

**Embassy of India
Zagreb**

Information under Chapter-II, Section 4(1)(b) of the Right To Information Act, 2005

(i) Particulars of organization, functions and duties:

Embassy of India, Zagreb, Republic of Croatia – to carry out diplomatic and consular functions in the Republic of Croatia on behalf of the Ministry of External Affairs, New Delhi.

(ii) Powers and Duties of its officers and employees:

The duties of the officers and employees of this Embassy flow from the “Allocation of Business Rules of the Government of India”. Financial powers are detailed in the “Financial Powers of the Government of India’s Representatives Abroad”. Designated officials of the Embassy also have powers under the Passport Act.

(iii) Procedure followed in the decision making process, including channels of supervision and accountability:

The Embassy follows the procedure indicated in the Manual of Office Procedure for decision making.

(iv) Norm set by the Mission for the discharge of its functions:

All work of the Mission is disposed of at the shortest possible time, within the norms prescribed by the Ministry of External Affairs.

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

The Indian Foreign Service (Pay, Leave and Compensatory Allowance) Rules, Financial Powers of Government of India’s Representatives Abroad, Visa Manual, Passport Manual, Consular Manual and as well as instructions issued by Government of India from time to time are used by the Mission employees in discharging their functions.

(vi) Statement of categories of documents that are held by it or under its control:

- Documents for discharge of diplomatic functions.
- Documents for discharge of consular functions.

(vii) 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:

India’s foreign policy is formulated by the Government of India. The Mission implements the policy, as applicable to it, under specific and general instructions of the Ministry of External Affairs.

- (viii) **Statement of 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:**

This is not applicable to this Mission.

- (ix) **Directory of its officers and employees:**

Name	Designation	Phone No.
-	Ambassador	00-385-1-4873243
Shri Mahendra Singh Patiyal	First Secretary	00-385-1-4873250
Shri Kuldip Kumar Abrol	First Secretary (SPPS)	00-385-1-4873243
Smt Meena Vashist	Attache	00-385-1-4873242
Shri Stakholen	Assistant	00-385-1-4873239-41
Shri Kapil Nagi	PA	00-385-1-4873250
Shri Harsharan Singh	Security Assistant	00-385-1-4873239-41

- (x) **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

Sl. No.	Post	Total	Pay scale (₹)	Grade pay
1	Ambassador	01	79,000	-
2	First Secretary	01	15,600 – 39,100	7,600
3	Second Secretary	01	15,600 – 39,100	6,600
4	Attache	01	9,300 – 34,800	4,800
5	Assistant	01	9,300 – 34,800	4,600
6	PA	01	9,300 – 34,800	4,600
7	Security Assistant	01	5,200 – 20,200	2,800

The system of compensation is as provided under the relevant rules and guidelines of the Government of India.

(xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

Budget is allocated by the Ministry of External Affairs, Government of India. Allocations and expenditure for the last three years are:

Financial Year	Allocation (₹)	Expenditure (₹)
2010-2011	4,51,33,000/-	4,61,79,786/-
2011-2012	4,85,25,000/-	5,03,38,999/-
2012-2013	5,05,50,000/-	5,38,27,112/-

(xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

This Mission does not execute any subsidy programme.

(xiii) **Particulars of recipients of concessions, permits or authorizations granted by it:**

Not applicable.

(xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form:**

- Rules and procedures for applying for Visa, requisite forms, etc.
- Rules and procedures for passport and consular services, requisite forms, etc.
Detailed information on rules and procedures with regard to application for visas,

(xv) **Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use:**

Indian citizens and members of the public can obtain information about the Mission through the Mission's website at www.indianembassy.hr. The Mission's library, although primarily a source of information for its personnel, is also open to both Indian citizens and others for use as a reference library. Its working hours are 09:00 - 12:00 & 14:00 - 16:30 hrs.

(xvi) **The names, designations and other particulars of the Public Information Officers:**

These have already been published on the Embassy's website.

(xvii) **Such other information as may be prescribed:**

NIL