

**RTI Act, 2005****INFORMATION ABOUT THE CONSULATE GENERAL OF INDIA, ISTANBUL  
REQUIRED UNDER SECTION 4(1)(B) OF THE RIGHT TO INFORMATION ACT, 2005**

(i)	The particulars of its organization, functions and duties;	<p>The Post is headed by Consul General and has following four Wings: (i) Economic &amp; Commercial (ii) Chancery (including Administration) (iii) Consular &amp; (iv) Press, Information &amp; Culture</p> <p>Post functions within the purview of business allocated to the Ministry of External Affairs under the Government of India Allocation of Business Rules and Transaction of Business Rules. The functions of the Post inter alia include political and economic cooperation, trade and investment promotion, scientific &amp; technological cooperation, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs, in bilateral and multilateral contexts.</p>
(ii)	The powers and duties of its officers and employees;	<p>General Administrative powers are derived from IFS (PLCA) Rules, as amended from time to time.</p> <p>Financial powers of the Officers of the Consulate General of India have been detailed in the Delegated Financial powers of the Government of India Representatives Abroad.</p> <p>Other powers are derived from the Passport Act of India. The Officers of the Post function under the guidance and supervision of the Consul General.</p>
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are taken as per extant rules and guidelines, where applicable and under the instruction and supervision of the Consul General.
(iv)	The norms set by it for the discharge of its functions;	Norms are set under the instruction and supervision of the Consul General.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<p>IFS PLCA rules and annexures</p> <p>Delegated Financial Powers of Government of India Representatives abroad Rules</p> <p>Passport Act</p> <p>Manuals of Office Procedures</p> <p>Other Central Government Rules and manuals published by Central Government.</p>
(vi)	A statement of the categories of documents that are held by it or	Classified documents/files relating to India's relations with Turkey

	under its control;	Unclassified documents/files  Passport and consular services application forms
(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;	Consulate General of India functions within the norms of India foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the Post under the guidance and supervision of the Consul General.
(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;	Post interacts regularly with representatives of think tanks, academic community and others.
(ix)	A directory of its officers and employees;	List of Officers is given at Annexure-I
(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 at Annexure-III
(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 current financial year (2024-25) are given in the statement at Annexure II
(xii)	The manner of execution of subsidy	Consulate General of India does not have any subsidy programme.

	programmes, including the amounts allocated and the details of beneficiaries of such programmes;	
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by Consulate General of India
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	The Post website has the required information. Post also makes available to interested individuals various Brochures, 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 Post is open from 9:00 am to 5:30 pm, or 0900 hrs to 1730 hrs from Monday to Friday. The holidays observed by the Post are given on the website <a href="https://www.cgiistanbul.gov.in/">https://www.cgiistanbul.gov.in/</a> the Post has a library which is open from 0900 hrs to 1730 hrs, Monday to Friday (except on gazetted holidays).
(xvi)	The names, designations and other particulars of the Public Information Officers;	Central Public Information Officer (CPIO): Mr. Raj Kumar Tanwar Consul (Commerce) /CPIO Tel: +90 212 2962131/32 Email: <a href="mailto:trade.istanbul@mea.gov.in">trade.istanbul@mea.gov.in</a>
(xvii)	Such other information as may be prescribed and thereafter update these publications every year;	The Post website has information which is updated on a regular basis.