

**Embassy of India
Cairo**

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**Self disclosure Information about Embassy of India, Cairo, under Section 4(1)(b) of the
RTI Act, 2005**

S. No.	Item	Details of disclosure
(i)	The particulars of its organization, functions and duties;	<p>Name and address of the Organization: Embassy of India, 5 Aziz Abaza St., Zamalek, Cairo [the Administrative complex of the Embassy] - Consular Section - 3 Abu El Feda St., Zamalek, Cairo. - MACIC - 3 Abu El Feda St., Zamalek, Cairo.</p> <p>The Embassy is headed by Ambassador of India and has the following five wings: (i) Political and Information Wing (ii) Administration Wing (iii) Commerce Wing (iv) Consular Wing (v) Defence Wing.</p> <p>Indian Culture Centre, Cairo known as Maulana Azad Centre for Indian Culture operates under the Embassy of India. The functions and duties are at the following link: https://www.eoicairo.gov.in/page/contact-us/ The Ambassador is also accredited to the League of Arab States. Each Wing is headed by a Counsellor/First Secretary/Second Secretary rank officer. 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 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 power and duties of its officers and employees	<p>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 Passport Act of India. The officers of the Embassy function under the guidance and supervision of the Ambassador.</p>

(iii)	The procedure followed in decision making process, including channels of supervision and accountability;	Decisions are taken under the instruction and supervision of the Ambassador.
(iv)	The norms for discharge of 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	<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 statements of the categories of documents 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 both in online and physical format.</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 constituted 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	Yes, Statements are published under Press Releases tab of the Embassy's website which are open and accessible to the public.

	minutes of such meetings are accessible for public;	
(ix)	A directory of officers and employees;	List of Officers is given at Annexure -I
(x)	The monthly remuneration received by officers & employees, including the system of compensation as provided in its regulations;	A statement of monthly remuneration is at Annexure-II
(xi)	The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made;	The Budget figures for the financial year 2024-25 are given at Annexure-III
(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 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;	Information available at: Website : www.eoicairo.gov.in/ Facebook : India in Egypt Twitter: @indembcairo
(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 0900 hrs to 1730 hrs from Sunday to Thursday. The holidays observed by the Embassy are available on the website www.eoicairo.gov.in . Embassy and MACIC has a library which is open from 0930 hrs to 1700 hrs, Sunday to Thursday (except on gazetted holidays) for public use.
(xvi)	The names, designations and other particulars of Public Information Officers;	<u>Central Public Information Officer (CPIO)</u> Ms. Hema Sharma, Second Secretary (HOC) 5 Aziz Abaza Street, Zamalek, Cairo, Egypt Tel: +202-2736-1920 / Fax: +202-2736-4038 e-mail: hoc.cairo@mea.gov.in Website: www.eoicairo.gov.in

		Twitter: @indembcairo Facebook: @IndiaInEgypt Instagram: indembcairo
(xvii)	Such other information as may be prescribed and thereafter update these publications every year	
(a)	Earlier CPIO & FAAs from 01.01.2015	<u>CPIOs:</u> Ms. Hema Sharma, SS – May 2025 Mr. John M. Kerketta, SS – December 2021 Mr. Sumer Singh Barwal, SS – October 2019 Ms. Lily Gunasekar, SS – October 2017 Mr. B. Sriram, TS – August 2015 Mr. Anil Kumar, SS – January 2015 <u>FAAs:</u> Ms. C. Sushma, DCM – November 2024 Shri Asheesh Gupta, DCM – July 2022 Shri Om Prakash, FS – March 2021 Shri Kshitij Tyagi, FS – January 2020
(b)	Details of RTI applications received during F. Y. 2024-25	Total 28 RTI applications received in the Embassy of India, Cairo out of which 24 RTI applications were disposed of and 04 RTI applications are transferred to other Public Authorities. RTI applications with their reply are disclosed at Annexure – IV .
(c)	Details of third party audit of voluntary disclosure	Date of Audit carried out – 02.04.2024 Report of the Audit carried out – Annexure - V
(d)	Embassy Certificates Website	Security Audit Certificate