

Right to Information Act, 2005 (<https://rti.gov.in/rti-act.pdf>)

Contact details of officers for addressing applications under Right to Information Act, 2005:-

Central Public Information Officer	Appellate Authority
Mr. Bijender Singh Head of Chancery & Consul (Protocol & Welfare) Fax: 00971-4-3970453 Email: hoc.dubai@mea.gov.in	Mr. Yatin Patel Deputy Consul General of India, Dubai Fax: 00971-4-3972297 Email: dcg.dubai@mea.gov.in

RIGHT TO INFORMATION

The Right to Information under the provisions of the RTI Act 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 full text of the RTI Act is available on the website: [RTI-Act.pdf](#).

The RTI Act also provides for appeals by aggrieved persons to the Central Information Commission of the Government of India.

Indian citizens resident in Dubai and Northern Emirates of UAE 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.

Applications seeking information under the RTI Act, 2005 may be sent along with the prescribed fee in UAE Dirhams, equivalent to Indian Rs.10/- in exact cash. [The rate of exchange for a particular month may be ascertained from the Consulate].

It may be noted that information provided under the Act is available to citizens of India only. Applications should be submitted along with documentary proof of Indian Citizenship (like copy of personal particulars pages of passport.) More information is available at [Click here](#)

It may also be pointed out that 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 Public Information Officer (PIO) of the "concerned public authority". Applicants are, therefore, advised to send their requests under the RTI Act to the Consulate only when the subject matter can reasonably be presumed to pertain to the Consulate. While section 6(3) provides for the transfer of an application by a receiving PIO to another [concerned] PIO, this is clearly meant to cover situations where the application is addressed to a PIO on the assumption that it has been directed to the concerned PIO. Where the information required obviously does not pertain to the High Commission, the application may be addressed to the concerned PIO directly.

Facility of e-IPO for payment of fee under the RTI Act, 2005

The Department of Personnel and Training and Department of Posts have launched a service called e-IPO (Electronic Indian Postal Order) to enable Indian Citizens residing in India or abroad to purchase an Indian Postal Order electronically by paying fee on-line through e-Post Office Portal i.e. [Click here](#), to enable them to seek information under the RTI Act, 2005. It can also be accessed through India Post Website, i.e. [Click here](#). An e-IPO so generated must be used only once with an RTI application.

The User needs to get himself registered at the website. He has to select the Ministry/Department from whom he desires to seek the information under the RTI Act and the e-IPO so generated can be used to seek information from that Ministry/Department only. A printout of the e-IPO is required to be attached with the RTI application. If the RTI application is being filed electronically, e-IPO is required to be attached as an attachment. For more details please visit the website [Click here](#)

This facility is only for purchasing an Indian Postal Order electronically. All the requirements for filing an RTI application as well as other provisions regarding eligibility, time limit, exemptions, etc. will continue to apply.

INFORMATION ABOUT THE CONSULATE GENERAL OF INDIA, DUBAI

AS REQUIRED UNDER SECTION 4 (1) (B) OF THE RTI ACT, 2005

(i)	The particulars of its organization, functions and duties;	<p>Consulate General of India in Dubai is headed by the Consul General and has the following Wings: (i) Passport Wing; (ii) Consular Wing; (iii) Labour Wing; (iv) Visa & Community Affairs Wing; (v) Press, Information & Culture Wing; (vi) Education Wing; (vii) Commerce Wing; (viii) Welfare Wing; and Administration Wing. Each Wing is headed by a Consul.</p> <p>The functions of the Consulate inter alia, include: (i) Rendering of passport, visa and consular services to the Indian community (ii) Trade and investment promotion, (iii) Cultural interaction, (iv) Assistance in educational matters (v) Welfare of Indian workers and helping Indians in distress and (vi) Press and media liaison.</p> <p>The Consulate 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 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 the Government of India's Representatives Abroad. Other powers are derived from the Passport Act of India and the rules made under it from time to time. The Officers of the Consulate function under the guidance and supervision of the Consul General.</p>
(iii)	The procedure followed in the decision making process, including channels of Supervision and accountability;	<p>Decisions are taken under the instruction and supervision of the Consul General.</p>
(iv)	The norms set by it for the discharge of its functions;	<p>Norms are set under the instruction and supervision of the Consul General.</p>

(v)	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 as amended from time to time, Delegated Financial Powers of Government of India's Representatives abroad Passport Act, Visa Manual, Manual on Office Procedures, Other Central Government Rules and manuals published by the Central Government.
(vi)	A statement of the categories of documents that are held by it or under its control;	Classified documents/files relating to India's external relations, unclassified documents/files including joint statements, declarations, agreements and MoUs. Passport and consular services application forms.
(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;	Consulate General of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the Consulate under the guidance and supervision of the Consul General, within the framework of the policy guidelines of the 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 Indian community, representatives of various councils, committees and other.
(ix)	A directory of its officers and staff	A directory is given at Annex-I

(x)	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 at Annex-III
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made;	The budget figures for the current financial year are given in the statement at Annex-II
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Consulate General of India does not have any subsidy programme.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits or authorizations are granted by the Consulate General of India.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	The Consulate's website has the required information.
(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;	<p>All officers in the Consulate are available to give information pertaining to their wings. In addition, information is also made available on the Consulate's website. Information can also be sought from the following numbers:-</p> <p>Tel :+971 43971 222 / 333</p> <p>Fax : +971 43970453</p> <p>Emergency contact number:</p> <p>Death Cases: +971 507347676</p> <p>Jail Cases: +971 509433111</p> <p>Housemaid Cases: +971 504559594</p> <p>Pravasi Bharatiya Sahayata Kendra Toll free number: 800 46342</p> <p>Facebook: https://www.facebook.com/IndianConsulate.Dubai</p> <p>Twitter handle: @cgidubai</p>

(xvii)	Such other information as may be prescribed and thereafter update these publications every year;	The Consulate's website has all relevant information which is updated on a regular basis.
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