

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

<b>i.</b>	The particulars of its organization, functions and duties;	Embassy of India, Lima, is accredited to Peru and Bolivia, and is headed by the Ambassador, who is assisted by four other India-based officials and eight locally hired employees, in addition to an honorary consul general based in La Paz. The functions of the Embassy, inter alia, include consular, passport and visa services, political, economic and commercial cooperation, trade and investment promotion, cultural interaction, press and media liaison, and scientific cooperation in bilateral and multilateral contexts. 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.
<b>ii.</b>	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 have been detailed in the Delegated Financial powers of the Government of India's Representatives Abroad. Other powers are derived from the Passport Act of India. The officials of the Embassy function under the guidance and supervision of Ambassador.
<b>iii.</b>	The procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are taken under the instructions and supervision of the Ambassador, in accordance with the procedures laid down by the Government of India, and with the approval of the Ministry of External Affairs.
<b>iv.</b>	The norms set by it for the discharge of its functions	Norms are set under the instructions and supervision of the Ambassador,
<b>v.</b>	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's Representatives Abroad Rules; Passport Act; Manuals on Office Procedures; Other Central Government Rules and Manuals published by Central Government.
<b>vi.</b>	A statement of the categories of documents that are held by it or under its control	Classified documents/files relating to India's external relations; Unclassified documents/files including joint statements, declarations, agreements and MoUs; Passport, visa, and consular services application forms.

<b>vii.</b>	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. Embassy is open to members of the public and interacts regularly with representatives of think tanks, academic community and others. The size of the Embassy is small and so far there has been no need to have councils, committee, etc. to interact with public. The Embassy follows an 'OPEN DOOR' policy for all.
<b>viii.</b>	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 size of the Embassy is small and so far, there has been no need to have a council, committee and other bodies.
<b>ix.</b>	A directory of its officers and employees	The directory of officers may be seen at <b>Annexure-I</b> below.
<b>x.</b>	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 <b>Annexure-II</b> below.
<b>xi.</b>	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 are at <b>Annexure-III</b> below.
<b>xii.</b>	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	The Embassy of India does not have any subsidy programme.

<b>xiii.</b>	Particulars of recipients of concessions, permits or authorizations granted by it	No concessions/permits are granted by the Embassy.
<b>xiv.</b>	Details in respect of the information, available to or held by it, reduced in an electronic form	The Embassy's website ( <a href="http://www.indembassy.org.pe">www.indembassy.org.pe</a> ) and the weblinks for <a href="#">Facebook</a> , <a href="#">YouTube</a> and <a href="#">Twitter</a> provided therein have the required information. Embassy also makes available to interested individuals various CDs and DVDs containing information on India, its people and culture.
<b>xv.</b>	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 of India has a Library containing books, CDs and DVDs which can be used for reference or borrowed by Indian nationals and local residents on all working days between 09:30 AM and 05:00 PM.
<b>xvi.</b>	The names, designations and other particulars of the Public Information Officers;	<p><b><u>Public Information Officer</u></b>  Shri Arup Kuma Saha  Second Secretary, Head of Chancery &amp; Commercial Representative  Embassy of India , Avenida Salaverry 3006,  San Isidro , Lima (Peru)  Telephone: +511 2616006 / 4602289 E-mail:  <a href="mailto:hoc.lima@mea.gov.in">hoc.lima@mea.gov.in</a> and  <a href="mailto:hoc@indembassy.org.pe">hoc@indembassy.org.pe</a></p> <p><b><u>Appellate Authority</u></b>  Shri Sandeep Chakravorty  Ambassador  Embassy of India, Avenida Salaverry 3006,  San Isidro, Lima (Peru)  Telephone: +511 2616006 / 4602289 E-mail:  <a href="mailto:amb.lima@mea.gov.in">amb.lima@mea.gov.in</a> and  <a href="mailto:ambassador@indembassy.org.pe">ambassador@indembassy.org.pe</a></p>
<b>xvii.</b>	Such other information as may be prescribed, and thereafter update these publications every year.	The Embassy's website has information which is updated on a regular basis.

