

Information about the Consulate General of India, Dubai required under Section-4 of RTI Act, 2005

1. Organisation and Function

S. No.	Item	Details
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	<p>Consulate General of India Al Hamriya, Diplomatic Enclave - Dubai - United Arab Emirates</p> <p>Mr. Satish Kumar Sivan, Consul General</p> <p>Our vision & objective is to serve more than the approximately 25 lakh Indian nationals in Dubai & northern Emirates</p> <p>The functions of the Consulate 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. 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>Consulate General of India is headed by Consul General and has following 10 Wings: (i) Labour (ii) Administration (iii) Economic (iv) Passport (v) Press, Information and Culture (vi) Protocol (vii) Visa (viii) Commerce (ix) Consular and (x) Education</p> <p>Each Wing is headed by a Consul.</p>
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	<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 General 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 and ICWF Guidelines. The Officers of the Consulate function under the guidance and supervision of the Consul General.</p>
1.3	Procedure followed in decision	Vice Consuls – Consuls- Consul General (case to case basis)

	making process [Section 4(1)(b)(iii)]	<p>Decisions are taken under the instruction and supervision of the Consul General.</p> <p>The Post follows Passport Act, ICWF guidelines and Rules & Regulation formed by Ministry and Govt. Of India</p> <p>The time limit taken in each case differs from case to case</p> <p>The Post functions under overall supervision of Consul General followed by Consuls and Vice Consuls</p>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	Norms are set under the instruction and supervision of the Consul General.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	<p>IFS PLCA rules and annexures</p> <p>Delegated Financial Powers of Government of India's Representatives abroad Rules</p> <p>Passport Act, Visa Manual, e-migrate</p> <p>Manuals on Office Procedures</p> <p>Other Central Government Rules and manuals published by Central Government.</p> <p>Transfer Policy - Decided by the Ministry of External Affairs, New Delhi</p>
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	<p>Classified documents/files relating to India's external relations</p> <p>Unclassified documents/files including joint statements, declarations, agreements and MoUs. Passport and consular services application forms</p> <p>Documents kept under the charge of respective Consuls</p>

1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	Not applicable																														
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	Directory of officers of Consulate is given on the Consulate's Website																														
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	<p>The employees are paid in accordance with the pay and allowances fixed by the government of India. The pay scales of officers of different ranks are given below:</p> <table> <tr> <th>S. No.</th><th>Designation</th><th>Pay Matrix Level</th></tr> <tr> <td>1.</td><td>Consul General</td><td>Level-14</td></tr> <tr> <td>2.</td><td>Deputy Consul General</td><td>Level - 13</td></tr> <tr> <td>2.</td><td>Consul(FS)</td><td>Level-13</td></tr> <tr> <td>3.</td><td>Consul(SS)</td><td>Level-11-12</td></tr> <tr> <td>4.</td><td>Vice Consul</td><td>Level-8-10</td></tr> <tr> <td>5.</td><td>ASO/PA</td><td>Level 7-8</td></tr> <tr> <td>6.</td><td>AP&WO</td><td>Level-8</td></tr> <tr> <td>7.</td><td>Clerk</td><td>Level-4-5</td></tr> <tr> <td>8.</td><td>Security Assistant</td><td>Level-3</td></tr> </table> <p>Compensation for India based officers as well as locally recruited employees determined by MEA at Hqrs</p>	S. No.	Designation	Pay Matrix Level	1.	Consul General	Level-14	2.	Deputy Consul General	Level - 13	2.	Consul(FS)	Level-13	3.	Consul(SS)	Level-11-12	4.	Vice Consul	Level-8-10	5.	ASO/PA	Level 7-8	6.	AP&WO	Level-8	7.	Clerk	Level-4-5	8.	Security Assistant	Level-3
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1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	Central Public Information Officer Mr. Bijender Singh Consul (Consular, Labour & RTI) Fax: 00971-4-3970453 Email: cons1.dubai@mea.gov.in Appellate Authority Mr. Satish Kumar Sivan Consul General of India, Dubai Fax: 00971-4-3972297 Email: cgooffice.dubai@mea.gov.in
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	Nil
1.12	Programmes to advance understanding of RTI (Section 26)	Nil
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	Decided by the Ministry of External Affairs, New Delhi

