

RTI Act, 2005

INFORMATION ABOUT THE Embassy of India, Tehran REQUIRED UNDER SECTION 4(1)(B) OF THE Right to Information ACT, 2005

(i)	The particulars of its organization, functions and duties;	The Embassy is headed by Ambassador of India and has various wings. The 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 inter alia include bilateral political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs, etc.
(ii)	the powers and duties of its officers and employees;	The Officers of the Embassy function under the guidance and supervision of the Ambassador.
(iii)	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;	Passport Act Manuals of Office Procedures Other Central Government Rules and manuals published by Central Government as issued from time to time.
(vi)	a statement of the categories of documents that are held by it or under its control;	Documents/files relating to India's relations with Islamic Republic of Iran including joint statements, declarations, agreements and MoUs between India and Islamic Republic of Iran. Passport and consular services applications forms.
(vii)	The particular 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	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 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	Embassy interacts regularly with representatives of think tanks, academic community and others.

	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;	
(ix)	a directory of its officers and employees;	List of Officers is given at Annexure-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 Annexure-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 (2021-22) are given in the statement at Annexure-III
(xii)	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.
(xiii)	particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by Embassy of India
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	The Embassy website has the required information. Embassy also makes available to interested individuals various Brochures, CDs and DVDs 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;	The Embassy is open from 9:00 am to 5:30 pm, or 0900 hrs to 1730 hrs from Sunday to Thursday. The holidays observed by the Embassy are given on the website www.indianembassytehran.gov.in Embassy has a library which is open from 1500 hrs to 1700 hrs, Sunday to Thursday (except on gazetted holidays).
(xvi)	the names, designations and other particulars of the Public Information Officers;	List of Public Information Officers is given in Annexure-IV
(xvii)	such other information as may be prescribed and thereafter update these publications every year.	The Embassy website has information which is updated on a regular basis.