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

(i) The particulars o 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 seven wings: (i) Political Wing (ii) Economic &n Commerce Wing (iii) Consular & Education Wing (iv) Culture Wing (v) Press and Information Wing (vi) Chancery(including Administration) Wing. (vii)Defence 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, mannuals and records, held by it or under its control or used by its employees for discharging its functionl	• IFS(PLCA) rules an annexures • Delegation Financial powers of Government of India's Representatives abroad Rules • Passports Act • Mannuals 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 regular 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://www.indiainmexico.gov.in/public_files/assets/pdf/Annex_1_ltst.pdf
(xi) The budget allocated to each of its agency,	The budget figures for the previous financial year

indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	are given on https://www.indiainmexico.gov.in/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 programmesl	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.indiainmexico.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.