

**Information about the Embassy of India, required under section 4 (1)(B) of RTI Act, 2005**

(i)	The particulars of its organization, functions and duties;	<p>The Embassy is headed by Ambassador of India and has the following Wings: (i) Political Wing (ii) Administration Wing (iii) Economic &amp; Commerce Wing (iv) Consular Wing (v) Military and Air Wing (vi) Naval Wing (vii) Cultural Wing; and (vii) Swami Vivekananda Cultural Center (SVCC)</p> <p>Each Wing is headed by a Counsellor/First Secretary/ Second Secretary rank officer.</p> <p>Embassy functions within the purview of business allocated to the Ministry of External Affairs under the Government of India Allocation of Business Rules and Transaction of Business Rules. The functions of the Embassy <i>inter alia</i> include political and economic cooperation, trade and investment promotion, scientific &amp; technological cooperation, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs, in bilateral and multilateral contexts.</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.</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 Representatives Abroad.</p>

		Other powers are derived from the Passport Act of India. The Officers of the Embassy function under the guidance and supervision of the Ambassador.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are taken as per extant rules and guidelines, where applicable and under the instruction and supervision of the Ambassador
(iv)	The norms set by it for the discharge of its functions;	Norms are set under the instruction and supervision 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;	<p>FS PLCA Rules and Annexures, Delegated Financial Powers of Government of India Representatives Abroad Rules.</p> <p>Passport Act,</p> <p>Manuals of Office Procedures; and</p> <p>Other Central Government Rules and manuals published by Central Government.</p> <p><i>*Links to all relevant rules are provided on the MEA website at <a href="https://mea.gov.in/acts-legislations-rules.htm?64/Acts, Legislations amp; Rules">https://mea.gov.in/acts-legislations-rules.htm?64/Acts, Legislations amp; Rules</a> and the Embassy website and can be accessed at <a href="https://www.indianembassytehran.gov.in/eoithr_pages/NjA">https://www.indianembassytehran.gov.in/eoithr_pages/NjA</a>,</i></p>
(vi)	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;</p> <p>Unclassified documents/files including joint statements,</p> <p><a href="https://www.indianembassytehran.gov.in/eoithr_pages/MjI0">https://www.indianembassytehran.gov.in/eoithr_pages/MjI0</a> declarations, agreements and MoUs; and Passport, visa and consular</p>

		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;	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.
(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;	Embassy interacts regularly with the representatives of various councils, think tanks, committees, academic community and others.  There are no boards or councils created by the Embassy which are open to the public. The public can however meet the concerned officials with prior appointment and reach them at their office numbers provided on the website and the directory at <b><u>Annexure-I</u></b> .
(ix)	Name and directory of its officers and employees;	A directory is given at <b><u>Annexure-I</u></b>
(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 <b><u>Annexure-II</u></b> .
(xi)	No. of employees against whom disciplinary action has been proposed/taken	No disciplinary action has been taken against any officer/employee in the current year.
(xii)	Programmes to advance understanding of RTI (Section 26)	All relevant details and links related to RTI Act, 2005 has been updated on the Embassy website. The details can be accessed at <a href="https://www.indianembassytehran.gov.in/eoithr_pages/MjI0">https://www.indianembassytehran.gov.in/eoithr_pages/MjI0</a>
(xiii)	Transfer Policy and Transfer Orders	Embassy of India functions within the transfer and posting norms formulated by the Ministry of External Affairs which can

		be accessed at <a href="https://mea.gov.in/circulars-notifications.htm">https://mea.gov.in/circulars-notifications.htm</a>
(xiv)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made; Discretionary and non-discretionary grants; CAG and PAC paras if applicable	<p>The Budget figures for the financial year (2021-2022) are given in the statement at <b><u>Annexure-III</u></b>.</p> <p>Budget utilization for FY 2020-21 is given at <b><u>Annexure-IV</u></b></p> <p>The Ministry of External Affairs' pending C&amp;AG para can be accessed at <a href="http://mea.gov.in/Uploads/PublicationDocs/24852_CAG_PAC_Parasnw.pdf">http://mea.gov.in/Uploads/PublicationDocs/24852_CAG_PAC_Parasnw.pdf</a></p>
(xv)	Foreign and domestic tours	All relevant press releases of important visits are regularly updated on the Embassy website and can be accessed at <a href="https://www.indianembassytehran.gov.in/eoithr_pages/NA,,">https://www.indianembassytehran.gov.in/eoithr_pages/NA,,</a>
(xvi)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Embassy of India does not have any subsidy programme under its purview.
(xvii)	Particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by Embassy of India in Tehran.
(xviii)	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.
(xix)	The particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof	<p>The Embassy and the Swami Vivekananda Cultural Centre are open from 9:00 am to 5:30 pm from Sunday to Thursday (except on gazetted holidays).</p> <p>The public can meet the concerned officials with prior appointment and reach them at their office numbers/email provided on the website and the directory at <b><u>Annexure-I</u></b>.</p>
(xx)	Details of applications received	The details can be accessed on the MEA

