

**Right to Information Act
(For Indian National only)**

INFORMATION ABOUT THE EMBASSY OF INDIA, REQUIRED UNDER SECTION 4(1)(B)
OF THE RTI ACT, 2005

RTI ACT, 2005

1.1	The particulars of its organization, functions and duties;	Embassy of India is headed by Ambassador and has following Wings : (i) Administration/Political/Commercial Wing. (ii) Information/Cultural/Consular Wing. The vision of the Mission is to function within the norms of India's Foreign Policy formulated by the Ministry of External Affairs and its implementation to establish close and friendly Bilateral Diplomatic Relations with Iceland. The key objectives of the Mission are to provide all consular & VISA related assistance to the people of Indian Origin, Indian Diaspora and Foreign Nationals and develop close and friendly bilateral diplomatic relations with Iceland. The functions of the Embassy of India inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and scientific cooperation in bilateral and multilateral contexts. Embassy of India 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.
1.2	The powers and duties of its officers and employee;	General Administrative regulations are derived from IFS(PLCA) Rules, as amended from time to time. 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. Other powers are derived from the Passport Act of India. The officers of the Embassy function under the guidance and supervision of the Ambassador. Work Allocation is placed below – Annexure IV
1.3	The procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are taken under the instruction and supervision of the Ambassador. The guidelines for office procedures have been published by the Government of India

		(GoI) including our controlling Ministry i.e. Ministry of External Affairs (MEA) which encompasses those items of work that are frequently encountered by our officers. The Mission follows the Procedure as indicated in the Manual of Office Procedure for decision-making. There is no established time limit for taking a decision, however, decisions are taken under the instructions and supervision of the HOM in a timely manner to dispose of all duties allocated to the Mission. Supervision and accountability is as per Organization Chart.
1.4	The norms set by it for the discharge of its functions	Norms are set under the instructions and supervision of the Ambassador, and in accordance with accepted diplomatic practices.
	Nature of Functions/Services Offered, process to access these services and time-limits.	Visa, Consular, Passport, OCI Services, etc. For more details please visit Consular Tab of the Embassy's website.
1.5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	IFS PLCA rules and annexure Delegated Financial powers of Government of India's Representatives abroad Rules Passport Act Visa Manual Consular Manual Manuals on Office procedures Other Central Government Rules and manuals published by Central Government. Transfer policy is as per Government of India regulations.
1.6	Categories of documents that are held by it or under its control; and custodians of such documents	Classified documents/files relating to India's relations with Iceland Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and Iceland. Passport and Consular services application forms. The documents are under the custody of Head of each Wing.
1.7	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	Embassy of India interacts regularly with representatives of think tanks, academic community and Indian community members.

	public, or the minutes of such meetings are accessible for public;	
1.8	A directory of its officers and employees;	A directory is given below - Annexure -I
1.9	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 given below at Annexure -II . System of compensation is as per Gol norms as amended from time to time.
1.10	Particulars of Public Information Officers	Information available on website under RTI Tab.
1.11	Employees against whom disciplinary action proposed/taken	No such proceedings/actions proposed/taken in respect of any officers of the Embassy
1.12	Programmes to advance understanding of RTI	All Employees of the Mission are sensitized about the RTI Act 2005 since its enactment.
1.13	Transfer policy and transfer Orders	As per MEA/Government of India policy.
2.1	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	The Budget figures for the last financial year (FE 2025-26) and current financial year (BE 2026-27) are given at Annexure-III
2.2. 2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Exenditure on the visit	Information pertaining to visits is placed below – Annexure V
2.2. 3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured, (c) The works contracts concluded – in any such combination of the above and, (d) The rate/rates and the total amount at which such procurement or works contract is to be executed.	The Mission published tender for Cleaning, Gardening and new CCTV system for the Embassy but no contract has been awarded so far.
2.3	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Embassy of India does not have any subsidy programme.
2.4	Discretionary and non-discretionary Grants	No such Grants are granted by the Embassy of India.
2.5	Particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by the Embassy of India.
2.6	CAG & PAC Paras	No such paras specifically pertaining to the Embassy
3.1	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;	Embassy of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the Embassy under the guidance and supervision of the Ambassador.

