

**RIGHT TO INFORMATION**

**Information about the Embassy of India, Bogota required under RTI ACT, 2005**

**INFORMATION ABOUT THE EMBASSY OF INDIA, REQUIRED UNDER SECTION 4(1)(B)  
OF THE RIGHT TO INFORMATION ACT, 2005**

**Right to Information Act 2005 : [Full Text](#)**

**Contact details of officers for addressing applications under RTI Act, 2005:**

**Public Information Officer : Mr. V.S. Ramalingam  
Counsellor (Pol/Cons)**

**Embassy of India**

**Calle 116 #7-15 Int. 2 Of. 301**

**Bogota, Colombia**

**Tel : 57-1-6373259, 6373379, 6373280 &**

**6373289**

**Fax : 57-1-6373451**

**E-mail: [central@embajadaindia.org](mailto:central@embajadaindia.org)**

**Appellate Authority : Mr. R.V. Warjri  
Ambassador**

**Embassy of India**

**Calle 116 #7-15 Int. 2 Of. 301**

**Bogota, Colombia**

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Applications seeking information under the Act may be sent along with the prescribed fee in Colombian Pesos/US Dollars, equivalent to Indian Rs.10/- through Bank deposit made in the account of "Embassy of India, Bogota".

It may be noted that information provided under the Act is available to citizens of India only. Applications should be submitted along with documentary proof of Indian Citizenship (like copy of first two and last pages of the passport.) More information is available at <http://www.rti.gov.in>.

It may also be pointed out that as per section 6(1) (a) of the RTI Act, 2005, a person who desires to obtain information under the Act is required to submit the application to the Information Officer of the "concerned public authority". Applicants are, therefore, advised to send their requests under the RTI Act to the Embassy of India only when the subject matter can reasonably be presumed to pertain to the Embassy. While section 6(3) provides for the transfer of an application by a receiving PIO to another [concerned] PIO, this is clearly meant to cover situations where the application is addressed to a PIO on the assumption that it has been directed to the concerned PIO. Where the information required obviously does not pertain to the Embassy, the application may be addressed to the concerned PIO directly.

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

Section 4(1)(b) part:	Subject	Information/Remarks
(i)	the particulars of its organization, functions and duties;	Embassy of India in Bogota is headed by Ambassador. The Embassy covers Ecuador, Costa Rica in addition to Colombia Being a small Embassy, the work is shared among officers and has no separate wings.  The functions of the Embassy inter alia, include political and economic cooperation, trade and investment promotion, technical cooperation, cultural interaction, press and media liaison, and rendering Passport, Visa and Consular services.
(ii)	the powers and duties of its officers and employees;	General Administrative powers are derived from Indian Foreign Service (Pay Leave & Compensatory Allowances) Rules, as amended from time to time.  Financial powers of the Officers of the Embassy

		<p>of India 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 of India. The Officers of the Embassy function under the guidance and supervision of the Ambassador.</p>
(iii)	the procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are taken under the instructions and supervision of the Ambassador, as laid down in the Government of India procedures
(iv)	the norms set by it for the discharge of its 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;	<p>Indian Foreign Service (Pay Leave &amp; Compensatory Allowances) Rules rules and annexures</p> <p>Delegated Financial Powers of Government of India's Representatives abroad Rules, Passport Act, Visa Instructions/Rules</p> <p>Manuals on Office Procedures 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 under its control;	<p>Classified documents/files relating to India's external relations</p> <p>Unclassified documents/files including joint statements, declarations, agreements and MoUs. Passport and consular services application forms</p>
(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;	Embassy of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. The Policy is implemented by the Embassy under the guidance and supervision of the Ambassador.
(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	<p>The Embassy is very small and so far there was no need to have councils, committee etc. to interact with public.</p> <p>Embassy of India is open to public and interacts regularly with representatives of various councils,</p>

	meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	committees and others, including the “Friends of India-Colombia Association”, India-Colombia Chambers of Commerce, Bogota and India-Ecuador Chamber of Commerce
(ix)	a directory of its officers and employees;	A directory is at <a href="#">Annex-I</a>
(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 of the members of the Embassy is at <a href="#">Annex-II</a>
(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 are given in the statement at <a href="#">Annex-III</a>
(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.
(xiii)	particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by the Embassy of India.
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	The Embassy’s website - <a href="http://www.embjadaindia.org">www.embjadaindia.org</a> and Facebook page of Embassy have the required information.
(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 Embassy has a library of books, videos, music cassettes/CDs etc. which could be lent out to Indian nationals and local residents. Public dealing hours of the Embassy are from 9 a.m. to 12 noon and 2 p.m. to 4 p.m.
(xvi)	the names, designations and other particulars of the Public Information Officers;	Visa services have been outsourced to M/s VFS Global and India Visa Application Center functions at Calle 81 No.19A-18, Piso 5, Bogota, Colombia From 8 a.m. to 1 p.m. and 2 p.m. to 5 p.m. which could be contacted for obtaining Indian visas.

