

Embassy of India Baku - Azerbaijan

THE RIGHT TO INFORMATION ACT, 2005

Information about the Embassy of India in Baku, Azerbaijan, as required under section 4(1)(b) of the Right to Information Act, 2005

(i)	The particulars of the Embassy of India, Baku, its organization, functions and duties;	<p>The Embassy of India is headed by Ambassador and has an Administration Wing, Consular Wing, Commerce & Economic Wing, Political Wing and Culture, Information and Education Wing. The functions of the Embassy inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison in bilateral and multilateral contexts. The Embassy issues visas to Azerbaijani, Georgian and other foreign nationals on application, after due process; passport and miscellaneous consular services to Indian nationals and Person of Indian Origin (PIO) and Overseas Citizen of India (OIC) services to eligible persons.</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>
(ii)	The powers and duties of its officers and employees;	<p>General Administrative powers are derived from Fundamental Rules, Supplementary Rules and Indian Foreign Service (Pay, Leave and Compensatory Allowance) Rules [IFS (PLCA) Rules], as amended from time to time.</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>Other powers are derived from the Passport Act of India.</p> <p>The Officers of the Embassy function under the guidance and supervision of the Ambassador.</p>
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	<p>Work and responsibilities in the Embassy are allocated as per a Distribution of Work Order issued by the Ambassador and revised from time to time. In general, the guidelines for office procedures developed by the Ministry of External Affairs are followed by the Embassy.</p> <p>For routine visa, passport and consular approvals, the</p>

		<p>Assistant Consular Officer obtains the approval of the Consular Officer of the Embassy for rendering of the service. For business visas and issue of PIO/OCI, EC and other documents, approvals of the Ambassador/ Head of Mission is obtained. The Head of Chancery is the drawing and disbursing officer of the Mission and is the approving authority for all sanctioned expenditures as per limits described in the Delegated Financial Powers of the Government of India's Representatives Abroad, beyond which such expenditure has to be approved by the Ambassador.</p>
(iv)	<p>The norms set by the Embassy for the discharge of its functions</p>	<p>Visa services for Azerbaijani and Georgian nationals are normally rendered within two working days of receipt of application, except for certain categories (see details at 'Visa' in Embassy's website). For other nationalities, whose application have to be referred to the Embassy / High Commission / Consulate in the country of origin of applicant for clearance, visa is issued within two working days on receipt of clearance. Passport and Overseas Citizen of India (OCI) applications are processed and uploaded within five working days of receipt of application, where after the passport/OCI card is further processed, printed and dispatched to the Embassy by the Ministry of External Affairs (for passport) and Ministry of Overseas Indian Affairs (for OCI card) as per its working norms. The applicant is informed for collection within two working days of the receipt of the passport/OCI card from the Ministry of External Affairs / Ministry of Overseas Indian Affairs, respectively. Person of Indian Origin (PIO) cards are processed and services rendered within five working days of receipt of application. Miscellaneous services are rendered within three to seven working days of receipt of application, except for those cases which have to be referred to some other authority for clearance. References received from Ministry of External Affairs, Ministry of Overseas Indian Affairs, Regional Passport Offices, other government offices in India and from Indian Embassies/High Commissions/Consulates on consular services matters, are responded to within three working days of receipt of the reference, except where information sought is voluminous or very old.</p> <p>All other enquiries or references whether received by telephone, email, fax or letter are normally responded to</p>

		<p>within ten working days of receipt of the same, except those queries involving compilation of voluminous and old data and/or data/information not immediately available with the Embassy, which needs to be collected/sought from some other source. In such cases, the official concerned keeps the enquiry source informed of the reasons for delay.</p> <p>[The above mentioned working norms are subject to availability of the full working strength of the Embassy. Delay may occur due to lack of manpower on account of unforeseen exigencies.]</p>
(v)	<p>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;</p>	<p>Indian Foreign Service (Pay, Leave and Compensatory Allowance) Rules (available in hard copy and electronic format but for official use only);</p> <p>Delegated Financial Powers of the Government of India's Representatives Abroad (available in hard copy only for official use); General Financial Rules (GFR) of the Government of India (available in hard copy and on website http://finmin.nic.in/the_ministry/dept_expenditure/GFRS/GFR2005.pdf);</p> <p>Manual on Office Procedures (available in hard copy and on website http://mowr.nic.in/mowr/section/iwsu/opmay2003/csmop/index.htm);</p> <p>Visa Manual (available in hard copy only for official use);</p> <p>Passport Manual (available in hard copy only for official use); Consular Manual (available in hard copy and electronic format for official use only)</p>
(vi)	<p>A statement of the categories of documents that are held by it or under its control;</p>	<p>Classified documents/files relating to India's external relations with Azerbaijan and other countries.</p> <p>Unclassified documents/files including joint statements, declarations, agreements and Memorandum of Understandings, mainly pertaining to India-Azerbaijan relations.</p>

