

**Information about the Embassy  
required under Section 4 (1) (b) of the RTI Act, 2005**

|       |                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| (i)   | The particulars of its organization, functions and duties;                                                   | <p>Embassy of India is headed by the Ambassador of India.</p> <p>His deputy is an officer of the rank of First/Second Secretary.</p> <p>The Embassy has Administration, Consular and Commerce Wings. The functions of the Embassy <i>inter alia</i>, include political and economic cooperation, trade and investment promotion, cultural interaction and visa, passport and consular services.</p> <p>Embassy 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.</p> <p>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 Consular and Visa Manuals of India.</p> <p>The Officers of the Embassy function under the guidance and supervision of Ambassador.</p>                                                                                                                                          |
| (iii) | The procedure followed in the decision making process, including channels of supervision and accountability; | <p>All substantive decisions are taken under the instructions and overall supervision of the Ambassador.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| (iv)  | The norms set by it for the discharge of its functions;                                                      | <p>The Citizen's Charter of the Embassy of India, Helsinki aims to provide information and guidelines regarding the services offered by the Embassy. It outlines our commitment to serving not only Indian citizens but also foreign nationals and fostering friendly relations between India and Finland. This charter sets out services standards, responsibilities, and measures to enhance transparency, efficiency, and accountability. It also aims to provide prompt, efficient, and courteous services to Indian citizens in</p>                                                                  |

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|                                                                                                                                                                         |                                                                                                                                                    | <p>Finland, ensuring their welfare, safety, and support. Grievances can be registered through GOI's portal Madad (<a href="https://www.indembhelsinki.gov.in/madad.php">https://www.indembhelsinki.gov.in/madad.php</a>) or by writing an email to the Embassy.</p> <p>Following norms have been set under the instructions and supervision of the Ambassador:</p> |
| <p style="text-align: center;"><b><u>Citizens' Charter</u></b></p> <p style="text-align: center;"><b><u>Time limits for disposal of Consular and other work</u></b></p> |                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                         | <p style="text-align: center;"><b>Particulars of Consular Service</b></p>                                                                          | <p style="text-align: center;"><b>Period</b></p>                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                         | Visa for Finnish & Estonian citizens                                                                                                               | 3-5 working days                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                         | Visa for citizens other than Finland and Estonia                                                                                                   | 5-7 working days                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                         | Passport (Issued under the CIPPS)                                                                                                                  | 3-5 weeks                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                         | OCI Card                                                                                                                                           | 4-6 weeks                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                         | Miscellaneous Consular services (Attestations, Affidavits, Powers of Attorney, etc.) for Indian nationals                                          | 1-2 working days                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                         | Response to RTI Queries                                                                                                                            | Within 30 days                                                                                                                                                                                                                                                                                                                                                     |
| (v)                                                                                                                                                                     | The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; | <p>IFS (PLCA) Rules, as amended from time to time.</p> <p>Delegated Financial powers of the Government of India's Representatives Abroad.</p> <p>Passport Act Consular and Visa Manuals of India. Other Central Government Rules and manuals published by Central Government.</p>                                                                                  |
| (vi)                                                                                                                                                                    | A statement of the categories of documents that are held by it or under its control;                                                               | <p>Classified documents / files relating to India's external relations.</p> <p>Unclassified documents / files including joint statements, declarations, agreements and MoUs.</p> <p>Passport and consular services application forms.</p> <p>Miscellaneous documents related to its administrative and establishment work.</p>                                     |

