

Embassy of India Baku - Azerbaijan

THE RIGHT TO INFORMATION ACT, 2005

Information about the Embassy of India in Baku, Azerbaijan, as required under section 4(1)(b) of the Right to Information Act, 2005

(i)	The particulars of the Embassy of India, Baku, its organization, functions and duties;	<p>The Embassy of India is headed by Ambassador and has an Administration Wing, Consular Wing, Commerce & Economic Wing, Political Wing and Culture, Information and Education Wing. The functions of the Embassy inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison in bilateral and multilateral contexts. The Embassy issues visas to Azerbaijani, Georgian and other foreign nationals on application, after due process; passport and miscellaneous consular services to Indian nationals and Person of Indian Origin (PIO) and Overseas Citizen of India (OIC) services to eligible persons.</p> <p>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.</p>
(ii)	The powers and duties of its officers and employees;	<p>General Administrative powers are derived from Fundamental Rules, Supplementary Rules and Indian Foreign Service (Pay, Leave and Compensatory Allowance) Rules [IFS (PLCA) Rules], as amended from time to time.</p> <p>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.</p> <p>Other powers are derived from the Passport Act of India.</p> <p>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>Work and responsibilities in the Embassy are allocated as per a Distribution of Work Order issued by the Ambassador and revised from time to time. In general, the guidelines for office procedures developed by the Ministry of External Affairs are followed by the Embassy.</p> <p>For routine visa, passport and consular approvals, the</p>

		<p>Assistant Consular Officer obtains the approval of the Consular Officer of the Embassy for rendering of the service. For business visas and issue of PIO/OCI, EC and other documents, approvals of the Ambassador/ Head of Mission is obtained. The Head of Chancery is the drawing and disbursing officer of the Mission and is the approving authority for all sanctioned expenditures as per limits described in the Delegated Financial Powers of the Government of India's Representatives Abroad, beyond which such expenditure has to be approved by the Ambassador.</p>
(iv)	The norms set by the Embassy for the discharge of its functions	<p>Visa services for Azerbaijani and Georgian nationals are normally rendered within two working days of receipt of application, except for certain categories (see details at 'Visa' in Embassy's website). For other nationalities, whose application have to be referred to the Embassy / High Commission / Consulate in the country of origin of applicant for clearance, visa is issued within two working days on receipt of clearance. Passport and Overseas Citizen of India (OCI) applications are processed and uploaded within five working days of receipt of application, where after the passport/OCI card is further processed, printed and dispatched to the Embassy by the Ministry of External Affairs (for passport) and Ministry of Overseas Indian Affairs (for OCI card) as per its working norms. The applicant is informed for collection within two working days of the receipt of the passport/OCI card from the Ministry of External Affairs / Ministry of Overseas Indian Affairs, respectively. Person of Indian Origin (PIO) cards are processed and services rendered within five working days of receipt of application. Miscellaneous services are rendered within three to seven working days of receipt of application, except for those cases which have to be referred to some other authority for clearance. References received from Ministry of External Affairs, Ministry of Overseas Indian Affairs, Regional Passport Offices, other government offices in India and from Indian Embassies/High Commissions/Consulates on consular services matters, are responded to within three working days of receipt of the reference, except where information sought is voluminous or very old.</p> <p>All other enquiries or references whether received by telephone, email, fax or letter are normally responded to</p>

