1. Organisation and Function

(i)	Particulars of its organisation, functions and duties	The Consulate is headed by the Consul General of India. 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. Vision: To implement the foreign policy objectives of the Ministry of External Affairs, Government of India. Mission: To enhance the friendly relations between India and Russia. Key Objective: Economic cooperation, Trade and Investment promotion, welfare of Indian community, cultural interaction. Work related to Economic cooperation, Trade and Investment promotion, welfare of Indian community, cultural interaction, Consular affairs and Chancery & Administration are headed by First/Second Secretary level officers under the overall supervision of Consul General. The functions of the Consulate *inter alia* include economic cooperation, trade and investment promotion, cultural interaction and consular operations including PIOs/NRI.
(ii)	Powers and duties of its officers and employees	General Administrative powers are derived from IFS(PLCA) Rules, as amended from time to time. Financial powers of the Officers of the Consulate General of India have been detailed in the Delegated Financial Powers of Government of India's Representatives Abroad. Other powers are derived from Passport Act of India & Consular Manual. The Officers of the Consulate function under the guidance and supervision of the Consul General.
(iii)	Procedure followed in decision making process	Decisions are taken as per extant rules and guidelines framed by GoI, where applicable and under the instruction and supervision of the

		Consul General
(iv)	Norms for discharge of functions	Norms are set under the instruction and supervision of the Consul General. Various forms and procedure to obtain the services have been given on the website of the Post. There are various mechanism in place for the redressal of grievances including by directly contacting the Post and/or through portals like Madad etc.
(v)	Rules, regulations, instructions manual and records for discharging functions	IFS (PLCA) Rules and Annexures Delegated Financial Powers of Government of India Representatives Aborad Passport Act Manual of Office Procedures Other Central Government Rules and Manuals published by Central Government Transfers are done by the Ministry of External Affairs, Government of India
(vi)	Categories of documents held by the authority under its control	Passport and consular services application forms and classified/secret information relating thereto Unclassified documents/files relating to India's trade/economic relations in the Consulate's area of jurisdiction Unclassified documents/files including various correspondences with various ministries/agencies in India. Head of Wings are custodian of classified documents and files pertaining to their wings and unclassified documents/files are kept with the dealing hand.
(vii)	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,	Consulate interacts regularly with representatives of other countries, think tanks, academic community, non-Resident Indians, Persons of Indian Origin and other concerned authorities. • Purchase Committee: Purchase committee

	councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	recommends on the office purchase above INR 50000. • Committee for Indian Community Welfare Fund recommends for use of funds for welfare of Indian Community. Different committees of the Post are composed of the officials/officers of the Consulate.
(viii)	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	Consulate General of India functions with the norms of Indian foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the Consulate under the guidance and supervision of the Consul General.
(ix)	Directory of officers and employees	List of Officers is given at **Annexure-I**
(x)	Monthly Remuneration received by officers & employees, including the system of compensation as provided in its regulations	A statement of monthly remuneration is at **Annexure-II**
(xi)	Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made etc.	The Budget figures for the current financial year are given in the statement at **Annexure-III**
(xii)	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not applicable
(xiii)	Particulars of recipients of concessions, permits of authorizations granted by the it	Not applicable
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	The Consulate website has the required information. The Consulate also makes available to interested individuals various Brochures, CDs and DVDs containing information on India, its people and culture.

(xv)	Particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use	The Consulate is open from 9:30 am to 6:00 pm (0930 hours to 1800 hours) from Monday to Friday. The holidays observed by the Consulate are given on the website www.cgispburg.gov.in The Consulate has a library which is open from 1500 hours to 1700 hours, Monday to Friday (except on gazetted holidays).
(xvi)	Name, designation and other particulars of public information officers	**Public Information Officer (PIO)** Shri. DCD Dass First Secretary (HOC) Telephone Number- +7-911-1928458 Email: hoc.spburg@mea.gov.in **First Appellate Authority** Ms. Neelam Rani Consul General Telephone Number- +7-812-6407214 Email: cg.spburg@mea.gov.in
(xvii)	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	Nil
(xviii)	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	As decided by Ministry of External Affairs, Government of India.
(xix)	Programmes to advance understanding of RTI	Ministry conducts sessions from time to time. DOPT publishes the RTI guidelines and circulates to all concerned.
(xx)	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of	Policy formulation lies with Ministry of External Affairs
(xxi)	Are the details of policies / decisions, which affect public, informed to them	Policy making lies with Ministry of External Affairs. All policies and decisions concerning citizens are put in public domain through social media.
(xxii)	Dissemination of information widely and in such form and manner which is easily accessible to the public	The Consulate General of India gives wide publicity to all such matters concerning citizens through website and other social media platforms.
(xxiii)	Form of accessibility of information manual / handbook.	The Consulate General of India does not maintain any such handbook. Information concerning functioning of the Consulate General of India and

