

INFORMATION ABOUT THE EMBASSY OF INDIA, BANGKOK, REQUIRED UNDER SECTION 4(1)(B) OF THE RTI ACT, 2005

(i)	The particulars of its organization, functions and duties;	<p>The Embassy is headed by Ambassador of India and has following seven Wings: (i) Political Wing (ii) Chancery (including Administration) Wing (iii) Press & Information Wing (also deals with cultural matters) (vi) Defence Wing (vi) Commerce Wing (vii) Consular Wing (viii) Science & Education Wing & (ix) United Nations Economic & Social Commission for Asia & the Pacific (UNESCAP) Wing. Indian Cultural Centre, Bangkok operates under the Embassy of India, the functions and duties of which are at their website at link : http://www.iccbangkok.org/pages.php?id=1</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, 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's Representatives Abroad.</p> <p>Other powers are derived from the Passport Act of India. The Officers of the Embassy function under the guidance and supervision of the Ambassador & DCM.</p>
(iii)	the procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are taken under the instruction and supervision of the Ambassador.
(iv)	the norms set by it for the discharge of its functions;	Norms are set under the instruction and supervision of the 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;	<ul style="list-style-type: none"> -India Foreign Service (PLCA) rules and annexures -Delegated Financial Powers of Government of -India's Representatives abroad Rules -Passport Act

		<p>-Manuals on Office Procedures</p> <p>In addition, the Embassy also utilizes relevant rules, regulations, and orders of the Government of India, such as Civil Service Conduct Rules, Central Civil Service Leave Travel Concession Rules, Central Service Leave Rules, Civil Service Pension Rules, Provident Fund Rules, General Financial Rules, Fundamental and Supplementary Rules etc. These rules are in the public domain as printed, priced publications.</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 relations with Thailand</p> <p>Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and Thailand.</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;	Ambassador of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the Ambassador 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 at Website with link : http://indianembassy.in.th/pages.php?id=4
(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-I
(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 (2015-16) are given in the statement at Annexure-II

(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'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 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, www.indianembassy.in.th .
(xvi)	the names, designations and other particulars of the Public Information Officers;	Public Information Officer Dr. Binoy George, First Secretary (Political) & Alt DPR to UNESCAP, Embassy of India, 46, Soi 23 (Prasarnmitr), Sukhumvit Road, Bangkok, 10110 Tel : + 66 (0) 22 584491 Fax : + 66 (0) 22 584627 Email : pol.bangkok@mea.gov.in Website: http://www.indianembassy.in.th
(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.

Annexure I**Embassy of India
Bangkok****Monthly Remuneration Of Employees**

S.No	Sanctioned Post	No: of posts	Revised Pay Scale after 7th CPC	Pay Matrix Table No:	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1	Ambassador (Grade I of IFS)	1	Max 225000/-	17	
2	DCM (Grade IV of IFS)	1	Min 118500 - Max 214100	13	
3	Counsellor (Grade IV of IFS)	3	Min 118500 - Max 2141000	13	
4	Defence Advisor	1	Rs 37400/- to Rs 67000/- Pay Band IV	Not applicable	+ Rs 8700/- Grade Pay
5	First Secretary (Sr.Scale & Gr.1 of IFS(B)	1	Min 78800 - Max209200	12	
6	Second Secretary	2	Min 67700 - Max 208700	11	
7	Attaches (Gr II/III of IFS(B)	8	Min 56100 - Max 177500	10	
8	Attache/(PS)	1	Min 56100 - Max 177500	10	
9	ASO / PA/APO	9	Min 44900 - Max 142400	7	
10	ASO	1	Min 47600 - Max 151100	8	
11	APWO	1	Min 44900 - Max 142400	7	
12	JSA	1	Min 21700 - Max 69100	3	
13	JWO	2	Rs 9300/- to Rs 34800/-	Not applicable	+ Rs 4200/- Grade Pay
14	Security Guards	2	Min 21700 - Max 69100	3	

RTI Act - Annexure II**Embassy of India, Bangkok- Budget Estimates(2016-17)**

Chancery Wing		
S.No.	Expenditure Head	Amount (Rs. in thousands)
1	Salaries	133419
2	Wages	146
3	Overtime Allowance	2237
4	Medical Treatment	26793
5	TE(Local Tour)	2039
6	Travel Expense(others)	4799
7	Advertising & Publicity	1051
8	Office Expense	42409
9	Information Technology	2500
10	Rents, Rates, Taxes	57873
11	Minor Works	2736
12	Other Charges	0
	Grand Total	276002

Commercial Wing		
S.No.	Expenditure Head	Amount (Rs. in thousands)
1	Salaries	22000
2	Medical Treatment	2300
3	Travel Expense	2200
4	Office Expense	2350
5	Trade Promotion	400
6	Rents, Rates, Taxes	5800
	Grand Total	35050