

**Embassy of India  
Bogota**

Information about the Embassy required Section 4(1)(B) of the RTI Act, 2005

(i)	The particulars of its organization, functions and duties;	Embassy of India, Bogota is headed by Ambassador. There are two officers: a First Secretary and a Second Secretary who assist the Ambassador in carrying out the functions of the Embassy which interalia include Political and Economic Cooperation, Trade and Investment Promotion, Cultural Interaction, Press and Media Liaison, other Bilateral and Multi-lateral issues and rendering Consular Services including Passport, Visa and PIO and OCI cards. 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)	The 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 prescribed 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/officials of the Embassy function under the guidance and supervision of the Ambassador.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are taken under the instruction and supervision of the Ambassador.
(iv)	The norms set by it for the discharge of its functions	Norms are set as per general GOI guidelines and 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 other consular services application forms.

(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;	The 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 think tanks, academic community and others.
(ix)	A directory of its officers and employees;	A directory is given at <b><u>Annexure-I</u></b>
(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 <b><u>Annexure-II</u></b>
(xi)	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 financial year are given in the statement at <b><u>Annexure-III</u></b>
(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.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic	The Embassy's website has the required information. The Embassy also makes available to interested individuals various CD's and DVD's containing information on India, its

	form;	people and culture as and when requested.
(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;	The Embassy has a library which is open during working hours.

(xvi)	The names, designations and other particulars of the Public Information Officers;	Public Information officer:- Shri Neeraj Tomar Telephone: 601 6373485 Email : <a href="mailto:admin1.bogota@mea.gov.in">admin1.bogota@mea.gov.in</a>
(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.

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