to time. These rules are only for official use.</p> <p>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. These rules are only for official use.</p> <p>Other powers are derived from the Passport Act of India.</p> <p>The Officers of the Embassy function under the guidance and supervision of the Ambassador.</p>
(iii)	the procedure followed in the decision making process, including channels of	<p>Officers of the different Wings of the Embassy initiate and take follow up action, with the help of staff posted in their Wings, in</p>

	supervision and accountability;	<p>accordance with departmental instructions which prescribe the level of final disposal and channel of submission for each category of cases.</p> <p>Decisions are taken under the instruction and supervision of the Ambassador.</p> <p>Final decision making authority in the Embassy is the Ambassador.</p>
(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;	<p>IFS (PLCA) [Indian Foreign Services (Pay, Leave and Compensatory Allowances)] Rules, as amended from time to time. These rules are only for official use.</p> <p>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. These rules are only for official use.</p> <p>Other powers are derived from the Passport Act of India.</p> <p>The Embassy also utilizes 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 in the public domain as printed, priced publications.</p>
(vi)	a statement of the categories of documents that are held by it or under its control;	<p>Classified documents/files relating to India's external relations</p> <p>Unclassified documents/files including joint statements, declarations, agreements and MoUs.</p> <p>Passport and consular services application forms.</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, or the minutes of such meetings are accessible for public	Embassy interacts regularly with representatives of think tanks, academic community and others.

(ix)	a directory of its officers and employees;	A directory is given at <u>Annexure-I</u> .
(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 <u>Annexure-II</u> .
(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 <u>Annexure-III</u> .
(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 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. Embassy also makes available to interested individuals 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;	<p>The Embassy's website has the required information. Embassy also makes available to interested individuals various CD's and DVD's containing information on India, its people and culture.</p> <p>A library exists with a reading room for public use from 1000 hrs to 1800 hrs from Monday-Friday with issue of books upto 1730 hrs except Wednesday (1000 hrs to 1300 hrs).</p>
(xvi)	the names, designations and other particulars of the Public Information Officers;	<p>Public Information Officer</p> <p>Ms. Sunayna Gahlot</p> <p>Second Secretary (Press & Information)</p> <p>Embassy of India,</p> <p>Building No.09, Vorontsovo Polye</p> <p>Moscow – 105064</p> <p>Tel: +7 495-917 40 44</p> <p>Fax: +7 495 783 7538</p> <p>E-Mail: press.moscow@mea.gov.in</p>
(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.