| (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;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | The Embassy functions within the norms of India’s foreign policy formulated by the Ministry of External Affairs.<br>Policy is implemented by the Embassy under the guidance and supervision of the Ambassador.<br>Embassy interacts regularly with representatives of think tanks, academic community, Indian Association, Indian Diaspora and others.                            |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |
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| 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;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <div>Tender Evaluation Committee:</div> <div><div>• Shri Mayank Goel, First Secretary</div><div>• Shri Raju Kumar, Attache</div><div>• Shri Dinesh Meena, ASO</div></div> <div>Committee for Administration of the Indian Community Welfare Fund:</div> <div><div>• Shri Raju Kumar, Attache</div><div>• Shri Ravi Kant Gupta, ACO</div><div>• Shri Dinesh Meena, ASO</div></div> |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |
| (ix)                                                             | A directory of its officers and employees:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                   |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |
|                                                                  | <table><tr><th colspan="2">EMBASSY OF INDIA, Helsinki</th></tr><tr><th colspan="2">OFFICERS’ L I S T</th></tr><tr><th>Name &amp;Designation</th><th>Email addresses</th></tr><tr><td>Shri Hemant H. Kotalwar<br/>Ambassador</td><td><a href="mailto:amb.helsinki@mea.gov.in">amb.helsinki@mea.gov.in</a></td></tr><tr><td>Shri Mayank Goel<br/>First Secretary &amp; HOC</td><td><a href="mailto:hoc.helsinki@mea.gov.in">hoc.helsinki@mea.gov.in</a></td></tr><tr><td>Shri Raju Kumar<br/>Attache (Admin, Consular &amp; Community Affairs)</td><td><a href="mailto:cons.helsinki@mea.gov.in">cons.helsinki@mea.gov.in</a></td></tr><tr><td>Shri Pawan Kumar Yadav<br/>PS</td><td><a href="mailto:amboffice.helsinki@mea.gov.in">amboffice.helsinki@mea.gov.in</a></td></tr><tr><td>Shri Somnath Sarkar<br/>PS</td><td><a href="mailto:hocoff.helsinki@mea.gov.in">hocoff.helsinki@mea.gov.in</a></td></tr><tr><td>Shri Ravi Kant Gupta<br/>ASO (Consular)</td><td><a href="mailto:visacons.helsinki@mea.gov.in">visacons.helsinki@mea.gov.in</a></td></tr><tr><td>Shri Dinesh Meena<br/>ASO (Administration)</td><td><a href="mailto:adm.helsinki@mea.gov.in">adm.helsinki@mea.gov.in</a></td></tr><tr><td>Shri Sandeep Kumar<br/>JSA &amp; Accountant</td><td><a href="mailto:accts.helsinki@mea.gov.in">accts.helsinki@mea.gov.in</a></td></tr><tr><td>Shri Rupesh Krishnarao Pawar<br/>Security Assistant</td><td></td></tr></table> |                                                                                                                                                                                                                                                                                                                                                                                   | EMBASSY OF INDIA, Helsinki |  | OFFICERS’ L I S T |  | Name &Designation | Email addresses | Shri Hemant H. Kotalwar<br>Ambassador | <a href="mailto:amb.helsinki@mea.gov.in">amb.helsinki@mea.gov.in</a> | Shri Mayank Goel<br>First Secretary & HOC | <a href="mailto:hoc.helsinki@mea.gov.in">hoc.helsinki@mea.gov.in</a> | Shri Raju Kumar<br>Attache (Admin, Consular & Community Affairs) | <a href="mailto:cons.helsinki@mea.gov.in">cons.helsinki@mea.gov.in</a> | Shri Pawan Kumar Yadav<br>PS | <a href="mailto:amboffice.helsinki@mea.gov.in">amboffice.helsinki@mea.gov.in</a> | Shri Somnath Sarkar<br>PS | <a href="mailto:hocoff.helsinki@mea.gov.in">hocoff.helsinki@mea.gov.in</a> | Shri Ravi Kant Gupta<br>ASO (Consular) | <a href="mailto:visacons.helsinki@mea.gov.in">visacons.helsinki@mea.gov.in</a> | Shri Dinesh Meena<br>ASO (Administration) | <a href="mailto:adm.helsinki@mea.gov.in">adm.helsinki@mea.gov.in</a> | Shri Sandeep Kumar<br>JSA & Accountant | <a href="mailto:accts.helsinki@mea.gov.in">accts.helsinki@mea.gov.in</a> | Shri Rupesh Krishnarao Pawar<br>Security Assistant |  |
| EMBASSY OF INDIA, Helsinki                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                   |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |
| OFFICERS’ L I S T                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                   |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |
| Name &Designation                                                | Email addresses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                   |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |
| Shri Hemant H. Kotalwar<br>Ambassador                            | <a href="mailto:amb.helsinki@mea.gov.in">amb.helsinki@mea.gov.in</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                   |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |
| Shri Mayank Goel<br>First Secretary & HOC                        | <a href="mailto:hoc.helsinki@mea.gov.in">hoc.helsinki@mea.gov.in</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                   |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |
| Shri Raju Kumar<br>Attache (Admin, Consular & Community Affairs) | <a href="mailto:cons.helsinki@mea.gov.in">cons.helsinki@mea.gov.in</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                   |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |
| Shri Pawan Kumar Yadav<br>PS                                     | <a href="mailto:amboffice.helsinki@mea.gov.in">amboffice.helsinki@mea.gov.in</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                   |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |
| Shri Somnath Sarkar<br>PS                                        | <a href="mailto:hocoff.helsinki@mea.gov.in">hocoff.helsinki@mea.gov.in</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                   |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |
| Shri Ravi Kant Gupta<br>ASO (Consular)                           | <a href="mailto:visacons.helsinki@mea.gov.in">visacons.helsinki@mea.gov.in</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                   |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |
| Shri Dinesh Meena<br>ASO (Administration)                        | <a href="mailto:adm.helsinki@mea.gov.in">adm.helsinki@mea.gov.in</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                   |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |
| Shri Sandeep Kumar<br>JSA & Accountant                           | <a href="mailto:accts.helsinki@mea.gov.in">accts.helsinki@mea.gov.in</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                   |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |
| Shri Rupesh Krishnarao Pawar<br>Security Assistant               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                   |                            |  |                   |  |                   |                 |                                       |                                                                      |                                           |                                                                      |                                                                  |                                                                        |                              |                                                                                  |                           |                                                                            |                                        |                                                                                |                                           |                                                                      |                                        |                                                                          |                                                    |  |

