

Information about the Embassy of India, Prague under Section 4(1) of the RTI Act 2005

1. Organisation and Function

Sl. No.	Item	Remarks
1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	<p>Embassy of India, Milady Horakove 60/93, 170 00, Prague 7, Czech Republic</p> <p>The Embassy is headed by the Ambassador of India H.E. Mr. Hemant H. Kotalwar.</p> <p>The Embassy functions within the purview of business allocated by the Ministry of External Affairs under the Allocation of Business Rules of the Government of India .</p> <p>The functions of the Embassy <i>inter alia</i> include political and economic cooperation, trade and investment promotion, consular functions, cultural interaction, press and media liaison, and in bilateral and multilateral contexts.</p> <p>The Embassy of India has following wings: (i) Administration Wing (ii) Consular Wing (iii) Defence Wing (iv) Commercial Wing (v) Political Wing (vi) Indian Cultural Centre.</p> <p>Diplomatic relations were established with erstwhile Czechoslovakia on November 18, 1947.</p> <p>The list of former HoDs may be seen at Annexure-I.</p>
2	Power and duties of its officers and employees [Section 4(1) (b) (ii)]	<p>General Administrative powers are derived from 'IFS (PLCA) [Indian Foreign Services (Pay, Leave and Compensatory Allowances)] Rules', as amended from time to time.</p> <p>Financial powers of the Officers of the Embassy of India have been detailed in the 'Financial Powers of the Government of India's Representatives Abroad' issued by Ministry of External Affairs.</p> <p>Consular powers are derived from the 'Passport Act of India'.</p> <p>Other duties of the officers flow from the 'Allocation of Business Rules of the Government of India', 'Manual of Office Procedure' and 'Central Civil Services (CCS) Rules'.</p> <p>The Officers of the Embassy function under the guidance and supervision of the Ambassador, who also allocates the work to the</p>

Embassy officers/officials from time to time.

- 3 Procedure followed in decision making process [Section 4(1)(b)(iii)]
- The Embassy follows the procedure indicated in the 'Manual of Office Procedure' for decision making process in accordance with the guidelines issued by the Ministry of External Affairs from time to time. Officers of different Wings of the Embassy initiate and take follow up action with the help of the staff posted in their respective Wings in accordance with departmental instructions which prescribe the level of final disposal and channel of submission for each category of cases.

Final decision making authority in the Embassy is the Ambassador.

The work is discharged and decision is taken in accordance with the provisions contained in various rules such as IFS (PLCA) Rules, Central Civil Services (CCS) Rules, Delegated Financial Powers of GOI's Representatives Abroad, etc.

The decisions are taken in keeping with the priority/urgency of the case so that action is taken within the prescribed time limit.

The Heads of Wings are supervising the functioning of the staff under their charge. Overall supervision of the Embassy rests with the Ambassador.

- 4 Norms for discharge of functions [Section 4(1)(b)(iv)]
- Provision of consular services, strengthening of political, commercial and cultural cooperation with the Czech Republic etc. are the nature of functions/services offered by the Embassy.

Embassy of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. The Policy is implemented by the Embassy under the guidance and supervision of the Ambassador, in consultation with the Ministry of External Affairs.

Consular services can be accessed by applying online and/or submitting the documents at the Embassy. The commercial enquiries can be made by e-mail, which are replied accordingly.

The services are rendered and the information sought is provided without any delay and within the prescribed time limit.

Apart from traditional channel for redressal of grievances, the aggrieved can make use of the MADAD portal (Consular Services Management System) and through various social media platforms.

- 5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b) (v)]
- The Embassy refers to the general rules prescribed for a Central Government Department as well as specific rules prescribed for the Indian Missions/Posts abroad.
- The list of rules include IFS (PLCA) Rules; Financial Powers of Government of India's Representatives Abroad; Passport Act, Passport, Visa and Consular manuals; and Manual of Office Procedure.
- The Embassy also utilizes relevant rules, regulations, and orders of the Government of India, such as Central Civil Service (Conduct) Rules, CCS (Leave Travel Concession) Rules, CCS (Leave) Rules, CCS (Pension) Rules, General Provident Fund Rules, General Financial Rules, Fundamental and Supplementary Rules etc. These rules are in the public domain as printed, priced publications.
- Transfer Policy is framed by the Ministry of External Affairs and accordingly transfer orders in respect of officers/officials are issued from time to time.
- 6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]
- The Embassy holds under its control the documents/files relating to India's External Relations including joint statements, declarations, agreements, MoUs, and application forms of passport and consular services.
- The documents/files are maintained by each wing and are under the custody of the respective officers of the Embassy.
- 7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b) (viii)]
- Not applicable (Board, Councils and Committees are not constituted by the Embassy.)
- 8 Directory of officers and employees (i)
- The directory of officers may be seen at [Annexure-II](#).

