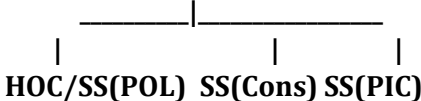


| S. No. | Item | Details of disclosure | Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) |
|---------------|---|--|---|
| 1.1 | Particulars of its organisation, functions and duties [Section 4(1)(b)(i)] | (i) Name and address of the Organization | Embassy of India, Addis Ababa, 224, Kebele 13/14, Woreda 07, Arada Sub-City, Near Bel Air Hotel, Aware, Addis Ababa, Ethiopia |
| | | (ii) Head of the organization | Shri Robert Shetkintong, Ambassador |
| | | (iii) Vision, Mission and Key objectives | To serve overseas Indians abroad and India's strategic interest. The functions of the Embassy inter alia, include political and economic cooperation, trade and investment promotion, 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. |
| | | (iv) Function and duties | Embassy of India, Addis Ababa 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. These wings are under the supervision of the Ambassador. The functions of the Embassy inter alia, include political and economic cooperation, trade and investment promotion, 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. |

| | | | |
|-----|---|--|---|
| | | (v) Organization Chart | <p style="text-align: center;"> Ambassador  HOC/SS(POL) SS(Cons) SS(PIC) </p> |
| | | (vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt | -NA-- |
| 1.2 | Power and duties of its officers and employees [Section 4(1)(b)(ii)] | (i) Powers and duties of officers (administrative, financial and judicial) | 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 direction and supervision of the Ambassador. |
| | | (ii) Power and duties of other employees | As per para (i) above |
| | | (iii) Rules/ orders under which powers and duty are derived and | As per para (i) above |
| | | (iv) Exercised | As per para (i) above |
| | | (v) Work allocation | Annexure I |
| 1.3 | Procedure followed in decision making process [Section 4(1)(b)(iii)] | (i) Process of decision making Identify key decision making points | As per organizational chart |
| | | (ii) Final decision making authority | Decisions are taken under the instruction and supervision of the Ambassador. |

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| | | (iii) Related provisions, acts, rules etc. | IFS PLCA rules and annexures, Delegated Financial Powers of Government of India's Representatives abroad Rules, Passport Act, Manuals on Office Procedures, Other Central Government Rules, and manuals published by Central Government |
| | | (iv) Time limit for taking a decisions,if any | Within the stipulated time set by the GOI |
| | | (v) Channel of supervision and accountability | As per organizational chart |
| 1.4 | Norms for discharge of functions [Section 4(1)(b)(iv)] | (i) Nature of functions/ services offered | The functions of the Embassy inter alia, include political and economic cooperation, trade and investment promotion, 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. |
| | | (ii) Norms/ standards for functions/ service delivery | As set by MEA |
| | | (iii) Process by which these services can be accessed | Through consular counter |
| | | (iv) Time-limit for achieving the targets | Consular service is provided same day except where clarifications are required to be sought from other agencies |
| | | (v) Process of redress of grievances | Complains may be dropped in the suggestion/complaint box or by visiting personally to the concerned officer or through published telephone/email |
| 1.5 | Rules, regulations, instructions manual and records for discharging functions | (i) Title and nature of the record/ manual /instruction. | IFS PLCA rules and annexures, Delegated Financial Powers of Government of India's Representatives abroad Rules, Passport Act, Manuals on Office Procedures, Other Central Government Rules, and manuals published by Central Government |
| | | (ii) List of Rules, regulations, instructions manuals and | IFS PLCA rules and annexures, Delegated Financial Powers of Government of India's Representatives abroad Rules, Passport |

| | | | |
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| | [Section 4(1)(b)(v)] | records. | Act, Manuals on Office Procedures, Other Central Government Rules, and manuals published by Central Government |
| | | (iii) Acts/ Rules manuals etc. | IFS PLCA rules and annexures, Delegated Financial Powers of Government of India's Representatives abroad Rules, Passport Act, Manuals on Office Procedures, Other Central Government Rules, and manuals published by Central Government |
| | | (iv) Transfer policy and transfer orders | Decided by Ministry |
| 1.6 | Categories of documents held by the authority under its control [Section 4(1)(b) (vi)] | (i) Categories of documents | Files pertaining personnel, consular, political, commercial and cultural exchanges between both countries |
| | | (ii) Custodian of documents/categories | Respective wings |
| 1.7 | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] | (i) Name of Boards, Council, Committee etc. | -NA- |
| | | (ii) Composition | -NA- |
| | | (iii) Dates from which constituted | -NA- |
| | | (iv) Term/ Tenure | -NA- |
| | | (v) Powers and functions | -NA- |
| | | (vi) Whether their meetings are open to the public? | -NA- |
| | | (vii) Whether the minutes of the meetings are open to the public? | -NA- |