3.2	Information disseminated to the public on the details of policies/decisions which affect them	To access relevant rules, acts, forms and other documents, please click on E-Citizen/Tenders Tab of website https://mea.gov.in/ Also, all policy decisions, government welfare schemes, activities, functions and other related information can be accessed by regularly visiting our website and by regularly following our social media accounts on Twitter, Instagram and Facebook.
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	The Embassy regularly shares information and updates on its social media accounts on Twitter, Instagram and Facebook.
3.4-4.2	Form of accessibility of information manual/handbook	Full text of the Act in English and Hindi is available at https://rti.gov.in To access relevant manual/handbook and other documents, please click on E-Citizen/Tenders Tab of website https://mea.gov.in Manuals/Handbooks are updated from time to time by relevant Department of Government of India.
4.3	Details in respect of the information, available to or held by it, reduced in an electronic form;	Embassy of India website has the required information. The Embassy also makes available to interested individuals various CD's and DVD's containing information on India, its people and culture.
4.4	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 Embassy is open from 0830 hrs to 1700 hrs from Monday to Friday. The holidays observed by the Embassy are available on the concerned tab on the Embassy website. Embassy has a library which is open from 1500 hrs to 1700 hrs, Monday to Friday (Except on gazetted holidays)
4.5	Such other information as may be prescribed and thereafter update these publications every year.	Embassy of India website has information which is updated on a regular basis.
	Grievance redressal Mechanism	Embassy has a public grievance redressal mechanism available on its website at - https://www.indianembassyreykjavik.gov.in/pages/MTA ,
	Details of contracts	AMC Contract details placed below – Annexure VII
4.6	Receipt & disposal of RTI applications and appeals	RTI applications and appeals are received and disposed of on the RTI portal as per the required timeline. As on 01.05.2026 Total RTI Received by Mission – 13 Total RTI Disposed of by Mission - 13

4.7	Replies to questions asked in the parliament	There is no parliament question asked directly to our Mission. However, Mission provides inputs to all parliament questions pertaining to our Mission in timely manner.
5.1	The names, designations and other particulars of the Public Information officers;	Public Information Officer: Ms. Anisha Tomar, HOC/Second Secretary(Political and Commerce) Email - hoc.reykjavik@mea.gov.in Fax no. 5349958 Appellate Authority: Sh. R. Ravindra, Ambassador Email – amb.reykjavik@mea.gov.in Fax no. 5349958 The names of earlier CPIO & FAAs is placed below – Annexure VI
	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted, (b) Name & Designation of the officers	Mission always consults Ministry of External Affairs, New Delhi for advice on suo-motu disclosure of information.

DIRECTORY OF EMPLOYEES IN EMBASSY OF INDIA, REYKJAVIK

ANNEXURE - I

S. No.	Name	Designation	Office Telephone No.
1.	Sh. R. Ravindra	Ambassador	00354-5349957
2.	Shri Ramesh Kaushal	FS (Cons/SPPS)	00354-5349957
3.	Ms. Anisha Tomar	HOC /Second Secretary(Political and Commerce)	00354-5349958
4.	Sh. Akash Chahar	ASO (Administration, Establishment and Accounts)	00354-5349955
5.	Sh. Rahul Sharma	ASO (Administration, Establishment and Consular)	00354-5349955
6.	Shri Satpal Singh	IBSA	00354-5349955

MONTHLY REMUNERATION OF OFFICERS & STAFF (INDIA-BASED) OF EMBASSY OF INDIA, REYKJAVIK

ANNEXURE II

S. No.	Sanctioned post	No. of Posts	Level	Pay Scale
1.	Ambassador	1	Level 15	Rs. 1,82,200 – Rs. 2,24,100
2.	PA/PS/SPPS	1	Level 12	Rs. 78,800 – Rs. 2,09,200
3.	HOC/Second Secretary	1	Level 11	Rs. 67,700 – Rs. 2,08,700
4.	ASO	2	Level 7	Rs. 44,900 – Rs. 1,42,400
5.	IBSA	1	Level 3	Rs. 21,700 – Rs. 69,100

BUDGET DETAILS FOR FINAL ESTIMATE FOR FINANCIAL YEAR 2025-26 and
BUDGET ESTIMATE FOR FY 2026-27

ANNEXURE III

**Embassy of India
Reykjavik, Iceland**

Chancery Budget allocation for FY 2025-26 & 2026-27

Sl.no	Head of Accounts	Approved FE 2025-26	Approved BE 2026-27
1	Salaries	45745000	45745000
2	Rewards	3441000	3441000
3	Allowances	37980000	41300000
4	LTC	0	150000
5	Wages	197000	400000
6	Medical	800000	1200000
7	TE(Local Tours)	339000	339000
8	TE(Others)	5462000	3200000
9	Office expenses	16670000	16670000
10	Motor Vehicle	0	0
11	Furniture & Fixtures	1057000	1200000
12	Fuel & Lubricants	406000	406000
13	Bank Charges	191000	150000
14	Repair & Maintenance	931000	600000
15	Other Revenue Expenditure	286000	286000
16	Adv.& Pub.	1110000	1500000
17	Rents, Rates & Taxes	49912000	39930000
18	Minor Works	1294000	1000000
19	ICT	736000	800000
20	Digital Equipment	425000	425000
21	Swachhta Action Plan	396000	396000
22	Training Expenses	0	0
23	Rent for others	0	0
24	Material and Supplies	50000	50000
25	Machinery and Equipment	243000	400000
26	Other Fixed Assets	0	0
	Total	167671000	159588000

