

Embassy of India
Mexico City

Budget Utilization for the Financial year 2023-24 and 2024-25

Sr.No	Head of Accounts	2023-24		2024-25	
		Available Budget	Actual Expenditure	Available Budget	Actual Expenditure
1	SALARIES	39150	39150	38180	35963
2	WAGES	13	12	80	80
3	REWARDS	1309	1309	300	1604
4	MEDICAL EXP	7686	7513	11800	12880
5	ALLOWANCES	75490	75490	83103	84802
6	LEAVE TRAVELS CONCESSION	181	181	15	15
7	LOCAL TOURS	982	968	1300	1200
8	FOREIGN TE.	10535	10430	10599	10626
9	OE	11278	10692	9508	9731
10	R.R.T OF LAND AND BUILDINGS	31208	30534	33092	33432
11	DIGITAL EQUIPMENT (IT)	847	732	721	660
12	FUELS AND LUBRICANTS	557	542	688	703
13	ADV AND PUB	869	654	765	787
14	MINOR CIVIL & ELECTRIC WORK	5758	5309	5300	5272
15	REPAIR AND MAINTENANCE	544	364	1159	1149
16	BANK & AGENCY CHARGES	155	155	122	121
17	O.R.E	145	145	243	243
18	IT EXP	2652	2196	741	691
19	FURNITURE AND FIXT	465	335	770	770
20	MACHINE & EQUIP	0	0	204	204
21	OTHER CHARGES	625	379	0	0
	TOTAL	190449	187090	198690	200932

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

<p>(i) The particulars of its organization, functions and duties:</p>	<p>Embassy of India, Mexico City, Mexico carries out diplomatic, commercial and consular functions in Mexico on behalf of Ministry of External affairs, new Delhi.</p> <p>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.</p> <p>The Embassy is headed by Ambassador India and has following six wings:</p> <p>(i) Political Wing (ii) Economic & Commerce Wing (iii) Consular & Education Wing (iv) Culture Wing (v) Press and Information Wing (vi) Chancery(including Administration) Wing.</p> <p>Each Wing is headed by a Counsellor/First Secretary/Second Secretary rank officer.</p>
<p>(ii) The powers and duties of its officers and employees</p>	<ul style="list-style-type: none">• 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 functionl	<ul style="list-style-type: none"> • IFS(PLCA) rules 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:	<p>Classified documents/files relating to India’s relations with mexico</p> <p>Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and Mexico.</p> <p>Passport and consular services application forms Personal files and cash accounts.</p>
(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_Itst.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://www.indiainmexico.gov.in/public_files/

	assets/pdf/Annex II Its.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.