

**RTI REQUEST DETAILS****Registration No. :** MOEAF/R/2015/01608 **Date of Receipt :** 28/05/2015**Type of Receipt :** Local Receipt **Language of Request :** English**Name :** Anu Chowdhry **Gender :** Male**Address :** 4/403, Eastend Apartments, Mayur Vihar Phase 1,,  
Pin:110096**State :** Delhi **Country :** Details not provided**Phone No. :** Details not provided **Mobile No. :** Details not provided**Email :** Details not provided**Status(Rural/Urban) :** Details not provided **Education Status :** Details not provided**Letter No. :** Details not provided **Letter Date :** 14/05/2015**Is Requester Below Poverty Line ? :** No **Citizenship Status :** Indian**Amount Paid :** 10 ) **Mode of Payment :** Cash**Does it concern the life or Liberty of a Person ? :** No(Normal) **Request Pertains to :** DCP(F)**Information Sought :** relates to DCP (F)

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## Application Form for Information under the RTI Act, 2005

RTI CELL  
MINISTRY OF EXTERNAL AFFAIRS32/9  
27/05/15

To,  
Room No. 2021,  
'A' Wing,  
Jawaharlal Nehru Bhawan,  
23-D, Janpath,  
New Delhi - 110 011.

- 1. Name of Applicant:** Ms. Anu Chowdhry
- 2. Address for Correspondence:** 4/403, Eastend Apartments, Mayur Vihar Phase I, New Delhi - 110095.
- 3. Information Required :** Model Contract Forms and social security obligations with respect to employment of locally recruited staff by foreign diplomatic missions situated in India.  
**(whether on policy, general Guidelines etc Please give details)**

**Queries:**

I hereby request you to kindly provide me with the following information/documents:

1. Please provide a copy Model form of contract of 1975 as first circulated by the Ministry of External Affairs, Government of India with various diplomatic missions, containing recommendations on employment terms and conditions and service conditions of locally recruited staff in foreign diplomatic missions and Trade Commissions situated in India.
2. In respect of the Model form of Contract please provide copies of all subsequent amendments made to the Model form of Contract as may be circulated by the Ministry of External Affairs, Government of India including amendments made in 1988, 2004 and 2006 and any other variations to the Model.
3. Please provide copies of relevant policies, guidelines and notifications stipulating the terms and conditions and service conditions that the foreign diplomatic missions situated in India are required to mandatorily follow vis-à-vis locally recruited staff (i.e., staff recruited from India).
4. Please provide information/documents evidencing that the terms and conditions of service of locally recruited staff in foreign diplomatic missions in India as contained in the above-mentioned Model Contract Form and amendments thereto, are of binding and mandatory nature or that Model Contract Form is of purely recommendatory nature.

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5. Please provide copies of all relevant office memorandums, guidelines and policies applicable to foreign diplomatic missions in India, and their obligations with respect to minimum employment conditions and mandatory benefits required to be extended by foreign diplomatic missions to locally recruited / engaged staff (i.e. staff recruited from India) and the relaxations, if any, available to diplomatic missions with regard to employment of locally recruited staff.
6. Please provide copies of all relevant documents including the office memorandums, guidelines and policies of Government of India, with respect to the relaxations, benefits and/or exemptions which have been offered to foreign diplomatic missions situated in India vis-a-vis domestic labour laws including those with respect to social security benefits (specifically under Delhi Shops And Establishment Act, 1954, Payment of Gratuity Act, 1972, Employment Provident Fund Act/Scheme).
7. I hereby declare that I am an Indian citizen. I require the said information under the Right to Information Act, 2005. I request that the same may be provided to me at my below-mentioned address at the earliest.
8. Please enclose **Postal Order No.26F 001654 dated May 14<sup>th</sup>, 2015** vide which the fee as required under the RTI Act for seeking the said information has been deposited. I also undertake to pay any other legal dues in future also if required by the department, as and when communicated to me for providing me the said information.

  
ANU CHOWDHURY

(Name and Signature of the Applicant)

E-mail address: anu.chowdhury@gmail.com

Tel.No.: 09999 798 499

Presented on date: **May 14, 2015**



विदेश मंत्रालय, नई दिल्ली  
MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI

**RTI MATTER**  
**BY REGISTERED POST WITH AD**

DIII/551/10/2015

15<sup>th</sup> July, 2015

Ms. Anu Chowdhry,  
4/403, Eastend Apartments,  
Mayur Vihar Phase-I,  
Delhi-110096

**Subject: Ref: RTI Application Registration No. MOEAF/R/2015/01608 dated 28.05.2015,  
Information sought under RTI Act 2005.**

Sir,

Please refer to your RTI application dated 28.05.2015 on the above subject. It may be mentioned here that answer to questions from 1 to 8 pertains to this Ministry.

2. The copies of the required information/documents can be provided. The documents contain 11 pages. You are advised to submit a payment of Rs. 22/- at the rate of Rs. 2/- per page in the name of PAO, Ministry of External Affairs, New Delhi.
3. If you are not satisfied with this reply, you may file an appeal to Chief of Protocol, Ministry of External Affairs, 149 A, South Block, New Delhi within a month from the date of receipt of this letter.

Yours faithfully,

(Puran Mehra)

Protocol Officer-(III)

Tel. No.- 4901 5425 Fax – 4901 5446

N.O.O:

1. JS(COP)
2. US(RTI)
3. DS(DD)
4. PO(XMM)

(Puran Mehra)

Protocol Officer-(III)