

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

## 1. Organisation and Function

Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Embassy of India, No.5 Liangmaqiao Beijie, Chaoyang District, Beijing
	(ii) Head of the organization	Ambassador
	(iii) Vision, Mission and Key objectives	As per mandate given to Ministry of External Affairs by Government of India.
	(iv) Function and duties	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. 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 in bilateral and multilateral contexts.
	(v) Organization Chart	Available on Website
	(vi) Any other details-the genesis, inception,	N.A.

	formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	
Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<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 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 function under the guidance and supervision of the Head of Mission.</p>
	(ii) Power and duties of other employees	As directed by Head of Mission
	(iii) Rules/ orders under which powers and duty are derived and	General Administrative Powers are derived from IFS(PLCA) Rules, as amended from time to time.
	(iv) Exercised	<p>Financial powers of the officers of the Embassy have been detailed in the Delegated Financial powers of the Government of India's</p>

		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 Head of Mission
	(v) Work allocation	Available on Website
Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	As per Government of India's Rules/Orders issued and promulgated and applicable to Ministry of External Affairs, New Delhi as per GoI's Transaction of Business Rules.
	(ii) Final decision making authority	Ministry of External Affairs, New Delhi.
	(iii) Related provisions, acts, rules etc.	As per Government of India Rules/Orders issued and promulgated and applicable to Ministry of External Affairs, New Delhi as per GOI's Transaction of Business Rules.
	(iv) Time limit for taking a decisions, if any	N.A.
	(v) Channel of supervision and accountability	As decided by Head of Mission
Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	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. 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 in bilateral and multilateral contexts.
	(ii) Norms/ standards for functions/ service delivery	1. Passport: 3 to 4 weeks (including time taken for dispatch from MEA and local customs clearance)  2. Visa: 1* day * subject to fulfilment of all conditions and completion of documents.
	(iii) Process by which these services can be accessed	Through online facilities and in person.
	(iv) Time-limit for achieving the targets	N.A.
	(v) Process of redress of grievances	Through MADAD Portal, emails, telephonically, personal hearings by the concerned officers.
Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	As prescribed by Ministry of External Affairs and Government of India from time to time
	(ii) List of Rules, regulations, instructions manuals and records.	As decided by MEA from time to time
	(iii) Acts/ Rules manuals etc.	As decided by MEA from time to time
	(iv) Transfer policy and transfer orders	As per orders of Ministry of External Affairs, New Delhi
Categories of	(i) Categories of documents	Classified documents/files

documents held by the authority under its control  [Section 4(1)(b) (vi)]		relating to India's relations with China; Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and China. Passport and consular services application forms, personal files and cash accounts.
	(ii) Custodian of documents/categories	As per distribution of work and responsibilities of officers/officials.
Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	N.A.
	(ii) Composition	N.A.
	(iii) Dates from which constituted	
	(iv) Term/ Tenure	
	(v) Powers and functions	As prescribed under Government of India's Rules under GFR 2017 and ICWF Guidelines effective from September 2017 respectively.
	(vi) Whether their meetings are open to the public?	No
	(vii) Whether the minutes of the meetings are open to the public?	No
	(viii) Place where the minutes if open to the public are available?	No
Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Available on website
	(ii) Telephone , fax and email ID	Available on website
Monthly Remuneration received by officers &	(i) List of employees with Gross monthly remuneration	Enclosed at Annexure II

employees including system of compensation [Section 4(1) (b) (x)]	(ii) System of compensation as provided in its regulations	
Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	1. Shri Athul Janardhanan, CPIO Email : press.beijing@mea.gov.in Phone : 010-85312542
	(ii) Address, telephone numbers and email ID of each designated official.	2. Dr. Acquino Vimal, First Appellate Authority Email : dcm.beijing@mea.gov.in Phone: 010-85312517  Address : Embassy of India, No.5 Liang Ma Qiao, Beijie, Chaoyang District, Beijing, China

## 2. Budget and Programme

Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Enclosed at Annexure I
	(ii) Budget for each agency and plan & programmes	
	(iii) Proposed expenditures	
	(iv) Revised budget for each agency, if any	
	(v) Report on disbursements made and place where the related reports are available	
Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	N.A.
	(ii) Objective of the programme	N.A.
	(iii) Procedure to avail benefits	N.A.
	(iv) Duration of the programme/ scheme	N.A.
	(v) Physical and financial targets of the programme	N.A.
	(vi) Nature/ scale of subsidy /amount allotted	N.A.
	(vii) Eligibility criteria for grant of subsidy	N.A.
	(viii) Details of beneficiaries of subsidy programme (number, profile etc)	N.A.
Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	N.A.
	(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant	N.A.

