RTI ACT - 2005

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 started functioning from August 1947 following establishment of diplomatic relations with Russian Federation on April 13, 1947. Embassy of India is headed by Ambassador and Deputy Chief of Mission. The Embassy has the following 17 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) Press & 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 (xvii) ISRO Technical Liaison Unit (ITLU) / SPACE Wing Each Wing is headed by a Minister / Counsellor / First Secretary rank officer. 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. 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. Vision: To implement the foreign policy objectives of the Ministry of External Affairs; Mission : to enhance the friendly relations between India and Russia; Key objectives: Political and economic cooperation, Trade and

		Investment promotion, cultural interaction, press and media liaison, scientific-cooperation, welfare of Indian community members.
(ii)	The powers and duties of its officersand employees;	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. 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. Other powers 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;	Officers of the different Wings of the Embassy initiate and take follow up action, with the help of staff posted in their Wings, in accordance with departmental instructions which prescribe the level of final disposal and channel of submission for each category of cases. Decisions are taken under the instruction and supervision of the Ambassador. Final decision making authority in the Embassy is 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. The functions of the Embassy inter alia include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, scientific cooperation, welfare of Indian community etc. Services offered : Consular , Passport and visa service, responding to trade queries, promotion of BSM, exhibitions etc. There are numerous procedures, guidelines and regulations applicable to different functions and services rendered by the Mission. Various forms and procedure to obtain the services have been given on the website of the Mission. There are various mechanism in place for the redressal of grievances including by directly contacting the Mission and/or through portals like Madad etc.

(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) [Indian Foreign Services (Pay, Leave and Compensatory Allowances)] Rules, as amended from time to time. These rules are only for official use. 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. Other powers are derived from the Passport Act of India. 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. Transfers are done by the Ministry of External Affairs
(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. Head of Wings are the custodian of documents and files pertaining to their wings.
(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. Constitution of Purchase Committee Different committees of the mission do not have any power. Functions : Purchase committee recommends on the office purchase above INR 25000, Committee for Indian community Welfare fund recommends for use of funds for welfare of Indian community, Official Language promotion committee recommends on promotion of Hindi language in official working etc.
(ix)	A directory of its officers and employees;	A directory is given at **Annexure-I**.

(x)	The monthly remuneration received byeach of its officers and employees, including the system of compensation as provided in its regulations;	A statement of monthly remuneration is at **Annexure-II**.
(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 inthe statement at **Annexure-III**. Monthly cash account and Progressive Expenditure statements are submitted each month to the Chief Controller of Accounts, Ministry of External Affairs.
(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;	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. 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). Officer in charge of library: Mr. Bharat Yadav Second Secretary (Press & Information Email- press.moscow@mea.gov.in
(xvi)	The names, designations and other particulars of the Public Information Officers;	Public Information Officer Mr. Bharat Yadav Second Secretary (Press & Information)Embassy of India, Building No.09, Vorontsovo PolyeMoscow – 105064 Tel: +7 495-917 40 44 Fax: +7 495 783 7538 E-Mail: press.moscow@mea.gov.in Appellate Authority Mr. Ved Prakash Singh First Secretary (Press & Information) Embassy of India Building No. 09, Vorontsovo Polye Moscow – 105064 Tel : +7 495 5453524 Fax : +7 495 9172285 Email : hoc.moscow@mea.gov.in

(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)	Foreign tours undertaken by Ministers and senior Officers to Russia	Information to be provided on request
(xix)	Programmes to advance understanding of RTI	Ministry conducts sessions from time to time. DOPT publishes the RTI guidelines and circulates to all concerned.
(xx)	Transfer Policy And Transfer Orders	Transfers are done by the Ministry of External Affairs
(xxi)	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the Parliament.	No such para forms the part of report laid before the Parliament
(xxii)	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of	Policy formulation lies with Ministry of External Affairs
(xxiii)	Arrangements for consultation with or representation by – (a) Members of the public in policy formulation/policy/implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	RTI applicants do not seek any such documents normally
(xxiv)	Are the details of policies / decisions, which affect public, informed to them	Policy making lies with Ministry of External Affairs. All policies and decisions concerning citizens are put in public domain through social media.
(xxv)	Dissemination of information widely and in such form and manner which is easily accessible to the public	Embassy of India gives wide publicity to all such matters concerning citizens through website and other social media platforms.
(xxvi)	Form of accessibility of information manual / handbook.	Embassy of India does not maintain any such handbook. Information concerning functioning of Embassy of India and services provided is available on its website : https://www.indianembassy-moscow.gov.in
(xxvii)	Particulars of facilities available to citizen for obtaining information	Citizens can avail consular and commercial services through electronic means including contacting by telephone in emergency. Information pertaining to Commerce, Consular and Cultural wings in available in public domain. Working hours of the facility is from 09.00 to 17.30 hrs. Contact person & details are available at https://www.indianembassy-moscow.gov.in/contact-us.php
(xxviii)	Grievance redressal mechanism	Grievances may be redressed through contacting by telephone, email, post, Whatsapp, Madad and CP Gram portals.
(xxix)	Details of applications received under RTI and information provided	In FY 2021-22, total 19 RTI applications have been received and responses sent to all the applications

(xxx)	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	House of officials are leased through contracts with GlavUPDK, an official organization of the Ministry of Foreign Affairs of the Russian Federation
(xxxi)	Receipt & Disposal of RTI applications & appeals	RTI applications have been received. All applications disposed.
(xxxii)	Replies to questions asked in the parliament	Ministry of External Affairs is responsible for Parliament Questions
(xxxiii)	Name & details of (a) current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Current CPIO-Mr. Bharat Yadav, Second Secretary (Press & Information), Current FAA-Mr. Ved Prakash Singh, First Secretary (Press & Information) Previous CPIO – Ms. Sunayna Gahlot, Second Secretary (Press & Information), Previous FAA – Mr. T.J. Suresh, Counsellor (HOC)
(xxxiv)	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Much information is already disclosed. Number of RTI applications are minimal.
(xxxv)	Guidelines for Indian Government Websites (GIGW) is followed	Guidelines for Indian Government Websites (GIGW) is followed