

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

- (i) the particulars of its organization, Embassy is headed by Ambassador of India and has functions and duties; following eight Wings:
 (i) Political Wing (ii) Trade & Commerce Wing
 (iii) Economic Wing
 (iv) Consular & Education Wing(v) Visa Wing
 (vi) Culture Wing(vi) Defence Wing
 (vii) Press and Information Wing
 (viii) Chancery (including Administration) Wing
 Each Wing is headed by a Counsellor/First Secretary/Second Secretary rank officer.

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. The functions of the Embassy inter alia include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs, in bilateral and multilateral contexts.

- (ii) the powers and duties of its officers and employees; General Administrative powers are derived from IFS (PLCA) Rules, as amended from time to time.

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.

Other powers are derived from the Passport Act of India. The Officers of the Embassy function under the guidance and supervision of the Ambassador.

- (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 functions; Norms are set under the instruction and supervision of 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; 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.
- (vi) a statement of the categories of documents that are held by it or under its control; Classified documents/files relating to India's relations with China
Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and China.
- 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; Personal files and cash accounts
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; Embassy interacts regularly with representatives of think tanks, academic community and others.
- (ix) a directory of its officers and employees; List of Officers is given at [Annexure-III](#)
- (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-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 (2016-17) are given in the statement at [Annexure-II](#)

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| (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 Embassy of India. |
| (xiv) details in respect of the information, available to or held by it, reduced in an electronic form; | Embassy of India's website has the required information. Embassy also makes available to interested individuals 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; | The Embassy is open from 0830 am to 0530 pm from Monday to Friday. The holidays observed by the Embassy are given on the website, www.indianembassy.org.cn The books are available for reading in the reading room from Library at Embassy of India, Beijing during working hours i.e. 0830 am to 0530 pm from Monday to Friday.. |
| (xvi) the names, designations and other particulars of the Public Information Officers; | Public Information Officer (PIO):
Second Secretary (Economic, S&T)
Tel: (00-86-10) 85312520
Fax: (00-86-10) 85312572
e-mail: sseco@indianembassy.org.cn |
| (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. |

ANNEXURE I

Monthly remuneration of Employees

S.No	Sanctioned Post	No. of posts	Pay scale	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Ambassador (Grade I of IFS)	1	Level 17 of Pay Matrix as approved by 7th Pay Commission	
2.	Deputy Chief Of Mission (Grade IV of IFS)	1	Level 13	
3.	Minister	1	Level 14	
4.	Counsellor (Gr. IV of IFS)	2	Level 13	

5.	Naval Attaché (Pre-revised)	1	Rs.37,400/- to Rs.67,000/- Pay Band IV	+ Rs.8,900/- Grade pay
6.	Defence Attaché (Pre-revised)	1	Rs.15,600 – 39,100/- Pay Band III	+ Rs.8,700/- Grade pay
7.	Air Attaché (Pre-revised)	1	Rs.15,600 – 39,100/- Pay Band III	+Rs.8,700/- Grade Pay
8.	Dy. Defence Attaché (Pre-revised)	1	Rs.15,600 – 39,100/- Pay Band III	+Rs.8,000/- Grade Pay
9.	First Secretary/ Sr. PPS	3	Level 12 of Pay Matrix as approved by 7th Pay Commission	
10.	Second Secretary/ PPS	8	Level 11	
11.	Third Secretary	15	Level 10	
12.	Attaché (Gr.II& III of IFS(B))	3	Level 8 & 10	
13.	Attaché(PS)/PA	8	Level 7, 8 & 10	
14.	Assistant Section Officer	8	Level 7, 8 & 9	
15.	AP&WO, Defence Staff & Dance, Music and Yoga teachers	8	Level 7& 8	
16.	SSA/JSA	2	Level 2	
17.	Chauffeur	1	Level 4	
18.	Security Guards	12	Level 3	
19.	MTS	1	Level 1	

ANNEXURE II

Embassy of India, Beijing - Final Estimates 2016-2017

S. No. Expenditure Head	Amount in Rupees (in thousands)
1 Salaries	287803
2 Wages	31
3 Overtime Allowance	1162
4 Medical treatment	20000
5 TE(Local Tour)	15000
6 Travel Expenses(Others)	22000
7 Advertising & Publicity	6000
8 Office Expenses	50107
9 Information Technology	4800
10 Rents, Rates, Taxes	86500
11 Minor Works	6547
Total	499950