

RTI ACT, 2005

Information about the Embassy of India, Yangon required under section 4 (1)(B) of the Right to Information Act, 2005

(i)	The particulars of organization, functions and duties;	<p>Embassy of India, Yangon is headed by Ambassador and has following wings :</p> <ul style="list-style-type: none">(a) Administration Wing(b) Political Wing(c) Economic & Commercial Wing(d) Development Cooperation Wing(e) Press & Information Wing(f) Cultural Wing(g) Human Resource and Development / Education / Training Wing(h) Consular Wing(i) Defence Wing(j) Liaison Office, Nay Pyi Taw <p>Each Wing is headed by a Counsellor / First Secretary / Second Secretary rank officer.</p> <p>The Embassy functions within the purview of business allocated to the Ministry of External Affairs of Business Rules and Transaction of Business rules.</p> <p>Vision: to implement the policy / objectives of the Ministry of External Affairs / Government of India</p> <p>Mission: to enhance the friendly relations between India and Myanmar;</p> <p>Key objectives: Political and economic cooperation, Trade and Investment promotion, cultural interaction, press and media liaison, scientific cooperation, welfare of Indian community members etc.</p>
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(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>Consular powers / other powers are derived from the “Passport Act of India”, Consular Manual and circulars and instructions / guidelines issued by Ministry / Govt. of India from time to time.</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>Decisions are taken under the instruction and supervision of the Ambassador.</p> <p>Officers of different Wings initiate and take follow up action in accordance with instructions / policy of Government of India.</p> <p>Ambassador is the final decision making authority.</p>
(iv)	The norms set by it for the discharge of its functions ;	Norms are set under the instructions 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;	<p>IFS(PLCA) rules and annexures,</p> <p>Delegated Financial Powers of Government of India’s Representatives Abroad Rules,</p> <p>Passport Act</p> <p>Manuals on Office Procedures</p> <p>Other Central Government Rules and manuals published by Central Government.</p> <p>Classified documents / files relating to India’s relations with Myanmar</p>

(vi)	A statement of the categories of documents that are held by it or under its control:	Unclassified documents / files including joint statements, declarations, arguments and MoUs between India and Myanmar 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 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, 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-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 remunerations is at Annexure II .
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made;	The budget figures for the Financial Year (2021-22) 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, Yangon 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;	The Embassy's website has the required information. Embassy also makes available to interested individuals various brochures, CDs and DVDs 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;	<p>The Embassy is open from 9:00 am to 5:30 pm, or 0900 hrs to 1730 hrs from Monday to Friday. The holidays observed by the Embassy are given on the website (https://embassyofindiayangon.gov.in/)</p> <p>Embassy has a library in India Centre, 554-566, Merchant Street, Yangon, which is open from 1000 hrs. to 1700 hrs, Monday to Friday (except gazetted holidays)</p> <p>Officer in Charge of Library:</p> <p>Tel: 00-95-1-391884 (Ext: 141)</p> <p>Email: embassylibrary@gmail.com</p>
(xvi)	The names, designations and other particulars of the Public Information Officers;	<p>Public Information Officer:</p> <p>Shri Jitendra Rawat</p> <p>First Secretary (DC)</p> <p>Tel: 00-95-1-8388410</p> <p>Fax:00-95-1-8381252</p> <p>Email: dpa.yangon@mea.gov.in</p> <p>Appellate Authority:</p> <p>Ms. Nabanita Chakrabarti</p> <p>Deputy Chief of Mission</p> <p>Email: dcm.yangon@mea.gov.in</p>

(xvii)	Such other information as may be prescribed and thereafter update these publications every year;	The Embassy website has information which is updated on a regular basis.
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