

**Information about the Embassy of India, Manila required under Section 4(1)(b) of RTI Act, 2005**

(i)	Particulars of its organisation, functions and duties	<p><b>Address of Embassy's Main Office:</b> Embassy of India, 2190, Paraiso Street, Dasmarinas Village, Makati City, Metro Manila , Philippines Telephone : 0063-2-88430101-02</p> <p><b>Address of Embassy Office for Consular/Visa Services:</b> Unit 2702, 27th Floor, One World Place, 32nd Street, Bonifacio Global City, Taguig City 1634, Metro Manila Telephone : 0063-2- 87846342 / 85634592</p> <p>The Embassy is headed presently by Cd'A a.i. Dr. Sadre Alam and has the following Sections: (i) Political (ii) Press, Information &amp; Culture (iii) Education (iv) Economic &amp; Commerce (v) Consular (vi) Administration Each Section is headed by a Counsellor/ First/ Second Secretary 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.</p> <p>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>
(ii)	Power 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>Other powers are derived from the Passport Act of India and ICWF Guidelines.</p> <p>The Mission functions as a subordinate office of the Ministry of External Affairs of India. The Head of Mission supervises the work of the personnel in the Mission.</p>
(iii)	Procedure followed in decision making process	<p>Decisions are taken under the instructions and supervision of the Cd'A a.i.</p>
(iv)	Norms for discharge of functions	<p>The norms established for passport, OCI, visa and other miscellaneous consular services have been outlined on the Embassy of India, Manila website. As far as other elements of the work of the Embassy of India, Manila are concerned, it is our endeavour that all files are disposed of within seven days and replies to any letter or communication received is sent within a fortnight.</p>

(v)	Rules, regulations, instructions manual and records for discharging functions	<p>IFS PLCA rules and annexures.</p> <p>IFS PLCA (Pay, Leave and Compensatory Allowances) is already available in electronic format but only for official use. These Rules are applicable to the officers posted in Indian Missions and Posts abroad.</p> <p>IFS RCSP (Recruitment, Cadre, Seniority and Promotion) rules</p> <p>Delegated Financial Powers of the Government of India's Representatives Abroad where the financial powers of the Missions/Posts abroad and is only for official use.</p>
(vi)	Categories of documents held by the authority under its control	<p>Classified documents/files relating to India's external relations</p> <p>Unclassified documents</p> <p>Passport and consular services application forms</p>
(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 foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the Embassy under the guidance and supervision of the Cd'A a.i.
(viii)	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority	Embassy interacts regularly with representatives of think tanks, academic community and others as well as with the wider Indian community, including Persons of Indian Origin.
(ix)	Directory of officers and employees	List of Officers is given at <b>Annexure-I</b>
(x)	Monthly Remuneration received by officers & employees including system of compensation	<p>A statement of monthly remuneration is at <b>Annexure -II</b></p> <p>Besides Basic pay, India based employees get Foreign allowance also, which is revised time to time. Compensation for India based officers as well as locally recruited employees is determined by MEA Headquarters.</p>

(xi)	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.	The Budget figures for the Financial Year 2022-23 & 2023-24 are given at <b>Annexure-III</b>
(xii)	Manner of execution of subsidy programme	Embassy of India does not have any subsidy programme except for administering, and under its instructions, Government of India's assistance programmes, whenever agreed as part of its bilateral cooperation with the Government of the Philippines and the countries of concurrent accreditation, i.e. Palau, Federated States of Micronesia.
(xiii)	Particulars of recipients of concessions, permits of authorizations granted by the public authority	No concessions/permits are granted by the Embassy of India, Manila. Government of India provides slots under Indian Technical and Economic Cooperation (ITEC) / Colombo Plans to candidates from Philippines, Republic of Palau and the Federated States of Micronesia.  Sushma Swaraj Institute of Foreign Service also offers training programme to diplomats from the Republic of the Philippines under ASEAN-India Diplomats Training course.
(xiv)	Information available in electronic form	The Embassy's website has the required information. The Embassy also makes available to interested individuals various CDs, DVDs and publicity material containing information on India, its people and culture.
(xv)	Particulars of facilities available to citizen for obtaining information	The Embassy Website address <a href="https://www.eoimanila.gov.in/">https://www.eoimanila.gov.in/</a> has the requisite information. The library of the Embassy remains open during the working hours i.e. 0900 hrs to 1730 hrs.
(xvi)	Name, designation and other particulars of public information officers	<b>Chief Public Information Officer :</b>  <b>Ms. Pooja V. Vernekar</b> <b>Counsellor (Political) &amp; HOC</b> Email: pol.manila@mea.gov.in hoc.manila@mea.gov.in  <b>First Appellate Authority :</b> <b>Dr. Sadre Alam (Cd'A a.i.)</b> Tel: 00-63-2- 88124125 Email: amb.manila@mea.gov.in
(xvii)	Such other information as may be prescribed	The Embassy's website – <a href="https://www.eoimanila.gov.in/">https://www.eoimanila.gov.in/</a> has information which is updated on a regular basis.