

**Right to Information Act  
(For Indian National only)**

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

**RTI ACT, 2005**

1.1	The particulars of its organization, functions and duties;	<p>Embassy of India is headed by Ambassador and has following Wings :</p> <p>(i) Administration/Political/Commercial Wing.</p> <p>(ii) Information/Cultural/Consular Wing.</p> <p>The vision of the Mission is to function within the norms of India's Foreign Policy formulated by the Ministry of External Affairs and its implementation to establish close and friendly Bilateral Diplomatic Relations with Iceland.</p> <p>The key objectives of the Mission are to provide all consular &amp; VISA related assistance to the poeple of Indian Origin, Indian diaspora and Foreign Nationals and develop close and friendly bilateral diplomatic relations with Iceland.</p> <p>The functions of the Embassy of India inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and scientific cooperation in bilateral and multilateral contexts.</p> <p>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.</p>
1.2	The powers and duties of its officers and employee;	<p>General Administrative regulations 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.</p> <p>Work Allocation is placed below – <b>Annexure IV</b></p>

1.3	The procedure followed in the decision making process, including channels of supervision and accountability;	<p>Decisions are taken under the instruction and supervision of the Ambassador.</p> <p>The guidelines for office procedures have been published by the Government of India (GoI) including our controlling Ministry i.e. Ministry of External Affairs (MEA) which encompasses those items of work that are frequently encountered by our officers. The Mission follows the Procedure as indicated in the Manual of Office Procedure for decision-making.</p> <p>There is no established time limit for taking a decision, however, decisions are taken under the instructions and supervision of the HOM in a timely manner to dispose off all duties allocated to the Mission.</p> <p>Supervision and accountability is as per Organization Chart.</p>
1.4	The norms set by it for the discharge of its functions	Norms are set under the instruction and supervision of the Ambassador, and in accordance with accepted diplomatic practices.
	Nature of Functions/Services Offered, process to access these services and time-limits.	Visa, Consular, Passport, OCI Services, etc. For more details please visit Consular Tab of the Embassy's website.
1.5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<p>IFS PLCA rules and annexure</p> <p>Delegated Financial powers of Government of India's Representatives abroad Rules</p> <p>Passport Act</p> <p>Visa Manual</p> <p>Consular Manual</p> <p>Manuals on Office procedures</p> <p>Other Central Government Rules and manuals published by Central Government.</p> <p>Transfer policy is as per Government of India regulations.</p>
1.6	Categories of documents that are held by it or under its control; and custodians of such documents	<p>Classified documents/files relating to India's relations with Iceland</p> <p>Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and Iceland.</p>

		<p>Passport and Consular services application forms.</p> <p>The documents are under the custody of Head of each Wing.</p>
1.7	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 of India interacts regularly with representatives of think tanks, academic community and Indian community members.
1.8	A directory of its officers and employees;	A directory is given below - <b>Annexure -I</b>
1.9	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	<p>A statement of monthly remuneration is given below at <b>Annexure -II.</b></p> <p>System of compensation is as per Gol norms as amended from time to time.</p>
1.10	Particulars of Public Information Officers	Information available on website under RTI Tab.
1.11	Employees against whom disciplinary action proposed/taken	No such proceedings/actions proposed/taken in respect of any officers of the Embassy
1.12	Programmes to advance understanding of RTI	All Employees of the Mission are sensitized about the RTI Act 2005 since its enactment.
1.13	Transfer policy and transfer Orders	As per MEA/Government of India policy.
2.1	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 last financial year (2022-23) and current financial year (2023-24) are given at <b>Annexure-III</b>
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Exenditure on the visit	Information pertaining to visits is placed below – <b>Annexure V</b>
2.2.3	Information related to procurments- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured, (c) The works contracts concluded – in any such combination of the abcove and, (d)	The Mission has not awarded any works contract or put out tenders for procurement.

	The rate/rates and the total amount at which such procurement or works contract is to be executed.	
2.3	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.
2.4	Discretionary and non-discretionary Grants	No such Grants are granted by the Embassy of India.
2.5	Particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by the Embassy of India.
2.6	CAG & PAC Paras	No such paras specifically pertaining to the Embassy
3.1	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.
3.2	Information disseminated to the public on the details of policies/decisions which affect them	To access relevant rules, acts, forms and other documents, please click on E-Citizen/Tenders Tab of website <a href="https://mea.gov.in/">https://mea.gov.in/</a>  Also, all policy decisions, government welfare schemes, activities, functions and other related information can be accessed by regularly visiting our website and by regularly following our social media accounts on Twitter, Instagram and Facebook.
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	The Embassy regularly shares information and updates on its social media accounts on Twitter, Instagram and Facebook.
3.4-4.2	Form of accessibility of information manual/handbook	Full text of the Act in English and Hindi is available at <a href="https://rti.gov.in">https://rti.gov.in</a>  To access relevant manual/handbook and other documents, please click on E-Citizen/Tenders Tab of website <a href="https://mea.gov.in">https://mea.gov.in</a>  Manuals/Handbooks are updated from time to time by relevant Department of Government of India.
4.3	Details in respect of the information, available to or held by it, reduced in an electronic form;	Embassy of India website has the required information. The Embassy also makes available to interested individuals various

