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;	Embassy of India is headed by Ambassador and has following Wings: (i) Administration Wing (ii) Consular Wing (iii) Education Wing (iv) Political Wing and (v) Trade Wing. The functions of the Embassy inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and cooperation in bilateral and multilateral contexts. 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. 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;	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 in accordance with instructions of Ministry of External Affairs of India, New Delhi.
(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, Visa and Consular Services application forms
(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;	Nil.
(ix)	A directory of its officers and employees;	A directory is given below (Annex-I)
(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 given below (Annex-II)
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	The Embassy of India, Vientiane has been allocated a total budget of Rs. 7,83,87,000/- in FY 2020-21 for discharge of its functions.
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such	Embassy of India does not have any subsidy programme.

	programmes;	
(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 website of the Embassy has the required information. The Embasssy of India can also make available to interested individuals various CD's and DVD's containing information on India, its people and culture as may be available in its stock.
(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;	Details of working hours of the Embassy of India are available on the website.
(xvi)	The names, designations and other particulars of the Public Information Officers;	**Central Public Information officer:-** Shri Pankaj Kumar Singhal, Second Secretary E-mail: hoc.vientianne@mea.gov.in Tel: 00856-21-352301 Fax : 00856-21-352300 **First Appellate Authority** Shri Dinkar Asthana, Ambassador of India E-mail: amb.vientianne@mea.gov.in Tel: 00856-21-352301 Fax : 00856-21-352300
(xvii)	Such other information as may be prescribed and thereafter update these publications every year;	The website of the Embassy has information which is updated on a regular basis.

Annex-I

EMBASSY OF INDIA, VIENTIANE
UPDATED AS ON 27.01.2021

S. No.	Name	Designation
1.	Shri Dinkar Asthana	Ambassador
2.	Shri Ashok Bhatt	First Secretary
3.	Shri Pankaj Kumar Singhal	Second Secretary & HOC
4.	Shri Madan Gopal	Second Secretary (Consular and Commerce)
5.	Shri Amit Kumar Gupta	Second Secretary (Political)
6.	Smt. Sangeeta Bhatt	Attache
7.	Shri Sonu Kumar	Attache (Admn) & DDO
8.	Shri Saurabh Kumar	Assistant Section Officer
9.	Shri Rajeev Kumar	Security Assistant

Annex-II

Monthly remuneration of employees of Embassy of India, Vientiane

S. No	Designation	Pay Scale	Matrix Level
1	Ambassador	182200-224100	15
2	First Secretary	78800-209200	12
2	Second Secretary	67700-208700	11
3	Attache	47600-151100/ 53100-167800	8/ 9
4	ASO	44900-142400	7
5	Security Assistant	29200-92300	5