

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.

ii) 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.

iii) 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.

iv) 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.

v) The norms set by it for the discharge of its functions: Norms are set under the instructions and supervision of the Ambassador.

vi) 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.

vii) 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.

viii) 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.

ix) 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.

x) 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>

xi) 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.

xii) 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.

xiii) 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.

xiv) particulars of recipients of concessions, permits or authorizations granted by it: No concessions/permits are granted by the Embassy of India.

xv) 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.

xvi) 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

xvii) the names, designations and other particulars of the Public Information Officers; CHIEF PUBLIC INFORMATION OFFICER – Mr. Vishnu Kumar Sharma, Counsellor, Tel: +57-1-6373482 Email: hoc.bogota@mea.gov.in; APPELATE AUTHORITY- Mr Sanjiv Ranjan, 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/>

Annexure-I

WORK DISTRIBUTION OF INDIA BASED OFFICERS AND STAFF

SHRI VISHNU KUMAR SHARMA COUNSELLOR (HOC)	HEAD OF CHANCERY, CULTURAL, CHIEF SECURITY OFFICER, CPIO FOR RTI, RECORD OFFICER FOR ELECTION COMMISSION OF INDIA, EDUCATION AND ITEC
SHRI VIJAYINDER SURI SECOND SECRETARY (Cons & PPS)	PPS TO AMBASSADOR, EGRAM, Category 'A' BAG, CONSULAR (ICWF, COMMUNITY WELFARE, MADAD PORTAL)
SHRI ABHISHEK AVI THIRD SECRETARY (Pol & Com)	POLITICAL AND COMMERCIAL WORK, PRESS & INFORMATION, LIAISON WITH FOREIGN OFFICE
MS. J L NARASIMHAN ATTACHE	ADMINISTRATION AND ESTABLISHMENT, RTI AND DDO
SHRI RAJESH BHALLA ATTACHE	ACCOUNTS, MAINTENANCE OF INDIA HOUSE, AUDIT WORK, IVA REFUND AND CLOSING OF DIPLOMATIC BAGS
SHRI I. GANESHREDDY ASO	IN ADDITION TO NORMAL WORK, CONSULAR WORK (VISA, PASSPORT, OCI) EMBASSY WEBSITE, TWITTER, E SAMIKSHA AND FACEBOOK
MS CHANDRA KUMARI	PA TO HOC & TS (POL & COM) - ON MATERNITY LEAVE
SHRI AMIT NEGI, TIC & YOGA	YOGA, CULTURAL ACTIVITIES - IN HOUSE AND OUTSIDE, HINDI

Annexure-II

Distribution of Work among locally recruited staff

Name & designation	Responsibilities	Standby
1. Ms. Aydee Henriquez, Interpreter (Social Secretary to Ambassador)	Social Secretary to Ambassador, travel planning of local tours, hotel accommodations, logistics for press conferences, (data-base of journalists/reporters)	I. Ms. Paula Luna II. Ms. Martha Caceres
2. Ms. Irene Garcia Merchan, Translator	Protocol, Administration, Establishment and Translation work	Ms. Angela Hernandez
3. Ms. Ana Maria Fresen, Cultural Assistant	Cultural work (including Yoga) for Colombia and Ecuador, translation of newspaper articles related to India in local press, graphics/designing work, database of important contacts for cultural events	Ms. Martha Caceres
4. Ms. Angela Hernandez Administration Assistant	Cultural grants, Festival of India events, Gandhi@150 events, Office Tenders, and other administration work assigned	Ms. Irene Garcia Merchan
5. Ms. Martha Caceres, ITEC, Education and Information Assistant	Education, ITEC, PCFD, ICCR scholarships and e-postal ballots	Ms. Ana Maria Fresen
6. Ms. Paula Luna Commercial Assistant	Commercial work for Colombia and Ecuador, data-base of Indian companies in Colombia and Ecuador, liaison with chambers of commerce and industry associations	Ms. Angela Hernandez
7. Ms. Ana Maria Rodriguez, Receptionist	Reception duties, consular services counter, courier services and library	Ms. Angela Hernandez and Ms. Irene (for longer absence, duty to be shared by other local staff also)
8. Mr. Miyer Cano Rey, Chauffeur	Flag car driver	Mr. Numael Cano
9. Mr. Numael Cano Rey, Chauffeur	Staff car driver	Temporary hire
10. Mr. Luis Alfredo Pineda, Messenger	Distribution/collection of letters outside the office (to the authorities/Bank etc.), submission of IVA claims to DIAN	Mr. Cesar Sarta
11. Mr. Cesar Sarta, Office Assistant	Inventory management, files /dak circulation, cash account, IVA bills entry, photocopying.	Mr. Luis Alfredo
12. Ms. Karen Moreno, Maid	Cleaning, hospitality	Temporary hire

Embassy of India
Bogota

ANNEXURE-III A

Pay-Scales of India based officials

Sl. No.	Name	Grade	Rs.
1.	Ambassador (Joint Secretary)	Level -- 14	1,44,200- 2,18,200
2.	Counsellor	Level -- 13	1,23,100 –2,15,900
3.	Second Secretary/PPS	Level -- 11	67,700 – 150,800
4.	Attache/PS	Level – 9	53,100 – 117,800
5.	Assistant Section Officer/Person al 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. Ana Maria Fresen, Cultural Asstt	2700000-81000-3915000-117450-5089500-152685-6616350
4	Ms. Angela Hernandez, Marketing Asstt.	2700000-81000-3915000-117450-5089500-152685-6616350
5.	Ms. Martha , Assistant	2350000-70500-3407500-102225-4429750-132893-5758600
6.	Ms. Paula Luna, Assistant	2350000-70500-3407500-102225-4429750-132893-5758680
7.	Ms. Ana Maria Rodriguez, Receptionist	1800000-54000-2610000-78300-3393000-101790-4410900
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. Karen, Maid	900000 (Fixed)

	ANNEXURE IV	
	Embassy of India, Bogota	
	HEAD-WISE BUDGET ALLOCATIONS	
		(Rs. in thousands only)
Sl.No.	Head of Accounts	Actual Expenditure 2018-19
1	Salaries	45306
2	Wages	159
3	Overtime Allowance	890
4	Medical treatment	2513
5	TE(Local Tour)	4072
6	Travel Expenses (Others)	9562
7	Advertising & Publicity	1248
8	Office Expenses	13308
9	Swachhta Action Plan [SAP(OE)]	224
10	Information Technology	711
11	Rents, Rates, Taxes	8524
12	Minor Works	877
13	Other Charges	0
	Grand Total	87394