**Details of the India-based officers and local employees India-Based Officers**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Telephone No.</b>
1.	Shri Sandeep Chakravorty	Ambassador	(00-51-1) 261-6006 / 460-2289
2.	Shri Arun Kumar Saha	Second Secretary, Head of Chancery & Commercial Representative	(00-51-1) 261-6006 / 460-2289
3.	Smt. Purnima Ramakrishna	Attaché / PS	(00-51-1) 261-6006 / 460-2289
4.	Shri I.M. Bhaskar	Attaché / PS	(00-51-1) 261-6006 / 460-2289
5.	Shri Debasis Das	Attache (Admin. & Accounts)	(00-51-1) 261-6006 / 460-2289
6.	Dr. Aayam Gupta	Yoga Teacher	(00-51-1) 261-6006 / 460-2289

**Local Employees**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Tel. No.</b>
1.	Ms. Dora Belevan	Interpreter	(00-51-1) 261-6006 / 460-2289
2.	Mrs. Sylvia Morgan	Receptionist / Office Assistant	(00-51-1) 261-6006 / 460-2289
3.	Ms. Silvia Casas	Marketing Assistant	(00-51-1) 261-6006 / 460-2289
4.	Mr. Freddy Torres	Chauffer	(00-51-1) 261-6006 / 460-2289
5.	Mr. Miguel Angel Arteaga	Chauffer	(00-51-1) 261-6006 / 460-2289
6.	Mr. Luis Chigne	Messenger	(00-51-1) 261-6006 / 460-2289
7.	Mr. Wilder Augusto Carlos Manrique	Gardener	(00-51-1) 261-6006 / 460-2289
8.	Mr. Jose Antonio Arango Parra	Cleaner-cum Watchman	(00-51-1) 261-6006 / 460-2289

**Annexure-II****Details of the Monthly Salaries paid to India-based Officers and Local Employees**  
**India-based Officers**

Name	Designation	Pay Scale (Rs.)	Basic Pay (Rs.)	Grade Pay (Rs.)
Shri Sandeep Chakravorty	Ambassador	37400 - 67000	53,290	10,000
Sh. Arup Kumar Saha	Second Secretary, HOC & Commercial Representative	15600 - 39100	22,000	6,600
Smt. Purnima Ramakrishna	Attaché (PS)	15600 - 39100	21,790	5,400
Sh. I.M. Bhaskar	Attaché(PS)	15600 - 39100	20,990	5,400
Sh. Debasis Das	Attache (Admin. Acctts.)	9300 - 34800	20,270	4,800
Dr. Aayam Gupta	Yoga Teacher	9300 - 34800	12,540	4,600

**Local Employees**

Name	Designation	Pay Scale (US\$)	Pay (US\$)	COLA (US\$)	Total (US\$)
Ms. Dora Belevan	Interpreter	802-38-2322	1030.00	197.66	1227.66
Mrs. Sylvia Morgan	Receptionist-cum-Office Assistant	611-32-1891	1187.00	227.79	1414.79
Ms. Silvia Patricia Casas Bustamante	Marketing Assistant	802-38-2322	840.00	161.20	1001.20
Mr. Freddy Torres Salas	Chauffeur	448-18-1168	736.00	141.24	877.24
Mr. Luis Fidel Chigne	Messenger	427-16-1067	683.00	131.07	814.07
Mr. Miguel Angel Arteaga	Chauffeur	448-18-1168	574.00	110.15	684.15
Mr. Jose Antonio Arango Parra	Cleaner-cum Watchman	339-11-779	339.00	65.05	404.50
Mr. Wilder Augusto Carlos Manrique	Gardener	292-11-732	534.00	102.47	636.47

**Annexure-III**

**Allocation of Budget for the Financial Year 2016-17**  
**Approved Budget Estimates 2016-17**

<b>Head Of Account</b>	<b>Amount (In Thousand Rupees)</b>
Salaries	23155
Wages	46
Overtime Allowance	521
Medical Treatment	2449
Travel Expenses (Local)	927
Travel Expenses (Others)	8170
Publicity	908
Office Expenses	12760
Information Technology	754
Rents, Rates & Taxes	4076
Minor Work	1708
Other Charges	0
<b>TOTAL</b>	<b>55474</b>