| | | | |
|------|--|--|---|
| | | (viii) Place where the minutes if open to the public are available? | -NA- |
| 1.8 | Directory of officers and employees [Section 4(1) (b) (ix)] | (i) Name and designation | Annexure II |
| | | (ii) Telephone, fax and email ID | Annexure II |
| 1.9 | Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)] | (i) List of employees with Gross monthly remuneration | As per employees designation and position in pay matrix |
| | | (ii) System of compensation as provided in its regulations | Foreign Allowance in lieu of Dearness Allowance |
| 1.10 | Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)] | (i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority | Shri H. Venkatachalam, PIO Shri Robert Shetkintong, Appellate Authority |
| | | (ii) Address, telephone numbers and email ID of each designated official. | Shri H. Venkatachalam Head of Chancery 0118994208 (Direct) Email: hoc.addisababa@mea.gov.in Shri Robert Shetkintong, Ambassador 0118334206 (Direct) Email: amb.addisababa@mea.gov.in |
| 1.11 | No. Of employees against whom | No. of employees against whom disciplinary action has been | NIL |

| | | | |
|------|---|---|---|
| | Disciplinary action has been proposed/ taken (Section 4(2)) | (i) Pending for Minor penalty or major penalty proceedings | |
| | | (ii) Finalised for Minor penalty or major penalty proceedings | NIL |
| 1.12 | Programmes to advance understanding of RTI (Section 26) | (i) Educational programmes | Officers/officials were encouraged to read RTI Act |
| | | (ii) Efforts to encourage public authority to participate in these programmes | -NA- |
| | | (iii) Training of CPIO/APIO | Officers were encouraged to read RTI Act |
| | | (iv) Update & publish guidelines on RTI by the Public Authorities concerned | Updates are available on Embassy website |
| 1.13 | Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013] | | As decided by MEA |

2. Budget and Programme

| S. No. | Item | Details of disclosure | Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) |
|--------|---|---|--|
| 2.1 | Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)] | (i) Total Budget for the public authority | Chancery – INR 75824000 Commerce- INR 11010000 |
| | | (ii) Budget for each agency and plan & programmes | - |
| | | (iii) Proposed expenditures | - |
| | | (iv) Revised budget for each agency, if any | - |
| | | (v) Report on disbursements made and place where the related reports are available | As per Rule |
| | Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012) | (i) Budget | FTE Chy- INR 2254000 FTE Commerce – INR 500000 |
| | | (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit | Chancery only – INR 162000 HOM visits places under his jurisdiction only. |
| | | (iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such | i) Cleaning Services ii) Security Services |

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| | | procurement or works contract is to be executed. | | |
| 2.3 | Manner of execution of subsidy programme [Section 4(i)(b)(xii)] | (i) | Name of the programme of activity | N.A. |
| | | (ii) | Objective of the programme | |
| | | (iii) | Procedure to avail benefits | |
| | | (iv) | Duration of the programme/ scheme | |
| | | (v) | Physical and financial targets of the programme | |
| | | (vi) | Nature/ scale of subsidy /amount allotted | |
| | | (vii) | Eligibility criteria for grant of subsidy | |
| | | (viii) | Details of beneficiaries of subsidy programme (number, profile etc) | |
| 2.4 | Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013] | (i) | Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions | N.A. |
| | | (ii) | Annual accounts of all legal entities who are provided grants by public authorities | |
| 2.5 | Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)] | (i) | Concessions, permits or authorizations granted by public authority | Gratis Visa is granted to Official delegation and others (if any), with prior approval of HOM only. |
| | | (ii) | For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations | |
| 2.6 | CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013] | CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament. | | NIL |

3. Publicity Band Public interface

| S. No. | Item | Details of disclosure | Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) |
|--------|---|---|--|
| 3.1 | Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013] | Arrangement for consultations with or representation by the members of the public | Available on Mission/MEA's Website |
| | | (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens | |
| | | (ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter(IFC) to provide publications frequently sought by RTI applicants | |
| | | Public- private partnerships (PPP) | NA |
| | | (i) Details of Special Purpose Vehicle (SPV), if any | NA |
| | | (ii) Detailed project reports (DPRs) | NA |
| | | (iii) Concession agreements. | NA |
| | | (iv) Operation and maintenance manuals | NA |
| | | (v) Other documents generated as part of the implementation of the PPP | NA |
| | | (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government | NA |
| | | (vii) Information relating to outputs and outcomes | NA |
| | | (viii) The process of the selection of the private sector party (concessionaire etc.) | NA |
| | | (ix) All payment made under the PPP project | NA |