		services provided is available on its website : https://cgispburg.gov.in/index.php
(xxiv)	Particulars of facilities available to citizen for obtaining information	Citizens can avail consular and commercial services through electronic means including contacting by telephone in emergency. Information pertaining to Commerce, Consular and Cultural wings in available in public domain. Working hours of the facility is from 09.00 to 17.30 hrs. Contact person & details are available at https://cgispburg.gov.in/consulate-officials.php
(xxv)	Grievance redressal mechanism	Grievances may be redressed through contacting by telephone, email, in person, Whatsapp, Madad and CP Gram portals.
(xxvi)	Details of applications received under RTI and information provided	In CY 2024-25, 19 RTI applications have been received and disposed off.
(xxvii)	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Apartments of officials are leased through contracts with InpredService, an official organization of the Ministry of Foreign Affairs of the Russian Federation.
(xxviii)	Receipt & Disposal of RTI applications & appeals	RTI applications have been received. All applications disposed.
(xxix)	Replies to questions asked in the parliament	Ministry of External Affairs is responsible for Parliament Questions
(xxx)	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Much information is already disclosed. Number of RTI applications are minimal.
(xxxi)	Guidelines for Indian Government Websites (GIGW) is followed	Guidelines for Indian Government Websites (GIGW) is followed
(xxxii)	Web Application Security Audit, STQC Certification i.r.o. the Consulate's website	STQC certificate obtained and provided at the Consulate's website. "Safe to Host certificate" is valid till June 2024.
(xxxiii)	Document links of various manuals & rule books used for discharge of governmental work	Manual of Office procedure: http://darpg.gov.in/sites/default/files/CSMOP_0_0.pdf GFR 2017: https://doe.gov.in/circulars/compilation-amendments-gfr-2017-upto-31072022

		CCS (Conduct) rules: https://dopt.gov.in/sites/default/files/CCS_Conduct_Rules_1964_Updated_27Feb15_0.pdf RTI Act: https://rti.gov.in/rtiact.asp

Work Distribution

Consul & Head of Chancery: Head of Office – All administrative and financial matters, Chief Security Officer, Cyber Security Officer, CPIO and all other works related to RTI, Parliament Questions, Audit related correspondence, ETPBS matters.

Consul (Commerce): All commercial, Educational & Cultural matters including related reports.

Consul (Consular): Visa, Passport, Consular matters and related reports/returns, OCI, ICWF, help to distressed Indian nationals, Parliament Questions.

Vice Consul (Admin & Protocol): Drawing and Disbursing Officer, Establishment and Administration Sections. All logistical arrangements for the visiting delegations, Protocol duties, Processing/ settlement of visit related bills. Works related to empanelment of hotels. Works related to Administration and maintenance of Website of the Post.

Assistant Section Officer(Establishment and Accounts): Processing of payments e.g. Rent, Electricity, Water, Telephone, Preparation of vouchers, Monthly cash account, Maintenance of cash book, Pay bill register, SBI drafts register, Issue of LPCs, Preparation of budget and financing arrangements. Establishment Sections, Purchase, Maintenance and issue of office equipment and stationery etc., Weeding out of records, assisting HOC in RTI and ETPBS matters, Protocol duties.

Personal Assistant to Consul General: Incoming and outgoing Diplomatic bag, Library books and DVDs, Newspapers and periodicals, Flag car register and log book, Preparation of OTA for flag car driver, Preparation of folders for visiting delegation, Presentation of gift items by CG, Maintenance of political files, Protocol duties, Cultural activities at Chancery premises, Manning of face book account, Nodal officer for the Indian community affairs.