

**INFORMATION MANUAL ABOUT THE EMBASSY  
OF INDIA, ASHGABAT 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 three Second Secretaries. Between them, they deal with Political, Commercial, Consular, Cultural, Information and Administrative functions of the Embassy. The functions of the Embassy of India inter alia, include political and economic cooperation, trade and investment promotion, consular work, cultural interaction, defence cooperation. 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.
(ii)	the powers and duties of its officers and employees;	General Administrative powers are derived from rules and regulations governing the Indian Foreign Service, as amended from time to time by the Government of India. Financial powers of the Officers of the Embassy of India derived from the financial rules of the Government of India. Consular powers are derived from the Passport Act, Citizenship Act and Rules, and other related legislations.
(iii)	the procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are taken in accordance with the Government regulations, under the supervision of the Ambassador.
(iv)	the norms set by it for the discharge of its functions	Norms are set in accordance with accepted diplomatic practices.
(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 and consular services application forms.
(vii)	the particulars of any arrangement that exists for	Embassy of India functions within the norms of India's foreign policy formulated by the

	consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	Ministry of External Affairs. Policy is implemented by the Embassy under the 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 forms internal committee of its officers on need basis.
(ix)	a directory of its officers and employees;	A directory is given at Annexure-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 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 approved budget is 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's website has the required information. The Embassy also makes available to interested individual various literature, booklets, CD's and DVD's containing information on India, its people, tourism 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	The Embassy is open from 0930 hrs to 1800 hrs from Monday to Friday. The holidays observed by the Embassy are given on the website <a href="http://www.eoi.gov.in/ashgabat/">www.eoi.gov.in/ashgabat/</a> . Embassy has a library, from where books or material on India

	public use;	can be obtained from Monday to Friday (except on gazetted holidays) after giving advance information to the Embassy.
(xvi)	the names, designations and other particulars of the Public Information Officers;	Public Information Officer Ms. Kanishka Singh Second Secretary & HOC Telephone: +993 12- 453869 Fax: +993 12- 452434 E-Mail: <a href="mailto:hoc.ashgabat@mea.gov.in">hoc.ashgabat@mea.gov.in</a>
(xvii)	such other information as may be prescribed and thereafter update these publications every year;	Embassy of India website has information which is updated on a regular basis.