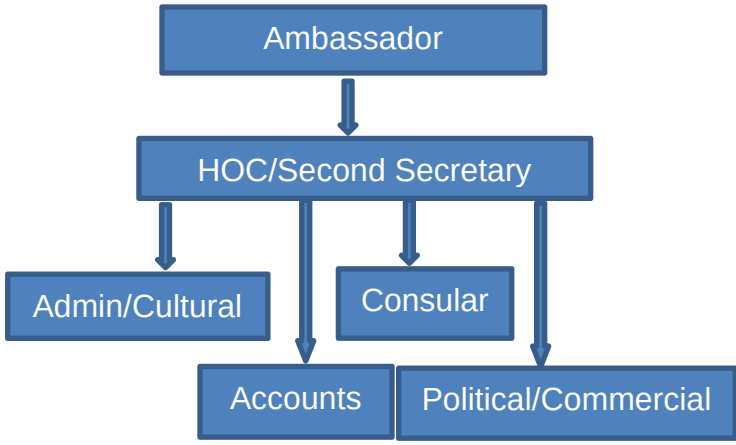


INFORMATION ABOUT THE EMBASSY OF INDIA, REQUIRED UNDER SECTION 4(1)(B) OF THE RTI ACT, 2005

(i)	The particulars of its organization, functions and duties;	<p>Embassy of India is headed by the Ambassador and has following Wings: (i) Administration Wing (ii) Consular Wing (iii) Cultural/Accounts Wing (iv) Commercial Wing First Secretary (HOC) is responsible for the Administration of the Embassy and Ambassador is overall in-charge of the Embassy.</p>  <pre> graph TD A[Ambassador] --> B[HOC/Second Secretary] B --> C[Admin/Cultural] B --> D[Accounts] B --> E[Consular] B --> F[Political/Commercial] </pre> <p>The functions of the Embassy, inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, and scientific cooperation in bilateral and multilateral contexts.</p> <p>The Embassy is mainly responsible for developing and maintaining friendly relations between India and Belarus in the fields of Economic and Commerce, Trade, Information, Culture, Defence, Political, Consular, Education and other areas of cooperation. It also looks after the interests of members of the Indian Community in Belarus. In the course of carrying out its responsibilities, it interacts with different Government departments/ agencies, foreign diplomatic missions and UN representations based in Belarus as well as various segments of people including members of the Indian community in Belarus.</p> <p>Embassy of India 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.</p> <p>Vision: To implement the foreign policy objectives of the Government of India.</p>
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		<p>Mission: To enhance diplomatic relations between India and Belarus to mutual benefit.</p> <p>Key Objectives: Political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, scientific-cooperation, welfare of Indian community members.</p>
(ii)	The powers and duties of its officers and employees;	<p>General Administrative powers are derived from IFS (PLCA) Rules, as amended from time to time.</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.</p> <p>Other powers are derived from the Passport Act of India. The Officers of the Embassy perform their duties under the guidance and supervision of the Ambassador.</p>
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	<p>Decisions are taken under the instruction and supervision of the Ambassador.</p> <p>Proposals are initiated at ASO level and approved by HOC and then submitted to Ambassador for final approval.</p> <p>Final decision making authority in the Embassy is the Ambassador.</p> <p>For administrative work and policy making, there is no set timeline. Timelines for individual tasks are dictated by the Ministry of External Affairs. [Efforts are taken to resolve issues at the earliest].</p>
(iv)	The norms set by it for the discharge of its functions	<p>Norms are set under the instruction and supervision of the Ambassador.</p> <p>There are numerous procedures, guidelines and regulations applicable to different functions and services rendered by the Mission.</p> <p>Proforma and procedure to obtain services have been given on the website of the Mission.</p> <p>There are various mechanisms in place for the redressal of grievances including by directly contacting the Mission and/or through portals like MADAD etc.</p>

(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 rules and annexures</p> <p>Delegated Financial Powers of Government of India's Representatives abroad Rules Passport Act</p> <p>Manuals on Office Procedures</p> <p>Other Central Government Rules and manuals published by Central Government.</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 relations with Belarus.</p> <p>Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and Belarus.</p> <p>Passport and consular services application forms.</p> <p>Head of Wings are the custodian of documents and files pertaining to their wings.</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;	<p>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.</p>
(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;	<p>Embassy interacts regularly with representatives of think tanks, academic community and others.</p> <p>If the item to be purchased cost more than INR 50,000/-, Mission constitutes a Local Purchase Committee (LPC) consisting of atleast three Personnel from different Wings with approval of HOM. Thereafter, LPC surveys local market, take atleast 3-4 quotations and award the work to L1 after gauging competence of the Seller and quality of item to be purchased. After recommendation of LPC, the item is purchased with prior approval of HOM.</p> <p>Embassy Crisis Management Committee (All India based staff)</p> <ul style="list-style-type: none"> - Constituted during major crises. - Meetings/ minutes of meetings are not open to public.

