

NOTIFICATION

The Right to information under the provisions of the RTI Act is available to the citizens of India only.

All Indian citizens resident in Iceland are hereby notified that Ms Alka Sarkar, Second Secretary is the Public Information Officer (PIO) in order to implement the Right to Information Act 2005 (RTI Act) which came into force with effect from 12.10.2005. Ms. Alka Sarkar would be nodal officer in the Embassy to deal with matters pertaining to RTI Act.

The contact details of Ms Alka Sarkar for the purpose are given below :

Ms. Alka Sarkar, Public Information Officer (PIO), Embassy of India, Reykjavik Tel: 00354-3549955, Fax : 00354-5349959, E-mail : hoc.reykjavik@mea.gov.in

Shri Rajiv K. Nagpal, Ambassador of the Republic of India, to the Republic of Iceland is the Appellate Authority.

RTI Act is an important legislation designed to promote transparency and accountability in the functioning of public authorities. The full text of the RTI Act is available on the website : <http://righttoinformation.gov.in/rti-act.pdf> . Detailed information on this Act is available on the DOPT website : <http://www.persmin.nic.in> . The various provisions of the RTI Act are also available on the website <http://cic.gov.in> . The RTI Act also provides for appeals by aggrieved persons to the Central Information Commission of the Government of India.

Indian citizens resident in Iceland may seek information in writing on payment of requisite fee during office hours on working days as per procedure laid down in the RTI Act.

**Right to Information Act
(For Indian National only)**

Full text of the RTI Act 2005

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

RTI ACT, 2005

(i)	The particulars of its organization, functions and duties;	<p>Embassy of India is headed by Ambassador and has following Wings :</p> <p>(i) Administration/Political/Commercial Wing.</p> <p>(ii) Information/Cultural/Consular Wing.</p> <p>The functions of the Embassy of India inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and scientific cooperation in bilateral and multilateral contexts.</p> <p>Embassy of India 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>
(ii)	The powers and duties of its officers and employee;	<p>General Administrative regulations 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 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 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, and in accordance with accepted diplomatic practices.
(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's Representatives abroad Rules Passport Act Manuals on Office procedures Other Central Government Rules and manuals published by Central Government.
(vi)	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.
(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 of India interacts regularly with representatives of think tanks, academic community and others.
(ix)	A directory of its officers and employees;	A directory is given below - 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 given below Annexure -II
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	The total approved budget for F.Y. 2017-18 for expenses directly incurred by the Embassy of India is Rs.7,22,30,000/-
(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 the Embassy of India.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	Embassy of India website has the required information. The 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;	Public Information Officer : Ms Alka Sarkar, Second Secretary/HOC E-mail hoc.reykjavik@mea.gov.in Fax no. 5349959 Appellate Authority Shri Rajiv K. Nagpal, Ambassador, Email - amb.reykjavik@mea.gov.in Fax no. 5349959
(xvi)	The names, designations and other particulars of the Public Information officers;	
(xvii)	Such other information as may be prescribed and thereafter update these publications every year.	Embassy of India website has information which is updated on a regular basis.

DIRECTORY OF EMPLOYEES IN EMBASSY OF INDIA, REYKJAVIK

ANNEXURE - I

S. No.	Name	Designation	Office Telephone No.
1.	Shri Rajiv K. Nagpal	Ambassador	00354-5349957
2.	Ms Alka Sarkar	Second Secretary/HOC	00354-5349958
3.	Shri Himanshu Toor	PA	00354-5349957
4.	Shri Parveen Kumar	JSA	00354-5349955
5.	Shri Pankaj Chhillar	IBSA	00354-5349955

**MONTHLY REMUNERATION OF OFFICERS & STAFF
(INDIA-BASED) OF EMBASSY OF INDIA, REYKJAVIK**

ANNEXURE II

S. No.	Sanctioned post	No. of Posts	Pay Scale	Remarks
1.	Ambassador	1	Rs.1,33,500/-	
2.	HOC	1	Rs.85,800/-	
3.	PA	1	Rs.49,000/-	
4.	JSA	1	Rs.23,800/-	
5.	IBSA	1	Rs.27,600/-	

The above pay scale do not include foreign and other compensatory allowance which are fixed from time to time.