

Right to Information Manuals

(17 items(manuals) prescribed in clause (b) sub-section 1 of Section 4 which every public authority is required to publish within one hundred and twenty days from the enactment of this Act)

(i) the particulars of its organisation, functions and duties;

Consulate General of India, 344 St Kilda Road Melbourne Vic-3004, Australia

Functions and Duties: Same as Ministry of External Affairs, Government of India

(ii) the powers and duties of its officers and employees;

Same as Ministry of External Affairs, Government of India, but only as applicable to the consular jurisdiction of Victoria and Tasmania.

(iii) the procedure followed in the decision making process, including channels of supervision and accountability;

Consul General supervises the functioning of the Consulate, which is distributed between three Wings - Consular; Administrative; and Commercial. All decisions are taken under the instructions and supervision of Consul General.

(iv) the norms set by it for the discharge of its functions;

Consulate endeavours to provide all consular services within the timeframes provided on the website of Consulate General of India Melbourne.

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

Same as Ministry of External Affairs, Government of India

(vi) a statement of the categories of documents that are held by it or under its control;

Same as Ministry of External Affairs, Government of India, but only as applicable to the consular jurisdiction of Victoria and Tasmania.

(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;

Same as Ministry of External Affairs, Government of India.

(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 public;

Consulate General of India interacts regularly with representatives of think tanks, academic community and others.

(ix)a directory of its officers and employees;

1. Mr. Raj Kumar, Consul General
E-mail: cg.melbourne@mea.gov.in
2. Mrs. Anuradha Sundaramurthy, Consul & HOC
Email: hoc.melbourne@mea.gov.in
3. Mr. Nadeem Ahmad Khan, Vice Consul (Consular & Community Affairs)
E-mail: cons.melbourne@mea.gov.in
4. Mr. S Manzar Saba Tabish(Administration & Accounts)
E-mail: admin.melbourne@mea.gov.in
5. Ms. Tavleen Kaur, PA
Email: com.melbourne@mea.gov.in

Updated contact details also available on website: www.cgimelb.org

(x)the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Same as Ministry of External Affairs, Government of India.

(xi)the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Consulate General of India in Melbourne draws its budget from the budgets for Ministry of External Affairs, Government of India. Detailed statements are available from respective Ministries.

(xii)the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

N.A.

(xiii) particulars of recipients of concessions, permits or authorisations granted by it;

N.A.

(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

N.A.

(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;

Indian citizens can obtain information through the Consulate's website (www.cgimelb.org), or by directly contacting the officials (particulars provided on the website). Consulate does not have a public library.

(xvi) the names, designations and other particulars of the Public Information Officers;

Central Public Information Officer:

Ms. Anuradha Sundaramurthy
Consul & HOC
Consulate General of India
344 St Kilda Road Melbourne Vic-3004, Australia

E-Mail: hoc.melbourne@mea.gov.in

Appellate Authority:

Mr. Raj Kumar
Consul General
Consulate General of India
344 St Kilda Road Melbourne Vic-3004, Australia

E-Mail: cg.melbourne@mea.gov.in

(xvii) such other information as may be prescribed and thereafter update these publications every year;

The Consulate General of India's website has information which is updated on a regular basis.
