

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

(i)	The particulars of its organization, functions and duties;	<p>Name and address of the Organisation: Embassy of India, Bratislava Address : Dunajska 4, 811 08, Bratislava, Slovak Republic Tel: + 421 2 5296 2916 / Fax: + 421 2 5296 2921 Working hours : 09.00 hrs to 17.30 hrs, Monday to Friday except Holidays Consular Service timings (Monday to Friday except Holidays): Submission of documents : 09.00 hrs to 11.00 hrs Collection of documents :15.30 hrs to 16.30 hrs Consular Section Email: cons.bratislava@mea.gov.in</p> <p>Embassy of India is headed by Ambassador who is assisted by two Second Secretaries.</p> <p>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.</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, and consular operations 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.</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 Representatives Abroad.</p> <p>Other powers are derived from the Passport Act of India.</p> <p>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;	Decisions are taken as per extant rules and guidelines, where applicable and under the instruction and supervision of the Ambassador. The Mission follows the procedure as indicated in the Manual of Office Procedure for decision making. Channel of supervision and accountability is as follows: ASO – Attache – Head of Wing – Ambassador
(iv)	The norms set by it for the discharge of its functions;	Norms are set under the overall instruction and approval of the Ministry. Grievances can be registered through GOI's portal Madad or writing an email to the Embassy. Grievances are redressed by the Head of Wing under supervision of Ambassador.
(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 annexures Delegated Financial Powers of Government of India Representatives abroad Rules General Financial Rule 2017 Passport Act Manuals on Office Procedures Other Central Government Rules and manuals published by Central Government.
(vi)	A statement of categories of documents that are held by it or under its control;	Classified documents/files relating to India relations with Slovakia. Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and Slovakia. 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 foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the Embassy under the guidance and supervision of the Ambassador as per the rules and regulations and instructions of the Ministry.

(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 interacts regularly with representatives of think tank, academic community and others. Embassy of India, Bratislava is not specifically a part of any Boards, Councils and committees etc. under its purview/jurisdiction
(ix)	A directory of its officers and employees;	A directory 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;	A statement of monthly remuneration is at Annexure-II
(xi)	The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	The Budget figures for the current financial year (2023-2024) 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 in Bratislava 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, Bratislava.
(xiv)	Details in respect of the information, available to or 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 0830 hrs to 1700 hrs from Monday to Friday. The holidays observed by the Embassy are given on the website https://eoibratislava.gov.in Embassy has a library which is open from 0830 hrs to 1700 hrs, Monday to Friday (except on gazetted holidays)
(xvi)	Foreign tours undertaken by Ministers	Details of the tour undertaken are at Annexure-IV

	and senior GoI officers to Slovakia;	
(xvii)	The names, designations and other particulars of the Public Information Officers	<p>Public Information Officer (PIO):</p> <p>Shri Manoj Kumar, Attache (Admn & Cons) & DDO Central Public Information Officer under RTI Act Embassy of India, Bratislava Dunajska 4, 811 08, Bratislava Tel: + 421 2 5296 2916 / Fax: + 421 2 5296 2921 E-mail: cons.bratislava@mea.gov.in</p> <p>First Appellate Authority (FAA):</p> <p>Shri Rajiv Kohli, SS(PPS) & HOC First Appellate Authority under RTI Act Embassy of India, Bratislava Dunajska 4, 811 08, Bratislava Tel: + 421 2 5296 2916 / Fax: + 421 2 5296 2921 E-mail: hoc.bratislava@mea.gov.in</p>
(xviii)	Such other information as may be prescribed and thereafter update these publications every year;	The Embassy's has information which is updated on a regular basis.