

Information required under Section 4(1) (B) of RTI Act, 2005

Information about the Embassy of India, Seoul under Section 4(1) of the RTI Act, 2005

1. Organisation and Function

Item	Details of Disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	EMBASSY OF INDIA SEOUL 101, Hannam Dong, Dokseodang-ro, Yongsangu, Seoul 04419, Republic of Korea Telephone: +82-2-798-4257; +82-2-798-4268; +82-2-798-4244; +82-2-798-0962; +82-2-798-2653 Fax: +82-2-796-9534 Annex building (Consular, Commercial and Cultural Wing) 102, Hannam Dong, Dokseodang-ro, Yongsangu, Seoul 04419, Republic of Korea Telephone: +82-2-792-4258, 792-4257
	(ii) Head of the organization	Ambassador
	(iii) Function and duties	As per mandate given to Ministry of External Affairs by Government of India.
	(iv) Organization Chart	Embassy of India, Seoul is headed by Ambassador and has the following 06 Wings: (i) Administration Wing (ii) Consular Wing (iii) Defence Wing (iv)

		Economic & Commerce Wing (v) Political Wing (vi) Swami Vivekananda Cultural Center. Each Wing is headed by a First Secretary/Second Secretary rank officer.
	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	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 in bilateral and multilateral contexts.
Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	General Administrative Powers are derived from IFS(PLCA) Rules, as amended from time to time. Financial powers of the officers of the Embassy 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 Head of Mission.
	(ii) Power and duties of other employees	

	<p>(iii) Rules/ orders under which powers and duty are derived and</p> <p>(iv) Exercised</p>	<p>General Administrative powers are derived from 'IFS (PLCA) [Indian Foreign Services (Pay, Leave and Compensatory Allowances)] Rules', as amended from time to time.</p> <p>Financial powers of the Officers of the Missions/Posts have been detailed in the 'Financial Powers of the Government of India's Representatives Abroad' issued by Ministry of External Affairs.</p> <p>Consular powers are derived from the 'Passport Act of India'.</p> <p>Other duties of the officers flow from the 'Allocation of Business Rules of the Government of India', 'Manual of Office Procedure' and 'Central Civil Services (CCS) Rules'.</p> <p>The Officers of the Embassy function under the guidance and supervision of the Head of Mission, who also allocates the work to</p>
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		the Embassy officers/officials from time to time.
	(v) Work allocation	The officers of the Embassy function under the guidance and supervision of the Ambassador, who also allocates the work to the Embassy officers/officials from time to time.
Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify decision making points	As per Government of India's Rules/Orders issued and promulgated and applicable to Ministry of External Affairs, New Delhi as per Gol's Transaction of Business Rules.
	(ii) Final decision making authority	Ministry of External Affairs, New Delhi.
	(iii) Related provisions, acts, rules etc.	As per Government of India Rules/Orders issued and promulgated and applicable to Ministry of External Affairs, New Delhi as per GOI's Transaction of Business Rules.
	(iv) Time limit for taking a decisions, if any	N.A.
	(v) Channel of supervision and accountability	As decided by Head of Mission
Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	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 in bilateral and multilateral contexts.
	(ii) Norms/ standards delivery	1. Passport: 3 to 4 weeks (including time taken for dispatch from MEA and local customs clearance) 2. Visa: Subject to fulfillment of all conditions and completion of documents.
	(iii) Process by which these services can be accessed	Through online facilities and in-person visits.
	(iv) Time-limit for achieving the targets	As above.
	(v) Process of redress of grievances	Through MADAD Portal, emails, telephonically, open house and personal hearings by the concerned officers.
Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature /instruction. of the record/ manual	As prescribed by Ministry of External Affairs and Government of India from time to time
	(ii) List of Rules, regulations, instructions manuals and records.	As decided by MEA from time to time
	(iii) Acts/ Rules manuals etc.	As decided by MEA from time to time
	(iv) Transfer policy and transfer orders	As per orders of Ministry of External Affairs, New Delhi
Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Classified documents/files relating to India's relations with ROK; Unclassified documents/files including joint statements, declarations, agreements and MoUs between India

		and ROK. Passport and consular services application forms, personal files and cash accounts.
	(ii) Custodian of documents/categories	As per distribution of work and responsibilities of officers/officials.
Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	N.A.
	(ii) Composition	
	(iii) Dates from which constituted	
	(iv) Term/ Tenure	
	(v) Powers and functions	As prescribed under Government of India's Rules under GFR 2017 and ICWF Guidelines effective from September 2017 respectively.
	(vi) Whether their meetings are open to public? the	No
	(vii) Whether the minutes of the meetings open to the public? are	No
	(viii) Place where the minutes if open to the public are available?	No
Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Available on website
	(ii) Telephone, fax and email ID	Available on website
Monthly received Remuneration by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration (ii) System of compensation as provided in its regulations	The employees are paid in accordance with the pay and allowances fixed by the Government of India from time to time. The pay scales/levels of officers of different ranks as per 7 th Central Pay Commission pay matrix are at Annexure II .