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|------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------|
| (x)  | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations: |                                                 |                               |
|      |                                                                                                                                               | <b>Designation</b>                              | <b>Remuneration in Rupees</b> |
|      | <b>Name</b>                                                                                                                                   |                                                 | Level (Pay Band )             |
|      | Shri Hemant H. Kotalwar                                                                                                                       | Ambassador                                      | Level 15 (182200-224100)      |
|      | Shri Mayank Goel                                                                                                                              | First Secretary                                 | Level 11 (67700-208700)       |
|      | Shri Raju Kumar                                                                                                                               | Attache                                         | Level 10 (56100-177500)       |
|      | Shri Pawan Kumar Yadav                                                                                                                        | PS                                              | Level 10 (56100-177500)       |
|      | Shri Somnath Sarkar                                                                                                                           | PS                                              | Level 8 (47600-151100)        |
|      | Shri Ravi Kant Gupta                                                                                                                          | ASO                                             | Level 7 (44900-142400)        |
|      | Shri Dinesh Meena                                                                                                                             | ASO                                             | Level 7 (44900-142400)        |
|      | Shri Sandeep Kumar                                                                                                                            | JSA & Accountant                                | Level 3 (21700-69100)         |
|      | Shri Rupesh Krishnarao Pawar                                                                                                                  | Security Assistant                              | Level 4 (25500-81100)         |
| (xi) | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made: |                                                 |                               |
|      | <b>Budget</b>                                                                                                                                 |                                                 |                               |
|      | <b>Head of Accounts</b>                                                                                                                       | <b>Approved BE 2025-26 (in Thousand Rupees)</b> |                               |
|      | Salaries                                                                                                                                      | 60900                                           |                               |
|      | Wages                                                                                                                                         | 104                                             |                               |
|      | Rewards                                                                                                                                       | 0                                               |                               |
|      | Medical treatment                                                                                                                             | 4135                                            |                               |
|      | Allowances                                                                                                                                    | 50934                                           |                               |
|      | LTC                                                                                                                                           | 51                                              |                               |
|      | TE (Local Tours)                                                                                                                              | 725                                             |                               |
|      | TE (Others)                                                                                                                                   | 4530                                            |                               |
|      | OE                                                                                                                                            | 15000                                           |                               |
|      | RRT                                                                                                                                           | 21516                                           |                               |
|      | Digital Equipment                                                                                                                             | 195                                             |                               |
|      | Fuel & Lubs.                                                                                                                                  | 450                                             |                               |
|      | Adv. & Pub.                                                                                                                                   | 929                                             |                               |
|      | Minor Civil & Elect. works                                                                                                                    | 1797                                            |                               |

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|        | Repair & Maintenance                                                                                                                                                   | 180                                                                                                                                                                                                                                 |
|        | Bank Charges                                                                                                                                                           | 225                                                                                                                                                                                                                                 |
|        | SAP                                                                                                                                                                    | 109                                                                                                                                                                                                                                 |
|        | Furniture & Fixtures                                                                                                                                                   | 1200                                                                                                                                                                                                                                |
|        | ICT                                                                                                                                                                    | 975                                                                                                                                                                                                                                 |
|        | <b>Total</b>                                                                                                                                                           | <b>163955</b>                                                                                                                                                                                                                       |
| (xii)  | The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;                                    | Embassy of India, Helsinki does not have any subsidy program.                                                                                                                                                                       |
| (xiii) | Particulars of recipients of concessions, permits or authorizations granted by it;                                                                                     | No concessions / permits are granted by Embassy of India.                                                                                                                                                                           |
| (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. Embassy also makes available to interested individuals various Information Booklets containing various information on India, its people, culture and cuisine                    |
| (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; | The Embassy is open from 8:30 am to 5:00 pm, or 0830 hrs to 1700 hrs, from Monday to Friday. The holidays observed by the Embassy are given on the website <a href="http://www.indembhelsinki.gov.in">www.indembhelsinki.gov.in</a> |
| (xvi)  | The names, designations and other particulars of the Public Information Officers;                                                                                      | Public Information officer:<br>Shri Raju Kumar, Attache<br>Telephone: +358 9 228 99115<br>Fax : +358 9 622 1208<br>Email : <a href="mailto:cons.helsinki@mea.gov.in">cons.helsinki@mea.gov.in</a>                                   |
| (xvii) | Such other information as may be prescribed and thereafter update these publications every year                                                                        | The Embassy's website has this information which is updated on a regular basis.                                                                                                                                                     |

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