(ix)	A directory of its officers and employees;	A directory is given at https://www.eoiminsk.gov.in/page/embassy-officials/													
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	<table><tr><th>Designation</th><th>Entry level of Pay (INR)</th></tr><tr><td>Ambassador</td><td>144200 - 218200</td></tr><tr><td>Second Secretary</td><td>67700- 208700</td></tr><tr><td>Attache</td><td>47600 - 151100</td></tr><tr><td>Assistant Section Officer</td><td>44900 - 142400</td></tr><tr><td>Personal Assistant</td><td>44900 - 142400</td></tr></table>	Designation	Entry level of Pay (INR)	Ambassador	144200 - 218200	Second Secretary	67700- 208700	Attache	47600 - 151100	Assistant Section Officer	44900 - 142400	Personal Assistant	44900 - 142400	
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(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Budget Allocation for for the FY 2025-26		
		S. No.	Heads	Amount (Rs. In Thousands)
			(I)	(II)
		1.	Salaries	16530
		2.	Rewards	25
		3.	Allowances	36503
		4.	LTC	34
		5.	Wages	243
		6.	Medical	689
		7.	Local Tours	471
		8.	FTE	1941
		9.	OE	2250
		10.	Motor Vehicle	0
		11.	Furniture & Fixtures	0
		12.	Fuel & Lubs.	270
		13.	Bank Charges	255
		14.	Repairs & Maint.	255
		15.	ORE	0
		16.	Adv. & Pub.	310
		17.	RRT	17930
		18.	Minor Civil & Elect. works	6
		19.	ICT	78
		20.	Digital Equip	228
		21.	SAP	53
		22.	Training Expenses	0
		23.	Rent for others	0
		24.	Materials & Supplies	0
		25.	Machinery & Equip.	0
		26.	Other Fixed Assets	0
			Total	78069
		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 the Embassy of India.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	The Embassy of India's website has the required information. The Embassy of India 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;	Right to Information Act, 2005 is available in Hindi or English in the Library from Monday to Friday (0900 hrs. to 1730 hrs.)
(xvi)	The names, designations and other particulars of the Public Information Officers.	Public Information officer:- Sh. Rajesh Kumar (Second Secretary/HOC) Telephone: 00-375-17-2621546 Fax : 00375-172884799 Email : hoc.minsk@mea.gov.in
(xvii)	Such other information as may be prescribed and thereafter update these publications every year;	The Embassy of India's website has information which is updated on a regular basis.
(xviii)	Foreign Tours undertaken by Ministers and senior Officers to Belarus.	Information to be provided by line Ministries. Details of the visits are available on the below link. https://www.eoiminsk.gov.in/page/important-bilateral-visits-to-and-from-belarus/
(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.	This is the domain of Ministry of External Affairs (HQ).

(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 thereof.	Policy formulation lies with Ministry of External Affairs. This is the domain of Ministry of External Affairs (HQ).
(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. a. This is the domain of Ministry of External Affairs (HQ). b. Consultations or representation by visitors are dealt from time to time. c. No such publications are sought by RTI applicants from the Mission.
(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 website and 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, manual / handbook. Information concerning functioning of Embassy of India and services provided is available on its website : https://www.eoiminsk.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. Information pertaining to Commerce, Consular and Cultural wings is available in public domain. Working hours of the facility is from 09.00 to 17.30 hrs. Embassy also maintains a 24 hours helpline for consular assistance. Contact details are available at the following link. https://www.eoiminsk.gov.in/page/contact-us/
(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 2024-25, total 03 RTI applications and 00 appeals 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.	Contracts entered into by this Embassy are of a confidential nature and cannot be placed in public domain to protect security of information and personnel.
(xxxii)	Receipt & Disposal of RTI applications & appeals	RTI applications have been received. All applications are disposed in a timely manner.
(xxxiii)	Replies to questions asked in the parliament.	Ministry of External Affairs is responsible for Parliament Questions.
(xxxiii i)	Name & details of (a) current CPIOs and FAAs, (b) Earlier CPIO & FAAs from 1.1.2015.	<p><u>Current CPIO</u></p> <p>Mr. Rajesh Kumar (Second Secretary/ HOC/ CPIO): 29.07.2024 till date</p> <p><u>Previous CPIOs</u></p> <p>1. Ms. Bhavika Mangalanandan, SS/HOC: 18.08.2020 to 09.05.2021</p> <p>2. Mr. Vishav pal (SS & HOC/CPIO): 10.07.2017 to 17.08.2020</p> <p>3. Mr. Peeyush Verma (SS&HOC/CPIO): 08.12.2014 to 18.02.2017</p> <p>4. Mr. Jeysundhar. D (First Secretary/ HOC/ CPIO): 10.05.2021 to 26.07.2024</p>
(xxxiv)	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information.	Information is already disclosed in public domain. Number of RTI applications is minimal.
(xxxv)	Guidelines for Indian Government Websites (GIGW) is followed.	Guidelines for Indian Government Websites (GIGW) is followed.
(xxxvi i)	Appointment of Nodal Officers	Mr. Ashok Kumar, Ambassador, Embassy of India, Minsk.

		Date of Appointment: 19 February 2025
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