

**Information about the Embassy of India, Vilnius, Lithuania required under
Section 4(1)(b) of the Right to Information Act, 2005**

(i)	The particulars of its organization, functions and duties	The Embassy of India, Vilnius is headed by the Ambassador and has following five wings: (i) Political (ii) Economic & Commercial (iii) Chancery (including Administration) (iv) Consular & (v) Culture. 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 political and economic cooperation, trade and investment promotion, scientific & technological cooperation, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs, in bilateral and multilateral contexts.
(ii)	The powers and duties of its officers and employees	General administrative powers are derived from Indian Foreign Service (PLCA) Rules, as amended by the Ministry of External Affairs from time to time. Financial powers of the Officers of the Embassy of India have been detailed in the Delegated Financial powers of the Government of India's Representative Abroad. 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 under the instruction and supervision of the Ambassador. Grievances brought to the attention of the Embassy, whether consular or commercial in nature, are acted upon immediately with the aim to reach its resolution in a timely manner.
(iv)	The norms set by it for the discharge of its functions, the rules, regulations, instruction manuals and records, held by it or under its control or used by its employees for discharging its functions	Norms are specified by the Ministry of External Affairs Indian Foreign Service (Pay, Leave, Compensatory Allowance and Other Conditions of Services) Rules and Annexures, Financial Powers of Government of India's Representatives Abroad Rules, Passport Act, Manual on Office Procedure, other Central Government Rules and Manuals published by the Central Government. Grievances brought to the attention of the Embassy, whether consular or commercial in nature, are acted upon immediately with the aim to reach its resolution in a timely manner.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	IFS (PLCA) rules and annexes, Delegated Financial Powers of Government of India's Representatives abroad Rules, Passport Act, Manuals on Office Procedures and Other Central Government Rules and manuals published by Central Government.
(vi)	A statement of the categories of documents that are held by its or	Classified documents/files relating to India's relations with Lithuania. Unclassified documents/files including

	under its control	joint statements, declarations, agreements and MoUs between Indian and Lithuania. The documents are kept under the custody of Head of each Wing.
(vii)	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relations 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 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 representatives of think tanks, academic community and others. Tender evaluation committee and other committees are formed as and when required within Embassy as per directions of the Ministry. Embassy interacts regularly with representatives of think tanks, academic community and others. Mission, currently, has no CAG/PAC paras.
(ix)	A directory of its officers and employees;	List of Officers is provided at Annexure-I .
(x)	The monthly remuneration received by each of its officers and employees, including the system as provided in its regulations	A statement of monthly remuneration is provided 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 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 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 from Monday to Friday. The holidays observed by the Embassy are given on the website.
(xvi)	The names, designations and other particulars of the Public Information Officers	Central Public Information Officer (CPIO) Mr. Abhinav Kashyap, Attaché (Estt & Accts)

		Phone: +370 622 16513 Email: accts.vilnius@mea.gov.in
(xvii)	Such other information as may be prescribed and thereafter update these publications every year	The Embassy website has relevant information which is updated on a regular basis.
