**Right to information**

(A) The Right to Information (RTI) Act 2005, which came into force w.e.f. 12.10.2005, is an important legislation designed to promote transparency and accountability in th13 pte functioning of public authorities. [**The full text of the RTI Act is available here**](http://www.eoiljubljana.gov.in/docs/RTI-Act3.pdf) **(**[**http://righttoinformation.gov.in/RTI-Act.pdf**](http://righttoinformation.gov.in/RTI-Act.pdf)**).** Detailed information on this Act is available on the [DoPT website](http://www.persmin.nic.in/) **(**[**http://dopt.gov.in/**](http://dopt.gov.in/)**)**. The Embassies of India abroad are also covered under the purview of the Act.

In pursuance of the implementation of the RTI Act 2005 in the Embassy of India in Ljubljana, one of the officers has been designated as Public Information Officer (PIO) who is entrusted with the task of providing information to the citizens of India, requesting for information under the Act. Application for requesting information, relevant to the functioning of the Embassy of India in Ljubljana, can be made in writing or through electronic means on payment of the prescribed fee for obtaining such information. Applicants can also use the **e-IPO** facility. This facility has been provided for Indian Citizens abroad to enable them to purchase a Postal Order electronically to seek information under the RTI Act, 2005. For more details please see [**http://www.epostoffice.gov.in**](http://www.epostoffice.gov.in/)

In case the applicant is not satisfied with the information provided by the PIO, he/she can appeal to the Appellate Authority. Please note that the information under RTI Act can be sought only by CITIZENS OF INDIA, holding Indian passports. Persons of Indian Origin and Citizens of Indian origin are not covered by this Act.

(B) Central Public Information Officer Under the Right to Information Act 2005 of the Government of India, application for seeking information relevant to Embassy of India in Ljubljana, may be addressed to the Public Information Officer in writing through a letter, fax or E-Mail. Particulars of the Public Information Officer in the Embassy of India Ljubljana are as follows:

 Shri Sanjeet Kumar, Second Secretary (Com & Cons)

 Central Public Information Officer (CPIO)

 Embassy of India

 Zelezna Cesta 16, Ljubljana

 Tel: + 386 1 51 33 110

 E-mail:sscom**.ljubljana@mea.gov.in**

Appellate Authority Under Right to Information Act 2005 Government of India, the application for seeking information should be addressed to Public Information Officer. However, if the applicant is not satisfied with the response, he/she may approach the Appellate Authority:

 Mr. Amit Narang**,** Ambassador

 Appellate Authority

 Embassy of India,

 Zelezna Cesta 16, Ljubljana

 Tel: + 386 1 51 33 110

 E-mail:**amb.ljubljana@mea.gov.in**

**(C) Fee**

The application fee is Rs 10/- only and this can be paid in equivalent amount in Euros (cents 15 only at the current rate of exchange) in the Embassy. The Embassy does not accept fees in cash and one has to deposit the amount into Embassy’s account (SI56 2900 0007 0150 742, Veleposlanistvo Indi, Unicredit Banka) or electronically using the e-IPO (Electronic Indian Postal Order) facility. It is new service launched by the Department of Personnel and Training and Department of Posts to enable Indian Citizens abroad to purchase an Indian Postal Order electronically by paying fee on-line through e-Post Office Portal i.e. [**http://www.epostoffice.gov.in**](http://www.epostoffice.gov.in/)

(D) **Note:**

i. Please note all bank charges related to the payment of fee are payable by the applicant.
ii. Fees are subject to change without any notice.”

iii. The information under RTI Act can be sought only by CITIZENS OF INDIA, holding Indian passports.

Details of receipt & disposal of RTI applications & Appeals 2024-25

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Quarter | Total no. of RTI applications received | Total no. of RTI applications disposed off | Total no. of requests/appealsreceived | Total no. of requests/appealsreplied |
| 1st Quarter (April – June 2024) | 7 | 5 | 4 | 4 |
| 2nd Quarter (July – September 2024) | 6 | 5 | 2 | 1 |
| 3rd Quarter (October – December 2024) | 2 | 2 | 1 | 1 |
| 4th Quarter (January – March 2025) | 0 | 0 | 0 | 0 |

**(E) INFORMATION ABOUT** **THE** **EMBASSY REQUIRED** **UNDER** **SECTION** **4(1)(B)** **OF** **THE** **RTI** **ACT,** **2005**

