

Information required under Section 4(1)(b) of the Right to Information Act, 2005 in respect of Consulate General of India, Atlanta

i.	The particulars of its organization, functions and duties;	<p>Consulate General of India, Atlanta is headed by Consul General and has following 7 Wings: (i) Political Wing (ii) Chancery Wing (iii) Community Affairs Wing (iv) Administration Wing (v) Press, Information, Education & Culture Wing (vi) Commerce Wing (vii) Consular Wing. Each Wing is headed by a Consul rank officer.</p> <p>The functions of the Consulate, inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, consular, passport and visa services, press and media liaison. The Consulate 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>
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 Consulate 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 India. For Consular, Community Welfare and Visa follows the instructions of the Ministry. The Officers of the Consulate function under the guidance and supervision of the Consul General.</p>
iii	The procedure followed in the decision making process, including channels supervision and accountability	<p>The first point of contact are the Sections/Wings of the Consulate for disposal of routine cases. The decision making process involves submission of FRs wherever needed to the Consul concerned for disposal and if it is beyond his/her delegated powers to the Consul General for final disposal.</p>
iv	The norms set by it for the discharge of its functions	<p>Norms are set under the instruction and supervision of the Consul General.</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	<p>For administrative and Establishment: The Consulates follows the instructions contained in Indian Foreign Service (Pay Leave and Compensatory Allowances) Rules and annexures, Delegated Financial Powers of Government of India's Representatives abroad, Rules Passport Act Manuals on Office Procedures Other Central Government Rules and manuals published by Central Government. For Consular, Community welfare, Passport and Visa: Follows the instructions and procedure laid down in the Passport Act, Visa Manual, Consular Manual and instructions of the Ministry regarding visa.</p> <p>Besides the above mentioned rules, the consulate functions as per</p>

		Government of India rules and regulations as applicable from time to time.
vi	A statement of the categories of documents that are held by it or under its control	Classified/Unclassified documents/files relating to India's external relations and internal affairs, matter of national security, defence trade policy, joint statements, declarations, agreements and MoUs. Passport/Visa and Consular services related information
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	Consulate General of India, Atlanta functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the Consulate under the guidance and supervision of the Consul General/Ambassador. Consulate regularly interacts with representatives of think tanks, academic community and others.
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	N/A
ix	A directory of its officers and employees	List of Officers is given at Annexure-I
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 given at Annexure-II
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 CFY 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	Consulate General of India, Atlanta 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 Consulate General of India, Atlanta
xiv	Details in respect of the information, available to or held by it, reduced in an electronic form;	The Consulate's website has the required information. Consulate also makes available to interested individuals various Brochures, CDs and DVDs 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;	All the information is available at Consulate's website (www.indiainatlanta.gov.in)
xvi	The names, designations and other particulars of the Public Information Officers	Mr. Himanshu Alwaria, Vice Consul Email: oci.atlanta@mea.gov.in Phone: 678-732-3271
xvii	Such other information as may be prescribed and thereafter update these publications every year	The Consulate's website has information which is updated on a regular basis