		The system of compensation is also in accordance with the Government of India regulations.
Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designated official.	<u>Appellate Authority (FAA)</u> Shri Nishi Kant Singh, Deputy Chief of Mission E-mail: dcm.seoul@mea.gov.in <u>Chief Public Information Officer (CPIO)</u> Shri Sharique Badr, First Secretary (Political) E-mail: pol.seoul@mea.gov.in

2. Budget and Programme

Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	<p>Budgetary allocation for the year 2023-24 is given at <u>Annexure-III.</u></p> <p>The actual expenditure is restricted to the budgetary allocation, and the details are sent to the Ministry of External Affairs on a regular basis.</p> <p>The budget is revised by the Ministry of External Affairs at specific time intervals.</p> <p>The report on disbursements made and related reports are kept in the Embassy and sent on regular basis to the Ministry of External Affairs.</p>
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Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	N.A.
	(ii) Objective of the programme	N.A.
	(iii) Procedure to avail benefits	N.A.
	(iv) Duration of the programme/scheme	N.A.
	(v) Physical and financial targets of the programme	N.A.
	(vi) Nature/ scale of subsidy /amount allotted	N.A.
	(vii) Eligibility criteria for grant of subsidy	N.A.
	(viii) Details of beneficiaries of subsidy programme (number, profile etc)	N.A.
Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	N.A.
	(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	N.A.

3. Publicity Band Public interface

Particulars for any arrangement for consultation with or representation by the members of the public in	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules,	The members of the public have access to the relevant Acts, Rules,
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<p>relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>Forms and other documents which are normally accessed by citizens</p>	<p>Forms and other documents which are available online.</p> <p>The policy is drawn by the Ministry of External Affairs. The members of the public are free to convey their views to the Embassy on relevant Acts, Rules, Forms and other documents.</p> <p>The members of the public have access to the Embassy's website that includes contact details of all officers. Apart from this, the public has access to various social media platforms. The public can also seek meetings in person with the concerned officers, wherever and whenever required.</p>
	<p>(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	
	<p>Public-private partnerships (PPP)</p>	<p>N.A.</p>
	<p>(i) Details of Special Purpose Vehicle (SPV), if any</p>	<p>N.A.</p>
	<p>(ii) Detailed project reports (DPRs)</p>	<p>N.A.</p>
	<p>(iii) Concession agreements.</p>	<p>N.A.</p>

	(iv) Operation and maintenance manuals	N.A.
	(v) Other documents generated as part of the implementation of the PPP	N.A.
	(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	N.A.
	(vii) Information relating to outputs and outcomes	N.A.
	(viii) The process of the selection of the private sector party (concessionaire etc.)	N.A.
	(ix) All payment made under the PPP project	N.A.

4. E-Governance

Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Information relating to consular services, bilateral relations between India and ROK, commercial matters, RTI, list of holidays, contact details of Embassy and its staff, important announcements etc. is available on the website in electronic form. The website has been classified into several sections and sub-sections. The information on various matters has been put under respective sections/ sub-sections for easy access to the public.
	(ii) Name/ title of the document/record/ other information	
	(iii) Location where available	
Particulars of facilities available to	(i) Name & location of the faculty	The Embassy is open from 0900 hrs to 1730 hrs from Monday to Friday. The holidays observed by the Embassy are given on the

citizen for obtaining information [Section 4(1)(b)(xv)]	(ii)Details of information made available	website https://www.indembassyseoul.gov.in/holidays-embassy . The Embassy of India has a Cultural Center which is open to the public during 1000-1300 hrs and 1400 - 1730hrs
	(iii) Working hours of the facility	
	(iv)Contact person & contact details (Phone, fax email)	
Such other information as may be prescribed under section 4(i) (b) (xvii)	(i) Grievance redressal mechanism	Personal meetings, visit to individuals, GOI's MADAD Portal
	(ii) Details of applications received under RTI and information provided	Inputs regularly updated on CIC portal
	(iii) List of completed schemes/ projects/ Programmes	N.A.
	(iv) List of schemes/ projects/ programme underway	N.A.
	(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	N.A.
	(vi) Annual Report	Sent to Ministry on regular basis

	(vii) Frequently Asked Question (FAQs)	Publicized on Embassy website for Consular services
	(viii) Any other information such as	N.A.
	a) Citizen's Charter	
	b) Result Framework Document (RFD)	N.A.
	c) Six monthly reports on the	N.A.
	d) Performance against the benchmarks set in the Citizen's Charter	N.A.

5. Information as may be prescribed

Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	(a) Shri Nishi Kant Singh, FAA; Shri Surinder Bhagat, FAA; Shri Satish Kumar Sivan, FAA; and Shri Upender Singh Rawat, FAA (b) Md. Sharique Badr, CPIO; Ms. Jose Antro Healtha, CPIO; and Ms. Anita Rawat, CPIO;
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