

		<p>Passport Act</p> <p>Manuals on Office Procedures</p> <p>Other Central Government Rules and manuals published by Central Government.</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, declarations, agreements and MoUs.</p> <p>Passport and consular services application forms</p>
(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. GoI policy is implemented by the Embassy under the guidance and supervision of the Ambassador, purview of MEA.
(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 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 are given in the statement at Annexure-III
(xii)	the manner of execution of subsidy programmes, including the amounts	The Embassy of India does not have any subsidy programme.

	allocated and the details of beneficiaries of such programmes;	
(xiii)	particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by the Embassy.
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	
(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 – V. Venkataraman, Officer Second Secretary (Head of Chancery)
(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 in this regard.

RTI Act - Annexure I

Directory of Employees

Name	Office phone no.	Residential Phone no.
Ms. M. Manimekalai <i>Ambassador</i>	+ 40-21-211 54 55	230 27 67
Gp. Capt. Ashutosh Lal <i>Defence Attache</i> <i>(Resident in Kiev)</i>	+ 380-44-4681999	+ 380-44-2848939
Arun Sharma <i>Second Secretary (Political & Consular) - designate</i>	+ 40-21-210 93 30	210 40 57
V. Venkataraman <i>Second Secretary (Commercial) & Head of Chancery</i>	+ 40-21-210 93 29	211 06 86
Ajay Agrawal <i>Attache (Administration)</i>	+ 40-21-619 02 35	310 88 55
R.G. Mohadikar <i>Attache (Private Secretary)</i>	+ 40-21-211 54 55	224 43 84
Debashis Sinha <i>Assistant (Consular)</i>	+ 40-21-619 02 39	316 51 72
Sanjay Kumar Sharma <i>Assistant (General Assistant)</i>	+ 40-21-619 02 35	313 17 62
Ravish Kumar <i>Personal Assistant</i>	+ 40-21-211 22 74	310 38 01

RTI Act - Annexure II

Monthly remuneration of Employees

S.No	Sanctioned Post	No. of posts	Pay scale	Remarks
(1)	(2)	(3)	(4)	(5)
1	Ambassador	1	Rs.37,400/- to 67,000/- Pay band IV	+ Rs.12,000/- grade pay
2.	Second Secretary	2	Rs.15,600 – 39,100/- Pay band III	+ Rs.6,600/- Grade pay
3.	Attache	1	Rs.9,300 – 34,800 Pay band II	+ 5,400/- Grade pay
4.	Attache(PS)	1	Rs.9,300 – 34,800 Pay band II	+ 5,400/- Grade pay
5.	Assistant	2	Rs.9,300 – 34,800 Pay band II	+ 5,400/- /4,600/- Grade pay
6.	Personal Assistant	1	Rs.9,300 – Rs.34,800/- Pay band II	+Rs.4,600/- Grade pay
7.	Security Guards	2	Rs.5,200 – 20,200	+2,000/- Grade pay

RTI Act - Annexure III

Embassy of India, Bucharest - Approved Budget Estimates 2011-12 MEA

S.No.	Expenditure Head	Amount (In Rupees)
1	Salaries	13,103,000
2	Wages	48,000
3	Overtime Allowance	250,000
4	Medical Expenditure	626,000
5	Travelling Allowance(Local)	632,000
6	Travelling Allowance(Others)	3,477,000
7	Office Expenses	2,591,000
8	Publicity	213,000
9	Rent Rates & Taxes	18,494,000
10	Information Technology	385,000
11	Minor Works	560,000
Total		40,379,000

RTI Act - Annexure III

Embassy of India, Bucharest - Approved Budget Estimates 2011-12 Commerce

S.No.	Expenditure Head	Amount (In Rupees)
1	Salaries	7,720,000
2	Wages	0
3	Overtime Allowance	0
4	Medical Expenditure	250,000
5	Travelling Allowance(Local)	0
6	Travelling Allowance(Others)	1,400,000
7	Office Expenses	670,000
8	Publicity	0
9	Rent Rates & Taxes	2,800,000
10	Information Technology	0
11	Trade Promotion	60,000
Total		12,900,000