

**Embassy of India
Mexico City**

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

<p>(i) The particulars of its organization, functions and duties;</p>	<p>Embassy of India, Mexico City, Mexico carries out diplomatic, commercial and consular functions in Mexico on behalf of Ministry of External Affairs, New Delhi.</p> <p>The Embassy is also currently accredited to Belize. The Embassy 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. The functions of the Embassy inter alia include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs, in bilateral and multilateral contexts.</p> <p>The Embassy is headed by Ambassador of India and has following six Wings:</p> <ul style="list-style-type: none"> (i) Political Wing (ii) Economic & Commerce Wing (iii) Consular & Education Wing (iv) Culture Wing (v) Press and Information Wing (vi) Chancery (including Administration) Wing. <p>Each Wing is headed by a Counsellor/ First Secretary/ Second Secretary rank officer.</p>
<p>(ii) the powers and duties of its officers and employees;</p>	<ul style="list-style-type: none"> • General Administrative powers 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 Passports 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;</p>	<p>Decisions are taken under the instruction and supervision of the Ambassador.</p>
<p>(iv) the norms set by it for the discharge of its functions;</p>	<p>Norms are set under the instruction and supervision of the Ambassador.</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;	<ul style="list-style-type: none"> • IFS (PLCA) rules and annexures • Delegated Financial Powers of Government of India's Representatives abroad Rules • Passports 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;	<p>Classified documents/files relating to India's relations with Mexico</p> <p>Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and Mexico.</p> <p>Passport and consular services application forms Personal files and cash accounts</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;	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;	The Embassy interacts regularly with representatives of think tanks, academic community and others.
(ix) a directory of its officers and employees;	List and Directory of Officers is given at <u>Annexure-III</u>
(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 <u>Annexure-I</u>
(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 (2017-18) and previous financial year (2016-17) are given in the statement at <u>Annexure-II</u>
(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	No concessions/permits are granted by Embassy of India.

	authorizations granted by it;	
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	Embassy of India's website has the required information. Embassy also makes available to interested individuals 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;	The Embassy is open from 09:00 am to 05:30 pm from Monday to Friday. The holidays observed by the Embassy are given on the website, http://www.indembassy.org/ . The Embassy maintains a library of about 5000 volumes books, magazines, newspapers, feature films, and documentaries on various themes literature, science, history, international politics etc. The library is housed in the Gurudev Tagore Indian Cultural Centre, Anatole France 319, Col. Polanco, Mexico City - 11550. It is open from 09:00-17:30 hours on all working days.
(xvi)	the names, designations and other particulars of the Public Information Officers;	Public Information Officer (PIO): Mr. Aliawati Longkumer, First Secretary Fax: + 52-5-52542349 e-mail: pol.mexico@mea.gov.in
(xvii)	such other information as may be prescribed and thereafter update these publications every year;	The Embassy's website http://www.indembassy.org has information which is updated on a regular basis.

Annexure I

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

Sl. No.	Post	Sanctioned Posts	Pay Level
1	Ambassador	1	Level 14 of Pay Matrix as approved by 7th Pay Commission
2	First Secretary	1	Level 12
3	Second Secretary	2	Level 11
4	Second Secretary (PPS)	2	Level 11
5	Third Secretary	2	Level 9
6	Asstt. Section Officer	2	Level 7
7	Security Assistant	2	Level 3

Annexure II

Embassy of India, Mexico City - Final Estimates 2017-2018 (Figures in INR thousand)

Sl. No.	Major Heads	Final Estimates
1.	Salaries	69,513
2.	Wages	289
3.	Overtime Allowances	804
4.	Medical Expenses	12,003
5.	Local Tours	2,902
6.	Foreign Tour Expenses	11,943
7.	Office Expenses	10,809
8.	Rent, Rates & Taxes	15,010
9.	Advertisement & Publicity	867
10.	Minor Works	3,725
11.	Other Charges	0
12.	Information Technology	601
13	Total	128,466

