

**Embassy of India  
Yerevan (Armenia)**

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(i)	The particulars of its organization, function and duties	<p>The Embassy of India is headed by Ambassador and has the following wing :- (i) Political; (ii) Commercial &amp; Economic; (iii) Administration and Establishment; (iv) Consular and (v) Press &amp; Information Wing</p> <p>The Wings are headed by Second Secretary and Head of Chancery</p> <p>The functions of the Embassy includes political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison. The Embassy functions within the purview of business allotted to the Ministry of External Affairs under the Government of India's Allocation of Business Rules and Transaction of Business Rules</p>
(ii)	The powers and duties of its officers and employees	<p>General Administrative powers are derived from IFS (PLCA) Rules as amended from time to time.</p> <p>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>The officers of the Embassy function under the guidance and supervision of the Ambassador</p>
(iii)	The procedure following in the decision making process including channels of supervision and accountability	Decisions are taken under the instructions and supervision of the Ambassador.
(iv)	The norms set by it for the discharge of its functions	Norms are set under the instructions 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>IFS PLCA Rules and Annexures</p> <p>Delegated Financial Powers of Government of India's Representatives Abroad Rules</p> <p>Passport Act</p>

		<p>Manuals on Office Procedures</p> <p>Other Central Government Rules and Manuals published by Government of India</p>
(vi)	A statement of categories of documents that are held by it under its control	<p>Classified files &amp; documents relating to India's external relations</p> <p>Unclassified files and documents like Joint Declarations, MoUs, Agreements and Visa &amp; Passport Applications</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 and is implemented by the Embassy under the 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 meetings of those boards, councils, committees and other bodies are open to public or the minutes of such meetings are accessible to the public	The Embassy regularly interacts with think tanks, academic community and others.
(ix)	A directory of its officers and employees	A directory is given at <a href="https://eoiyerevan.gov.in/listofficers.php">https://eoiyerevan.gov.in/listofficers.php</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 is at <u>Annexure – I</u> .
(xi)	The budget allotted to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	The Budget figures for the current financial year are given in the statement at <u>Annexure – II</u> .
(xii)	The manner of execution of subsidy programmes, including the amounts allotted 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	No concessions / permits are granted by the Embassy of India

	authorizations granted by it	
(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.
(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.	Central Public Information Officer Ms. Raj Bala, First Secretary Email : <a href="mailto:pol.yerevan@mea.gov.in">pol.yerevan@mea.gov.in</a>
(xvi)	The names, designation and other particulars of the Public Information Officers	Central Public Information Officer Ms. Raj Bala, First Secretary Email : <a href="mailto:pol.yerevan@mea.gov.in">pol.yerevan@mea.gov.in</a>
(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 regular basis

**Annexure -I****Embassy of India  
Yerevan**

## Monthly remuneration of Employees

S.N.	Post	No. of posts	Revised Pay Scale after 7 <sup>th</sup> CPC Pay (in INR)
1	Ambassador (Grade III of IFS)	01	144200-218200
2	First Secretary	01	78800-209200
3	Second Secretary	02	67700-208700
4	Assistant Section Officer	03	44900-142400
5	Steno	01	36500-112400

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Revised Estimates/Budget (2023-24)

Chancery Wing

<b>S.N.</b>	<b>Head of Accounts</b>	<b>Amount (INR)</b>
1	Salaries	
a)	Salaries	14104000
b)	Rewards	567000
c)	Allowances	39796000
d)	Leave Travels Concession	188000
2	Wages	86000
3	Medical Treatment	903000
4	Travel Expenses (Local Tours)	2043000
5	Travel Expenses (Foreign)	2057000
6	Office Expenses	
a)	Office Expenses	8834000
b)	Furniture and Fixtures	215000
c)	Fuels and Lubricants	642000
d)	Bank & Agency Charges	625000
e)	Repair and Maintenance	1073000
f)	Other Charges (Other Revenue Expenditure)	26000
g)	Materials and Supplies	123000
h)	Machinery and Equipment	379000
7	Rent, Rates & Tax	16067000
8	Advertisement and Publicity	944000
9	Minor Civil and Electric Work	596000
10	Information Technology	
a)	Digital Equipment (IT)	660000
b)	Information, Computer Telecommunication Equipment	1200000
11	Swachhta Action Plan	34000
	<b>GRAND TOTAL</b>	<b>9,11,62,000</b>

**Commerce Wing**

<b>S.N.</b>	<b>Head of Accounts</b>	<b>Amount (INR)</b>
1	Trade Promotion (Armenia)	203000