		Passport and consular services application forms Service documents of officials
(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.
(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;	There are no permanent boards, councils or committees in the Embassy. Temporary committees were constituted when required, for recruitment of local staff and outsourcing of visa services, which were disbanded following decisions taken. The meetings of these committees were not open to public and minutes are not accessible to public.
(ix)	A directory of the Embassy's officers and employees;	Embassy of India, 31/39, Oktay Karimov Street, Ganjlik, Narimanov District Baku Az 1069 [Azerbaijan] Phones: [+994 12] 564 6344, 564 63 54 Fax: [+994 12] 447 25 72 E-mail: amb.baku@mea.gov.in hoc.baku@mea.gov.in ; admin.baku@mea.gov.in cons.baku@mea.gov.in ; Website: www.indianembassybaku.org INDIA-BASED: Shri Debnath Shaw, Ambassador Shri T. R. Meena, First Secretary & Head of Chancery Shri Balji Nagrath, Attache Shri J.B. Singh, Attache Shri Subrata Maity, Attache Shri Vijay Chauhan, Assistant Consular Officer

		<p>LOCAL STAFF</p> <p>Ms. Sabina Mutallimova, Interpreter-cum-Social Secretary Ms. Nubar Salmanova, Marketing Officer Mr. Isa Khalilov, Chauffeur Mr. Rauf Abushov, Security Guard Ms. Zhale Alasgarova Messenger</p>																														
(x)	<p>The monthly remuneration received by each of its officers and employees, including the system of compensation provided in its regulations;</p>	<p>The remuneration is as per Orders issued by the Government of India from time to time. The pay scales of India based officers of the Embassy are as under:</p> <table border="1"> <thead> <tr> <th><i>Designation</i></th> <th><i>Pay scales</i></th> <th><i>Grade Pay</i></th> </tr> </thead> <tbody> <tr> <td>Ambassador</td> <td>37400-67000</td> <td>10,000</td> </tr> <tr> <td>First Secretary</td> <td>15600-39100</td> <td>6,600</td> </tr> <tr> <td>Attache (Sr. Scale)</td> <td>15600-39100</td> <td>5,400</td> </tr> <tr> <td>Attache</td> <td>9300-34800</td> <td>4,800</td> </tr> <tr> <td>Assistant</td> <td>9300-34800</td> <td>4,600</td> </tr> </tbody> </table> <p><i>* Apart from basic pay India-based officers are paid Foreign Allowance, which is fixed by the Ministry of External Affairs from time to time.</i></p> <p>The pay scales of the locally recruited officials of the Embassy are as under:</p> <table border="1"> <thead> <tr> <th><i>Designation</i></th> <th><i>Pay scales in US \$</i></th> </tr> </thead> <tbody> <tr> <td>Social-Secretary-cum-Interpreter</td> <td>800-24-1160-30-1760</td> </tr> <tr> <td>Marketing Officer</td> <td>800-24-1160-30-1760</td> </tr> <tr> <td>Chauffeur</td> <td>600-20-900-23-1360</td> </tr> <tr> <td>Messenger-cum-Cleaner</td> <td>500-10-650-17-990</td> </tr> <tr> <td>Security Guard</td> <td>500-10-650-17-990</td> </tr> </tbody> </table>	<i>Designation</i>	<i>Pay scales</i>	<i>Grade Pay</i>	Ambassador	37400-67000	10,000	First Secretary	15600-39100	6,600	Attache (Sr. Scale)	15600-39100	5,400	Attache	9300-34800	4,800	Assistant	9300-34800	4,600	<i>Designation</i>	<i>Pay scales in US \$</i>	Social-Secretary-cum-Interpreter	800-24-1160-30-1760	Marketing Officer	800-24-1160-30-1760	Chauffeur	600-20-900-23-1360	Messenger-cum-Cleaner	500-10-650-17-990	Security Guard	500-10-650-17-990
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(xi)	<p>The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;</p>	<p>As per allocations made by the Ministry of External Affairs from time to time. Please see below detailed information pertaining to 2009-10, 2010-11 and 2011-12.</p> <table border="1"> <thead> <tr> <th><i>Detailed particulars</i></th> <th><i>Final Expenditure FY 2009 - 2010</i></th> </tr> </thead> <tbody> <tr> <td>Salary</td> <td>16,485,557</td> </tr> <tr> <td>Wages</td> <td>21,654</td> </tr> <tr> <td>Overtime Allowance</td> <td>156,866</td> </tr> <tr> <td>Medical Treatment</td> <td>605,793</td> </tr> <tr> <td>Travel Expenses (Local)</td> <td>95,497</td> </tr> <tr> <td>Travel Expenses (Others)</td> <td>2,173,414</td> </tr> <tr> <td>Office Expenses</td> <td>5,008,991</td> </tr> </tbody> </table>	<i>Detailed particulars</i>	<i>Final Expenditure FY 2009 - 2010</i>	Salary	16,485,557	Wages	21,654	Overtime Allowance	156,866	Medical Treatment	605,793	Travel Expenses (Local)	95,497	Travel Expenses (Others)	2,173,414	Office Expenses	5,008,991														
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		Publicity	694,440
		Information Technology	390,888
		Rents, Rates & Taxes	12,438,170
		Minor Works	127,365
		Total	38,198,635
		<i>Detailed particulars</i>	<i>Final Expenditure FY 2010 - 2011</i>
		Salary	17,421,321
		Wages	24,706
		Overtime Allowance	114,743
		Medical Treatment	896,504
		Travel Expenses (Local)	68,219
		Travel Expenses (Others)	875,075
		Office Expenses	4,184,275
		Publicity	904,583
		Information Technology	365,569
		Rents, Rates & Taxes	12,259,133
		Minor Works	110,157
		Total	37,224,285
		<i>Detailed particulars</i>	<i>Budget Estimates 2011 - 2012</i>
		Salary	16,146,000
		Wages	24,000
		Overtime Allowance	127,000
		Medical Treatment	992,000
		Travel Expenses (Local)	126,000
		Travel Expenses (Others)	2077,000
		Office Expenses	8310,000
		Publicity	939,000
		Information Technology	396,000
		Rents, Rates & Taxes	11,480,000
		Minor Works	779,000
		Total	41,396,000
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Embassy does not have any subsidy program.	

