

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

The 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.

i) Particulars of its organization, functions and duties: The Embassy is headed by the Ambassador and has the following Wings: Political, Commercial, Cultural/Information, Consular/Community Welfare, Administration. Each Wing is headed by an officer of the rank of First Secretary or Second Secretary. The functions of the Embassy, inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, consular (passport, visa, attestation of documents etc.) and community welfare matters.

ii) 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 Consular and Visa Manuals and Emigration Act and Rules.

iii) The procedure followed in the decision making process, including channels of supervision and accountability: All Officials in the Embassy function under the overall supervision and guidance of Ambassador. Within each Wing, officials take instructions from the Head of the Wing and cases are submitted to the Ambassador as and when required.

iv) The norms set by it for the discharge of its functions: Norms are set under the instructions 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: Indian Foreign Service (PLCA) rules and Annexures, Delegated Financial Powers of Government of India's Representatives abroad Rules, Passport Act, Consular and Visa Manuals, Emigration Act and Rules, Manual of Office Procedures, General Financial Rules, Central Civil Services Rules

and other specific instructions/guidelines issued Central Government issued by the Government of India from time to time.

vi) A statement of the categories of documents that are held by it or under its control: classified documents/files including those relating to India's external relations and political affairs, unclassified documents/files including joint statements, declarations, agreements and MoUs, passport and consular services application forms, administrative/personnel and establishment related files, documents/files related to commercial queries and commercial delegations/fairs/seminars etc., files related to cultural activities (and economic & technical cooperation) undertaken by the Embassy, etc.

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 Indian community and others.

ix) A directory of its officers and employees: A directory is given under the link – Embassy Departments at the link <http://www.eoibogota.gov.in/eoi.php?id=Officials>

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-IIIA & B below.

xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made: A statement of Budget allocation and expenditure is at Annexure IV below.

xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes: The 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.

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:

All officers in the Embassy are available to give information pertaining to their Wings. In addition, information is also made available on the Embassy's website. The Embassy maintains a Library which can be accessed between 9.30 AM to 4.00 PM on all working days

xvi) the names, designations and other particulars of the Public Information Officers; CHIEF PUBLIC INFORMATION OFFICER – Mr. Vishnu Kumar Sharma, First Secretary Tel: +57-1-6373482 Email: hoc.bogota@mea.gov.in; APPELATE AUTHORITY- Mr Ravi Bangar, Ambassador Tel: +57-1-6373293 Email: amboffice.bogota@mea.gov.in

xvii) such other information as may be prescribed and thereafter update these publications every year: The Embassy's website has information which is updated on a regular basis.

xviii) More information on RTI Act is available on <http://rti.gov.in/>

Embassy of India, Bogota

Work Distribution of India-based officers and staff

Shri Vishnu K. Sharma, First Secretary & HOC	Head of Chancery, Commercial & Culture, Chief Security Officer, Appellate Officer for RTI, Record Officer for Election Commission of India.
Shri Krishan Lal, Second Secretary	Political & other work specifically allotted by Ambassador
Shri Vijayinder Suri, Second Secretary (PPS)	A. Consular (Visas, Passports, OCI, Parl. Questions) and Commercial Files, Madad Portal, Community Welfare Officer, ICWF
Smt. Chandra Kumari, PA	PS to Ambassador & ITEC
Ms. J.L. Narasimhan, Attache	Administration and Establishment, RTI, Property Purchase Project and DDO
Shri Rajesh Bhalla, ASO	Accounts, Maintenance of India House and closing of A and B Bags, IVA Refund
Shri Ganeshreddy Indireddy, ASO	In addition to normal work, Consular (Visa, Passport and OCI), Embassy Website maintenance, Facebook, Twitter etc.
Shri Amit Negi, Cultural Assistant	Yoga, Cultural activities – in-house and outside, Hindi

