

Prashant Kumar Das
Second Secretary (HOC)



Embassy of India
Yerevan

No. Yer/Adm/551/2/2011

November 4, 2015

Shri Vodela Suresh Babu
H. No : 8-112, Sri Laxmanarasimha Swamy Colony
Annoujiguda (V), Ghatkesar (M),
Ranga Reddy District, Telegana
PIN: 500098

Subject : RTI application from Shri Vodela Suresh Babu dated October 23, 2015

Sir,

Reference your RTI application dated October 23, 2015.

2. The latest copy of information in respect of this Mission as required under 4(1) (b) of the RTI Act, 2005 is enclosed herewith. The information available in website is in English only. The hard copy of the same is being sent by post.

3. The information regarding foreign tours by the officers in Embassy of India, Yerevan in the present government (i.e. since May, 2014) is as follows:-

Name of officer	Purpose	Expenditure in Rs.
Dr. T. Suresh Babu Ambassador	In connection with PM's visit to Central Asian countries, Ashgabat, Bishkek and Dushanbe, July 10-13, 2015	Rs. 160803/-
Shri Ramneek Singh, Assistant	Special Courier duty to London, July 09-11, 2015	Rs.68753/-

4. This Mission has only website <http://www.indianembassy.am> and it is updated regularly.

5. If you are aggrieved with this reply, you may file an appeal to Dr. T. Suresh Babu, Ambassador, Embassy of India, Yerevan and Appellate Authority within a month of the date of receipt of this reply.

Yours faithfully

(Prashant Kumar Das)
Second Secretary (HOC)/CPIO
Embassy of India, Yerevan
Tel No. : 00-374-10-539180

Copy to :

1. Smt. Meera Sisodia, US (RTI), MEA, New Delhi
2. US (DD), MEA, New Delhi
3. Publicity Officer (XMM), MEA, New Delhi

50/2 Dzorapi Street, Yerevan 0019, Armenia
Tel: (374 10) 53 91 73/74/75, Fax: (374 10) 53 39 84, 53 91 70
E-mail: hoc@embassyofindia.am, attache@embassyofindia.am

RTI Act (2005)

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RIGHT TO INFORMATION ACT 2005

It has been decided that the Right of Information Act to be implemented by Mission and Posts abroad immediately.

Appellate Authority

H.E. Dr. T.Suresh Babu, Ambassador of India

- email: ambassador@embassyofindia.am
- Fax: 00374-10-533984

Public Information Officer

Mr. Prashant Kumar Das, Second Secretary

- email: hoc@embassyofindia.am
- Fax: 00374-10-533984

INFORMATION ABOUT THE EMBASSY OF INDIA IN YEREVAN (ARMENIA) REQUIRED UNDER SECTION 4(1) (B) OF THE RTI ACT, 2005

(i) the particulars of its organization, functions and duties;	<p>The Embassy of India is currently headed by Ambassador of India who is assisted by other India-based Officers and Staff Members. The Embassy has following Wings: (i) Administration; (ii) Commercial; (iii) Consular; (iv) Development Assistance Programs; (v) Political; and (vi) Press & Information.</p> <p>All the Wings fall under the overall charge of Ambassador who is assisted by other India-based Officers in the Mission.</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 cooperation in bilateral and multilateral context.</p> <p>The 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) 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. 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. 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>
(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, within the framework of rules and regulations prescribed by the Government of India.</p>
(iv) the norms set by it for the discharge of its	<p>Norms are set under the instruction and supervision</p>

<http://www.indianembassy.am/pages.php?id=13>

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	functions	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;	IFS PLCA Rules and Annexures, Delegated Financial Powers of Government of India's Representatives abroad Rules Passport Act Manuals on Office Procedures Other Central Government Rules and manuals published by Central Government.
(vi)	a statement of the categories of documents that are held by it or under its control;	Classified documents/files relating to India's external relations Unclassified documents/files including joint statements, declarations, agreements and MoUs. 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;	The Embassy of India functions within the norms of 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. The Embassy interacts regularly with representatives of think tanks, academic community and others.
(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, 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;	None.
(ix)	a directory of its officers and employees;	A directory is given at Annex-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 remuneration is at Annex-II
(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	The Budget figures for the current financial year are given in the statement at Annex-III
(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	The Embassy of India does not have any subsidy programme.
(xiii)	particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by the 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. The Embassy also makes available to interested individuals various CD's and DVD's 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;	Public Information officer:- Mr. Prashant Kumar Das, Second Secretary Telephone: 00374-10-539173, 539174, 539175 Fax : 00374-10-533 984 Email : hoc@embassyofindia.am
(xvi)	the names, designations and other particulars of the Public Information Officers;	
(xvii)	such other information as may be prescribed and thereafter update these publications every year;	The Embassy's website has information which is updated on a regular basis.

