

Information about the Embassy of India, Manila required under Section 4(1)(b) of RTI Act, 2005

i.	Particulars of its organisation, functions and duties.	<p>Embassy of India, Manila is headed by an Ambassador.</p> <p>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.</p> <p>The Embassy has the following six Wings and each Wing/Section is headed by a Counsellor/ First/ Second Secretary rank officer:</p> <ul style="list-style-type: none"> (i) Political Wing (ii) Economic & Commerce Wing (iii) Press, Information & Cultural Wing (iv) Defence Wing (v) Consular Wing (vi) Administration & Education Wing
ii.	The powers and duties of its officers and employees.	<p>General administrative powers and duties are derived from Indian Foreign Service Pay Leave and Compensatory Allowances (IFS-PLCA) Rules, as amended from time to time for its officer and employees. Financial powers of the officers of the Embassy have been detailed in the Delegated Financial Powers of the Government of India's Representatives Abroad.</p> <p>Other powers are derived from the Passport Act, Consular & Visa Manual, for passport, visa and consular services; Indian Community Welfare Fund (ICWF) Guidelines for community welfare issues; as well as instructions of the Govt. of India issued from time to time.</p> <p>The Embassy functions as a subordinate office of the Ministry of External Affairs of India under the guidance and supervision of the Ambassador.</p>
iii.	The procedure followed in the decision making process, including channels of supervision and accountability.	<p>Decisions are taken as per extant rules and guidelines by the respective Head of the Wings. Wherever required, approval of the Ambassador is taken.</p>
iv.	The norms set by it for the discharge of its functions	<p>Norms are set as per the Government of India's rules and regulations, under the supervision of the Ambassador.</p>
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>For Administrative and Establishment work: Embassy follows the instructions contained in IFS-PLCA Rules and Annexure, Delegated Financial Powers of Government of India's Representatives Abroad, Rules, Manuals on Office Procedures and other Central Government Rules and Manuals published by Central Government.</p> <p>For Consular, Passport, Visa, OCI and Community Welfare: Embassy follows the instructions and procedure laid down in</p>

		the Passport Act, Visa Manual, Consular Manual, OCI Rules, ICWF Rules and instructions of the Govt. of India regarding Visa, Consular and Community Welfare issued from time to time.
vi.	Statement of the categories of documents that are held by it or under its control.	Classified documents: Documents/Files related to India's external relations and policies. Unclassified documents: Documents/files related to Joint Statements, Declarations, Consular (Passport, Visa, OCI and Consular Services) and others like passport/visa and consular services application forms.
vii.	Particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to formulation of its policy or implementation thereof.	Embassy functions within the norms of the policy formulated by the Govt. of India. Public may share their suggestions through emails/social media/letters.
viii.	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 minutes of such meetings are accessible for public.	Embassy interacts regularly with representatives of think tanks, academic community and others.
ix.	Directory of its officers and employees.	List of Embassy Officers is placed at Annexure-I
x.	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Statement of monthly remuneration is placed at Annexure-II
xi.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Budget allocation details for the Financial Year 2025-26 is placed at Annexure-III
xii.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Embassy of India does not have any subsidy programme except for administering, and under its instructions, Government of India's assistance programmes, whenever agreed as part of its bilateral cooperation with the Government of the Philippines and the countries of concurrent accreditation, i.e. Republic of Palau and the Federated States of Micronesia (FSM).

xiii.	Particulars of recipients of concessions, permits or authorisations granted by it.	No concessions/permits are granted by the Embassy of India. Government of India provides slots under Indian Technical and Economic Cooperation (ITEC) / Colombo Plan to candidates from the Philippines, Republic of Palau and the Federated States of Micronesia. Sushma Swaraj Institute of Foreign Service also offers training programme to diplomats from the Republic of the Philippines under ASEAN-India Diplomats Training course.
xiv.	Details in respect of the information, available to or held by it, reduced in an electronic form.	The Embassy's website has the required information. The Embassy also makes available to interested individuals various CDs, DVDs and publicity material containing information on India, its people and culture.
xv.	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 Website address https://www.eoim Manila.gov.in/ has the requisite information. The library of the Embassy remains open during the working hours i.e. 0900 hrs to 1730 hrs.
xvi.	Names, designations and other particulars of the Public Information Officers	Chief Public Information Officer: Shri Madan Gopal Second Secretary (Pol & Cul) Email: pol.manila@mea.gov.in First Appellate Authority: Shri Tashi Damdi Bhutia Minister (Pol & PI) Email: pic.manila@mea.gov.in
xvii.	Such other information as may be prescribed.	The Embassy's website https://www.eoim Manila.gov.in/ has information which is updated on a regular basis.