

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

<p><b>i.</b> The particulars of its organization, functions and duties;</p>	<p>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.</p>
<p><b>ii.</b> The powers and duties of its officers and employees;</p>	<p>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.</p>
<p><b>iii.</b> The procedure followed in the decision making process, including channels of supervision and accountability;</p>	<p>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, where required</p>
<p><b>iv.</b> The norms set by it for the discharge of its functions</p>	<p>Norms are set under the instructions and supervision of the Ambassador,</p>
<p><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</p>	<p>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.</p>
<p><b>vi.</b> A statement of the categories of documents that are held by it or under its control</p>	<p>Classified documents/files relating to India's external relations; Unclassified documents/files including joint statements, declarations, agreements and MoUs; Trade Promotion, Passport, visa, and consular services application forms.</p>

<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.
<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. The size of the Embassy is small and so far there has been no need to have councils, committee, etc. to interact with public / Indian Community. The Embassy follows an 'OPEN DOOR' policy for all.
<b>ix.</b>	A directory of its officers and employees	The directory of officers may be seen at Annexure-I 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 Annexure-II 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 Annexure-III 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.

xiv.	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 Facebook, YouTube and Twitter 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.
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 of India has a Library containing books, CDs and DVDs which is open for reference or borrowed by Indian nationals and local residents on all working days between 09:30 AM and 05:00 PM.

xvi.	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</p> <p><b><u>Appellate Authority</u></b>  Shri Vijay Kumar Kukreja  Charge d'Affaires a.i.  First Secretary/Sr.PPS (Political, Consular, ITEC &amp; PIC)  Embassy of India  Avenida Salaverry 3006, San Isidro  Lima (Peru)  Telephone: +511 2616006 / 4602289 E-mail: <a href="mailto:cons.lima@mea.gov.in">cons.lima@mea.gov.in</a> and</p>
xvii.	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 Vijay Kumar Kukreja	Charge d'Affaires a.i. First Secretary/Sr.PPS (Political, Consular, ITEC & PIC)	(00-51-1) 460-2289
2.	Shri Arup Kumar Saha	Second Secretary, Head of Chancery & Commercial Representative	(00-51-1) 460-2289
3.	Smt. Purnima Ramakrishna	Attaché /PS	(00-51-1) 460-2289
4.	Shri Debasis Das	Attache (Admin. & Accounts)	(00-51-1) 460-2289
5.	Dr. Aayam Gupta	Yoga Teacher	(00-51-1) 460-2289

**Local Employees**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Tel. No.</b>
1.	Mrs. Sylvia Morgan	Receptionist / Office Assistant	(00-51-1) 460-2289
2.	Ms. Gisela Ivette Davila la Rosa	Interpreter / Social Secretary	(00-51-1) 460-2289
3.	Ms. Silvia Casas	Marketing Assistant	(00-51-1) 460-2289
4.	Ms. Ana Luisa Cáceres López	Marketing Assistant	(00-51-1) 460-2289
5.	Mr. José Antonio Arango Parra	Consular Assistant	(00-51-1) 460-2289
6.	Ms. María Isabel Briceño Salazar	Cultural Assistant	(00-51-1) 460-2289
7.	Mr. Freddy Torres	Chauffeur	(00-51-1) 460-2289
8.	Mr. Miguel Angel Arteaga	Chauffeur	(00-51-1) 460-2289
9.	Mr. Luis Chigne	Office Staff	(00-51-1) 460-2289
10.	Mr. Wilder Augusto Carlos Manrique	Gardener	(00-51-1) 460-2289

11.	Mr. Lenin Sanchez Quispe	Cleaner-cum-Watchman	(00-51-1) 460-2289
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**Annexure-II****Details of the Monthly Salaries paid to India-based Officers and Local Employees****India based Officers**

Name	Designation	Basic Pay (Rs.)
Shri Vijay Kumar Kukreja	First Secretary/Sr.PPS	102,800/-
Sh. Arup Kumar Saha	Second Secretary(HOC)	78,500/-
Smt. Purnima Ramakrishna	Attaché (PS)	75,400/-
Sh. Debasis Das	Attache (Admin. Accts.)	70,000/-
Dr. Aayam Gupta	Yoga Teacher	46,200/-

**Local Employees**

Name	Designation	Pay Scale (US\$)	Pay (US\$)	COLA (US\$)	Total (US\$)
Mrs. Sylvia Morgan	Receptionist / Office Assistant	611-32-1891	1251.00	240.07	1491.07
Ms. Gisela Ivette Davila la Rosa	Interpreter / Social Secretary	802-38-2322	802.00	153.90	955.90
Ms. Silvia Casas	Marketing Assistant	802-38-2322	916.00	175.78	1091.78
Ms. Ana Luisa Cáceres López	Marketing Assistant	802-38-2322	802.00	153.90	955.90
Mr. José Antonio Arango Parra	Consular Assistant	611-32-1891	611.00	117.25	728.25
Ms. María Isabel Briceño Salazar	Cultural Assistant	611-32-1891	611.00	117.25	728.25
Mr. Freddy Torres	Chauffeur	448-18-1168	772.00	148.15	705.60
Mr. Miguel Angel Arteaga	Chauffeur	448-18-1168	592.00	113.60	705.60
Mr. Luis Chigne	Office Staff	427-16-1067	699.00	134.14	833.14
Mr. Lenin Sanchez Quispe	Cleaner-cum-Watchman	339-11-779	339.00	65.05	404.05
Mr. Wilder Augusto Carlos Manrique	Gardener	292-11-732	303.00	58.15	361.15

Annexure-IIIAllocation of Budget for the Financial Year 2017-18 (BE)

HEAD	AMOUNT ( ₹ IN THOUSANDS)
SALARIES	28306
WAGES	90
OVERTIME ALLOWANCE	742
MEDICAL TREATMENT	5000
TRAVEL EXPENSES(LOCAL)	900
TRAVEL EXPENSES(OTHERS)	8670
PUBLICITY	850
OFFICE EXPENSES	16445
INFORMATION TECHNOLOGY	715
RENTS, RATES & TAXES	4650
MINOR WORK	2869
OTHER CHARGES	0
<b>TOTAL</b>	<b>69237</b>