

INFORMATION ABOUT THE EMBASSY OF INDIA, BRUSSELS REQUIRED UNDER SECTION 4(1)(B) OF THE RIGHT TO INFORMATION ACT, 2005

(i)	The particulars of its organization, functions and duties	<p>The Embassy of India in Brussels is accredited to the Kingdom of Belgium, Grand Duchy of Luxembourg and to the European Union.</p> <p>The Embassy is headed by Ambassador of India and has following Wings: (i) Political (for Belgium, Luxembourg and EU) (ii) Economic & commercial / Trade Affairs (iii) Chancery (including Administration) (iv) Consular & Community Affairs (v) Defence Wing (concurrently accredited with Embassy of India, Paris)</p> <p>Each Wing is headed by a Counsellor / First Secretary rank officer.</p> <p>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. 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 operation including PIOs/NRIs, in bilateral and multilateral contexts.</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. 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. Other powers are derived from the Passport Act of India. The officers of the Embassy function under the guidance and supervision of the Ambassador.</p>
(iii)	the procedure followed in the decision-making process, including channels of supervision and accountability;	<p>Decisions are taken as per extant rules and guidelines, where applicable and under the instruction and supervision of the Ambassador.</p>
(iv)	the norms set by it for the discharge of its functions;	<p>Norms are set under the instruction and supervision of the Ambassador.</p>
(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>IFS(PLCA) Rules and annexures Delegated Financial Powers of Government of India's Representatives abroad Rules Passport Act Manual of Office Procedures 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	<p>Classified and unclassified documents/files, joint statements, declarations, agreements and MoUs relating</p>

	under its control;	to India's relations with Belgium, Luxembourg and the European Union. Passport and consular services application forms
(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;	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;	Purchasing committee have been constituted under General Financial Rules. A three member-Committee has been set up to judiciously use the fund from Indian Community Welfare Fund (ICWF) under the latest guidelines. Committee for selection of local employees have been created as and when required. Meetings of these committees are not open to the public. However, the decision of unclassified nature is accessible for the public.
(ix)	a directory of its officers and employees;	List of Officers and employees is at Annexure I (given below)
(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 (given below)
(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 (2021-22) are at Annexure III (given below)
(xii)	the manner of execution of subsidy prog, including the amounts allocated and details of beneficiaries of such prog;	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 or held by it, reduced in an electronic form;	The Embassy's website has the required information. Embassy also makes available to interested individuals various CD's and DVD's 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	The Embassy is open from 9:00 am to 5:45 pm. The holidays observed by the Embassy are given at https://indianembassybrussels.gov.in/pdf/Holiday%20List.JPG

	reading room, if maintained for public use;	
(xvi)	the names, designations and other particulars of the Public Information Officers;	Public Information Officer (PIO) Ms. Shuchita Kishore, First Secretary (Pol) E-mail –sspol.brussels@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.