

Information about the Embassy of India, Dakar under section 4(1) (B) of RTI Act 2005

(i)	the particulars of its organization, functions and duties;	<p>Name and address of the Organisation :</p> <p>Embassy of India, Dakar Address: 5, Avenue Carde, BP 398, Dakar, Senegal</p> <p>Tel No. +221-338 495 875</p> <p>Emergency number: +221 - 775295091</p> <p>Working Hours: 9:00 a.m. to 5.30 p.m.</p> <p>Mondays to Fridays (except public holidays)</p> <p>Head of the Organisation: Embassy of India is headed by Ambassador and has following 04 Wings: (i) Consular Wing (ii) Political Wing (iii) Commercial Wing (iv) Administration Wing</p> <table border="1" data-bbox="634 972 1386 1184"> <tr> <td colspan="4" style="text-align: center;">Ambassador</td> </tr> <tr> <td style="text-align: center;">Consular Wing</td> <td style="text-align: center;">Political Wing</td> <td style="text-align: center;">Commercial Wing</td> <td style="text-align: center;">Administration Wing</td> </tr> </table> <p>List of officers is at Annexure-I</p> <p>Each wing is headed by 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>	Ambassador				Consular Wing	Political Wing	Commercial Wing	Administration Wing
Ambassador										
Consular Wing	Political Wing	Commercial Wing	Administration Wing							
(ii)	the powers and duties of its	General Administrative powers are derived from IFS								

	officers and employees;	<p>(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> <p>List of officers is at Annexure-I</p>
(iii)	the procedure followed in the decision making process, including channels of supervision and accountability;	<p>The key decision-making points are Head of Wing and Ambassador. The final decision-making authority is Ambassador. Decisions are taken as per extant GOI's rules and guidelines, where applicable and under the instructions and supervision of the Ambassador. The Mission follows the procedure as indicated in the Manual of Office Procedure for decision making. The indicative Time limit for taking a decision/offering a service is at Annexure -IV</p> <p>Channel of supervision and accountability:</p> <p>SSA/ASO/ Attache - Head of Wing -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 in consultation with MEA when necessary. Information on Nature of functions/Services offered, Norms/standards for functions/service, its process and time limit are available on the website. Grievances can be registered through GOI's portal Madad or writing an email to the Embassy. The link for Madad portal is https://madad.gov.in Grievances is redressed by the Head of Wing under supervision of Ambassador.</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>General Financial Rule 2017</p> <p>Passport Act, Manuals on Office Procedures</p> <p>Other Central Government Rules and manuals</p>

		published by Central Government. Transfer Policy and Transfer orders: Formulation of Transfer Policy and Decisions on Transfer of officers are taken by the Ministry of External Affairs.
(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 Annexure I
(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 Annexure-II
(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 Annexure-III

(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;	<p>Central Public Information Officer: Mrs. Rajinder Kaur Attache (PS) Address: Embassy of India, 5 Avenue Carde, BP 398 Dakar, Senegal Email: estt.dakar@mea.gov.in</p> <p>First Appellate Authority: Shri Dinen Kumar Bordoloi First Secretary (HOC) Address: Embassy of India, 5 Avenue Carde, BP 398 Dakar, Senegal E-mail: hoc.dakar@mea.gov.in</p>
(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	amb.dakar@mea.gov.in	+221 33 849 58 75
2	Mr Naba Kumar Pal	Counsellor (Political, CPV, Culture)	pol.dakar@mea.gov.in	+221 33 849 58 75
3	Mr. Dinen Kumar Bordoloi	First Secretary (Commercial) & HOC	com.dakar@mea.gov.in hoc.dakar@mea.gov.in	+221 33 849 58 75
4	Mr. Vani Prasad Panigrahi	PS to Ambassador	amb.dakar@mea.gov.in	+221 33 849 58 75
5	Mrs Rajinder Kaur	Attache (PS)/ Admin and Establishment & DDO	estt.dakar@mea.gov.in	+221 33 849 58 75
6	Mr. Vijay Saini	ASO	itec.dakar@mea.gov.in cons.dakar@mea.gov.in	+221 33 849 58 75
7	Mr. Vijay Narayan Mishra	Accountant	accts.dakar@mea.gov.in	+221 33 849 58 75

RTI Act – Annexure II

Monthly remuneration of Employees

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

RTI Act – Annexure III

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

Heads	Budget Estimate (in Rs.)
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
TOTAL	84387000

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

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

Annexure IV

Indicative timelines and details of services

S. No.	Service Rendered	Information on fee/Charges and procedure	Indicative Timeline
1	Passport related services (Reissue of passport, Fresh Passport, PCC, Registration of Birth etc.)	Information on passport related services, checklist, jurisdiction, FAQ, Fees and Bank details, forms, grievance redressal for passport services are available at Home – Consular – Passport Services	Two weeks (If Police verification not required) In other cases, 6-7 weeks subject to document verification and fee receipt
2	Attestation, Consular and Misc. Services (Police Clearance Certificate, Birth Certificate, NRI certificate etc.)	Information on Consular Services, Attestation, payment details, are available at Home – Consular – Attestation	Within 5 working days, subject to complete documentation and fee receipt
3	Visa Services (For foreign Nationals only)	Info on visa services, jurisdiction, Guidelines for applying visa services, visa types, visa fees and payment details for visa, e-visa and are available at Home – Consular – Visa Services	Within 15 working days, subject to documents, fee and extant guidelines

Details of receipt & disposal of RTI applications & Appeals 2023-24

Quarter	Total No. of RTI applications received	Total No. of RTI applications disposed of	Total No. of appeals received	Total No. of appeals disposed of
1 st Quarter (April -June 2023)	0	0	0	0
2 nd Quarter (July- Sept 2023)	2	2	0	0
3 rd Quarter (Oct – Dec 2023)	2	2	0	0
4 th Quarter (Jan-March 2024)	1	1	0	0