

**Information about the Embassy of India, Seoul, required under
Section 4(1)(B) of the Right to Information Act, 2005**

(i)	The particulars of its organization, functions and duties;	<p>Embassy of India, Seoul is headed by Ambassador and has the following 06 Wings: (i) Chancery Wing (ii) Consular Wing (iii) Defence Wing (iv) Economic & Commerce Wing (v) Political Wing (vi) Swami Vivekananda Cultural Center.</p> <p>Each Wing is headed by a First Secretary/Second 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.</p> <p>The functions of the Embassy, inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction & press and media liaison, 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's Representatives Abroad.</p> <p>Consular powers are derived from the Passport Act of India.</p> <p>The Officers of the Embassy function under the guidance and supervision of 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 annexes</p> <p>Delegated Financial Powers of Government of India's Representatives abroad</p> <p>Rules Passport Act</p> <p>Manuals on Office Procedures</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 between India and Republic of Korea.</p> <p>Passport and consular services application 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;	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 interacts regularly with representatives of think tanks, academic community and others.
(ix)	a directory of its officers and employees;	List of officers is given at Annexure-I .
(x)	the monthly remuneration received by each of its	A statement of monthly remuneration is at Annexure-II .

	officers and employees, including the system of compensation as provided in its regulations;	
(xi)	the budget allocated to each of its agency, indicating the particulars (xi) of all plans, proposed expenditures	The Budget figures are given 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 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 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 0900hrs to 1730hrs from Monday to Friday. The holidays observed by the Embassy are given on the website https://www.indembassyseoul.gov.in/page/holidays-at-the-embassy/ . The Embassy of India has a Cultural Center which is open to the public during 10:00-12:00hrs and 14:00-17:00hrs
(xvi)	the names, designations and other particulars of the Public Information Office	Mr. Sharique Badr, First Secretary/HOC Tel: +82-2-798-4257; E-mail: hoc.seoul@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.