RTI Act, 2005

INFORMATION ABOUT THE Embassy of India, Kinshasa REQUIRED UNDER SECTION 4(1)(B) OF THE Right to Information ACT, 2005

I	The particulars of its organization, functions and duties;	The Embassy is headed by Ambassador of India and has following five wings: (i) Political (ii) Economic & Commercial (iii) Chancery (including Administration) (iv) Consular & (v) Culture There are three Second Secretary rank officers. Embassy functions within the purview of business allocated to the Ministry of External Affairs under the Government of India 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, scientific & technological cooperation, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs, in bilateral and multilateral contexts.
II	The powers and duties of its officers and employees	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 Representatives Abroad. Other powers are derived from the Passport Act of India. The Officers of the Embassy function under the guidance and supervision of the Ambassador
III	The procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are taken as per extant rules and guidelines, where applicable and under the instruction and supervision of the Ambassador
IV	The norms set by it for the discharge of	Norms are set under the instruction and

	its functions;	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;	IFS PLCA rules and annexures Delegated Financial Powers of Government of India Representatives abroad Rule Passport Act Visa Manual Manuals of 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;	Classified documents/files relating to India relations with DR Congo and Central African Republic. Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and DR Congo and countries of accreditation- Central African Republic. Consular services application forms
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 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;	Embassy interacts regularly with representatives of think tanks, academic community and others.
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 at **Annexure-II**

xi	The budget allocated to each of its agency, inc	The Budget figures for the current financial year (2026-2027) are given in the statement 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 authorization 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 website has the required information.
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 8:00 am to 4:30pm from Monday to Friday. The holidays observed by the Embassy are given on the website **hhttps://eoikinshasa.gov.in/public_files/assets/pdf/Holiday_List_2026.pdf** **(PROVIDE HYPERLINK)**
xvi	The names, designations and other particulars of the Public Information Officers;	Public Information Officer(PIO) Shri Pankaj Singla, Attache (Admn) Email: **admn.kinshasa@mea.gov.in**
xvii	Such other information as may be prescribed and thereafter update these publications every year;	The Embassy website has information which is updated on a regular basis.