

**INFORMATION ABOUT THE CONSULATE GENERAL OF INDIA, EDINBURGH,
REQUIRED UNDER SECTION 4(1) OF THE RTI ACT, 2005.**

(i)	Particulars of Consulate's functions and duties	<p>The Consulate 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 Consulate is headed by Consul General and has following sections (1) Administration; (2) Consular; (3) Commerce and (4) Culture.</p> <p>All sections are headed by a Consul ranked Officer.</p> <p>The functions of the Consulate <i>inter alia</i>, includes to maintain and develop interaction with various Scottish and Indian Community Members, Cultural and Commercial Organizations, issue of passports, visas, OCI cards and other Consular documents.</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 Consulate have been detailed in the Delegated Financial Powers of the Government of India's Representative Abroad.</p> <p>Powers regarding consular and passport etc are derived from the Passport and Consular Manuals.</p> <p>The officers of the Consulate function under the guidance and supervision of the Consul General.</p>
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	<p>Decisions are taken under the instructions and supervision of the Consul General.</p>
(iv)	The norms set by it for the discharge of its functions	<p>Norms are set under the instructions and supervision of the Consul General.</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 Annexures.</p> <p>Delegated Financial Powers of Government of India's representative abroad Rules.</p> <p>Passport, Visa & Consular Manual.</p> <p>Manuals of Office Procedure</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>Documents / files relating to Cultural and Commercial activities.</p> <p>Passport and Consular service files including record of passports and consular services rendered.</p> <p>Record of visa applications.</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.	The Consulate functions within the norms set by the Ministry of External Affairs. Policy is implemented by the Consulate under the guidance and supervision of the Consul General.
(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.	The Consulate interacts regularly with representatives of the local government, Indian Diaspora, NRIs, think tanks and academicians.
(ix)	A directory of its officers and employees	A directory is given at Annex - 1
(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 Annex-II
(xi)	The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure, and reports on disbursements made	Budget figures for the current financial year are given in the statement at Annex-III
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of the beneficiary of such programmes.	The Consulate 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 Consulate.
(xiv)	Details in respect of the information available to or held by it, reduced in an electronic form	The Consulate General of India, Edinburgh's website has the required information.

(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.	Consulate functions from 0900 hrs to 1730 hrs on all working days, i.e. from Monday to Friday. List of Holidays is given on the website of the Consulate, i.e. www.cgiedinburgh.gov.in . The Embassy has a library which is open from 1500 hrs to 1700 hrs on all working days, excluding the holidays.
(xvi)	The names, designations and other particulars of the Public Information Officers.	Public Information officer Mr. Satya Veer Sing Email: hoc.edinburgh@mea.gov.in Tel: 0044-131-2290044
(xvii)	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.