

**Information about the Embassy of India, Vientiane required
under Section 4 (1) (B) of the RTI Act, 2005**

<p>(i)</p>	<p>The particulars of its organization, functions and duties;</p>	<p>The Embassy headed by Ambassador of India and has following six Wings: (i) Political (ii) Commercial (iii) Chancery (including Administration) (iv) Consular (v) Culture and (vi) Education.</p> <p>Each Wing is headed by a Second Secretary rank officer.</p> <p>Embassy functions within the purview of business allocated to the Ministry of External Affairs under the Government of India Allocation of Business Rules and Transaction of Business Rules. The functions of the Embassy <i>inter alia</i> include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs, in bilateral and multilateral contexts.</p>
<p>(ii)</p>	<p>The powers and duties of</p>	<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</p>

	its officers and employees;	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 as per extant rules and guidelines, where applicable and 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.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Delegated Financial Powers of Government of India's Representatives Abroad Rules Passport Act Manuals of Office Procedures Other Central Government Rules and Manuals published by Central Government.
(vi)	A statement of the	Classified documents/files relating to India's relations with Lao PDR.

	categories of documents that are held by it or under its control;	Unclassified documents/files including Joint Statements, Declarations, Agreements and MoUs between India and Lao PDR. 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;	Embassy interacts regularly with representatives of think tanks, academic community and others.
(ix)	A directory of its officers	List of officers is given at Annexure-I

	and employees;	
(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 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 Embassy are given in the statement at Annexure-III.
(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 website has the required information. Embassy also makes available to interested individuals various brochures, CDs and DVDs 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 is open from 08.30 AM to 05.00 PM or 0830 hours to 1700 hours from Monday to Friday (except holidays). The details of holidays observed by the Embassy are given on the website https://indianembassy Laos.gov.in/ . The library of the Embassy will be open to public soon.
(xvi)	The names, designations and other particulars of the Public Information Officers;	<p>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</p> <p>First Appellate Authority</p> <p>Shri Dinkar Asthana, Ambassador of India E-mail: amb.vientianne@mea.gov.in Tel: 00856-21-352301 Fax : 00856-21-352300</p>
(xvii)	Such other information as may be prescribed and thereafter update these publications every year;	The Embassy website has information which is updated on a regular basis.

