

ANNEXURE-I

LIST OF OFFICERS		
Sl. No.	NAME	DESIGNATION
1.	Shri Vijay Singh Chauhan	Ambassador
2.	Shri S. M. Chakraborty	Second Secretary (HOC)
3.	Shri Sunil Sehgal	Attaché (Admin/Consular) & DDO
4.	Shri S. Thong Za Chin	Attaché (Accounts/Pol)
5.	Shri Parveen Suhag	PA to Ambassador

ANNEXURE-II

MONTHLY REMUNERATION OF EMPLOYEES			
Sl. No.	SANCTIONED POST	PAYSCALE	MATRIX LEVEL
1.	Ambassador	Rs. 142200-218200/-	Level 14
2.	Counsellor/ PSO	Rs. 123100-215200/-	Level 13
3.	First Secretary / Sr. PPS	Rs. 78800-209200/-	Level 12
4.	Second Secretary / PPS	Rs. 67700-208700/-	Level 11
5.	Attaché / PS	Rs. 57600-177500/- Rs. 47600-151100/-	Level 10 Level 08
6.	Assistant / PA	Rs. 44900-142400 /-	Level 7

ANNEXURE-III

HEAD-WISE BUDGET ALLOCATIONS IN RESPECT OF THE EMBASSY OF INDIA, OUAGADOUGOU FOR THE FINANCIAL YEAR 2022-23		
Sl. No.	Head of Accounts	Amount (Rupees in Thousands)
1.	SALARIES	41000
2.	WAGES	800
3.	OVERTIME ALLOWANCE	180
4.	MEDICAL TREATMENT	1800
5.	TRAVEL EXPENSES (LOCAL)	120
6.	TRAVEL EXPENSES (OTHERS)	3007
7.	PUBLICITY	592
8.	OFFICE EXPENSES (OE)	11100
9.	SWACHHTA ACTION PLAN [SAP(OE)]	100
10.	INFORMATION TECHNOLOGY	1690
11.	RENTS, RATES & TAXES	20925
12.	MINOR WORKS	1631
13.	OTHER CHARGES	0
TOTAL		82945

RTI Act, 2005

Information About the Embassy of India, Ouagadougou Required Under Section 4(1)(B) Of the Right to Information Act, 2005

(i)	The particulars of its organization, functions and duties;	<p>The Embassy is headed by the Ambassador of India and supported by Second Secretary who looks after the various matters relating to Political, Commercial, Consular, Cultural etc.</p> <p>The Embassy 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 Embassy inter alia include political and economic cooperation, trade and investment promotion, scientific & technological cooperation, cultural interaction, press and media liaison, and consular operation including PIOs/NRIs, in bilateral and multilateral contexts.</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>The financial powers of the Officers of the Embassy of India have been detailed in the Delegated Financial</p>

		<p>powers of the Government of India Representatives Abroad. 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;	<p>Decisions are taken as per extant rules and guidelines, where applicable and under the instruction and supervision of the Ambassador.</p>
(iv)	The norms set by it for the discharge of its functions;	<p>Norms are set under the instruction and supervision of the Ambassador.</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>IFS PLCA rules and its annexures</p> <p>Delegated Financial Powers of Government of India Representatives Abroad Rules</p> <p>Passport Act</p> <p>Manual of Office Procedures</p> <p>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 relations with Burkina Faso</p> <p>Unclassified documents/ files including joint statements, declarations, agreements and</p>

		MoUs between India and Burkina Faso. Passport 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;	The 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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for the public;	The Embassy interacts regularly with representatives of think tanks, the academic community and others.
(ix)	A directory of its officers and employees;	A list of Officers is given in 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 in Annexure-II
(xi)	The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	The Budget figures for the current financial year (2022-23) are given in the statement in Annexure-III
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	The 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 website has the required information. The Embassy also makes

		available to interested individuals various Brochures, CDs and DVDs containing information on India, its people and 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	<p>The Embassy is open from 9:00 am to 5:30 pm, or 0900 hrs to 1730 hrs from Monday to Friday. The holidays observed by the Embassy are given on the website www.eoi.burkinafaso.gov.in</p> <p>Contact numbers of the Embassy: Consular – +226 25376563 & +226 25376361 / email:cons.ouag@mea.gov.in</p> <p>24x7 Emergency Contact No. +22667205353 (Only in case of emergency during out of office hours)</p>
(xvi)	The names, designation and other particulars of the Public Information Officers;	<p>Central Public Information Officer (CPIO): Mr. S. M. Chakraborty, Second Secretary & HOC Tel: +226 25376361 Email: hoc.ouag@mea.gov.in</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.

Deposit of Fees for RTI applications (Embassy of India, Ouagadougou)

As per subsection 1 of Section 6, Chapter II of the RTI Act, RTI applicants are required to deposit a fee in Burkina Faso CFA equivalent to the RTI fee of Rs. 10/- (Indian Rupees ten only) in cheque favoring Embassy of India, Ouagadougou or enclose an Indian Postal Order of Rs. 10/- in the name of "PAO, MEA".

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 personal particulars pages of passport). More information is available at <http://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 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.

Payment of RTI fee online - Electronic Indian Postal Order (eIPO)

The Department of Posts, India has launched a service called "eIPO" (Electronic Indian Postal Order) w.e.f. 22/3/2013. This is a facility to purchase an Indian Postal Order electronically by paying a fee online through the e-Post Office Portal i.e. www.epostoffice.gov.in. It can also be accessed through the India Post website www.indiapost.gov.in. This facility is provided only for Indian Citizens abroad across the globe to facilitate them to seek information from the Central Public Information Officers (CPIOs) under the RTI Act, 2005. Debit and Credit cards can be used to purchase eIPO.

The eIPO facility for paying RTI fees has been extended by DoPT for seeking information from Missions/Posts abroad too. In continuation of the above mentioned DoP&T O.M. dated 22-03-2013, DoP&T, vide its O.M. No. 1/44/2009-IR dated 13-02-2014, has extended the "eIPO" (Electronic Indian Postal Order) service to Indian citizens residing in India also w.e.f. 13-02-2014, for purchasing Indian Postal Order electronically by paying a fee online through e-Post Office Portal i.e. www.epostoffice.gov.in. It can also be accessed through the India Post website www.indiapost.gov.in.

The user needs to get himself/herself registered at the website. He/she has to select the Ministry/ Department/ Embassy/ Consulate/ High Commission from whom he desires to seek the information under the RTI Act and the eIPO so generated can be used to seek information from that Ministry/ Department/ Embassy/ Consulate/ High Commission only. A printout of the eIPO is required to be attached with the RTI application. If the RTI application is being filed electronically, eIPO is required to be attached as an attachment.

An eIPO so generated must be used only once with an RTI application.