

**Information under section 4(1) (B) of RTI Act 2005**

(i)	the particulars of its organization, functions and duties;	<p>Embassy of India is headed by Ambassador and has following 04 Wings: (i) Administration Wing (ii) Political Wing (iii) Consular Wing (iv) Commercial Wing</p> <p>List of officers is at <b>Annexure-I</b></p> <p>Each wing is headed by Counsellor/First Secretary/Second Secretary/Attache rank officer.</p> <p>The functions of the Embassy inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and scientific cooperation in bilateral and multilateral contexts. 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.</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.</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. 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>Decisions are taken under the instruction and supervision of the Ambassador in consultation with MEA when necessary.</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 in consultation with MEA when necessary.</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,</p> <p>Delegated Financial Powers of Government of India's Representatives abroad Rules,</p> <p>Passport Act, Manuals on Office Procedures</p> <p>Other Central Government Rules and manuals published by Central Government.</p>

(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 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;	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;	Ambassador and his officers 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>Annexure I</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>Annexure-II</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 current financial year are given in the statement at <b>Annexure-III</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 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 CD's and DVD's 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;	Not Applicable
(xvi)	the names, designations and other particulars of the Public Information Officers;	(as above the present table)
(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.

**RTI Act – Annexure I**

**Embassy officials / staff**

S N	Name	Designation	Email	Tel. No.
1	Mr. Dinkar Asthana	Ambassador	<a href="mailto:amb.dakar@mea.gov.in">amb.dakar@mea.gov.in</a>	+221 33 849 58 75
2	Mr Naba Kumar Pal	Counsellor (Political, CPV, Culture)	<a href="mailto:pol.dakar@mea.gov.in">pol.dakar@mea.gov.in</a>	+221 33 849 58 75
3	Mr. Dinen Kumar Bordoloi	First Secretary (Commercial) & HOC	<a href="mailto:com.dakar@mea.gov.in">com.dakar@mea.gov.in</a> <a href="mailto:hoc.dakar@mea.gov.in">hoc.dakar@mea.gov.in</a>	+221 33 849 58 75
4	Mrs Rajinder Kaur	Attache (PS)/ Admin and Establishment & DDO	<a href="mailto:estt.dakar@mea.gov.in">estt.dakar@mea.gov.in</a>	+221 33 849 58 75
5	Mr. Vijay Saini	Assistant Consular Officer	<a href="mailto:cons.dakar@mea.gov.in">cons.dakar@mea.gov.in</a> <a href="mailto:itec.dakar@mea.gov.in">itec.dakar@mea.gov.in</a>	+221 33 849 58 75
6	Mr. Vijay Narayan Mishra	Accountant	<a href="mailto:accts.dakar@mea.gov.in">accts.dakar@mea.gov.in</a>	+221 33 849 58 75

**RTI Act – Annexure II**

**Monthly remuneration of Employees**

<b>Sl.no.</b>	<b>Name of Post</b>	<b>Sanctioned Strength</b>	<b>Level of Pay in Pay Matrix (7<sup>th</sup> CPC)</b>	<b>Pay Scale [Rs]</b>
1	Ambassador Grade I of IFS	1	17	225,000
2	Counsellor/First Secretary/ Second Secretary	2	13/12	123100 -215900 78800 - 209200
2	Attache/Assistant	2	9/8/7/4	53100 - 114400 47600- 167800 44900-142400 25500-81100
5	Sr.PPS/PPS/PS/PA	2	11/9/8/7	67700 – 208700 53100 - 167800 47600 - 151100 44900 - 142400
6	Security Assistant	1	4	25500-81100

### RTI Act – Annexure III

#### Approved Chancery Budget of the Embassy of India, Dakar for the year 2023-24

<b>Heads</b>	<b>Budget Estimate (in Rs.)</b>
ADV AND PUB, CHANCERY	2000000
ALLOWANCES, CHANCERY	50652000
DIGITAL EQUIPMENT (IT), CHANCERY	189515
FOREIGN TE., CHANCERY	2912000
FUELS AND LUBRICANTS, CHANCERY	300000
IT EXP, CHANCERY	136485
LEAVE TRAVELS CONCESSION, CHANCERY	161000
LOCAL TOURS, CHANCERY	1012000
MEDICAL EXP, CHANCERY	1819000
MINOR CIVIL AND ELECTRIC WORK, CHANCERY	87000
OE, CHANCERY	1845000
R.R.T OF LAND AND BUILDINGS, CHANCERY	10634000
REPAIR AND MAINTENANCE, CHANCERY	500000
SALARIES, CHANCERY	11904000
SWACHHTA ACTION PLAN, CHANCERY	200000
WAGES, CHANCERY	35000
<b>Total</b>	<b>84387000</b>

**Approved Commercial Wing Budget of the Embassy of India, Dakar for the year 2023-24.**

<b>Head of Account</b>	<b>Budget Estimate (in Rs.)</b>
ALLOWANCES, COMMERCIAL WING	9800000
FOREIGN TE., COMMERCIAL WING	1400000
MEDICAL EXP, COMMERCIAL WING	350000
OE, COMMERCIAL WING	200000
R.R.T FOR LAND AND BULDING, COMMERCIAL WING	1500000
REPAIR AND MAINTENANCE, COMMERCIAL WING	100000
SALARIES, COMMERCIAL WING	1200000
TRADE PROMOTION, COMMERCIAL WING	100000
<b>Total</b>	<b>14650000</b>