2. Budget and Programme

S. No.	Item	Details
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	Not Applicable.
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012) Information related to procurements	Not Applicable Notice/tender enquires are mentioned in our website under the head tender notices.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	Consulate General of India does not have any subsidy programme.
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	Not applicable
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	No concessions/permits are granted by the Consulate General of India
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	Nil

3. Publicity Band Public interface

S. No.	Item	Details
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	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 under the guidance and supervision of the Consul General.
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	The policy decisions relevant to the public are publicized through the Consulate's website and social media channels.
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	The Consulate's website has the required information. The Consulate also makes available to interested individuals various CD/DVD and printing publication containing information on India, its people and culture.
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	www.mea.gov.in and www.cgidubai.gov.in
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	Various publicity materials, access to library, Sanskrit library etc. are provided free of cost

4. E. Governance

S.No.	Item	Details
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	English
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	General information available in Consulate website is updated as and when required.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	Information relating to consular services rendered by the Consulate, bilateral relations, commercial matters, RTI, list of holidays, contact details, important announcements, etc is available on the website in electronic forms.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	<p>Consulate General of India, Dubai Al Hamriya Diplomatic Enclave Post Box No. 737, Dubai, UAE</p> <p>The information may be obtained by e-mail or by visiting the Consulate The working hours of the Consulate is 8:00AM to 4:30 PM The contact person and his contact details are given below:</p> <p>Shri Ramkumar Thangaraj, Head of Chancery Consulate General of India Dubai Email hoc.duba@mea.gov.in Phone no. 04-3967116 Fax 04-3970453</p>

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	<p>Any grievances received by the Consulate are given due attention and efforts are made for redressing them. Apart from the conventional system of receiving the grievances, the Consulate utilizes the MADAD portal (Consular Services Management System) for redressing the grievances arising out of consular services</p> <p>The number of applications received under RTI and information provided by the Consulate during the year 2023 : 177</p> <p>The details of all major events/programmes organized by the Consulate are posted on the Consulate's website. They are also publicised through social media channels</p> <p>Inputs for Annual Report are provided to the Ministry.</p>
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	<p>The details of RTI applications received and disposed by the Consulate during the year 2023: 167</p> <p>The details of RTI appeals received and orders issued by the Consulate during the year 223: 10</p>
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Parliament questions are replied by the Ministry. Inputs are given by the Consulate wherever required .

5. Information as may be prescribed

S. No.	Item	Details
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	<p>Name and details of Current Central Public Information Officer</p> <p>Mr. Bijender Singh Consul (Consular, Labour & RTI) Fax: 00971-4-3970453 Email: cons1.dubai@mea.gov.in</p> <p>Name and details of Current Appellate Authority</p> <p>Mr. Satish Kumar Sivan Consul General of India, Dubai Fax: 00971-4-3972297 Email: cg.dubai.dubai@mea.gov.in</p> <p>Name and details of earlier Central Public Information Officers</p> <p>Mr. Ramkumar Thangaraj Consul (RTI & HOC) Mr. Shri Siddhartha Kumar Barailly Consul (RTI & HOC) Mr. Sanjeev Kumar Consul (RTI & HOC)</p> <p>Name and details of earlier Appellate Authorities</p> <p>Dr. Aman Puri Consul General of India, Dubai Mr. Vipul Consul General of India, Dubai Mr. Anurag Bhushan Consul General of India, Dubai</p>

6. Information Disclosed on own Initiative

S. No.	Item	Details
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	The information which may be required by the public has been put on the Consulate's website such as bilateral relations, commerce, consular, tenders, current events forthcoming events, important announcements, list of holidays, contact details of the Consulate etc.
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	The guidelines for Government of India's Websites are followed. The website has been shifted to GOV.IN domain and the security vetting has been carried out by the Ministry.