		<p>Tel: +571 6354756  Mob: +57 316 4709088  www.vfsglobal.com/india/colombia  <b><u>PUBLIC INFORMATION OFFICER</u></b>  Mr. V. S. Ramalingam  Counsellor  Embassy of India  Calle 116#7-15 Int.2 Of.301  Bogota, Colombia</p> <p>Tel: +(57-1) 6373259/ 6373379,6373280 &amp; 6373289  Fax: +(57-1)6373451  Email: <a href="mailto:central@embajadaindia.org">central@embajadaindia.org</a></p> <p><b><u>APPELLATE AUTHORITY</u></b>  Mr. R.V. Warjri  Ambassador  Embassy of India  Calle 116#7-15 Int.2 Of.301  Bogota, Colombia  Tel: +(57-1)6373293  Fax: ++(57-1)6373451  Email: <a href="mailto:central@embajadaindia.org">central@embajadaindia.org</a></p>
(xvii)	such other information as may be prescribed and thereafter update these publications every year;	The Embassy's website has information which is updated on a regular basis.

**India-Based Officers**

S.No	Name	Designation	Tel No.
1	Mr R.V. Warjri	Ambassador	6373293
2.	Mr. V.S. Ramalingam,	Counsellor (Political & Consular)	6373420
3.	Dr. Sumit Seth	Second Secretary (Commerce) & Head of Chancery	6373482
4.	Mr. Y.N. Sharma	Second Secretary(PPS)	6373293
5	Mr. G.R. Rangra	Attache(Adminstration)	6373259
6.	Mr. Naresh K. Sharma	Attache(PS)	6373259
7.	Mr. Johnson Eappen	Attache(Accounts)	6373259
8.	Mr. David Masih	Assistant	6373259

**Local Employees**

S.No	Name	Designation	Tel No.
1.	Ms Irene Garcia Merchan	Translator	6373517
2.	Ms. Aydeé Henríquez	Interpreter(Social Secretary to Ambassador)	6373493
3.	Mr Andres Alfonso Ortiz	Marketing Assistant	6373259
4.	Ms. Sandra Bula	Receptionist	6373259
5.	Mr Miyer Cano Rey	Flag Car Driver	6373259
6.	Mr Numael Cano Rey	Staff Car Driver	6373259
7.	Mr Luis Alfredo Pineda Larrarte	Messenger	6373259
8.	Ms. Olga Lucia Lopez Velderrama	Office Assistant	6373259
9.	Ms. Luz Dary Cesedes Angel	Maid	6373259

**Annexure- II****India-based Officers**

S.No	Designation	No. of Posts	Pay	Grade Pay
1	Ambassador Gr. II of IFS	1	Rs 76,350	-
2	Counsellor Gr. IV of IFS	2	Rs 37400-Rs67000 PB-IV	Rs 8,700
3	First Secretary JAG Scale of IFS	1	Rs 15600-Rs39100 PB-III	Rs 7,600
4	Second Secretary Sr Scale of IFS &Grade I of IFS(B)	3	Rs 15,600-Rs39,100 PB-III	Rs 6,600
5	Attache Gr. II/III of IFS(B)	6	Rs 9,300-Rs 34,800 PB-II	Rs 4,800
6	Assistant Gr. IV of IFS(B)	7	Rs 9,300-Rs 34,800 PB-II	Rs 4,600
7	PA/PS Stenographer Grade of IFS" B"	5	Rs 9,300-Rs 34,800 PB-II	Rs 4,600

**Local Employees**

S.No	Name	Pay in Col. Pesos
1.	Ms Irene Garcia Merchan	Pesos 2161020-68360-3528220
2.	Ms. Aydeé Henríquez	Pesos 2359480-68360-3726680)
3.	Mr Andres Alfonso Ortiz	Pesos 2359480-68360-3726680
4.	Ms. Sandra Bula	Pesos 1764100-52930-2822700
5.	Mr Miyer Cano Rey	Pesos 919540-37490-1669340
6.	Mr Numael Cano Rey	Pesos 919540-37490-1669340
7.	Mr Luis Alfredo Pineda Larrarte	Pesos 736511-28670-1309911
8.	Ms. Olga Lucia Lopez Velderrama	Pesos 726,177
9.	Ms. Luz Dary Cesedes Angel	Pesos 726,177

**ANNEXURE III****Budget Estimates**

<b>HEADS</b>	<b>Year 2009-10 (Final) (Rupees in Thousands)</b>	<b>Year 2010-11 (Final) (Rupees in Thousands)</b>	<b>Year 2011-12 (BE) (Rupees in Thousands)</b>
<b>SALARIES</b>	25000	22649	20594
<b>WAGES</b>	17	33	56
<b>OVERTIME ALLOWANCE</b>	369	420	355
<b>MEDICAL</b>	1883	2569	2712
<b>TE(LOCAL TOURS)</b>	1693	1654	1716
<b>TE(OTHERS)</b>	10297	11135	6742
<b>PUBLICITY</b>	520	250	469
<b>OFFICE EXPENSES</b>	7380	9024	9967
<b>IT</b>	260	248	245
<b>RENTS, RATES &amp; TAXES</b>	7262	6792	6021
<b>MINOR WORKS</b>	1200	3387	2276
<b>OTHER CHARGES</b>	0	0	0
<b>TOTAL</b>	55881	58161	51153