Embassy of India, Mexico City - Final Estimates 2016-2017 (Figures in INR thousand)

Sl. No.	Major Heads	Final Estimates
1	Salaries	58,637
2	Wages	355
3	Overtime Allowances	818
4	Medical Expenses	4,618
5	Local Tours	2,363
6	Foreign Tour Expenses	6,499
7	Office Expenses	8,977
8	Rent, Rates & Taxes	14,120
9	Advertisement & Publicity	485
10	Minor Works	3,281
11	Other Charges	0
12	Information Technology	580
13	Total	100,733

Annexure III

List of Embassy Officers with Designation and Contact Details

Chancery Address	Musset 325, Col. Polanco, Mexico City, 11550
Telephones	(+52-55) 5531-1002/1050/4636/6638, 5545-1491, 5203-4803
Fax	(+52-55) 5254-2349
Email	amb.mexico@mea.gov.in, hoc.mexico@mea.gov.in
Website	www.indembassy.org
Working Hours	Monday to Friday – 09:00 hrs to 17:30 hrs
Local Time	IST (-) 10.30 hrs Summer Time / IST (-) 11.30 hrs Winter Time
Dialing from overseas:	Landline: +52 + 55 + 8 digit number
	Mobile: +52 +1+ 10 digit mobile No.

<i>Name & Designation</i>	<i>Office Contact No.</i>	<i>Ext.</i>
<i>Ambassador's Office</i>		
Mr. Muktesh K. Pardeshi	5545-8068	105
Ambassador	5531-0850	
amb.mexico@mea.gov.in		
Mr. N. Sivan	5545-8068	108
SS (Cons)/(ITEC) /PPS	5531-0850	
amb.mexico@mea.gov.in		
<i>Political Wing</i>		
Sh. Aliawati Longkumer,	5531-1050	110
First Secretary (Pol)		
pol.mexico@mea.gov.in		
Mrs. Mahesh Passi	5531-1050	102
SS(PPS)		
pol.mexico@mea.gov.in		

<i>Administration Wing</i>		
Mr. V. Ram Mahesh	5250-8364	109
SS (HOC)		
hoc.mexico@mea.gov.in		
Mr. Vikas Kumar	5203-4803	103
ASO (Admin/Acctts)		
accounts.mexico@mea.gov.in		
admin.mexico@mea.gov.in		
Mr. Sandeep Kumar	5531-1050	111
Security Assistant		
Mr. Mohit Kumar	5202-9378	NA
Security Assistant		
<i>Commercial Wing</i>		
Mr. Ashwani Kumar	5531-1050	324
SS (Eco & Com)		
com.mexico@mea.gov.in		
<i>Consular Wing</i>		
Mr. N. Sivan	5250-8364	108
SS (Cons)/(ITEC) /PPS		
amb.mexico@mea.gov.in		
Mr. Vivek Kumar	5531-1050	124
ASO (Cons./Ppt)		
passport.mexico@mea.gov.in		
cons.mexico@mea.gov.in		

<i>Cultural & Information Wing</i>		
Mr. V. Ram Mahesh	5203-1117	NA
SS (HOC)/Actg Director, GTICC		
director.mexico@mea.gov.in		
Ms. Juhi Rai	5531-1050	146
Third Secretary (PIC)		
community.mexico@mea.gov.in		
Mr. Abhishek Avi	5531-1050	147
Third Secretary (Cul)		
culture.mexico@mea.gov.in		
Mr. Radheyshyam	5203-0619	NA
Tabla Teacher cum Performer		
gticc.mexico@mea.gov.in		
Mrs. Diti Kirti Vora	5203-0619	NA
Teacher of Indian culture (Yoga)		
gticc.mexico@mea.gov.in		
Mrs. Meenal Sajwan	5203-0619	NA
Kathak Teacher cum Performer		
gticc.mexico@mea.gov.in		