

## Right to Information

Applications seeking information under the RTI Act, 2005 may be sent along with the prescribed fee through e-IPO\* (Electronic Indian Postal Order) OR in Azeri Manat, equivalent to Indian Rs.10/- in cash/cheque or demand draft favouring Embassy of India, Baku. [The rate of exchange for a particular month may be ascertained from the Embassy].

Facility of e-IPO for payment of fee under the RTI Act, 2005. The Department of Personnel and Training and Department of Posts have launched a service called e-IPO (Electronic Indian Postal Order) to enable Indian Citizens residing in India or abroad to purchase an Indian Postal Order electronically by paying fee on-line through e-Post Office Portal i.e. <http://www.epostoffice.gov.in>. to enable them to seek information under the RTI Act, 2005. It can also be accessed through India Post Website, i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in). An e-IPO so generated must be used only once with an RTI application. The User needs to get himself registered at the website, He has to select the Ministry/Department from whom he desires to seek the information under the RTI Act and the e-IPO so generated can be used to seek information from that Ministry/Department only. A printout of the e-IPO is required to be attached with the RTI application. If the RTI application is being filed electronically, e-IPO is required to be attached as an attachment. For more details please visit the website <http://www.epostoffice.gov.in>. This facility is only for purchasing an Indian Postal Order electronically. All the requirements for filing an RTI application as well as other provisions regarding eligibility, time limit, exemptions, etc. will continue to apply.

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### **Information about the Embassy of India in Baku (Azerbaijan), as required under section 4(1) (b) of the Right to Information Act, 2005**

1	The particulars of the Embassy of India, Baku, its organization, functions and duties;	The Embassy of India is headed by Ambassador and has an Administration Wing, Consular Wing, Commerce & Economic Wing, Political Wing and Culture, Information & Education Wing. The functions of the Embassy inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison in bilateral and multilateral contexts. The Embassy issues visas to Azerbaijani, Georgian and other foreign nationals on application, after due process; passport and miscellaneous consular services to Indian nationals and Person of Indian Origin (PIO) and Overseas Citizen of India (OCI) services to eligible persons. 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.
2	The powers and duties of its officers and	General Administrative powers are derived from Fundamental Rules, Supplementary Rules and Indian Foreign Service (Pay, Leave and Compensatory Allowance) Rules [IFS (PLCA) Rules],

	employees;	<p>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.</p> <p>The Officers of the Embassy function under the guidance and supervision of the Ambassador.</p>
3	The procedure followed in the decision making process, including channels of supervision and accountability;	<p>Work and responsibilities in the Embassy are allocated as per a Distribution of Work Order issued by the Ambassador and revised from time to time. In general, the guidelines for office procedures developed by the Ministry of External Affairs are followed by the Embassy.</p> <p>For routine visa, passport and consular approvals, the Assistant Consular Officer obtains the approval of the Consular Officer of the Embassy for rendering of the service. For business visas and issue of PIO/ OCI, EC and other documents, approval of the Ambassador/ Head of Mission is obtained. The Head of Chancery is the drawing and disbursing officer of the Mission and is the approving authority for all sanctioned expenditures as per limits described in the Delegated Financial Powers of the Government of India's Representatives Abroad, beyond which such expenditure has to be approved by the Ambassador.</p>
4	The norms set by the Embassy for the discharge of its functions	<p>Visa services for Azerbaijani and Georgian nationals are normally rendered within two working days of receipt of application, except for certain categories (see details at "Visa" in Embassy's website). For other nationalities, whose application have to be referred to the Embassy/ High Commission/ Consulate in the country of origin of applicant for clearance, visa is issued within two working days on receipt of clearance. Passport and Overseas Citizen of India (OCI) applications are processed and uploaded within five working days of receipt of application, where after the passport/ OCI card is further processed, printed and dispatched to the Embassy by the Ministry of External Affairs (for passport) and Ministry of Overseas Indian Affairs (for OCI card) as per its working norms. The applicant is informed for collection within two working days of the receipt of the passport/ OCI card from the Ministry of External Affairs/ Ministry of Overseas Indian Affairs, respectively. Person of Indian Origin (PIO) cards are processed and services rendered within five working days of receipt of application. Miscellaneous services are rendered within three to seven working days of receipt of application, except for those cases which have to be referred to some other authority for clearance. References received from Ministry of External Affairs, Ministry of Overseas Indian Affairs, Regional Passport Offices, other government offices in India and from Indian Embassies/ High Commissions/ Consulates on</p>