Name and designation (ii)
Telephone, fax and email ID 26
[Section 4(1) (b) (ix)]

- 9 Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]
- The employees are paid in accordance with the pay and allowances fixed by the Government of India from time to time. The pay scales/levels of officers of different ranks as per 7th Central Pay Commission pay matrix are given below:
- a. Ambassador: Level 14
 - b. Counsellor: 13
 - c. Defence Attache: 13 (Defence Pay matrix)
 - d. Second Secretary: 11
 - e. Attache/Private Secretary: 8-9
 - f. Assistant Section Officer/Personal Assistant: 7
 - g. Security Assistant: 3

The system of compensation is also in accordance with the Government of India regulations.

- 10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]
- Appellate Authority (AA)
- Shri Hemant H. Kotalwar, Ambassador
Tel: 00 420 257533490; Fax: 00 420 257533378
E-mail: amb.prague@mea.gov.in
- Central Public Information Officer (CPIO)

Shri DCD Dass, Second Secretary
Tel: 00 420 257533562; Fax: 00 420 257533378
E-mail: cons.prague@mea.gov.in

- 11 No. Of Nil
employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

- 12 Programmes to advance
- The updated guidelines on RTI are maintained at the Embassy and also published on the website, which can be accessed by the

understanding of RTI (Section 26) public. The public authority attends the training programmes as and when conducted by the Ministry.

- 13 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013] Transfer Policy is framed by the Ministry of External Affairs and accordingly transfer orders in respect of officers/officials are issued from time to time.

2. Budget and Programme

Sl. No.	Item	Remarks
1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b) (xi)]	<p>The budgetary allocation to the Embassy for the year 2020-21 on different heads is given at Annexure-III.</p> <p>The actual expenditure is restricted to the budgetary allocation, and the details are sent to the Ministry of External Affairs on regular basis.</p> <p>The budget is revised by the Ministry of External Affairs at specific time intervals.</p> <p>The report on disbursements made and related reports are kept in the Embassy and also sent on regular basis to the Ministry of External Affairs.</p>
2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	Local tours in the Czech Republic are undertaken by the Ambassador and other concerned officers from time to time on functional grounds. The budget is as mentioned under 'Local Tours' head in Annexure-III

Information related to procurements:

Notice/tender enquiries and corrigenda if any, thereon –Tender notice/enquiries are uploaded in the Embassy website under the section 'E-citizens/Tender' for the cases, referred by various departments of the Government of India, for wide publicity.

Details of the bids awarded – Not applicable

The work contracts concluded – Not applicable

The rate/rates and the total amount at which such procurement or work contract is to be executed – Not applicable.

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| 3 | Manner of execution of subsidy programme [Section 4(i)(b)(xii)] | Not applicable [The Embassy is not handling any subsidy programme.] |
| 4 | Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013] | Not applicable |
| 5 | Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b)(xiii)] | Not applicable |
| 6 | CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013] | Nil |

3. Publicity Band Public interface

Sl. No.	Item	Remarks
1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or	<p>The members of the public have access to the relevant Acts, Rules, Forms and other documents which are available online.</p> <p>The policy is drawn by the Ministry of External Affairs. The members of the public are free to convey their views to the Embassy on relevant Acts, Rules, Forms and other</p>

implementation there documents.

of [Section 4(1)(b)(vii)]
[F No 1/6/2011- IR dt.
15.04.2013]

The members of the public have access to the Embassy's website that includes contact details of all officers. Apart from this, public has access to various social media platforms. The public can also seek meeting in person with the concerned officers, wherever and whenever required.

The contact details of officer who provides information sought by RTI applicants:

Shri DCD Dass, Second Secretary
Tel: 00 420 257533562; Fax: 00 420 257533378
E-mail: cons.prague@mea.gov.in

Public-Private Partnerships (PPP) – Not applicable.

- 2 Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]

The policy decisions relevant to the public are disseminated through the Embassy's website and social media channels. The policy is drawn up by the Ministry of External Affairs.
- 3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

The information is disseminated through the Mission's website and social media channels.
- 4 Form of accessibility of information manual/handbook [Section 4(1)(b)]

The information is available in electronic format on the Embassy's website with links to various sites of Ministries/Departments of the Government of India. Printed format is made available in cases, where it is required.
- 5 Whether information manual/handbook available free of cost or not [Section 4(1)(b)]

The information on the Embassy's website and social media platforms are freely available. The printed booklets wherever required are also provided free of cost.

