

ANNEXURE-IV**Information about the Embassy of India, Asuncion Required under the Section 4(1)(B) of the RTI ACT 2005**

Sl. No.	Section	Information
(i)	The particulars of the organization its functions and duties	The Embassy of India, Asuncion is headed by the Ambassador who is assisted by the Head of Chancery and members of staff in discharge of his duties and responsibilities. The functions of the Embassy of India inter alia, include political and economical cooperation between India and Paraguay. Trade and investment promotion between the two countries, cultural activities and exchanges, press and media liaison, scientific cooperation in bilateral and multilateral contexts and rendering of consular /passport/visa services to the general public. The Embassy of India 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 derived from IFS (PLCA) Rules, as amended from time to time and instructions of the Ministry of External Affairs thereon. 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. General Financial Powers and instructions/ rules of Government of India and/or Ministry of External Affairs from time to time. Consular powers of the Embassy of India are derived from the Consular Manual, the Passports Act, 1967 and instructions of the Ministry of External Affairs/Ministry of Home Affairs from time to time. The duties and responsibilities of the officers and staff working in the Embassy of India are defined by 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 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 functions;	IFS(PLCA) Rules. Delegated Financial Powers of Government of India's Representative Abroad Fundamental Rules and Supplementary Rules Central Civil Services (Conduct) Rules Central Civil Services (CCA) Rules

		CCS (Leave) Rules CCS (Travelling Allowance) Rules Central Government (Receipt & Payment) Rules Consular Manual Manual on Office Procedure etc. Besides, the above – mentioned rules and regulations, the Embassy functions as per other Government of India rules and regulations as applicable from time to time.
(vi)	A statement of the categories of documents that are held by it or under its control;	Classified documents/files relating to India's external relations and internal affairs, matters of national security, defence, trade policy etc.
(vii)	The particulars of any arrangement that exists for consultations with, or representation by, the member of the public in relation to the formulation of its policy or implementation thereof;	The Embassy functions within the norms dictated by India's foreign policy formulated by the Ministry of External Affairs, rules and regulations of Government of India that apply to it in administrative, commercial and cultural matters. Policy is implemented by the Embassy.
(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 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 guidance of the Ambassador. The Ambassador, whenever necessary, interacts with local think tanks, academic community and others in matters of mutual interest and in furtherance and implementation of government of India policies and objectives.
(ix)	A directory of its officers and employees;	A directory is given at Annex-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 Annex-II
(xi)	Budget and Financial arrangements	A statement attached at Annexure-III

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