1. **Organization** **and** **Function**

|  |  |  |
| --- | --- | --- |
| **Item** | **Details of Disclosures** | **Remarks** |
| Particulars of its organisation, functions and duties[Section 4(1)(b)(i)] | 1. Name and address of the Organization
 | Embassy of India, LjubljanaZelezna Cesta 161000 Ljubljana Slovenia |
| 1. Head of the organization
 | Ambassador<https://www.eoiljubljana.gov.in/page/amb-profile/> |
| 1. Vision, Mission and Key objectives
 | **Vision :** The Vision of a diplomatic Mission is to represent India in the county of accreditation with whom India has established diplomatic relations to develop friendly relations with the governmentand the people of the country, to establish trade and economic linkages, to promote scientific cooperation, enhance bilateral educational exchanges, promote India’s cultural and heritage in a foreign country. hile elevating our more than 2-decade old strategic partnership to new heights. **Mission :** Economic and Political interests of India and provide excellence in consular assistance and protection for Indian Citizens abroad. **Key Objective :**  Protecting India’s national interests in the host country; * Promoting friendly relations with the host country ;
* Enhancing India’s economic, scientific educational and commercials ties;
* Reporting accurately on developments in the host country which are likely to influence the formulation of India’s bilateral/multilateral policies;
* Negotiating agreements on various issues with the authorities of the host state;
* Extending Consular facilities to foreigners and India nationals abroad; and
* Promoting Indian culture Yoga, Hindi and Sanskrit in the host country
 |
| 1. Function and duties
 | The functions of the Embassy inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and scientific cooperation in bilateral and multilateral contexts, community affairs and providing passport, visa and consular services. 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. |
| 1. Organization Chart
 | Attached at **Annexure - I** |
| 1. Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt
 | Information on previous Ambassadors available at<https://www.eoiljubljana.gov.in/page/former-ambassadors/> |
| Power and duties of its officers and employees [Section 4(1) (b)(ii)] | 1. Powers and duties of officers (administrative, financial and judicial)
 | General Administrative powers are derived from IFS (PLCA) Rules, as amended 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. |
| 1. Power and duties of other employees
 | As directed by Head of Mission[**https://www.eoiljubljana.gov.in/page/officials/**](https://www.eoiljubljana.gov.in/page/officials/) |
| 1. Rules/ orders under which powers and duty are derived and Exercised
 | IFS (PLCA) Rules and Annexurs Delegated Financial Powers of the Government of India’s Representatives abroad Rules Passport Act Manuals on Office Procedures, Other Central Governance Rules and manuals published by Central Government.  |
| 1. Work allocation
 | Available on Website as per self explanatory designation[**https://www.eoiljubljana.gov.in/page/officials/**](https://www.eoiljubljana.gov.in/page/officials/) |
| Procedure followed in decision making process [Section 4(1)(b)(iii)] | 1. Process of decision making Identify key decision-making points
 | As per Government of India’s Rules/Orders issued and promulgated and applicable to Ministry of External Affairs, New Delhi as per GOI’s Transaction of Business Rules. |
| 1. Final decision-making authority
 | Ministry of External Affairs, New Delhi |
| 1. Related provisions, acts, rules etc.
 | As per Government of India’s Rules/Orders issued and promulgated and applicable to Ministry of External Affairs, New Delhi as per GOI’s Transaction of Business Rules. |
| 1. Time limit for taking a decisions, if any
 | As per instructions/requirements of the Ministry  |
| 1. Channel of supervision and accountability
 | As per MEA, GoI Rules and Regulation of powers delegated to the Head of the Mission and other officer of the Embassy.  |
| Norms for discharge of functions[Section 4(1)(b)(iv)] | 1. Nature of functions/ services offered
 | 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. Functions of the Embassy inter alia include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and consular operations, in bilateral and multilateral contexts |
| 1. Norms/ standards for functions/ service delivery
 | Passport & PCC – 10-15 working days (including time taken for dispatch from MEA and local customs clearance)\*Visa – 2-3 working days\*OCI – 10-12 weeks after submission of application to the Embassy \*\* subject to fulfillment of all conditions and completion of documents.Other Consular Services - Delivered within 2-3 working days. RTI Reply : As per RTI Guidelines |
| 1. Process by which these services can be accessed
 | Through online facilities and in person. |
| 1. Time-limit for achieving the targets
 | Targets are set for each financial year for various projects and activities including financial expenditure as per the directions of the Ministry of External Affairs, Government of India. |
| 1. Process of redress of grievances
 | Through MADAD Portal, emails, telephonically, personal hearings by the concerned officers. Special lines are created during emergency times to address particular crisis situation to attend to public requests in timely manner such as during COVID 19 pandemic. |
| Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)] | 1. Title and nature of the record/ manual /instruction.
 | As prescribed by Ministry of External Affairs and Government of India from time to time. |
| 1. List of Rules, regulations, instructions manuals and records.
 | IFS PLCA Rules, 1961 and its Annexure giving decisions taken by the Govt. under the Rules, Delegated Financial Powers of Government of India’s Representatives abroad, The Passport Act, Manuals of Office Procedure, General Financial Rules 2017 for expenditure, Other Central Government Rules and manuals published by the Central Government. |
| 1. Acts/ Rules manuals etc.
 | -do- |
| 1. Transfer policy and transfer orders
 | Not applicable at Mission’s level |
| Categories of documents held by the authority under its control.[Section 4(1)(b) (vi)] | 1. Categories of documents
 | As per Ministry of External Affairs Directions |
|  | 1. Custodian of documents/categories
 | As per distribution of work and responsibilities of officers/ officials |
| Directory of officers and employees. [Section 4(1) (b) (ix)] | 1. Name and designation
 | Available at[**https://www.eoiljubljana.gov.in/page/officials/**](https://www.eoiljubljana.gov.in/page/officials/) |
| 1. Telephone, fax and email ID
 | Available at [**https://www.eoiljubljana.gov.in/page/officials/**](https://www.eoiljubljana.gov.in/page/officials/) |
| Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)] | 1. List of employees with Gross monthly remuneration
 | Attached as [**Annexure-I**](https://www.eoiljubljana.gov.in/page/annexure-i/)**I** |
| 1. System of compensation as provided in its regulations
 | Based on local sensitivity these details are not publicized. |
| Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)] | 1. Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority
2. Address, telephone numbers and email ID of each designated official.
 | 1. Mr. Sanjeet Kumar, CPIO

