

CONSULATE GENERAL OF INDIA**ISTANBUL**

Information under Section 4(1)(b) of the Right to Information Act, 2005

S. No.	Aspect [Section 4(1)(b)]	Information / Details
(i)	Particulars of Organization, Functions and Duties	<p>The Post is headed by Consul General and has four Wings:</p> <p>(i) Economic & Commercial (ii) Chancery (including Administration) (iii) Consular (iv) Press, Information & 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 inter alia include political and economic cooperation, trade and investment promotion, scientific & technological cooperation, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs, in bilateral and multilateral contexts.</p>
(ii)	Powers and Duties of Officers and Employees	<p>General Administrative powers are derived from IFS (PLCA) Rules, as amended from time to time. Financial powers have been detailed in the Delegated Financial Powers of the Government of India Representatives Abroad. Other powers are derived from the Passport Act of India. Officers function under the guidance and supervision of the Consul General.</p>
(iii)	Decision Making Process, Channels of Supervision and Accountability	<p>Decisions are taken as per extant rules and guidelines, where applicable and under the instruction and supervision of the Consul General.</p>
(iv)	Norms for Discharge of Functions	<p>Norms are set under the instruction and supervision of the Consul General.</p>
(v)	Rules, Regulations, Instructions, Manuals and Records	<p>• IFS PLCA Rules and Annexures • Delegated Financial Powers of Government of India Representatives Abroad • Rules • Passport Act • Manuals of Office Procedures • Other Central Government Rules and Manuals published by Central Government</p>
(vi)	Categories of Documents Held	<p>• Classified documents/files relating to India's relations with Turkey • Unclassified documents/files • Passport and consular services application forms</p>
(vii)	Arrangements for Consultation with Members of Public	<p>Consulate General of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the Post under the guidance and supervision of the Consul General.</p>
(viii)	Boards, Councils, Committees and Other Bodies	<p>Post interacts regularly with representatives of think tanks, academic community and others.</p>
(ix)	Directory of Officers and Employees	<p>List of Officers is given at Annexure-I.</p>
(x)	Monthly Remuneration of Officers and Employees	<p>A statement of monthly remuneration is at Annexure-III.</p>
(xi)	Budget Allocated (2025-26)	<p>Budget figures for the current financial year (2025-26) are</p>

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		given in the statement at Annexure-II.
(xii)	Subsidy Programmes	Consulate General of India does not have any subsidy programme.
(xiii)	Recipients of Concessions, Permits or Authorizations	No concessions/permits are granted by Consulate General of India.
(xiv)	Information Available in Electronic Form	The Post website has the required information. Post also makes available to interested individuals various Brochures, Books, Social Media platforms, CDs and DVDs containing information on India, its people and culture.
(xv)	Facilities for Obtaining Information / Working Hours	The Post is open from 9:00 am to 5:30 pm (0900-1730 hrs), Monday to Friday. Holidays are listed on the website. Any updates in this regard are notified through notices and social media announcements. The Post has a library open from 0900 hrs to 1730 hrs, Monday to Friday (except on gazetted holidays).
(xvi)	Names and Particulars of Public Information Officers	Central Public Information Officer (CPIO): Mr. Raj Kumar, Vice Consul/CPIO Tel: +90-212-2962131/32 Email: vc.istanbul@mea.gov.in
(xvii)	Other Prescribed Information	The Post website has information which is updated on a regular basis.

This information is maintained and updated as required under the RTI Act, 2005.