(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 Embassy's website has the required information at: www.indianembassybaku.org
(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 makes available to interested individuals various books, brochures, CDs and DVDs containing information on India, its people and culture. The Library is open to public during working hours. The working hours of the Embassy are given on the website of the Embassy
(xvi)	The names, designations and other particulars of the Public Information Officers;	<p><u>Public Information Officer :</u></p> <p>Mr. T.R. Meena, Head Of Chancery 31/39, Oktay Karimov Street, Ganjlik, Narimanov District Baku Az 1069 [Azerbaijan] Phones: [+994 12] 4480394 Fax: [+994 12] 447 25 72 Email: hoc.baku@indianembassybaku.org; hoc.baku@mea.gov.in</p> <p><u>Time:</u> 0900 Hours to 1730 Hours on all working days (Monday – Friday), except closed holidays.</p> <p><u>Appellate Authority:</u></p> <p>Mr. Debnath Shaw, Ambassador 31/39, Oktay Karimov Street, Ganjlik, Narimanov District Baku Az 1069 [Azerbaijan] Phones: [+994 12] 4472562 Fax: [+994 12] 447 25 72 Email: amb.baku@indianembassy.org; amb.baku@mea.gov.in</p> <p><u>Time:</u> 0900 Hours to 1730 Hours on all working days (Monday – Friday), except closed holidays.</p> <p><u>Fees for RTI Application-</u> an amount in Azerbaijan Manat equivalent to Rs.10/- (Rupees Ten only) may be paid by cash at the Embassy. Alternatively, the fee of</p>

		<p>Rs.10/- may be paid by Indian Postal Order (IPO) with the RTI application in favour of "PAO, MEA" to be submitted in person or by postal mail to the Public Information Officer of the Embassy as per address given above.</p> <p>Right to Information (RTI) Manuals can be viewed at the Embassy website at www.indianembassybaku.org The handbooks referred to in this website are available with the Public Information Officer/ Head of chancery of the Embassy.</p>
(xvii)	Such other information as may be prescribed and thereafter updated every year.	The Embassy's website has information which is updated on a regular basis.

December 2011