 Email: sscom.ljubljana@mea.gov.in  Phone-386-151331101. Mr. Amit Narang, First Appellate Authority

 Email: amb.ljubljana@mea.gov.in Phone: 386-15133110 Address: Embassy of India, Zelezna Cesta 16, 1000 Ljubljana, Slovenia |
|  | Update and publish guidelines by the public authorities concerned  | [https://wwwhttps://www.eoiljubljana.gov.in/page/rti-information/.eoiljubljana.gov.in/page-link/?page=rti](https://www.eoiljubljana.gov.in/page-link/?page=rti) |

**2. Budget** **and** **Programme**

|  |  |  |
| --- | --- | --- |
| **Item** | **Details** **of** **disclosure** | **Remarks** |
| Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)] | 1. Total Budget for the public authority
 | Enclosed as Annexure III for the FY 2024-25[**Annexure II**](https://www.eoiljubljana.gov.in/page/Annexure-ii/)**I** |
| 1. Budget for each agency and plan & programmes
 |
| 1. Proposed expenditures
 | Embassy is been regularly monitoring the budget allocations in different head, and attempts made to spend the total budget allocation by end of the financial year as mandated.  |
| 1. Revised budget for each agency, if any
 | RE for FY 2024-25 is Enclosed as[**Annexure II**](https://www.eoiljubljana.gov.in/page/Annexure-ii/)**I** |
| 1. Report on disbursements made and place where the related reports are available
 | Mission is not disbursing funds to any agency at the moment |
| Foreign and domestic tours (F.No. 1/8/2012-IR dt. 11.9.2012) | 1. Budget
 | Information available in [**Annexure II**](https://www.eoiljubljana.gov.in/page/Annexure-ii/)**I** |
| 1. Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit
 | Covered under (18.4.1.J)Information available in[**Annexure-I**](https://www.eoiljubljana.gov.in/page/Annexure-iii/)**V** |
| 1. Information related to procurement a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.
 | Service contracts are made by uploading tender on Central Public Procurement Portal (CPPP) as well as under Tender section on Embassy’s web-page. Generhttps://www.eoiljubljana.gov.in/page/rti-information/al public has access to above two portals where details of all contracts/procurements are available. |

