

1.	Particulars of its organization, functions and duties	<p>Embassy of India is headed by the Ambassador and has following Wings; i) Administration, ii) Political & Information, iii) Defence, iv) Consular, v) Commercial & Economic.</p> <p>Functions of the Embassy inter alia, include political and economic cooperation, trade and investment, cultural interaction, press and media liaison, bilateral/multilateral contacts, rendering consular services.</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/ Transaction of Business Rules.</p>
2.	Powers and duties of its officers and employees	<p>Administrative powers are derived from Fundamental & Supplementary Rules, the Indian Foreign Service (Pay, Leave, Compensatory Allowances etc.) Rules and Delegated Financial Powers of Government of India's Representatives Abroad. Other powers are derived from Passport Act of India & Consular Manual.</p> <p>All the officers function under the guidance and supervision of the Ambassador</p>
3.	Procedure followed in the decision making process, including channel of supervision and accountability	Decisions are taken under the instructions and supervision of the Ambassador
4.	Norms set by it for the discharge of its functions	Norms are set under the instructions and supervision of the Ambassador
5.	Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions	Fundamental & Supplementary Rules; the Indian Foreign Service (Pay, Leave, Compensatory Allowances etc.) Rules & Annexure; Delegated Financial Powers of Government of India's Representatives Abroad; Manual of Office Procedures; Consular Manual; Passport Manual and other Central

		Government Rules and manuals published by Central Government.
6.	Statement of the categories of documents that are held by it or under its control	Classified documents pertaining to India's external relations. Unclassified documents like joint statements, declarations, agreements and Memorandum of Understandings, passport/consular service applications and files on accounts/ administrative matters and similar documents.
7.	Particulars of any arrangement that exists for consultations with, or representation by, the members of 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. The policy is implemented by the Embassy under the guidance and supervision of the Ambassador.
8.	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 these 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, Associations of persons of Indian Origin and others.
9.	Directory of its officers and employees	Click here
10.	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Monthly remuneration figures are given below in Annexure-II
11.	Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports made on disbursements made	The Budget figures for the current financial year are given in the statement at Annexure-III
12.	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

13.	Particulars of recipients of concessions, permits or authorizations granted by it.	Embassy of India does not grant any permits or concessions.
14.	Details in respect of the information, available to or held by it, reduced in an electronic form.	Information as posted on the Website of the Embassy.
15.	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	Embassy's website gives required information to its citizens. Embassy also makes available DVDs, CDs, reading material, etc. containing information on India, its people and culture.
16.	Names, designation and other particulars of the Public Information Officers	As mentioned Above
17.	Such other information as may be prescribed and thereafter update these publications every year.	Information on Embassy's website is updated on a regular basis.

Annexure II

MONTHLY REMUNERATION OF OFFICERS & STAFF (INDIA-BASED) OF EMBASSY OF INDIA, TEL AVIV

S No.	Sanction Post	No. of Posts	Pay Band	Remarks
1.	Ambassador	1	Rs.72670/- (fixed)	3% Annual Increment
2.	Counsellor	1	Rs.37,400-Rs.67000	Rs.8700 Gr. Pay
3.	First Secretary	1	Rs.15600-Rs.39100	Rs.7600 Gr. Pay
4.	Defence Attaché	1	Rs.37,400-Rs.67000	Rs.8700 Gr. Pay
5.	Second Secretary	1	Rs.15600-Rs.39100	Rs.6600 Gt. Pay
6.	Third Secretary	2	Rs.15600-Rs.39100	Rs.5400 Gr. Pay
7.	Attaché (Gr.II/III of IFS 'B')	1	Rs.9300-Rs.34800	Rs.5400 Gr. Pay
8.	Assistants (Gr.IV of IFS 'B')	2	Rs.9300-Rs.34800	Rs.4800 Gr. Pay
		2	Rs.9300-Rs.34800	Rs.4600 Gr. Pay

9.	PA (Stenographers Cadre of IFS 'B')	2	Rs.9300-Rs.34800	Rs.4800 Gr. Pay
		1	Rs.9300-Rs.34800	Rs.4600 Gr. Pay
10.	Assistants/PA (Defence Wing)	1	Rs.9300-Rs.34800	Rs.2800 Gr. Pay
		1	Rs.9300-Rs.34800	Rs.4200 Gr. Pay
11.	Clerk (Gr.V/VI of IFS 'B')	1	Rs.5200-Rs.20200	Rs.1900 Gr. Pay
12.	Security Guards	3	Rs.5200-Rs.20200	Rs.2000/- Gr. Pay

Annexure-III

**THE APPROVED FIGURES OF BE 2011-12 IN RESPECT OF CHANCERY BUDGET OF THE
EMBASSY OF INDIA, TEL AVIV**

HEAD	AMOUNT (IN RUPEES THOUSANDS)
SALARIES	46,309
WAGES	2,007
OVERTIME ALLOWANCE	1,160
MEDICAL	4,916
LOCAL TOURS	452
TRAVEL EXPENSES (OTHERS)	4,752
PUBLICITY	2,560
OFFICE EXPENSES	14,460
INFORMATION & TECHNOLOGY	559
RENT, RATES & TAXES	33,260
MINOR WORK	1,191
OTHER CHARGES	0
TOTAL	111,626