Name	Responsibilities	Position	Standby
Ms. Aydee Henriquez	Social Secretary, travel planning of local tours, short term accommodations in Colombia and Ecuador.	Interpreter (Social Secretary to Ambassador)	Alejandra
Ms. Martha	Translation, ITEC, assisting in medical appointments etc.	Translator	Ana Maria
Ms. Alejandra Hernandez	Commercial reports, delegation visits, Commercial inquiries, Commercial events, translation, database of important contacts	Commercial Assistant	Angela
Ms. Ana Maria Rodriguez	Responding to queries on consular issues, attend telephone calls, check documents for visa/ passport/Consular services, ticket sale of events,	Receptionist	Angela
Ms. Ana Maria Fresen	Daily Press Reports, Culture & Education events, maintenance of Social Media (Facebook, etc.), Translation, database of important contacts	Commercial Assistant	Alejandra
Ms. Irene	Protocol , Administration, Establishment, Translation, assist in organization of events	Information Assistant	Martha
Ms. Angela Hernandez	Commercial & Cultural work related to Ecuador	Commercial & Cultural Assistant	Ana Maria- Culture Part Alejandra-Commercial part
Numael Cano Rey	Staff car driver	Chauffeur	Temporary hire
Miyer Cano Rey	Flag car driver	Chauffeur	Numael
Mr. Luis Alfredo Pineda	Messenger	Distribution/collection of letters to the authorities/Bank etc.	Cesar
Mr. Cesar	Inventory management, files circulation, cash account.	Office Boy	Luis
Ms. Luz Dary Cespedes	Cleaning, hospitality	Maid servant	Temporary hire

Annexure –II (Work Distribution of Local Staff)

Embassy of India, Bogota

Embassy of India
Bogota

ANNEXURE-III A

Pay-Scales of India based officials

Sl. No.	Name	Grade	Rs.
1.	Ambassador (Secretary)	Level -- 17	225,000
2.	First Secretary	Level -- 12	78,800 – 175,200
3.	Second Secretary/PPS	Level -- 11	67,700 – 150,800
4.	Attache/PS	Level – 9	53,100 – 117,800
5.	Assistant Section Officer/Personal Assistant	Level --8	47,600 – 105,900
6.	Assistant Section Officer	Level --7	44,900 – 99,800

EMBASSY OF INDIA, BOGOTA

ANNEXURE III B

The pay scales of the local staff

SL No.	Name & Desig	Pay scale w.e.f. 01.09.2017 In Colombian Peso (COP)
1.	Ms. Aydee Henriquez, Interpreter	3540000-106200-5133000-153990-6672900-200187-8674770
2.	Ms. Irene Garcia, Translator	3250000-97500-4712500-141375-6126250-183788-7964130
3.	Ms. Alejandra Hernandez, Marketing Asstt.	2700000-81000-3915000-117450-5089500-152685-6616350
4.	Ms. Ana Maria Fresen, Marketing/Cultural Asstt	2700000-81000-3915000-117450-5089500-152685-6616350
5.	Ms. Ana Maria Rodriguez, Receptionist	1800000-54000-2610000-78300-3393000-101790-4410900
6.	Ms. Martha , Cultural Assistant	2350000-70500-3407500-102225-4429750-132893-5758600
7.	Ms. Angela Hernandez, Consular Assistant	2350000-70500-3407500-102225-4429750-132893-5758680
8.	Mr. Miyer Cano Rey, Flag Car Driver	1450000-43500-2102500-63075-2733250-81998-3553230
9.	Mr. Numael Cano Rey, Staff Car Driver	1450000-43500-2102500-63075-2733250-81998-3553230
10.	Mr. Luis Alfredo Pineda Larrarte, Local Messenger	1200000-36000-1740000-52200-2262000-67680-2940600
11.	Mr. Cesar, Office Boy	900000 (Fixed)
12.	Ms. Luz Dary Cespedes, Maid	900000 (Fixed)

	ANNEXURE IV	
	Embassy of India, Bogota	
	HEAD-WISE BUDGET ALLOCATIONS	
		(Rs. in thousands only)
Sl.No.	Head of Accounts	Actuals Expenditure 2017-18
1	Salaries	37849
2	Wages	87
3	Overtime Allowance	732
4	Medical treatment	1386
5	TE(Local Tour)	4424
6	Travel Expenses (Others)	15158
7	Advertising & Publicity	445
8	Office Expenses	16379
9	Swachhta Action Plan [SAP(OE)]	0
10	Information Technology	625
11	Rents, Rates, Taxes	5795
12	Minor Works	1473
13	Other Charges	0
	Grand Total	84353

