

**Embassy of India
Cairo

Information about the Embassy, required under Section 4(1)(B) of the RTI Act, 2005

(i)	The particulars of its organisation, functions and duties;	<p>The Embassy is headed by Ambassador of India and has the following five wings:</p> <ul style="list-style-type: none">(i) Political and Information Wing(ii) Administration Wing(iii) Commerce Wing(iv) Consular Wing(v) Defence Wing. <p>Indian Culture Centre, Cairo known as Maulana Azad Centre for Indian Culture operates under the Embassy of India.</p> <p>The functions and duties are at the following link: https://www.eoicairo.gov.in/page/contact-us/</p> <p>The Ambassador is also accredited to the League of Arab States.</p> <p>Each Wing is headed by a First/Second Secretary rank officer.</p> <p>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.</p> <p>The functions of the Embassy include political and economic cooperation, trade and investment promotion, cultural interaction and promotion, press and media liaison and consular operations including PIOs/NRIs.</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 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 Passport Act of India.</p> <p>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	<p>Decisions are taken under the instruction and supervision of the Ambassador.</p>

	supervision and accountability	
(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 function	<ol style="list-style-type: none"> 1. IFS (PLCA) Rules and Annexures 2. Delegated Financial Powers of the Government of India's Representatives Abroad Rules 3. Passport Act 4. Manuals on Office Procedure <p>In addition to the above, the Embassy also refers to relevant rules and regulations and orders of the Government of India such as General Financial Rules, Fundamental and Supplementary Rules, Civil Service Conduct Rules, Central Civil Service Leave Travel Concession Rules, Central Service Leave Rules, Civil Service Pension Rules, Provident Fund Rules etc. These rules are in the public domain.</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 relations with Egypt</p> <p>Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and Egypt</p> <p>Passport and consular services' application forms.</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;	Ambassador of India functions within the norms of India's Foreign Policy formulated by the Ministry of External Affairs. Policy is implemented by the Ambassador.
(viii)	A statement of the boards, councils, committees and other bodies consisting of	Embassy regularly interacts with representatives of business councils, think tanks, academic community and others.

	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 or such minutes are accessible for public;	
(ix)	A directory of its officers and employees;	List of officers is at website : https://www.eoicairo.gov.in/page/officials/
(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 Annexure- I.
(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 FY 2021-22 is given at Annexure -II.
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of	Embassy of India does not have any subsidy programme.

	beneficiaries of such programmes;	
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by the 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: www.eoicairo.gov.in carries all the required information.
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public use;	The Embassy is open from 0900 hrs. to 1730 hrs. from Sunday to Thursday. The holidays observed by the Embassy are available on the website : www.eoicairo.gov.in
(xvi)	The names, designations and other particulars of the Public Information Officers;	Public Information Officer Shri John M. Kerketta, Second Secretary (HOC) Embassy of India, 5 Aziz Abaza St., Zamalek, Cairo Tel: +202-27361920, Fax: +202-27364038 Email: hoc.cairo@mea.gov.in Website: www.eoicairo.gov.in Twitter: @indembcairo Facebook: India in Egypt
(xvii)	Such other information as may be prescribed and thereafter update these publications every year	The Embassy's website has information which is regularly updated.