

**Consulate General of
India Shanghai**

Information required under Section 4(1)(B) of RTI Act, 2005

S.No.	Items	Details
(i)	Particulars of organization, its functions and duties	<p>The Consulate General of India in Shanghai is headed by the Head of Post (HoP) and has the following wings: (I) Commerce, (ii) Consular, (iii) Culture and (iv) Administration. Each wing is headed by a First Secretary/Second Secretary level officer.</p> <p>The Consulate functions within the purview of business allocated to the Ministry of External Affairs under the Government of India Allocation of Business Rules and Transaction of Business Rules. The functions of the Consulate inter-alia include economic cooperation, trade and investment promotion, scientific & technological cooperation, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs.</p>
(ii)	Powers and duties of its officers and employees	<p>General administrative powers are derived from IFS(PLCA) Rules, as amended from time to time. Financial powers of the officers of the Consulate have been detailed in the Delegated Financial Powers of the Government of India Representative Abroad. Other powers are derived from the Passport Act of India. The officers and employees of the Consulate functions under the overall guidance of the HoP.</p>
(iii)	Procedure followed in the decision making process, including channels of supervision and accountability	<p>Decisions are taken as per extant rules and guidelines, where applicable and under the instruction and supervision of the HoP</p>
(iv)	The norms set by it for discharge of its functions	<p>Norms are set under the instruction and supervision of the HoP and under the overall guidance of Embassy of India, Beijing and MEA, New Delhi</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>(i) IFS PLCA rules and annexures (ii) Delegated Financial Powers of Government of India Representative Abroad (iii) Passport Act (iv) Manual of office procedures (v) Any other Rules and manuals published by the Government of India.</p>

(vi)	A statement of the categories of documents that are held by it or under its control	Unclassified documents/files including any MoUs/between Municipality/Provinces under the jurisdiction of this Post and entities/organizations in India, routine administrative files, Passport, visa and consular services application forms.
(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.	Foreign Policy is formulated by Ministry of External Affairs and the policy on India-China relations is implemented by the Embassy of India in Beijing. The Consulate General of India in Shanghai works under the guidance of the Embassy of India, Beijing.
(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 these boards, councils, committees and other bodies are open to the public, or the minutes are accessible for public.	Consulate General of India in Shanghai regularly interacts with representatives of think tanks, academic community, etc.,
(ix)	A directory of its officers and employees	List of officers attached at Annexure 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 Annexure-II
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Based on local conditions and sensitivity, these details are not provided on website
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	The Consulate General of India in Shanghai 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 Consulate General of India in Shanghai
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	The Consulate's website has the required information. The Culture wing of this Consulate has in its custody general publicity content about India in electronic format. These are provided by the Ministry of External Affairs from time to time to create better awareness about India, its people and its culture.
(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 official working hours of the Consulate General of India is from 09:00 am to 05:30 pm. The Consulate's library is accessible to general public during the working hours of the Consulate

		except on closed/declared holidays. The list of holidays to be observed by the Consulate has been uploaded on its official website
(xvi)	The names, designations and other particulars of the Public Information Officer	Mrs. Rangashree T.K. Consul (HoC) Email: hoc.shanghai@mea.gov.in
(xvii)	Such other information as may be prescribed and thereafter update these publications every year	The Consulate's website has information which is updated on a regular basis