4. E. Governance

Sl. No.	Item	Remarks
1	Language in which Information Manual/ Handbook Available [F No. 1/6/2011- IR dt. 15.4.2013]	The information on the website is available in English language. However, Google translate facility is included in the website for translation of information in many languages, both Indian and foreign.
2	When was the information Manual/ Handbook last updated? [F No. 1/6/2011- IR dt 15.4.2013]	The information on the website is updated on regular basis.
3	Information available in electronic form [Section 4(1)(b)(xiv)]	<p>Information relating to consular services, bilateral relations between India and Czech Republic, commercial matters, RTI, list of holidays, contact details of Embassy and its staff, important announcements etc. is available on the website in electronic form.</p> <p>Links to websites of several important organizations based in Czech Republic as well as of India have also been provided on the Embassy's website.</p> <p>The website has been classified into several sections and sub-sections. The information on various matters has been put under respective sections/ sub-sections for easy access to the public.</p>
4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	<p>The information may be obtained from the website of the Embassy and is also provided through e-mail/telephone.</p> <p>Information relating to consular services and FAQs related to it, bilateral relations between India and Czech Republic, commercial matters, RTI, list of holidays, contact details of Embassy and its staff, important announcements etc. is available on the website.</p> <p>The working hours of the facility are the office hours of the Embassy i.e., from 9.00 AM to 5.30 PM. Emergency consular services are also provided by the Embassy</p>

outside office hours and the contact details are as under:

Shri Dinesh, ASO
Emergency number: 00 420 702125338

The information under RTI Act can be obtained by writing to the CPIO (Shri DCD Dass) along with the prescribed fee. The contact details are as under:

Shri DCD Dass, Second Secretary
Tel: 00 420 257533562; Fax: 00 420 257533378
E-mail: cons.prague@mea.gov.in

- 5 Such other information as may be prescribed under section 4(i) (b)(xvii) Any grievance received by the Embassy is given due attention and efforts are made for redressing them. Apart from the conventional system of receiving the grievances, the Embassy utilizes the MADAD portal (Consular Services Management System) for redressing the grievances arising out of consular services.

The details of all major events/programmes organized by the Embassy are posted on the Embassy's website under the section "What's New". They are also posted on the Embassy's social media platforms.

The details of all major events/programmes planned to be organized by the Embassy as well as the details of trade fairs and exhibitions scheduled to be held in India are put on the Embassy's website under the section "What's New". The details of trade fairs and exhibitions already held in India are also put under the section "Trade Fairs in India". The tenders issued by PSUs/Ministries in India are put under the section "E-citizens/Tender" of the Embassy's website, for wide publicity/dissemination.

The Annual Report of the Embassy is provided to the Ministry of External Affairs.

Detailed and key information is given under respective headings on the website for easy understanding of the subject matter by the public. FAQs are provided under consular services and are updated on regular basis. Apart from this, the important circulars and information related to consular and other matters are published on the Embassy's website, on regular basis through 'Press Release' and by the use of social media platforms, as

and when required.

Citizen's Charter – Not applicable.

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| 6 | Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013] | The details of RTI applications received and disposed by the Embassy from Oct - Dec, 2021- 01 No.

The details of RTI appeals received and orders issued by the Embassy from Oct-Dec, 2021- Nil |
| 7 | Replies to questions asked in the Parliament [Section 4(1)(d)(2)] | Not applicable. [Parliament questions are replied by the Ministry. Inputs are given by the Embassy as and when required]. |

5. Information as may be prescribed

Sl. No.	Item	Remarks
1	Such other information as may be prescribed [F.No. 1/2/2016- IR dt. 17.8.2016, F No. 1/6/ 2011- IR dt. 15.4.2013]	<p><u>First Appellate Authority (AA) (from October 2020)</u></p> <p>Shri Hemant H. Kotalwar, Ambassador Tel: 00 420 257533490; Fax: 00 420 257533378 E-mail: amb.prague@mea.gov.in</p> <p><u>Central Public Information Officer (CPIO) (from October 2020)</u></p> <p>Shri DCD Dass, Second Secretary Tel: 00 420 257533562; Fax: 00 420 257533378 E-mail: cons.prague@mea.gov.in</p> <p>Name and details of Appellate Authority from April, 2020 to September, 2020: Shri Sanjiv Aggarwal, Counsellor</p> <p>Name and details of Chief Public Information Officer in September, 2020: Shri D.C.D. Dass, Second Secretary</p> <p>Third party audit of voluntary disclosure: It is being carried out.</p> <p>Appointment of Nodal Officers, Consultancy Committee of key stakeholders for advice on suo-motu disclosure</p>

and Committee of PIOs/FAAs to identify frequently sought information under RTI – Not applicable.

6. Information Disclosed on own Initiative

Sl. No.	Item	Remarks
1	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information	The information which may be required by the public has been put on the Embassy's website such as consular services, bilateral relations, media, commerce, student related information, ICCR scholarships, tenders, current events, forthcoming events, important announcements, list of holidays, contact details of the Embassy etc.
2	Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	<p>The guidelines for Government of India's Websites are being followed. The website has been shifted to GOV.IN domain. The website is hosted on Virtual Private Cloud with data centre in India.</p> <p>The Phase-I of STQC certification is completed.</p>