

RTI Act 2005

Information about the CONSULATE GENERAL OF INDIA, SAO PAULO required under section 4(1)(b) of the right to information act, 2005

1	The particulars of its organization, functions and duties;	Consulate General of India is headed by Consul General, and has the following Wings: Administration, Consular, Commerce, Community Affairs and Information S Culture. The Wings are headed by a Consul of Deputy Secretary or Under Secretary/Second Secretary rank officer. The functions of the Consulate General, inter alia, include economic/commercial cooperation, trade and investment promotion, consular work, information S culture. Consulate General 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.
2	The powers and duties of its officers and employees;	General Administrative powers are derived from IFS (PLCA) Rules, as amended from time to time. Financial powers of the Officers of the Consulate General 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 Consulate General function under the guidance and supervision of the Consul General.
3	The procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are made under the instruction and supervision of the Consul General.
4	The norms set by it for the discharge of its functions	Norms are set under the instruction and supervision of the Consul General.
5	The rules, regulations, instructions, manuals and	IFS PLCA rules and annexures

	records, held by it or under its control or used by its employees for discharging its functions;	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.
6	A statement of the categories of documents that are held by it or under its control;	Classified documents/files relating to India's external relations. Unclassified documents/files including joint statements, declarations, agreements and MoUs. Passport and consular services application forms
7	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;	Consulate General of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the Consulate General under the guidance and supervision of the Consul General.
8	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;	Consulate General interacts regularly with representatives of think tanks, academic community and others.
9	A directory of its officers and employees;	List of Officers is given at Annexure-I
10	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
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed disbursements made;	The Budget figures for the current financial year are given in the statement at Annexure-III

12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Consulate General of India does not have any subsidy programme.
13	Particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by the Consulate General of India.
14	Details in respect of the information, available to or held by it, reduced in an electronic form;	The Consulate's website has the required information. (www.cgisaopaulo.gov.in). Consulate also makes available to interested individuals various Brochures, CDs and DVDs containing information on India, its people and culture
15	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 Indian Cultural Centre (ICC) has a library and reading room for public use, open from 100 hrs to 1700 hrs, Monday to Friday (except on gazetted holidays). Address: Rua Bela Cintra 178, Consolação, São Paulo, CEP 01415-000 - SP
16	The names, designations and other particulars of the Public Information Officers;	Central Public Information officer:-Shri Rajesh Kumar Vice Consul(Admin/Accts/RTI) Telephone: 011-32793777 Email: admn.saopaulo@mea.gov.in
17	Such other information as may be prescribed and thereafter update these publications every year;	The Consulate's website has information which is updated on a regular basis. (www.cgisaopaulo.gov.in)