		<p>consular services matters, are responded to within three working days of receipt of the reference, except where information sought is voluminous or very old.</p> <p>All other enquiries or references whether received by telephone, e-mail, fax or letter are normally responded to within ten working days of receipt of the same, except those queries involving compilation of voluminous and old data and/ or data/ information not immediately available with the Embassy, which needs to be collected/ sought from some other source. In such cases, the official concerned keeps the enquiry source informed of the reasons for delay.</p> <p>[The above mentioned working norms are subject to availability of the full working strength of the Embassy. Delay may occur due lack of manpower on account of unforeseen exigencies].</p>
5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<p>Indian Foreign Service (Pay, Leave and Compensatory Allowance) Rules (available in hard copy and electronic format but for official use only);</p> <p>Delegated Financial Powers of the Government of India's Representatives Abroad (available in hard copy only for official use); General Financial Rules (GFR) of the Government of India available in hard copy and on website: <a href="http://finmin.nic.in/the_ministry/dept_expenditure/GFRS/GFR2005.pdf">http://finmin.nic.in/the_ministry/dept_expenditure/GFRS/GFR2005.pdf</a>;</p> <p>Manual on Office Procedures (available in hard copy and on website: <a href="http://mowr.nic.in/mowr/section/iwsu/opmay2003/csmop/index.htm">http://mowr.nic.in/mowr/section/iwsu/opmay2003/csmop/index.htm</a>);</p> <p>Visa Manual (available in hard copy only for official use);</p> <p>Passport Manual (available in hard copy only for official use);</p> <p>Consular Manual (available in hard copy and electronic format for official use only).</p>
6	A statement of the categories of documents that are held by it or under its control;	<p>Classified documents/ files relating to India's external relations with Azerbaijan and other countries.</p> <p>Unclassified documents/ files including joint statements, declarations, agreements and Memorandum of Understandings, mainly pertaining to India-Azerbaijan relations.</p> <p>Passport and consular services application forms Service documents of officials.</p>
7	The particulars of any arrangement that exists for consultation with, or representation by, the members of the	The Embassy of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs.

	public in relation to the formulation of its policy or implementation thereof;	
8	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;	There are no permanent boards, councils or committees in the Embassy. Temporary committees were constituted when required, for recruitment of local staff and outsourcing of visa services, which were disbanded following decisions taken. The meetings of these committees were not open to public and minutes are not accessible to public.
9	A directory of the Embassy's officers and employees;	Embassy of India, 302, Jeyhun Hajibeyli Street, Ganjlik, Narimanov District Baku AZ1069, Azerbaijan Phones: (00994 12) 564 63 44, 564 63 54 Fax: (00994 12) 447 25 72 E- mail: <a href="mailto:amb.baku@mea.gov.in">amb.baku@mea.gov.in</a> , <a href="mailto:hoc.baku@mea.gov.in">hoc.baku@mea.gov.in</a> , <a href="mailto:admin.baku@mea.gov.in">admin.baku@mea.gov.in</a> , <a href="mailto:cons.baku@mea.gov.in">cons.baku@mea.gov.in</a> Website: <a href="http://www.indianembassybaku.in">www.indianembassybaku.in</a>  <b><u>INDIA-BASED:</u></b> Shri Sanjay Rana, Ambassador Shri Norbu Negi, Second Secretary Shri P.K. Govindan, PS to Ambassador Shri Yogendra Pal, Attaché

