

**Embassy of India
Dublin**

**INFORMATION ABOUT THE EMBASSY OF INDIA, DUBLIN REQUIRED UNDER
SECTION 4(1) (B) OF THE RIGHT TO INFORMATION ACT, 2005**

<p>(i)</p>	<p>the particulars of its organization, functions and duties;</p>	<p>Embassy of India in Dublin was opened in 1951.</p> <p>Embassy of India is headed by Ambassador and has the following wings: Administration Wing, Political Wing, Commerce Wing, Consular Wing, Education Wing, Press & Information Wing and Culture Wing.</p> <p>The functions of the Embassy <i>inter alia</i>, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, welfare of Indian diaspora in Ireland & provision of consular services, cooperation in bilateral and multilateral contexts.</p> <p>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.</p> <p>Vision: To implement the foreign policy objectives of the Ministry of External Affairs, Government of India.</p> <p>Mission: To enhance and strengthen the bilateral partnership & relations between India and Ireland.</p> <p>Key objectives: Political and economic cooperation, Trade and Investment promotion, cultural interaction and people-to-people exchanges, press and</p>
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		<p>media liaison, scientific-cooperation, welfare of Indian community members and provision of consular/visa services.</p>
(ii)	<p>the powers and duties of its officers and employees;</p>	<p>Embassy of India is headed by Ambassador and has the following wings, each headed by a First Secretary/Second Secretary level officer:</p> <p>Administration Wing, Political Wing, Commerce Wing, Consular Wing, Education Wing, Press & Information Wing, and Culture Wing. 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.</p> <p>General Administrative and Financial powers are exercised by the Ambassador and Head of Chancery. DDO powers are exercised as per prescribed procedure.</p> <p>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 and duties are derived from Passport Act and Rules, Visa and Consular manuals, RTI Act. General Financial Rules (GFR) and other Govt. of India rules and regulations are also applicable.</p> <p>The Officers of the Embassy function under the guidance and supervision of the Ambassador.</p>
(iii)	<p>the procedure followed in the decision making process, including channels</p>	<p>Decisions are taken under the instruction and supervision of the Ambassador.</p>

	of supervision and accountability;	<p>Ambassador is the final decision making authority.</p> <p>Each official is responsible for the work allotted to him/her and ensures correct application of rules/regulations and analysis of facts under the guidance and supervision of Wing Officer with overall supervision of Ambassador.</p>
(iv)	the norms set by it for the discharge of its functions	<p>Norms are set under the instruction and supervision of the Ambassador .</p> <p>The functions of the Embassy inter alia include political and economic cooperation, trade and investment promotion, cultural interaction and people-to-people exchange, press and media liaison, scientific cooperation, welfare of Indian community etc.</p> <p>There are specified procedures and guidelines applicable to different functions and services rendered by the Embassy. Various forms and procedure to obtain the services have been given on the website of the Mission.</p> <p>There are institutional mechanisms in place for the redressal of grievances including by directly contacting the Mission and/or through portals like MADAD, CPGRAMS etc.</p>
(v)	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 Annexures.</p> <p>Delegated Financial Powers of Government of India's Representatives abroad Rules,</p> <p>Passport Act and Rules,</p> <p>Manuals on Office Procedures,</p> <p>Consular and Visa manuals,</p>

		<p>General Financial Rules,</p> <p>Compendium of Rules on local staff, Flag code, car code, FR/SR , Service rules, Income Tax Rules,</p> <p>Other Central Government Rules and manuals published by Central Government.</p> <p>Transfers are done by the Ministry of External Affairs.</p>
(vi)	a statement of the categories of documents that are held by it or under its control;	<p>Classified documents/files relating to India's external relations.</p> <p>Unclassified documents/files including joint statements, declarations, agreements and MoUs.</p> <p>Passport and consular services application forms.</p> <p>Head of respective Wings are the custodian of documents and files pertaining to their wings.</p>
(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;	<p>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.</p> <p>Embassy interacts regularly with representatives of think tanks, academic community and others.</p>
(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,	<p>There are no Boards or Councils at the Embassy. Different committees as prescribed by rules of Govt of India are constituted from time to time, like Local Purchase Committee and Technical Evaluation Committee (3 members) under the General Financial Rules 2017,</p>

	committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	<p>Committee for Administration of ICWF (3 members) etc.</p> <p>Functions of different committees: Purchase committee recommends on the official purchases above INR 25000 and upto INR 2.5 lakhs; Committee for Indian community Welfare fund recommends for use of funds for welfare of Indian community, etc.</p> <p>These committees are not policy-making bodies and have supervisory/recommendatory role.</p>
(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;	<p>As per the Government of India notifications from time to time.</p> <p>A statement of monthly remuneration is at Annexure-II</p>
(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	<p>As per allocations made by the Government of India from time to time.</p> <p>The Budget Estimates for the current financial year are given at Annexure-III</p> <p>Monthly cash account and Progressive Expenditure statements are submitted each month to the Chief Controller of Accounts, Ministry of External Affairs.</p>
(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 individuals various pamphlets, CDs etc. containing information on India, its people 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 public use;	<p>The citizens can obtain information from the Mission's official website, which is updated regularly. Mission also disseminates information and updates through its social media platforms. In addition, the relevant information is displayed on the notice boards in the Consular Section.</p> <p>In case any citizen is unable to find the required information on the website, he/she can reach out to the Embassy via phone or email to request the same. The contact details are available on the official website of Mission.</p> <p>The Embassy is located at <u>69, Merrion Road, Ballsbridge, Dublin-4 (EIR: D04 ER85)</u>. The Embassy is open from 0900 hrs to 1730 hrs, Monday to Friday. The holidays observed by the Embassy are given on the website.</p> <p>Consular Section-</p> <p>Submission of documents:- 0930-1200 hrs,</p> <p>Collection of documents:- 1600-1700 hrs</p> <p>Embassy does not operate a public library.</p>

(xvi)	the names, designations and other particulars of the Public Information Officers;	<p>Central Public Information officer:-</p> <p>Ms. Hema Sharma Second Secretary (Culture)/Head of Chancery Telephone – +353-1-2060946 E mail – hoc.dublin@mea.gov.in</p> <p>Appellate Authority</p> <p>Shri Murugaraj Dhamodaran First Secretary (Political, Commerce, Press & Information) Telephone – +353-1-2830771 E mail – pol.dublin@mea.gov.in</p>
(xvii)	such other information as may be prescribed and thereafter update these publications every year;	Embassy's website has information which is updated on a regular basis.
(xviii)	Safe to Host Certificate	