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 Armenian Drams, equivalent to Indian Rs.10/- in cash/cheque or demand draft favouring Embassy of India, Yerevan [The rate of exchange for a particular month may be ascertained from the Embassy of India].

*Facility of e-IPO for payment of fee under the RTI Act, 2005

11/4/2015

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. 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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प्रवासी भारतीय करार मंत्रालय
Ministry of Overseas Indian Affairs
www.moa.gov.in

Address: Embassy of India, 50/2 Dzorapi Street, 0019 Yerevan, Armenia.

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Working hours: 0900 to 1730 hours (Monday to Friday)
Telephone Numbers: 00-374-10-539173 / 539174 / 539175
Fax Numbers: 00-374-10-533984

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List of Officers

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Ambassador

Dr. T. Suresh Babu	539173/4/5	amb_office@embassyofindia.am
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Head of Chancery

Mr. Prashant Kumar Das Second Secretary & HOC	539173/74/75	hoc@embassyofindia.am
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Ambassador's Office

Mr. T. Ramesh Attache (PS/PIC)	539173/4/5	amb_office@embassyofindia.am
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Ms. Lilit Simonyan (Social Secretary)	539173/4/5	interpreter@embassyofindia.am
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Attache (Consular)

Mr. Karan Singh Attache (Consular)	539173/4/6	attache@embassyofindia.am cons.yerevan@mea.gov.in
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ITEC Scholarship

Mr. B.S. Nikhurpa Attaché	539173/4/5	commercial@embassyofindia.am itec@embassyofindia.am
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Administration

Mr. Ramneek Singh Assistant	539173/4/5	administration@embassyofindia.am
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भारतीय वाणिज्य सचिव कार्यालय
Ministry of Overseas Indian Affairs
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Monthly - Remuneration

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MONTHLY REMUNERATION OF INDIA-BASED OFFICERS AND STAFF MEMBERS

No.	Sanctioned Post	No. of Posts	Pay Scale	Remarks
1.	Ambassador Grade IV of IFS	1	Rs. 37,400-Rs. 67,000 PB-IV	+Rs. 8,700 as Grade Pay
2.	Second Secretary Grade I of General Cadre of IFS 'B'	1	Rs. 15,600-Rs. 39,100 PB-III	+ Rs. 6,600 as Grade Pay
3.	Private Secretary Grade I of Stenographers' Cadre of IFS 'B'	1	Rs. 15,600-Rs. 39,100 PB-III	+ Rs. 5,400 as Grade Pay (after completion of 4 years)
4.	Attaché Integrated Gr II/III of General Cadre of IFS 'B'	1	Rs. 15,600-Rs. 39,100 PB-III	+ Rs. ,5400 as Grade Pay (after completion of 4 years)
5.	Attaché Integrated Gr II/III of General Cadre of IFS 'B'	1	Rs. 9300-Rs. 34,800 PB-II	+ Rs. 4,800 as Grade Pay
6.	Assistant Gr. IV of General Cadre of IFS 'B'	1	Rs. 9300-Rs. 34,800 PB-II	+ Rs. 4,800 as Grade Pay (after completion of 4 years)

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Annual Budget

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Annual Budget 2015-16 (Amount in Rupees)

SALARIES, CHANCERY	24,863,000
WAGES, CHANCERY	105,000
OTA, CHANCERY	38,000
MEDICAL EXP, CHANCERY	637,000
LOCAL TOURS, CHANCERY	783,000
FOREIGN T.E., CHANCERY	2,069,000
OE, CHANCERY	3,784,000
R.R.T., CHANCERY	4,126,000
ADV & PUB, CHANCERY	572,000
MINOR WORKS, CHANCERY	1,742,000
IT EXP, CHANCERY	647,000
Grand Total	39,366,000

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RTI REQUEST DETAILS	
Registration No. : EOIYE/R/2015/50001	Date of Receipt : 23/10/2015
Type of Receipt : Online Receipt	Language of Request : English
Name : VODELA SURESH BABU	Gender : Male
Address : H.NO:- 8-112, SRI LAXMINARASIMHA SWAMY COLONY,, ANNOJIGUDA(V),GHATKESAR(M),, RANGA REDDY DISTRICT., Pin:500088	
State : Telangana	Country : India
Phone No. : +91-9494409733	Mobile No. : +91-9494409733
Email : 70suresh@gmail.com	
Status(Rural/Urban) : Rural	Education Status : Details not provided
Is Requester Below Poverty Line ? : Yes	Citizenship Status : Indian
Amount Paid : 0)	Mode of Payment : Payment Gateway
Does it concern the life or Liberty of a Person ? : No(Normal)	Request Pertains to : Prashant Kumar Das
Information Sought :	<ol style="list-style-type: none"> 1. Latest Hard copy of 4(1)(b) of your office in telugu language. (Telugu is on our currency) 2. Statement of Foreign tours purpose & expenditure of your officers in the present government. 3. List of your websites & date of updated.
<input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Close"/>	