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| 3.2 | Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)] | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year | NA |
| | | (ii) Outline the Public consultation process | |
| | | (iii) Outline the arrangement for consultation before formulation of policy | |
| 3.3 | Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)] | Use of the most effective means of communication (i) Internet (website) | Internet/Website |
| 3.4 | Form of accessibility of information manual/ handbook [Section 4(1)(b)] | Information manual/handbook available in (i) Electronic format | Yes, IFS(PLCA) |
| | | (ii) Printed format | Yes |
| 3.5 | Whether information manual/ handbook available free of cost or not [Section 4(1)(b)] | List of materials available (i) Free of cost | NIL |
| | | (ii) At a reasonable cost of the medium | NA |

4. E. Governance

| S.No. | Item | Details of disclosure | Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) |
|-------|---|--|---|
| 4.1 | Language in which Information Manual/Handbook Available [F No. 1/6/2011-IRdt. 15.4.2013] | (i) English | English |
| | | (ii) Vernacular/ Local Language | NA |
| 4.2 | When was the information Manual/Handbook last updated? [F No. 1/6/2011-IRdt 15.4.2013] | Last date of Annual updation | This is done by Ministry of External Affairs, New Delhi |
| 4.3 | Information available in electronic form [Section 4(1)(b)(xiv)] | (i) Details of information available in electronic form | Embassy events, GOI schemes, contact details, working hour/holidays, consular services, fees, ITEC and other opportunities, Bilateral / commercial briefs |
| | | (ii) Name/ title of the document/record/ other information | Records are available in the same title as mentioned above |
| | | (iii) Location where available | http://eoiaddisababa.gov.in/ |
| 4.4 | Particulars of facilities available to citizen for obtaining | (i) Name & location of the faculty | Embassy of India 224, Kebele 13/14, Woreda 07, Arada Sub-City, Near Bel Air Hotel, Aware, Addis Ababa, Ethiopia |

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| | information [Section 4(1)(b)(xv)] | | |
| | | (ii) Details of information made available | Consular Services |
| | | (iii) Working hours of the facility | 9 AM to 530 PM |
| | | (iv) Contact person & contact details (Phone, fax email) | Shri Rajvir Singh Second Secretary (Consular/ Passport/Visa & Community Affairs) 0118284125 (Direct) cons.addisababa@mea.gov.in |
| 4.5 | Such other information as may be prescribed under section 4(i) (b)(xvii) | (i) Grievance redressal mechanism | Complaints may be dropped in the suggestion/complaint box or by visiting personally to the concerned officer or through published telephone/email |
| | | (ii) Details of applications received under RTI and information provided | NIL |
| | | (iii) List of completed schemes/ projects/ Programmes | Chancery and ER construction |
| | | (iv) List of schemes/ projects/ programme underway | NIL |
| | | (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract | i) Cleaning Services ii) Security Services |
| | | (vi) Annual Report | Printed by MEA also available on the website |
| | | (vii) Frequently Asked Question (FAQs) | NIL |
| | | (viii) Any other information such as | NIL |

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| | | a) Citizen's Charter | |
| | | b) Result Framework Document (RFD) | NIL |
| | | c) Six monthly reports on the | N/A |
| | | d) Performance against the benchmarks set in the Citizen's Charter | N/A |
| 4.6 | Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013] | (i) Details of applications received and disposed | |
| | | (ii) Details of appeals received and orders issued | NIL |
| 4.7 | Replies to questions asked in the parliament [Section 4(1)(d)(2)] | Details of questions asked and replies given | No specific question relating this Mission, however, Feedbacks are provided to the Ministry as and when asked. |

5. Information as may be prescribed

| S. No. | Item | Details of disclosure | Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) |
|--------|--|---|---|
| 5.1 | Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013] | (i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015 | (a) Shri H. Venkatachalam, Head of Chancery (b) Shri I.M. Husain, Head of Chancery (c) Shri Mohan Lal, Head of Chancery (d) Shri Ashok Kumar, Counsellor |
| | | (ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out | N.A. |
| | | (iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers | NA |
| | | (iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers | NA |

| | | | |
|--|--|---|-----------|
| | | <p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted</p> <p>(b) Name & Designation of the Officers</p> | NA |
|--|--|---|-----------|

6. Information Disclosed on own Initiative

| S. No. | Item | Details of disclosure | Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met) |
|--------|--|---|--|
| 6.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | | NA |
| 6.2 | Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India) | (i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website? | NA |
