

**INFORMATION ABOUT THE CONSULATE GENERAL OF  
INDIA, LAGOS, NIGERIA, REQUIRED UNDER SECTION  
4(1)(B) OF THE RTI ACT, 2005**

<p><b>(i)</b></p>	<p>the particulars of its organization, functions and duties;</p>	<p>Consulate General of India is headed by the Consul General and has following five Wings: (i) Political &amp; Information Wing (ii) Economic &amp; Commercial Wing (iii) Administration/Accounts Wing (iv) Consular Wing</p> <p>The functions of the Consulate inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, providing consular services. Consulate functions as part of Ministry of External Affairs(MEA), New Delhi and contributes in discharge of functions allocated to MEA under the Government of India's Allocation of Business Rules and Transaction of Business Rules.</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. The functions of the Consulate inter alia include political and economic cooperation, trade and investment promotion, scientific &amp; technological cooperation, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs, in bilateral and multilateral contexts.</p>
<p><b>(ii)</b></p>	<p>the powers and duties of its officers and employees;</p>	<p>General Administrative powers of the Officer are derived from IFS (PLCA) Rules, as amended from time to time, while Financial power is exercised as per Delegated Financial powers of the Government of India's Representatives Abroad. In consular matters, Officers derive power from Passport Act of India/Visa Manual. Overall, the officers of the Consulate function under the guidance and supervision of the Consul General.</p>

**INFORMATION ABOUT THE CGI Lagos , NIGERIA,  
REQUIRED UNDER SECTION 4(1)(B) OF THE RTI ACT, 2005**

		Commissioner.
(iii)	the procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are taken under the instruction and supervision of the Consul General. Decision/Instruction is also sought from the High Commission of India Abuja / Ministry of External Affairs, New Delhi where required.
(iv)	the norms set by it for the discharge of its functions	Norms are set under the instruction and supervision of the Consul General.
(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 and annexures  Delegated Financial Powers of Government of India's Representatives abroad Rules  Passport Act  Visa Manual  Manuals on Office Procedures  Other Central Government Rules and manuals published by Central Government.
(vi)	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	Consulate 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.

**INFORMATION ABOUT THE CGI Lagos, NIGERIA,  
REQUIRED UNDER SECTION 4(1)(B) OF THE RTI ACT, 2005**

	implementation thereof;	
--	-------------------------	--

<b>(vii)</b>	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;	No such bodies are constituted under the Consulate General of India, Lagos.
<b>(viii)</b>	a directory of its officers and employees;	A directory is given at <a href="#">Annex-I</a>
<b>(ix)</b>	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	Statement of monthly remuneration is at <a href="#">Annex-II</a>
<b>(x)</b>	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 financial year 2022-23 are given in the statement at <a href="#">Annex-III</a>
<b>(xi)</b>	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Consulate does not have any subsidy programme.
<b>(xii)</b>	particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by the High Commission of India.
<b>(xiii)</b>	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. The High Commission also makes available to interested individuals various Brochures, CDs and DVDs containing information on India, its people and culture.

**INFORMATION ABOUT THE HIGH COMMISSION OF INDIA,  
ABUJA, NIGERIA, REQUIRED UNDER SECTION 4(1)(B) OF  
THE RTI ACT, 2005**

(xiv)	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 CGI Lagos is open from 9:00 am to 5:30 pm, from Monday to Friday. The holidays observed by the Consulate are given on the website <a href="http://www.cgilagos.gov.in">www.cgilagos.gov.in</a>
(xv)	the names, designations and other particulars of the Public Information Officers and Appellate Authority;	<p><b>Central Public Information officer:-</b>  Shri Ajay Kumar Sharma  Consul (HOC &amp; Cons)  <b>Email: <a href="mailto:hoc.lagos@mea.gov.in">hoc.lagos@mea.gov.in</a></b>  Phone:234-14480878</p> <p>Appellate Authority  Shri Chandramouli K.Kern  Consul General  Email: <a href="mailto:cg.lagos@mea.gov.in">cg.lagos@mea.gov.in</a>  Phone: 234-4480880</p>
(xvi)	such other information as may be prescribed and thereafter update these publications every year;	The Consulate's website has information which is updated on a regular basis.
(xvii)	Consular Jurisdiction of CGI Lagos	Lagos, Abia , Akwa Ibom, Ogun, Anambra, Bayelsa, Ondo, Ebonyi, Cross River, Osun, Enugu, Delta, Oyo, Imo, Edo, Rivers,