

**INFORMATION ABOUT THE CONSULATE GENERAL OF INDIA, MEDAN, REQUIRED UNDER SECTION 4(1)(B) OF THE RTI ACT, 2005**

**1. Organisation and Function**

Sl. No.	Item	Remarks
1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	<p>The Consulate General is headed presently by Consul General Shri Shubham Singh and has the following Sections: (i) Consular (ii) Economic &amp; Commerce (iii) Administration (iv) Culture</p> <p>Consulate General 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>
2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	<p>General Administrative powers are derived from IFS (PLCA) Rules, as amended from time to time.</p> <p>Financial powers of the Officers of the Consulate General 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.</p> <p>The officials of the Consulate General function under the guidance and supervision of Consul General.</p>
3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<p>The Consulate General follows the procedure indicated in the 'Manual of Office Procedure for decision making process in accordance with the guidelines issued by the Ministry of External Affairs from time to time.</p> <p>Final decision making authority in the Consulate General is the Consul General.</p>
4	Norms for discharge of functions [Section 4(1)(b)(iv)]	<p>Consulate General functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. The Policy is implemented by the Consulate General under the guidance and supervision of the Consul General, in consultation with the Ministry of External Affairs.</p> <p>Consular services can be accessed by applying online and/or submitting the documents at the Consulate General. The commercial inquiries can be made by e-mail, which are replied accordingly.</p> <p>The services are rendered and the information sought is provided without any delay and within the</p>

		<p>prescribed time limit.</p> <p>Apart from traditional channel for redressal of grievances, the aggrieved can make use of the MADAD portal (Consular Services Management System) and through various social media platforms.</p>
5	<p>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b) (v)]</p>	<p>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.</p> <p>The Consulate General also utilizes relevant rules, regulations, and orders of the Government of India, such as Central Civil Service (Conduct) Rules, CCS (Leave Travel Concession) Rules, CCS (Leave) Rules, CCS (Pension) Rules, General Provident Fund Rules, General Financial Rules, Fundamental and Supplementary Rules etc. These rules are in the public domain as printed, priced publications.</p>
6	<p>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</p>	<p>Classified documents/files relating to India's external relations</p> <p>Unclassified documents</p> <p>Passport and consular services application forms</p>
7	<p>Arrangement for consultation with or representation by the member of the public in relation to formulation of policies or implementation thereof. [Section 4(1)(b)(vii) ]</p>	<p>Consulate General functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the Consulate General under the guidance and supervision of the Consul General.</p>
8	<p>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</p>	<p>The Consulate General does not have any boards, councils or committees</p>
9	<p>Directory of officers and employees (i) Name and designation (ii) Telephone, fax and email ID 26</p>	<p>The directory may be seen at Annexure-I.</p>

	[Section 4(1) (b) (ix)]	
10	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	A statement of monthly remuneration is at Annexure-II.
11	Budget allocated to each agency, indicating particulars of all plans, proposed expenditures and reports on disbursements made. [Section 4(1)(b)(xi)]	<p>The Budget figures for the current financial year are given in the statement at Annexure-III.</p> <p>The actual expenditure is restricted to the budgetary allocation, and the details are sent to the Ministry of External Affairs on regular basis.</p> <p>The budget is revised by the Ministry of External Affairs at specific time intervals.</p> <p>The report on disbursements made and related reports are kept in the Consulate General and also sent on regular basis to the Ministry of External Affairs.</p>
12	Manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries. [Section 4(1)(b)(xii)]	Consulate General does not have any subsidy programme.
13	Particulars of recipients of concessions, permits or authorisations granted by it [Section 4(1)(b)(xiii)]	No concessions/permit are granted by the Consulate General.
14	4(1)(b)(xiv) Information held by it in the electronic form	The Consulate General's website has the required information. A significant portion the Consulate's correspondence is over e-mail.
15	Particulars of facilities available to citizens for obtaining information. [Section 4(1)(b)(xv)]	A waiting room is available for all consular/visa applicants which is equipped with Air conditioner, drinking water and restroom.
16	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	Nil

17	Such other information as may be prescribed and thereafter update these publications every year. [Section 4(1)(b)(xvii)]	The Consulate General's website has information which is updated on a regular basis.
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