

RIGHT TO INFORMATION

Any citizen of India has the right to seek information from public authorities as per the provisions of the Right to Information Act, 2005 (RTI Act). The RTI Act is an important legislation to promote transparency and accountability in the functioning of public authorities of India. The full text of the RTI Act, 2005 may be accessed at the link : [RTI-Act.pdf](#)

Suo-Moto declaration of public information as mandated under section 4(1)(b) of the RTI Act in respect of the Consulate General of India, St. Petersburg is available at the link: [Public Information under Section 4\(1\)\(b\) of RTI Act, 2005](#)

The contact details of the designated Central Public Information Officer (CPIO) and the First Appellate Authority (FAA) for the Consulate General of India, St. Petersburg are as below:

Current-Central Public Information Officer & Nodal Officer

Mr. Kalrav Mishra
Consul (Commerce)
Consulate General of India, St. Petersburg
Email: consulcom.spburg@mea.gov.in

Current-First Appellate Authority

Mr. Kumar Gaurav
Consul General
Consulate General of India, St. Petersburg
Email: cg.spburg@mea.gov.in

Earlier, since 2015- Central Public Information Officer

2015-2017: Mr. Amar Kant Dan, then Head of Chancery
2018-2021: Mr. Naresh Kumar, then Head of Chancery
2021-2023: Mrs. Rashema Arora, then Head of Chancery
2023 (till July): Mr. Prem Nath Khare, Consul (Cons) and HOC
2023 (July onward): Mr. Kalrav Mishra, Consul (Commerce)

Earlier, since 2015- First Appellate Authority

2015-2018: Mr. Arun Kumar Sharma, then Consul General
2018-2021: Mr. Deepak Miglani, then Consul General
2021 onward: Mr. Kumar Gaurav, Consul General

An Indian citizen wishing to seek information under the RTI Act may submit application as per the section 6 of the RTI Act to the Central Public Information officer of the Consulate. Please note that an RTI request to the Consulate should primarily concern a subject matter, for which it is reasonably presumed that relevant information is being held by the Consulate. In other cases, the applications should be made to the CPIOs of the respective public authorities.

An RTI applicant aggrieved with the reply/decision of the CPIO can file an appeal with the FAA of the Consulate. If a citizen is not satisfied with the decision of the FAA, a second Appeal may be filed before the Central Information Commission.

Modes and Procedure to file RTI application

An RTI application can either be sent through post or submitted online.

a. Postal Application:

An application addressed to the Central Public Information Officer may be sent by post to: Consulate General of India, 35, Ryleeva Street, Saint Petersburg, Russia- 191123 along with the following:

- Documentary proof of Indian citizenship

- Prescribed fee of Rs. 10/- (Rupees Ten only) **in equivalent Rubles** through a cheque or demand draft in favour of the Consulate General of India, St. Petersburg.

b. Online Application:

Online RTI application should be submitted through the RTI Portal: <https://rtionline.gov.in/>

The guidelines for use of RTI online Portal are available on the link:

<https://rtionline.gov.in/guidelines.php?request>

The application filed through Web Portal would reach electronically to the "Nodal Officer" of the concerned Ministry/Department, who would transmit the RTI application electronically to the concerned CPIO.

Fee for RTI application submitted through RTI web portal can be made online, as per the modes prescribed therein.

For filing RTI application to Consulate General of India, St. Petersburg through the web portal, the RTI applicant is required to register on the website to create his/her profile and then

from the column **Ministry/Department/Apex Body**, select Ministry of External Affairs; and select Consulate General of India, St. Petersburg in the column **Public Authority** and the eIPO so generated can be used to seek the information from the Consulate. The eIPO is required to be attached while filing the RTI application.

Application received and disposed during Quarter II 2023 – **No Application received**
Appeals received and order issued during Quarter II 2023 - **No Appeals received**

[Public Information under Section 4\(1\)\(b\) of RTI Act, 2005](#)

1. Organisation and Function

(i)	Particulars of its organisation, functions and duties	<p>The Consulate is headed by the Consul General of India.</p> <p>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.</p> <p>Vision: To implement the foreign policy objectives of the Ministry of External Affairs, Government of India.</p> <p>Mission: To enhance the friendly relations between India and Russia.</p> <p>Key Objective: Economic cooperation, Trade and Investment promotion, welfare of Indian community, cultural interaction.</p> <p>Work related to Economic cooperation, Trade and Investment promotion, welfare of Indian community, cultural interaction, Consular affairs and Chancery & Administration are headed by a First/Second Secretary level officer under the overall supervision of Consul General.</p> <p>The functions of the Consulate <i>inter alia</i> include economic cooperation, trade and investment promotion, cultural interaction and consular operations including PIOs/NRI.</p>
(ii)	Powers and duties of its officers and employees	<p>General Administrative powers are derived from IFS(PLCA) Rules, as amended from time to time.</p> <p>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.</p> <p>Other powers are derived from Passport Act of India & Consular Manual.</p> <p>The Officers of the Consulate function under the guidance and supervision of the Consul General.</p>
(iii)	Procedure followed in decision making process	<p>Decisions are taken as per extant rules and guidelines, where applicable and under the instruction and supervision of the Consul General</p>
(iv)	Norms for discharge of functions	<p>Norms are set under the instruction and supervision of the Consul General.</p> <p>Various forms and procedure to obtain the services have been given on the website of the Post.</p> <p>There are various mechanisms in place for the redressal of grievances including by directly contacting the Post and/or</p>

