

**INFORMATION ABOUT THE EMBASSY OF INDIA, PARAMARIBO  
REQUIRED UNDER SECTION 4(1) OF THE RTI ACT, 2005**

(i)	The particulars of its organization, functions and duties	<p>The Embassy of India, Paramaribo, Suriname is headed by the Ambassador and has the following Wings: (i) Administrative Wing (ii) Consular Wing (iii) Political Wing (iv) Press, Information, Culture (PIC) Wing (v) Economic &amp; Commerce Wing (vi) Swami Vivekananda Cultural Centre</p> <p>The functions of the Embassy inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison and consular operations including PIOs/NRIs, in bilateral and multilateral contexts.</p> <p>The Mission functions within the purview of business allocated to the Ministry of External Affairs under the Government of India's allocation of Business Rules and Transaction of Business Rules.</p>
(ii)	The powers and duties of its officers and employees	<p>General Administrative powers are derived from IFS (PLCA) Rules, as amended from time to time.</p> <p>Financial powers of the Officers of the Embassy of India have been detailed in the Delegated Financial powers of the Government of India's Representatives Abroad.</p> <p>Other powers are derived from the Passport Act of India and other relevant Acts and the rules &amp; regulations framed thereunder.</p>
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	Decisions are taken as per the rules & regulations prescribed under the overall supervision of the Ambassador.
(iv)	The norms set by it for the discharge of its functions	The norms are set under the instruction and supervision of the Ambassador in accordance with the instructions issued 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	<p>The IFS (PLCA) Rules and Annexures</p> <p>The Delegated Financial Powers of Government of India's Representatives Abroad</p> <p>The Passport Act</p> <p>The Manual on Office Procedure</p> <p>The Other Central Government Rules and Manuals published by the 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 relations with Suriname and three concurrently accredited countries, Barbados, Saint Lucia and St. Vincent and the Grenadines.</p> <p>Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and Suriname and three concurrently accredited countries, Barbados, Saint Lucia and St. Vincent and the Grenadines.</p> <p>Papers/documents/files relating to the functioning of this Mission.</p> <p>Passport, Visa and consular service application forms.</p>
(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in declaration to the formulation of its policy or implementation thereof;	<p>The Embassy of India, Paramaribo 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.</p> <p><u>Arrangements for the public for consultation</u></p> <ul style="list-style-type: none"> <li>• MADAD Portal: <a href="https://www.madad.gov.in/AppConsular/welcomeLink">https://www.madad.gov.in/AppConsular/welcomeLink</a></li> <li>• By emails/ by post</li> <li>• By personal appointments.</li> <li>• By walk-in on every Wednesday during the Open House</li> <li>• By other modes/ arrangements as announced from time to time.</li> </ul>

(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.	The Mission interacts regularly with representatives of think tanks, academic communities, civil societies, media, Chambers of Commerce & Industry & NRIs in its jurisdiction.
(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	The officers and employees draw their pay and allowances as fixed by the Government of India.  A statement of monthly remuneration is at Annexure-II
(xi)	The budget allocation to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made	The Budget allocation for the Current Financial Year is given in a statement at Annexure-III

(xii)	<p>The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;</p>	<p>The Embassy of India does not have any subsidy programme.</p>
(xiii)	<p>Particulars of recipients of concessions, permits or authorizations granted by it;</p>	<p>No concessions/permits are granted by the Embassy of India.</p>
(xiv)	<p>Details in respect of information, available to or held by it, reduced in an electronic form;</p>	<p>The Embassy's website has the required information. The Embassy also makes available to interested individuals various books, brochures, USB Drives, CDs and DVDs containing information on India, its people and culture.</p>
(xv)	<p>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</p>	<p>Citizens can approach the Mission during working hours from 08:00 AM to 04:30 PM to obtain information.</p> <p>The Swami Vivekananda Cultural Centre (SVCC) has a Library which is accessible from 08:00 AM to 04:30 PM during the working days Monday to Friday (except on gazetted holidays).</p>

(xvi)	The names, designations and other particulars of the Public Information Officers	<b>Central Public Information Officer (CPIO):-</b> Mr Sreekumar Bhanuprakash, Counsellor, Tel: +597-462772, E-Mail: <a href="mailto:hoc.paramaribo@mea.gov.in">hoc.paramaribo@mea.gov.in</a>  <b>Appellate Authority</b> H.E. Mr. Shankar Balachandran, Ambassador, Tel: +597-498018 E-Mail: <a href="mailto:amb.paramaribo@mea.gov.in">amb.paramaribo@mea.gov.in</a>
(xvii)	Such other information as may be prescribed and thereafter update these publications every year	The Website of the Embassy is updated on a regular basis with the required information.