		<p>Shri Amit Pandey, Attaché,  Shri Dinesh Singh, ASO  <b><u>LOCAL STAFF</u></b>  Ms.Ulviya Guliyeva, Interpreter-cum-Social Secretary  Ms. Gunay Jafarova, Interpreter  Mr. Rauf Abushov, Security Guard  Ms. Zhale Alasgarova, Messenger  Mr. Roman Didushenko Gennadiyevich, Chauffeur</p>																														
10	<p>The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;</p>	<p>The remuneration is as per Orders issued by the Government of India from time to time. The pay scales of India based officers of the Embassy are as under:</p> <table border="1"> <thead> <tr> <th><i>Designation</i></th> <th><i>Pay scales</i></th> <th><i>level</i></th> </tr> </thead> <tbody> <tr> <td>Ambassador</td> <td>144200 - 218200</td> <td>14</td> </tr> <tr> <td>Second Secretary</td> <td>67700 - 08700</td> <td>11</td> </tr> <tr> <td>Attaché (Sr. Scale)</td> <td>56100 - 177500</td> <td>10</td> </tr> <tr> <td>Attaché</td> <td>47600 - 151100</td> <td>8</td> </tr> <tr> <td>Personal Assistant / Assistant Section Officer</td> <td>44900 - 142400</td> <td>7</td> </tr> </tbody> </table> <p><i>*Apart from basic pay India-based officers are paid Foreign Allowance, which is fixed by the Ministry of External Affairs from time to time.</i></p> <p>The pay scales of the locally recruited officials of the Embassy are as under:</p> <table border="1"> <thead> <tr> <th><i>Designation</i></th> <th><i>Pay scales in US \$</i></th> </tr> </thead> <tbody> <tr> <td>Social-Secretary-cum-Interpreter</td> <td>800-24-1160-30-1760</td> </tr> <tr> <td>Interpreter</td> <td>800-24-1160-30-1760</td> </tr> <tr> <td>Chauffeur</td> <td>600-20-900-23-1360</td> </tr> <tr> <td>Messenger-cum-Cleaner</td> <td>500-10-650-17-990</td> </tr> <tr> <td>Security Guard</td> <td>500-10-650-17-990</td> </tr> </tbody> </table>	<i>Designation</i>	<i>Pay scales</i>	<i>level</i>	Ambassador	144200 - 218200	14	Second Secretary	67700 - 08700	11	Attaché (Sr. Scale)	56100 - 177500	10	Attaché	47600 - 151100	8	Personal Assistant / Assistant Section Officer	44900 - 142400	7	<i>Designation</i>	<i>Pay scales in US \$</i>	Social-Secretary-cum-Interpreter	800-24-1160-30-1760	Interpreter	800-24-1160-30-1760	Chauffeur	600-20-900-23-1360	Messenger-cum-Cleaner	500-10-650-17-990	Security Guard	500-10-650-17-990
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11	<p>The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements</p>	<p>Budget figures for the current Financial Year are as under:</p> <p style="text-align: center;"><i>(All figures in Indian Rupess in thousands)</i></p> <table border="1"> <thead> <tr> <th><b>Head of Accounts</b></th> <th><b>BE 2015-16</b></th> <th><b>RE 2015-16</b></th> <th><b>FE 2015-16</b></th> </tr> </thead> <tbody> <tr> <td>Salaries</td> <td>27594</td> <td>26629</td> <td>27746</td> </tr> <tr> <td>Wages</td> <td>35</td> <td>33</td> <td>0</td> </tr> <tr> <td>Overtime Allowance</td> <td>298</td> <td>282</td> <td>290</td> </tr> <tr> <td>Medical treatment</td> <td>810</td> <td>985</td> <td>735</td> </tr> </tbody> </table>	<b>Head of Accounts</b>	<b>BE 2015-16</b>	<b>RE 2015-16</b>	<b>FE 2015-16</b>	Salaries	27594	26629	27746	Wages	35	33	0	Overtime Allowance	298	282	290	Medical treatment	810	985	735										
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	made;	TE(Local Tour)	348	295	293
		Travel Expenses (Others)	2307	3065	3066
		Advertising & Publicity	514	339	338
		Office Expenses	4667	8353	8070
		Information Technology	324	561	489
		Rents, Rates, Taxes	15303	13946 0	19119
		Minor Works	290	278	39
		Other Charges	0	0	0
		<b>Grand Total</b>	<b>52490</b>	<b>54766</b>	<b>60185</b>
16	The names, designations and other particulars of the Central Public Information Officers;	<p><b><u>Central Public Information Officer:</u></b>  Shri Norbu Negi, Second Secretary &amp; HOC  302, Jeyhun Hajibeyli Street,  Ganjlik, Narimanov District  Baku AZ1069, Azerbaijan  Tel: (00994 12) 448 03 94  Fax: (00994 12) 447 25 72  E-mail: <a href="mailto:hoc.baku@indianembassybaku.in">hoc.baku@indianembassybaku.in</a>, <a href="mailto:hoc.baku@mea.gov.in">hoc.baku@mea.gov.in</a>  <b><u>Time:</u></b> 0900 Hours to 1730 Hours on all working days (Monday-Friday), except closed holidays.</p> <p><b><u>Appellate Authority:</u></b>  Shri Sanjay Rana, Ambassador  302, Jeyhun Hajibeyli Street,  Ganjlik, Narimanov District  Baku AZ1069, Azerbaijan  Tel: (00994 12) 447 25 62  Fax: (00994 12) 447 25 72  E-mail: <a href="mailto:amb.baku@mea.gov.in">amb.baku@mea.gov.in</a>,  <b><u>Time:</u></b> 0900 Hours to 1730 Hours on all working days (Monday-Friday), except closed holidays.</p> <p><b><u>Fees for RTI Application</u></b> – an amount in Azerbaijan Manat equivalent to Rs.10/- (Rupees Ten only) may be paid by cash at the Embassy. Alternatively, the fee of Rs./10 – may be paid by Indian Postal Order (IPO) with the RTI application in favour of “PAO, MEA” to be submitted in person or by postal mail to the Public Information Officer of the Embassy as per address given above.  Right to Information (RTI) Manuals can be viewed at the Embassy website at <a href="http://www.indianembassybaku.in">www.indianembassybaku.in</a>. The handbooks referred to in this website are available with the Public Information Officer/ Head of Chancery of the Embassy.  Ministry of Personnel, Public Grievances &amp; Pension, Department of Personnel and Training, Department of Indian Posts,</p>			

		<p>Government of India has launched a service called “ eIPO” ( Electronic Postal Order) w.e.f 22.3.2013. As per RTI Rules, 2012, fee may be paid by means if facility for receiving fees through electronic means is available with the public authority. This is a facility you purchase an Indian Postal Order electronically by paying as a fee on-line through e-post Office Postal i.e.<a href="http://www.epostoffice.gov.in">http://www.epostoffice.gov.in</a>. It can also be accessed through India Post website <a href="http://www.indiapost.gov.in">www.indiapost.gov.in</a></p> <p>Right to Information (RTI) Manuals can be viewed at the Embassy website at <a href="http://www.indianembassybaku.in">www.indianembassybaku.in</a>. The handbooks referred to in this website are available with the Public Information Officer/ Head of Chancery of the Embassy.</p>
17	Such other information as may be prescribed and thereafter updated every year.	The Embassy’s website has information which is updated on a regular basis.

December, 2016