

**INFORMATION ABOUT THE Embassy of India, Amman,
REQUIRED UNDER SECTION 4(1)(B) OF THE RTI ACT, 2005**

i.	the particulars of its organization, functions and duties;	<p>Embassy of India, Amman is headed by Ambassador and has following Wings: (i) Administration & Establishment Wing (ii) Consular Wing (iii) Economic & Commerce Wing (iv) Political Wing (v) Press, Information & Cultural Wing.</p> <p>Each wing is headed by First /Second Secretary rank officer under the guidance of the Ambassador.</p> <p>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, other bilateral and multi-lateral issues and rendering Consular services including Passport, Visa and PIOs. The Embassy 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. Duties of officers and employees flow from the Allocation of Business Rules allocated to the Ministry of External affairs under Government of India's Allocation of Business Rules.</p>
iii.	the procedure followed in the decision making process, including channels of supervision and accountability;	Embassy follows the procedure in the decision making within the norms formulated by the Ministry of External Affairs and procedure indicated in the Manual of Office Procedure. Decisions are taken as per extant rules and guidelines, where applicable and respective wing's officer and staff is accountable under the supervision of the Ambassador.
iv.	the norms set by it for the discharge of its functions;	Embassy of India functions within the norms formulated by the Ministry of External Affairs and norms established for consular services.
v.	the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its	<p>IFS(PLCA) rules and Annexures</p> <p>Delegated Financial Powers of Government of India's Representatives abroad Rules</p>

	functions;	<p>Passport Act</p> <p>Manual of Office Procedure</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>Passports and consular services applications 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. 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 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;	Embassy of India interacts regularly with representatives of various councils, committees, think tanks, academic community and others bodies.
ix.	a directory of its officers and employees;	A directory is given at Annex-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 Annex-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 financial year (2023-24) are given in the statement at Annex-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 of programme.
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;	The Embassy's website has the required information. This is periodically updated.
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;	Embassy has a functional library within the Chancery. The Embassy is open from 0900 hrs to 1730 hrs from Sunday to Thursday. The holidays observed by the Embassy are given on the website.
xvi.	the names, designations and other particulars of the Public Information Officers;	Public Information Officer:- Mr. Sandeep Singh Designation: Second Secretary(Com) Tel : 00962-6-4622098 Fax : 00962-6-5926735 Email:com.amman@mea.gov.in
xvii.	such other information as may be prescribed and thereafter update these publications every year;	The Embassy's website has information which is updated on a regular basis.