

**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><b>Embassy of India is headed by Ambassador and has following Wings: (i) Political Wing (ii) Chancery Wing (iii) Diaspora Affairs Wing (iv) Press, Culture, and Information Wing (v) Economic Wing (vi) Commerce Wing (vii) Consular Wing</b></p> <p><b>Each Wing is headed by a Counsellor or First Secretary rank officer.</b></p> <p><b>The functions of the Embassy inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and scientific cooperation with the Kingdom of Belgium, the Grand Duchy of Luxembourg and the European Union</b></p> <p><b>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.</b></p>
(ii)	the powers and duties of its officers and employees;	<p><b>General Administrative powers are derived from IFS (PLCA)</b></p> <p><b>Rules, as amended from time to time.</b></p> <p><b>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.</b></p> <p><b>Other powers are derived from the Passport Act of India</b></p> <p><b>The Officers of the Embassy function under the guidance and supervision of Ambassador.</b></p>
(iii)	the procedure followed in the decision making process, including	<p><b>Decisions are taken under the instruction and supervision of the Ambassador. Annexure-I</b></p>

	channels of supervision and accountability;	
(iv)	the norms set by it for the discharge of its functions;	<b>Norms are set under the instruction and supervision of the Ambassador.</b>
(v)	the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<b>IFS PLCA rules and annexures</b>  <b>Delegated Financial Powers of Government of India's Representatives abroad Rules</b>  <b>Passport Act , the Consular Manual and the Visa Manual.</b>  <b>Manuals on Office Procedures</b>  <b>Other Central Government Rules and manuals published by Central Government.</b>
(vi)	a statement of the categories of documents that are held by it or under its control;	<b>Classified documents/files relating to India's external relations</b>  <b>Unclassified documents/files including joint statements, declarations, agreements and MoUs.</b>  <b>Passport and consular services application forms</b>
(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;	<b>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.</b>
(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	<b>Embassy interacts regularly with representatives of think tanks, academic community and others.</b>

	those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	
(ix)	a directory of its officers and employees;	<b>A directory is given at Annexure-II</b>
(x)	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	<b>A statement of monthly remuneration is at Annexure-III</b>
(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	<b>The Budget figures for the current financial year are given in the statement at Annexure-IV</b>
(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	<b>Embassy of India does not have any subsidy programme.</b>
(xiii)	particulars of recipients of concessions, permits or authorizations granted by it;	<b>No concessions/permits are granted by Embassy of India.</b>
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	<b>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.</b>
(xv)	the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for	Individuals or organisation can approach the Public Information Officer anytime during office hours and obtain information from him.

	public use;	
(xvi)	the names, designations and other particulars of the Public Information Officers;	Public Information officer:- Mr. B.Vanlalvawna Tel: 02-645-1859 Fax: 02- 648 9638 Email: <a href="mailto:fseu@indembassy.be">fseu@indembassy.be</a>
(xvii)	such other information as may be prescribed and thereafter update these publications every year;	<b>The Embassy's website has information which is updated on a regular basis.</b>