	<p>and/ or  permits of authorizations  c) Name and address of the recipients given concessions/  permits or authorisations  d) Date of award of concessions /permits of authorizations</p>	
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### 3. Publicity Band Public interface

Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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  [Section 4(1)(b)(vii)]  [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public	Regular feedback is obtained on matters relating to community welfare, consular, trade and economic issues and the same is reported to the GOI through MEA.
	(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens  (ii) 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	
	Public- private partnerships (PPP)	N.A.



	(i) Details of Special Purpose Vehicle (SPV), if any	
	(ii) Detailed project reports (DPRs)	N.A.
	(iii) Concession agreements.	N.A.
	(iv) Operation and maintenance manuals	N.A.
	(v) Other documents generated as part of the implementation of the PPP	N.A.
	(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	N.A.
	(vii) Information relating to outputs and outcomes	N.A.
	(viii) The process of the selection of the private sector party (concessionaire etc.)	N.A.
	(ix) All payment made under the PPP project	N.A.

#### 4. E.Governance

<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)</b>
Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	N.A.
	(ii) Name/ title of the document/record/ other information	N.A.
	(iii) Location where available	N.A.
Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Through RTI Act 2005
	(ii) Details of information made available	Website and social media
	(iii) Working hours of the facility	0830 hrs to 0530 hrs
	(iv) Contact person & contact details (Phone, fax email)	Shri Athul Janardhanan, CPIO

		Email: press.beijing@mea.gov.in Phone: 010-85312542
Such other information as may be prescribed under section 4(i) (b) (xvii)	(i) Grievance redressal mechanism	Personal meetings, visit to individuals, GOI's MADAD Portal
	(ii) Details of applications received under RTI and information provided	Inputs regularly updated on CIC portal
	(iii) List of completed schemes/ projects/ Programmes	N.A.
	(iv) List of schemes/ projects/ programme underway	N.A.
	(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	N.A.
	(vi) Annual Report	Sent to Ministry on regular basis
	(vii) Frequently Asked Question (FAQs)	Publicised on Embassy website for Visa and Consular services
	(viii) Any other information such as	N.A.
	a) Citizen's Charter	
b) Result Framework Document (RFD)		
c) Six monthly reports on the		
d) Performance against the benchmarks set in the Citizen's Charter		

## 5. Information as may be prescribed

Item	Details of disclosure	Remarks/ Reference Points <b>(Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)</b>
Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	(a) Shri Athul Janardhanan, CPIO, CPIO; and Dr. Acquino Vimal, First Appellate Authority  (b) Ms. Thelma John David, CPIO; Shri Vinesh Kumar Kalra, CPIO; Shri Deepak Padmakumar, CPIO; and  Shri Amit Narang, FAA; Shri B. Balabhaskar, FAA; Shri Vinod K. Jacob, FAA

**Budget and its utilization**

**Financial Year 2020-2021**

<b>Chancery (in thousand Rs.)</b>		<b>Economic (in thousand Rs.)</b>		<b>Commerce (in thousand Rs.)</b>	
<b>Allocation</b>	<b>Utilization</b>	<b>Allocation</b>	<b>Utilization</b>	<b>Allocation</b>	<b>Utilization</b>
<b>545743</b>	<b>545373</b>	<b>47755</b>	<b>46354</b>	<b>6200</b>	<b>4691</b>

**Financial Year 2021-2022**

<b>Chancery (in thousand Rs.)</b>		<b>Economic (in thousand Rs.)</b>		<b>Commerce (in thousand Rs.)</b>	
<b>Allocation</b>	<b>Utilization</b>	<b>Allocation</b>	<b>Utilization</b>	<b>Allocation</b>	<b>Utilization</b>
<b>629229</b>	<b>628122</b>	<b>59746</b>	<b>58456</b>	<b>5200</b>	<b>4463</b>

**Monthly remuneration of India-based officials**

<b>S. No.</b>	<b>Rank</b>	<b>Number of posts</b>	<b>Pay level (7<sup>th</sup> CPC)</b>
1	Ambassador	1	17
2	Deputy Chief of Mission / Minister	2	14
3	Counsellor/First Secretary/Second Secretary/ Sr. Pr. Private Secretary / Pr. Private Secretary / Private Secretary	16	11-13
4	Third Secretary/ Attache/ Assistant Section Officer/ Assistant Personnel & Welfare Officer	18	7-10
5	Personal Assistant / PA/ Senior Secretariat Assistant / Junior Secretary Assistant	11	4 - 10
6	Security Assistant/ Multi Tasking Staff	14	1 - 4