

RIGHT TO INFORMATION (RTI)

The Right to Information under the provisions of the RTI Act 2005 is available to the citizens of India only. RTI Act is an important legislation designed to promote transparency and accountability in the functioning of public authorities. The RTI Act also provides for appeals by aggrieved persons to the Central Information Commission (CIC) of the Government of India. The full text of the RTI Act is available on the website: <https://rti.gov.in/rti-act.pdf>

Applications seeking information under RTI should be submitted along with documentary proof of Indian Citizenship of the applicant (like copy of personal particulars pages of passport). 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". Indian citizens residing in Equatorial Guinea may seek information in writing on payment of requisite fee during office hours on working days as per procedure laid down in the RTI Act, 2005. Applicants are, therefore, advised to send their requests to Embassy of India, Malabo only if the subject matter pertains to this Embassy. The mailing address is:- Embassy of India, Sampaka, Malabo-II, Near Rotonda Viteoca, Malabo, Equatorial Guinea. Applications seeking information under the Act should be accompanied by required fee equivalent to INR 10/- (Indian Rupee ten only). The scheme of Electronic Indian Postal Order (eIPO) has been launched by the Department of Posts, Ministry of Communications and Information Technology, in association with Department of Personnel and Training (DoPT). This would enable the Indian citizens abroad to pay the RTI fee online. An Indian Postal Order can be purchased electronically by paying a fee on-line through e-Post Office Portal or through India Post website. The web-links for payment are: www.indiapost.gov.in and www.epostoffice.gov.in

Procedure of Application

The RTI applicant is required to register on the website to create his/ her profile. Then he has to select the Ministry/ Department/Office from whom he desires to seek information under the RTI Act. The eIPO is generated which can be used to seek information from that Ministry/ Department/Office only. A print-out of the eIPO is required to be attached to the hard copy of the RTI application. In case RTI application is filed electronically, the eIPO is enclosed as an attachment. The profile is required to be created once at the time of registration. The RTI application accompanied by an eIPO is similar in all respects to the RTI application accompanied by fees through any other approved mode. All the provisions regarding eligibility, time limit, exemptions etc; as provided in the RTI Act, 2005 continue to apply. This is available only for Indian Citizens living anywhere other than in India to help them to seek information under the RTI Act, 2005.

Details of Public Information Officer:

Name	: Kuldip Sudhir Soreng
Designation	: Attache
E-mail	: cons[dot]malabo[@]mea[dot]gov[dot]in

Telephone : +240 222 410 564 / Mob. +240 555 456 181

Details of First Appellate Authority:

Name : Vibha Kant Sharma
Designation : Second Secretary (Pol. & Com.) and Head of Chancery
E-mail : hoc[dot]malabo[@]mea[dot]gov[dot]in
Telephone : +240 222 410 577

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

(i)	Particulars of the organisation, its functions and duties;	The Embassy headed by Ambassador 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.
(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 Embassy of India have been prescribed 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.
(iii)	Procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are taken, as per extant rules and guidelines issued by the Ministries/Departments of Government of India. under the instruction and supervision of the Ambassador
(iv)	Norms set by it for the discharge of its functions	Norms are set under the instruction and supervision of the Ambassador taking into account the instructions from Ministry of External Affairs
(v)	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 Annexures, Delegated Financial Powers of Government of India's Representatives Abroad Rules, General Financial Rules, Passport Act, Visa Manual, Manuals on Office Procedures, Other Central Government Rules and manuals published by Central Government
(vi)	Statement of the categories of documents that are held by it or under its control;	Classified documents/files relating to India's relations with the host country Unclassified documents/files including joint statements, declarations, agreements and MoUs. Passport and other consular services application forms
(vii)	Particulars of any arrangement that exists for consultation with, or representation by, the	The Embassy of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the

	members of the public in relation to the formulation of its policy or implementation thereof;	Embassy under the guidance and supervision of the Ambassador.
(viii)	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;	The Embassy does not have any Boards, Councils or Committees.
(ix)	Directory of its officers and employees;	1.Shri Prashant Kumar Das, Ambassador 2.Shri Vibha Kant Sharma, Second Secretary 3.Shri Kuldip Sudhir Soreng, Attache 4.Shri Anup Prasad Jaiswara, ASO 5.Shri Himanshu Bhadoria, Stenographer
(x)	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	Details in <u>Annexure-I</u>
(xi)	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 current financial year (2026-2027) are given at <u>Annexure-II</u>
(xii)	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.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by the Embassy.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	The Embassy's website has the required information. The Embassy also makes available to interested individuals/firms various pamphlets, CD's and DVD's containing information on India, its people and culture, trade, tourism as and when requested.
(xv)	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Information for the general public and diaspora is disseminated through Mission's website, twitter, Instagram, facebook, e-mail and through consular meetings. A library and reading room has been set up and open during Embassy working hours from 8:30 am to 5:00 pm (Monday to Friday except approved holidays) and the list of holidays to be

		observed in the Calendar Year 2026 is available in the website www[dot]eoimalabo[dot]gov[dot]in .
(xvi)	Names, designations and other particulars of the Public Information Officers;	Public Information Officer:- Shri Kuldip Sudhir Soreng, Attache Telephone: +240 222410564 Email : attache[dot]malabo[@]mea[dot]gov[dot]in
(xvii)	Such other information as may be prescribed and thereafter update these publications every year;	The Embassy's website has requisite information which is updated regularly.

Annexure-I

Monthly remuneration of India Based Officials

S.I. No.	Sanctioned post	Number of posts	Entry level of Pay	Remarks
1.	Ambassador	1	1,44,200 – 2,18,200	
2.	Second Secretary	1	67,700 - 2,08,700	
3.	Attaché	1	56,100- 1,77,500	
4.	ASO	1	44,900 - 1,42,400	
5.	Personal Assistant	1	25,500 – 81,100	

Annexure-II

Budget (VOA) for the Financial Year 2026-2027

S.I. No.	Head of Account	Amount (Rs. In thousands)
1.	Salaries	11450
2.	Rewards	300
3.	Allowances	29920
4.	LTC	75
5.	Wages	100
6.	Medical Treatment	390
7.	Travel Expenses (Local)	625
8.	Travel Expenses (Others)	2500

9.	Office Expenses (OE)	6935
10.	Furniture & Fixture	250
11.	Fuel & Lubricants	279
12.	Bank and Agency charges	250
13.	Repair & Maintenance	250
14.	Other Charges (other Revenue Exp.)	10
15.	Advertising & Publicity	300
16.	Rents, Rates & Taxes for Land and Building	24800
17.	Minor Civil & Electric Works	50
18.	Information, Computer, Telecommunication Equipment (ICT)	450
19.	Digital Equipment	485
20.	Swachhta Action Plan (SAP)	60
21.	Training Expenses	200
22.	Rent for others	160
Total		79839

The Budget utilization for Financial Year 2025-2026 is as under

(Rupee in thousands)

Budget allocation during F.Y. 2025-26	82030
Expenditure During F.Y. 2025-26	81951