**3. Publicity Brand Public interface**

|  |  |  |
| --- | --- | --- |
| Item | Details of disclosure | Remarks |
| Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of[Section 4(1)(b)(vii)][F No 1/6/2011-IR dt. 15.04.2013] | Arrangement for consultations with or representation by the members of the public(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens(ii) Arrangements for consultation with or representation by1. Members of the public in policy formulation/ policy implementation
2. Day & time allotted for visitors
3. Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants
 | Embassy of India, Ljubljana functions within the norms of India’s foreign policy formulated by the Ministry of External Affairs (MEA). The Embassy arranges various business meetings, exhibitions, cultural programs, tourism promotion events as well as regular interaction programs for consular services in which Indian Diaspora as well as members of the local public are invited. |
| Dissemination of information widely and in such form and manner which is easily accessible to the public[Section 4(3)] | Use of the most effective means of communication1. Internet (website)
 | Information is provided on Mission’s website<https://www.eoiljubljana.gov.in/>Facebook-<https://www.facebook.com/>[indiainslovenia/about](https://www.facebook.com/indiainslovenia/about)Twitter- <https://twitter.com/IndiainSlovenia> |
| Form of accessibility of information manual/ handbook[Section 4(1)(b)] | Information manual/handbook available in1. Electronic format
2. Printed format
 | The Embassy website has information on consular services, commercial briefs on bilateral trade relations and cultural matters. |
| Whether information manual/ handbook available free of cost or not[Section 4(1)(b)] | List of materials available1. Free of cost
2. At a reasonable cost of the medium
 | Available |
| Board, Councils, Committees and other Bodies constituted as part of the Public Authority[Section 4(1)(b) (viii)] |  | The Embassy has formed the purchasing committee.  |

4**. E. Governance**

|  |  |  |
| --- | --- | --- |
| **Item** | **Details** **of** **disclosure** | **Remarks** |
| Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)] | Name & location of the facility | Website and social media |
| Details of information made available | Website and social media |
| Working hours of the facility | 0800 hrs to 1630 hrs |
| Contact person & contact details (Phone, fax email) | Mr. Sanjeet Kumar, CPIOEmail: sscom.ljubljana@mea.gov.inPh: +386-15133110 |
| Such other information as may be prescribed under section 4(i) (b) (xvii) | 1. Grievance redressal mechanism
 | Personal meetings, visit to individuals, WhatsApp groups, GOI’s MADAD Portal. |
| 1. Details of applications received under RTI and information provided
 | Details of application received is given at Para (D) of this web-page. Inputs regularly updated on CIC portal. |
| 1. List of completed schemes/ projects/ Programmes
 | N.A. |
| 1. List of schemes/ projects/ programme underway
 | N.A. |
| 1. Details of all contracts entered into including name of contractors, amount of contractor and period of contract.
 | Currently there is only one contract **Annexure -V** |
|  | 1. Annual Report
 | Sent to Ministry on regular basis  |
|  | 1. Frequently asked questions (FAQs)
 | Available on the web-page under FAQs.  |
|  | 1. Citizens’s Charter
 | <https://www.eoiljubljana.gov.in/docs/1696338168Citizen_Charter.pdf> |
| Receipt and disposal of RTI application and appeals  | 1. Details of application received and disposed 2. Details of appeals and received order issued  | <https://www.eoiljubljana.gov.in/page/rti-information/>(Inputs also regularly updated on CIC portal and displayed or mission’s website)  |

**5. Information as may be prescribed**

|  |  |  |
| --- | --- | --- |
| **Item** | **Details** **of** **disclosure** | **Remarks** |
| Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No.1/6/2011-IR dt. 15.4.2013] | Name & details of* 1. Current CPIOs & FAAs
	2. Earlier CPIO & FAAs from 1.1.2015
 | **Mr. Sanjeet Kumar, CPIO****Mr. Amit Narang, FAA**Mr. P R Nayak, CPIOMr. Ravi Kumar Jain, CPIOMr. Amar Singh, CPIOMr. Sarvjit Chakravarti, FAAMr. Paramjit Mann, FAAMs. Namarta S. Kumar, FA |

**6. Information disclosed on own initiative**

|  |  |  |
| --- | --- | --- |
| **Item** | **Details** **of** **disclosure** | **Remarks** |
| Item/information disclosed so that public have minimum resort to use of RTI act to obtain information | Item/information disclosed so that public have minimum resort to use of RTI act to obtain information | Relevant information is updated and uploaded regularly on Embassy’s website [https://eoiljubljana.gov.in](https://eoiljubljana.gov.in/) |
| Guidelines for Indian government websites is followed  | 1. Whether Cyber Audit certification obtained and its validity2. Does the website show the certificate on the website  | Cyber Audit certificate obtained in April 2025 with validity of 1 year. Yes,  |

**\*\*\*\*\***