WORK ALLOCATION

ANNEXURE IV

S.No	Name/Designation	Details
1.	Sh. R. Ravindra	Ambassador
2.	Shri Ramesh Kaushal, SPPS/FS	Consular/Office of Ambassador
3.	Ms. Anisha Tomar, Second Secretary	HOC /Second Secretary(Political and Commerce)
4.	Sh. Akash Chahar, Assistant Section Officer	Administration, Establishment and Accounts
5.	Sh. Rahul Sharma, Assistant Section Officer	Administration, Establishment and Consular
6.	Shri Satpal Singh , India Based Security Assistant	All security related matters.

Foreign Tours – Visits from Ministry of External Affairs to Iceland in 2025-26

ANNEXURE V

1. A three member delegation led by Sh. Sunil Barthwal, Commerce Secretary, Ministry of Commerce and Industry visited Iceland for bilateral meetings on 23 June, 2025. Total expenditure of **INR 1142956.18/-** was incurred by the Mission during their visit.
2. A three member delegation led by Hon'ble Minister Sh. Hardeep Singh Puri, Ministry of Petroleum and Natural Gas visited Iceland to have meeting with Energy Minister of Iceland on 11 July, 2026. Total expenditure of **INR 1361199.59/-** was incurred by the Mission during their visit.
3. A two member delegation led by Hon'ble Minister of State Sh. Kirti Vardhan Singh, Ministry of External Affairs, visited Iceland to attend the second edition of India-Nordic Dialogue 2025, on 04-05 September, 2025. Total expenditure of **INR 3439343/-** was incurred by the Mission during their visit.
4. A two member delegation led by Dr. Abhilaksh Lekhi, Secretary, department of fisheries, Ministry of Fisheries, Animal Husbandry and Dairying visited Iceland to attend Icelandic Fishing Expo and to review and expand bilateral cooperation under the existing MoU between India and Iceland, from 10-12 September 2025. Total expenditure of **INR 1238108.31/-** was incurred by the Mission during their visit.
5. A two member delegation from Ministry of Ayush led by Dr. Rabinarayan Acharya, Director General, CCRAS visited Iceland to attend Arctic Circle Assembly from 16-18 October, 2025. Total expenditure of **INR 351051/-** was incurred by the Mission during their visit.
6. A two members delegation from Ministry of Fisheries, Animal Husbandry and Dairying led by Dr. J. Balaji, Minister(Agriculture) & Alternate Permanent Representative to FAO, IFAD and WFP, Embassy of India, Rome visited Iceland to participate in the second session of the Subcommittee on Fisheries Management under the FAO committees on fisheries, from 23-27 February, 2026. Total expenditure of **INR 677528.195/-** was incurred by the Mission during their visit.

7. Sh. Sibi George, Secretary (West), Ministry of External Affairs, visited Iceland for 4th Foreign Office Consultation between India and Iceland on 23 March, 2026. Total expenditure of **INR 675118.03/-** was incurred by the Mission during the visit.
8. A two Members delegation led by Ms. Monalisa Dash, Joint Secretary, Ministry of Ayush visited Iceland to Participate in the conference India-Iceland Relation in a changing World on 25 March. Total expenditure of **INR 232737/-** was incurred by the Mission during their visit.

List of previous CPIO & FAAs

ANNEXURE VI

FAA	Period
Shri R. Ravindra	08.11.2024-present
Ms. Anisha Tomar	17.04.2024-07.11.2024
Shri B. Shyam	31.07.2021-16.04.2024

CPIO	Period
Ms. Anisha Tomar	08.11.2024-present
Ms. Rujuta Vinay Salunkhe	17.04.2024-07.11.2024
Ms. Anisha Tomar	11.01.2023-16.04.2024
Ms. Rujuta Vinay Salunkhe	01.09.2023-10.01.2023
Shri Kaushik Roy Chowdhury	02.03.2022-31.08.2022
Shri G. Sudhakaran	25.03.2021-28.02.2022

Details of Current Contracts

ANNEXURE VII

Details	Contractor	Amount	Period
AMC Contract for Embassy website	M/s Ardhas Technologies Pvt. Ltd.	Rs. 2,55,000/- for 3 years	3 years