

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

(i)	The particulars of the organization, its functions and duties;	<p>The Embassy of India, Abidjan is headed by the Ambassador who is assisted by the officers and members of staff in discharge of his duties and responsibilities.</p> <p>The functions of the Embassy inter alia, include political and economic cooperation between India and Cote d'Ivoire, Guinea and Liberia, trade and investment promotion, cultural activities and exchanges, press and media liaison, scientific cooperation in bilateral and multilateral Contexts, rendering Of consular/passport/visa services to the general public and capacity building of Government of India through ITEC, ICCR, IFAS-III, Scholarships & LOC projects.</p> <p>The 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>
(ii)	The powers and duties of its officers and employees;	<p>General Administrative powers are derived from IFS (PLCA) Rules, as amended from time to time and instructions of the Ministry of External Affairs thereon.</p> <p>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,</p> <p>General Financial Powers and instructions/rules of Government of India and/or Ministry of External Affairs from time to time.</p> <p>Consular powers of the Embassy are derived from the Consular Manual, the Passports Act, 1967 and instructions of the Ministry of External Affairs/Ministry of Home Affairs from time to time.</p> <p>The duties and responsibilities of the officers and staff working in the Embassy are defined by the Ambassador.</p>
(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	Norms are set under the instruction and supervision of

	functions	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;	<p>IFS (PLCA) Rules.</p> <p>Delegated Financial Powers of Government of India's Representatives Abroad</p> <p>Passports Act, 1967</p> <p>Fundamental Rules and Supplementary Rules</p> <p>Central Civil Services(Conduct) Rules</p> <p>Central Civil Services(CCA) Rules</p> <p>General Financial Rules</p> <p>CCS(Leave) Rules</p> <p>CCS(Travelling Allowance) Rules</p> <p>Central Government(Receipt & Payment) Rules</p> <p>Consular Manual</p> <p>Manual on Office Procedure etc.</p> <p>Besides, the above-mentioned rules and regulations, the Embassy functions as per other Government of India rules and regulations as applicable from time to time .</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 and internal affairs, matters of national security, defence , trade policy etc.</p> <p>Unclassified documents/files on the above subjects and also on joint statements, declarations, agreements and MoUs etc.</p> <p>Passport and consular services application forms , booklets etc.</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>The Embassy functions within the norms dictated by India's foreign policy formulated by the Ministry of External Affairs, rules and regulations of Government of India that apply to it in administrative, commercial, consular, educational and cultural matters. Policy is implemented by</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, committees and other bodies are open to the public, or the minutes of such	<p>the Embassy under the guidance of the Ambassador.</p> <p>The Embassy , wherever necessary, interacts with the local think tanks, academic community and others in matters of mutual interest and in furtherance and implementation of Government of India policies and objectives.</p>

	meetings are accessible for public;	
(ix)	A directory of its officers and employees;	A directory is given in the website of the Mission
(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 Annex-I
(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 current financial year are given in the statement at Annex-II
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Although the Embassy does not have any subsidy programme, many scholarships are given under ITEC, ICCR & IFAS-III programmes for capacity building. Also Government of India's LoC projects are implemented through involvement of the Embassy.
(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 form;	The website of the Embassy has requisite information on various matters of general and public interest. Dissemination of information to interested parties on India and its various aspects is done also through Facebook Page of the Embassy
(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 also a library open to the public during normal working hours. Viz., 0900 hrs to 1730 hrs, Monday through Friday
(xvi)	The names, designations and other particulars of the Central Public Information Officers;	Central Public Information Officer: Second Secretary (HOC) Telephone: 00-225-22477572 Fax: 00-225-2247983, Email: hoc.abidjan@mea.gov.in
(xvii)	Such other information as may be prescribed and thereafter updated every year	The website of the Embassy has information which is updated on a regular basis.