

Embassy of India
Mexico City

Budget Utilization for the Financial year 2024-25 and 2025-26

Sr. No	Head of Accounts	2024-2025		2025-26	
		Available Budget	Actual Expenditure	Available Budget	Actual Expenditure
1	SALARIES	38180000	35962553	43222000	43987818
2	WAGES	80000	79530	135000	133750
3	REWARDS	300000	1603781	1802000	1801203
4	MEDICAL EXP	11800000	12880014	11148000	11701297
5	ALLOWANCES	83103000	84801589	95943000	95588625
6	LEAVE TRAVELS CONCESSION	15000	15403	0	0
7	LOCAL TOURS	1300000	1200053	1615000	1428283
8	FOREIGN TE.	10599000	10626404	10624000	10448544
9	OE	9508000	9730774	12563000	12892154
10	R.R.T OF LAND AND BUILDINGS	33092000	33431907	34156000	35287695
11	DIGITAL EQUIPMENT (IT)	721000	660297	915000	878757
12	FUELS AND LUBRICANTS	688000	702503	455000	353971
13	ADV AND PUB	765000	787212	1005000	869410
14	MINOR CIVIL AND ELECTRIC WORK	5300000	5271658	6125000	6106477
15	REPAIR AND MAINTENANCE	1159000	1148989	1335000	1295497
16	BANK AND AGENCY CHARGES	122000	121470	90000	59358
17	O.R. E	243000	242632	199000	203163
18	IT EXP	741000	691084		
Grand Total:		197716000	199957853	221332001	223036003

Embassy of India
Mexico City

INFORMATION ABOUT EMBASS OF INDIA, MEXICO CITY, REQUIRED UNDER SECTION 4(1)(B) OF THE RTI ACT, 2005

(i) The particulars of its organization, functions and duties:	Embassy of India, Mexico City, Mexico carries out diplomatic, commercial and consular functions in Mexico on behalf of Ministry of External affairs, new Delhi. The Embassy is also currently accredited to Belize. 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 inter alia include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs, in bilateral and multilateral contexts. The Embassy is headed by Ambassador India and has following six wings: (i) Political Wing (ii) Economic & Commerce Wing (iii) Consular & Education Wing (iv) Culture Wing (v) Press and Information Wing (vi) Chancery (including Administration) Wing. Each Wing is headed by a Counsellor/First Secretary/Second Secretary rank officer.
(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's Representatives Abroad. • Other powers are derived from the Passports 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 under the instruction and supervision of the Ambassador.
(iv) The norms set by it for the discharge of its 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 functional	• IFS(PLCA) rule an annexures • Delegation Financial powers of Government of India's Representatives abroad Rules • Passports Act • Manuals on Office Procedures • Other Central government Rules and manuals published by Central Government.
(vi) A statement of categories of documents that are held by it or under its control:	Classified documents/files relating to India's relations with Mexico Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and Mexico. Passport and consular services application forms Personal files and cash accounts.
(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 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 meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	The Embassy interacts regularly with representatives of think tanks, academic community and others.
(ix) A directory of its Officers and employees;	List and Directory of Officers is given on https://www.indiainmexico.gov.in/eoimx_pages/MTI2
(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 on https://eoi-mexico-prod-ap-south-1-public-assets.s3.ap-south-1.amazonaws.com/s3fs-public/public/public_files/assets/pdf/Annex_1_ltst.pdf assets/pdf/Annex_1_ltst.pdf

(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 previous financial year are given on https://eoi-mexico-prod-ap-south-1-public-assets.s3.ap-south-1.amazonaws.com/s3fs-public/public/public_files/assets/pdf/Annex_II_lts.pdf
(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmers	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 Embassy of India.
(xiv) Details in respect of the information available to or held by it, reduced in an electronic form;	Embassy of India's website has the required information. Embassy also makes available to interested individuals' 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 is open from 09:00 am to 05:30 PM from Monday to Friday. The holidays observed by the Embassy are given on the website https://www.indianinmexico.gov.in . The Embassy maintains a library of about 5000 volumes books, magazines, newspapers, feature films, and documentaries on various themes literature, science, history, international politics etc. The library is housed in the Gurudev Tagore Indian Cultural Centre, Anatole France 319, col. Polanco, Mexico City-11550. It is open from 0900-1730 hrs on all working days.
(xvi) The names, designations and other particulars of the Public Information Officers;	The information is available on https://www.indianinmexico.gov.in/public_files/assets/pdf/Appendix_I_29112024.pdf
(xvii) such other information as may be prescribed and thereafter update these publications every year;	The Embassy's website https://www.indianinmexico.gov.in has information which is updated on a regular basis.