		through portals like Madad etc.
(v)	Rules, regulations, instructions manual and records for discharging functions	<p>IFS (PLCA) Rules and Annexures</p> <p>Delegated Financial Powers of Government of India Representatives Abroad</p> <p>Passport Act</p> <p>Manual of Office Procedures</p> <p>Other Central Government Rules and Manuals published by Central Government</p> <p>Transfers are done by the Ministry of External Affairs, Government of India</p>
(vi)	Categories of documents held by the authority under its control	<p>Passport and consular services application forms and classified/secret information relating thereto</p> <p>Unclassified documents/files relating to India's trade/economic relations in the Consulate's area of jurisdiction</p> <p>Unclassified documents/files including various correspondences with various ministries/agencies in India.</p> <p>Head of Wings are custodian of classified documents and files pertaining to their wings and unclassified documents/files are kept with the dealing hand.</p>
(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, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	<p>Consulate interacts regularly with representatives of other countries, think tanks, academic community, non-Resident Indians, Persons of Indian Origin and other concerned authorities.</p> <ul style="list-style-type: none"> • Purchase Committee: Purchase committee recommends on the office purchase above INR 25000. Constituted on 01.10.2022. • Committee for Indian Community Welfare Fund recommends for use of funds for welfare of Indian Community. Committee constituted on 01.10.2022. <p>Different committees of the Post are composed of the officials/officers of the Consulate.</p>
(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	<p>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.</p>
(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 last 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 or 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	Central Public Information Officer & Nodal Officer Mr. Kalrav Mishra Consul (Commerce) Consulate General of India, St. Petersburg Email: consulcom.spburg@mea.gov.in First Appellate Authority Mr. Kumar Gaurav 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	Policy formulation lies with Ministry of External Affairs

	the members of the public in relation to the formulation of policy or implementation there of	
(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 is 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, post, Whatsapp, Madad and CP Gram portals.
(xxvi)	Details of applications received under RTI and information provided	In FY 2022-23, total 2 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

Annexure I

Name	Designation	Telephone (Office)	Email Id
Shri Kumar Gaurav	Consul General	+7-812-6407214	cg.spburg@mea.gov.in
Shri Prem Nath Khare	Consul (Cons) & HOC	+7-812-6407215 +7-812-6407222	hoc.spburg@mea.gov.in and cons.spburg@mea.gov.in
Shri Kalrav Mishra	Consul (Commerce)	+7-981-0410726	consulcom.spburg@mea.gov.in
Shri Nirmesh Kumar (Designate)	VC (Admin)	+7-812-6407216	vc.spburg@mea.gov.in
Shri Sachin	Assistant Section Officer (Account & Administration)	+7-812-6407214	estt.spburg@mea.gov.in
Shri Amir Hasan Quraishi	Assistant Section Officer (Protocol)	+7-812-6407222	accts.spburg@mea.gov.in
Shri Rohit Gupta	PA to Consul General	+7-812-6407222	cgooffice.spburg@mea.gov.in
Shri Uday Kumar	Security Assistant		
Shri Bhanu Partap Singh	Security Assistant		

Annexure II

Statement of Monthly Remuneration

S. No.	Sanctioned Post	No of Post	LEVEL OF PAY IN PAY MATRIX (7TH CPC)	Pay Scale
1.	Consul General	1	13	123100-215900
2.	Consul (Cons) & Head of Chancery (Second Secretary)	1	11	67700-208700
3	Consul (Commerce)	1	11	67700-208700
4.	Vice Consul	1	11	56100-177500
5.	Assistant Section Officer	2	7	44900-142400
6.	Personal Assistant	1	7	44900-142400
7.	Security Assistant (1st)	1	2	19900-63200
8.	Security Assistant (2nd)	1	1	18000-56900

Annexure III

Budget for FY 2022-23

Sr. No	Head of Accounts	Proposed Expenditure during FY 2022-23 (Rs. in thousands only)	BE during FY 2022-23 (Rs. in thousands only)	RE during FY 2022-23 (Rs. in thousands only)	FE during FY 2022-23 (Rs. in thousands only)	Actual Expenditure during FY 2022-23 (Rs. in thousands only)
1	Salaries	57345	64471	60065	61734	62012
2	Wages	70	60	56	52	52
3	Overtime Allowance	1450	1350	890	875	875
4	Medical treatment	1760	1700	2617	3386	3348
5	TE(Local Tour)	846	800	1329	1329	1235
6	Travel Expenses (Others)	2300	1647	1172	1283	1283
7	Advertising & Publicity	500	400	378	398	393
8	Office Expenses	7770	5944	6480	7180	7178
9	Swachhta Action Plan [SAP(OE)]	180	180	166	169	168
10	Information Technology	1084	1090	1000	1035	1034
11	Rents, Rates, Taxes	51832	43383	43829	45513	45513
12	Minor Works	1000	709	596	174	173
13	Other Charges	0	0	0	-383	-383
	Grand Total	126137	121734	118579	122745	122881

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, all commercial, Educational & Cultural matters including related reports, Audit related correspondence, ETPBS matters.

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

Consul (Commerce): All commercial related reports.

Vice Consul (Admin): Drawing and Disbursing Officer, Establishment and Administration Sections.

Assistant Section Officer (Protocol): 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.