		CD's and DVD's containing information on India, its people and culture.
4.4	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 0830 hrs to 1700 hrs from Monday to Friday. The holidays observed by the Embassy are available on the concerned tab on the Embassy website.  Embassy has a library which is open from 1500 hrs to 1700 hrs, Monday to Friday (Except on gazetted holidays)
4.5	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.
	Grievance redressal Mechanism	Embassy has a public grievance redressal mechanism available on its website at - <a href="https://www.indianembassyreykjavik.gov.in/page/public-grievance-redressal-mechanism/">https://www.indianembassyreykjavik.gov.in/page/public-grievance-redressal-mechanism/</a>
	Details of contracts	AMC Contract details placed below – <b>Annexure VI</b>
4.6	Receipt & disposal of RTI applications and appeals	There has been no appeal against RTI replies as per information available with the Mission.
4.7	Replies to questions asked in the parliament	There is no parliament question asked directly to our Mission. However, Mission provides inputs to all parliament questions pertaining to our Mission in timely manner.
5.1	The names, designations and other particulars of the Public Information officers;	<b>Public Information Officer:</b> Ms. Anisha Tomar, Second Secretary E-mail <a href="mailto:hoc.reykjavik@mea.gov.in">hoc.reykjavik@mea.gov.in</a> Fax no. 5349958  <b>Appellate Authority:</b> Shri B. Shyam, Ambassador, Email - <a href="mailto:amb.reykjavik@mea.gov.in">amb.reykjavik@mea.gov.in</a> Fax no. 5349957
	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted, (b) Name & Designation of the officers	Mission always consults Ministry of External Affairs, New Delhi for advice on suo-motu disclosure of information.

**DIRECTORY OF EMPLOYEES IN EMBASSY OF INDIA, REYKJAVIK**

**ANNEXURE - I**

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Office Telephone No.</b>
1.	Shri B. Shyam	Ambassador	00354-5349957
2.	Ms. Anisha Tomar	Second Secretary/HOC	00354-5349958
3.	Shri Kapil Verma	Attache	00354-5349955
4.	Ms. Rujuta Vinay Salunkhe	ASO	00354-5349955
6.	Shri Shailender Singh	IBSA	00354-5349955

**MONTHLY REMUNERATION OF OFFICERS & STAFF  
(INDIA-BASED) OF EMBASSY OF INDIA, REYKJAVIK**

**ANNEXURE II**

<b>S. No.</b>	<b>Sanctioned post</b>	<b>No. of Posts</b>	<b>Pay Scale</b>	<b>Remarks</b>
1.	Ambassador	1	<b>Rs. 1,77,400/-</b>	
2.	HOC/Second Secretary	1	<b>Rs. 57,800/-</b>	
3.	Attache	1	<b>Rs. 66,000/-</b>	
5.	ASO	1	<b>Rs. 49,000/-</b>	
6.	IBSA	1	<b>Rs. 20,300/-</b>	

**BUDGET DETAILS FOR FINANCIAL YEAR 2022-23**

**ANNEXURE III**

Budget allocation during FY 2022-23	Rs. 124,868,000/-
Expenditure during FY 2022-23	Rs. 105,828,516/-

**THE BUDGET DETAILS FOR FINANCIAL YEAR 2023-24 IS AS UNDER**

Budget allocation during FY 2023-24	Rs. 107,713,000/-
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## WORK ALLOCATION

### ANNEXURE IV

S.No	Name/Designation	Details
1	Ms. Anisha Tomar SS/HOC	HOC, Economic, Commercial, Political;
2	Shri Kapil Verma, Attache	Consular & PIC
3	Miss Rujuta Vinay Salunkhe, Assistant Section Officer/Assistant Consular Officer	Administration, Establishment and Accounts.
4	Shri Shailender Singh, IBSA	AI All security related matters.
5	Shri Chandrakant Gangadhar Shinde, TIC	All Conducting yoga classes in Chancery, workshop and other yoga and culture-related activities.

## Foreign Tours – Visits from Ministry of External Affairs to Iceland

### ANNEXURE V

(i) Hon'ble MOS(ML) Smt. Meenakshi Lekhi along with Delegation comprising Shri Siddharth Malik, DS-MOS and Mrs. Neeta Bhushan, AS(CE) visited Iceland from 18-21 August 2022.

(ii) Delegation participated in Arctic Circle Assembly in Iceland from 12-16 October 2022 comprising Dr M Ravichandran, Secretary, Ministry of Earth Sciences, Government of India - Head of the delegation, Rear Admiral Monty Khanna (Retd), Joint Secretary, Government of India and Dr. Vijay Kumar, Scientist G, Ministry of Earth Sciences, Government of India.

## Details of Current Contracts

### ANNEXURE VI

Details	Contractor	Amount	Period
AMC Contract for Embassy website	M/s Jadon Webtech Pvt Ltd	Rs. 44000/ year	3 years