Information about Embassy of India, Tripoli Under Section 4(1)(b) of the RTI Act, 2005

(i)	the particulars of its organization, functions and duties;	The Embassy of India, Tripoli, functions under the supervision of the Ambassador and is the Representative Office of the Government of India in Libya. As such it discharges the following functions:- Ø Bilateral and Multilateral Political Relations; Ø Commercial and Economic Relations; Ø Visa and Consular matters; and Ø Culture and Information 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.
(ii)	the powers and duties of its officers and employees;	General Administrative powers are derived from Indian Foreign Service (Pay, Leave, Compensatory Allowances and other Conditions of Service) Rules, as amended by the Ministry of External Affairs 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 Passport Act of India. The Officers of the Embassy function under the guidance and supervision of Ambassador.
(iii)	the procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are taken under the supervision of the Ambassador as directed by the Ministry of External Affairs from time to time.
(iv)	the norms set by it for the discharge of its functions;	Norms are specified by the Ministry of External Affairs

(v)	the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Indian Foreign Service (Pay, Leave, Compensatory Allowances and other Conditions of Service) Rules and Annexures Financial Powers of Government of India's Representatives abroad Rules Passport Act Manual on Office Procedure Other Central Government Rules and manuals published by Central Government.
(vi)	a statement of the categories of documents that are held by it or under its control;	The Embassy maintains files pertaining to Bilateral and Multilateral Political, Economic and Commercial, Cultural and Information Relations. In addition, it discharges consular and visa functions as laid down by Ministry of External Affairs in the Consular Manual and Visa Manual respectively.
(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;	The Embassy does not consult the public in respect of policy formulation etc. However, for interaction with the public on consular and visa matters, a Suggestion and Complaint Box has been installed in the Consular Section.
(viii)	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;	Not applicable.
(ix)	A directory of its Officers and Employees;	Please see https://eoitripoli.gov.in/list-of-officers-and-contact-details
(x)	the monthly remuneration received by each of its officers and employees,	A statement of monthly remuneration is at **Annexure-I**

	including the system of compensation as provided in its regulations;	
(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	The Embassy functions within the budgetary allocation made by the Ministry of External Affairs. Please see **Annexure-II**
(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable.
(xiii)	particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable.
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	All the requisite information regarding the functioning of the Embassy is available on its website: https://eoitripoli.gov.in/
(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;	Not Applicable.
(xvi)	the names, designations and other particulars of the Public Information Officers;	**Public Information Officer**:- Shri Sandeep Kumar Second Secretary/PPS to Ambassador Second Secretary (CW & Edu) Tel: +218 21 3408373 E-mail: edu.tripoli@mea.gov.in **Appellate Authority**:- Dr. Mohd Aleem First Secretary/HOC Tel: +218 21 3408372 E-mail: hoc.tripoli@mea.gov.in

(xvii)	such other information as may be prescribed and thereafter update these publications every year;	The Embassy's website (https://eoitripoli.gov.in/) has relevant information which is updated on a regular basis.

In pursuance of Section 4(1) (b) of the RTI Act 2005, the Embassy of India, Tripoli has designated the following officers as the RTI Public Information officer and RTI Appellate Authority to deal with the RTI applications from Indian nationals and NRIs working and living in Libya.

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