

**INFORMATION REQUIRED UNDER SECTION 4(1)(B) OF THE**  
**RTI ACT, 2005**

**Contact details of officers for addressing applications under Right to Information Act, 2005:-**

**Public Information Officer**

Mr. Ved Pal Singh  
First Secretary (Cons)  
Fax: 82-2-797-6338  
Email: [cons.seoul@mea.gov.in](mailto:cons.seoul@mea.gov.in)

**Appellate Authority**

Mr. Vishnu Prakash  
Ambassador  
Tele No. 02-797-9308  
Email: [amb.seoul@mea.gov.in](mailto:amb.seoul@mea.gov.in)

Applications seeking information under the Act may be sent along with the prescribed fee in Dollars, equivalent to Indian Rs. 10/- in cheque or demand draft favouring Embassy of India, Seoul, Republic of Korea.

It may be noted that information provided under the Act is available to citizens of India only. Applications should be submitted along with documentary proof of Indian Citizenship (like copy of personal particulars pages of passport) More information is available at <http://rti.gov.in>

It may also be pointed out that as per section 6(1) (a) of the RTI Act, 2005, a person who desires to obtain information under the Act is required to submit the application to the Information Officer of the "concerned public authority". Applicants are, therefore, advised to send their requests under the RTI Act to the Embassy only when the subject matter can reasonably be presumed to pertain to the Embassy. While Section 6(3) provides for the transfer of an application by a receiving PIO to another (concerned) PIO, this is clearly meant to cover situations where the application is addressed to a PIO on the assumption that it has been directed to the concerned PIO. Where the information required obviously

does not pertain to the Embassy, the application may be addressed to the concerned PIO directly.

### **INFORMATION ABOUT THE EMBASSY**

(i)	the particulars of its organization, functions and duties;	<p>Embassy of India in the Republic of Korea is headed by the Ambassador and has the following Wings.</p> <ol style="list-style-type: none"> <li>1. Political &amp; Economic Wing</li> <li>2. Consular &amp; Visa Wing</li> <li>3. Commercial Wing</li> <li>4. Press Information &amp; Cultural Wing</li> <li>5. Administrative Wing</li> <li>6. Defence Wing</li> </ol> <p>Each Wing is headed by an Officer from the Indian Foreign Service. The functions of the Embassy inter alia, include political and economic cooperation, issuance of Visas for India, trade and investment promotion, cultural interaction, press and media liaison, and cooperation in bilateral and multilateral contexts. Embassy functions within the purview of business allocated to the Ministry of External Affairs under the Government of India's Allocation of</p>
(ii)	the powers and duties of its officers and employees;	<p>General Administrative powers are derived from IFS (PLCA)</p> <p>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</p>

		<p>India.</p> <p>The Officers of the Embassy function under the guidance and supervision of 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.
(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 Representatives abroad Rules</p> <p>Passport Act</p> <p>Manuals on Office Procedures</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>Classified documents/files relating to India's external relations</p> <p>Unclassified documents/files including joint statements, declarations, agreements and MoUs.</p> <p>Passport and consular services application forms</p>
(vii)	the particulars of any arrangement that exists for consultation with, or	Embassy of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the

	representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	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 interacts regularly with representatives of think tanks, academic community and others.
(ix)	a directory of its officers and employees;	A directory is given at <a href="#">Annexure-1</a>
(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 <a href="#">Annexure-2</a>
(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 are given in the statement at <a href="#">Annexure-3</a>
(xii)	the manner of execution of	Embassy of India does not have any subsidy

	subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	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;	Library in Embassy Premises is open to Indian Nationals during Embassy's working hours.
(xiv)	the names, designations and other particulars of the Public Information Officers;	Mr. Ved Pal Singh, First Secretary Phone: 82-2-798-4257 extn: 104 Fax: 798-6338
(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.

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