	and information provided	website at <a href="https://mea.gov.in/other.htm?dtl/23544/RTI+Applications+and+Replies">https://mea.gov.in/other.htm?dtl/23544/RTI+Applications+and+Replies</a>
(xxi)	Annual report on RTI disclosures and Citizen's Charter	The details can be accessed on the MEA website at <a href="http://mea.gov.in/Images/attach/Citizen_Charter_2020.pdf">http://mea.gov.in/Images/attach/Citizen_Charter_2020.pdf</a> and <a href="https://mea.gov.in/monthly-rti-figures.htm">https://mea.gov.in/monthly-rti-figures.htm</a>
(xxii)	The names, designations and other particulars of the Public Information Officers for obtaining details;	<p><b>Mr. Aakash Wankhade</b>  <b>Second Secretary (HoC) &amp; Public Information Officer</b>  Embassy of India, 22 Mir Emad Street,  Corner of 9<sup>th</sup> Alley, Tehran  P.O. Box No. 15875-4118</p> <p>Tel: +98 21 88744571</p> <p>Fax: +98 21 88755100</p> <p>E-mail: <a href="mailto:hoc.tehran@mea.gov.in">hoc.tehran@mea.gov.in</a></p> <p><b>Mr. John Mai,</b>  <b>Deputy Chief of Mission and Appellate Authority</b>  Embassy of India, 22 Mir Emad Street,  Corner of 9<sup>th</sup> Alley, Tehran  P.O. Box No. 15875-4118</p> <p>Tel: +98 21 88747702</p> <p>Fax: +98 21 88755973</p> <p>Email: <a href="mailto:dcm.tehran@mea.gov.in">dcm.tehran@mea.gov.in</a></p>

**Annexure-I****EMBASSY OF INDIA, TEHRAN****TELEPHONE LIST**

**Address** : 22 Mir-Emad, Corner of 9<sup>th</sup> Str., Dr. Beheshti Ave.,  
Tehran. P.O. Box No.15875-4118

**Telephone** : 00-98-21-88755103-5, 88755102 – Visa enquiry

**Emergency** : For consular matters- 09128109115

**Contact No.**

**Fax** : 00-98-21-88755973, 88745557(Commerce), 88755100(IEC),  
88735174 (HOC)

**E-mail** : [hoc.tehran@mea.gov.in](mailto:hoc.tehran@mea.gov.in)

**Website** : [www.indianembassytehran.gov.in](http://www.indianembassytehran.gov.in)

**Office hours** : Sunday–Thursday 0900–1730 (Lunch hours 1300-1330)

**Time** : IST [-] 2 hours [Winter]; [-] 1 hour [Summer]

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**Ambassador's Office**

Shri Gaddam Dharmendra Ambassador	88755103-5
Shri Subham Ruhela PA	-do-

**DCM's Office**

Shri John Mai DCM	88755103-5
Shri Abhinav PA	-do-

**Political Wing**

Shri Dashdikpal K. Nandeshwar SS (Pol.)	88755103-5
Shri Atheeth Sajeevan TS(Pol)	-do-
Shri Amogh Dikshit ASO (Pol)	-do-

<b>Administration Wing</b>	
Shri Aakash Wankhade HOC	88755103-5
Shri Navendu Shekhar TS(Admin/DDO)	-do-
Smt. Panchali Das Attaché (Admn)	-do-
Shri Ashok Kumar Attaché (Accounts)	-do-
Shri Law Kumar Tiwari PA	-do-
Shri Ashwani JSA (Property)	-do-
Shri Raj Kumar Chauffeur	-do-

<b>Consular and Education Wing</b>	
Shri Sanjay Rawat Second Secretary (Cons.)	88755103-5
Shri S. B. Saroha Second Secretary	-do-
Shri Surya Pratap Singh Attaché (Cons)	-do-
Shri Manoj Rana ASO (IEC)	-do-
Shri Arpan Srivastava, ASO (Passport & Visa)	-do-
Shri Sachin Kumar JSA (Passport & Consular)	-do-
<b>Commerce Wing</b>	
Shri. B.V. Vinay Kumar Counsellor	88755103-5
Shri Ravinder Singh SS(com.)	-do-
Shri Vijay Arora PA	-do-

<b>Culture &amp; Information Wing</b>	
Shri Jai Singh FS (C&I)	88755103-5
Shri Ravinder Singh SS/ Acting Director SVCC	-do-

**(\*As of 21<sup>st</sup> November 2021)**



## **Annexure-II**

### **Monthly remuneration**

<b>S. No.</b>	<b>Designation</b>	<b>Number of officer(s) in position</b>	<b>Pay Matrix Level</b>
1	Ambassador	1	Level-15
2	DCM	1	Level-12
3	Counsellor	1	Level-13
4	First Secretary	1	Level-12
5	Second Secretary	5	Level-10/11
6	Third Secretary	2	Level-10
7	Attaché/PS	4	Level-8/10
8	ASO/PA	6	Level-7/8/9
9	Steno	1	Level-4
10	Chauffeur	1	Level-5
11	JSA	2	Level-2
12	Security Assistant	4	Level-3/4

### **Annexure-III**

#### **Budget allocation in respect of Embassy of India, Tehran for the year 2021-22**

<b>Head</b>	<b>Amount (In Indian Rupees)</b>
Salaries	142,068,000
Wages	250,000
Overtime Allowance	1,200,000
Medical Expenses	3,000,000
Local Tours	1,870,000
Foreign Travel Expenses	12,697,000
Office Expenses	18,065,000
Rents, Rates & Taxes	51,409,000
Advertisement & Publicity	2,000,000
Minor Works	4,600,000
Swachhta Action Plan	200,000
IT Expenses	1,239,000
<b>Total</b>	<b>238,598,000</b>

#### **Annexure-IV**

<b>Budget allocation during FY 2020-21 (Rs. In thousands only)</b>	<b>215,980,000</b>
<b>Expenditure during FY 2020-21 (Rs. In thousands only)</b>	<b>215,940,921</b>