

INFORMATION ABOUT EMBASSY OF INDIA, SAO TOME & PRINCIPE, REQUIRED UNDER SECTION 4(1)(B) OF THE RTI ACT, 2005

Subhash Bist, Attache has been appointed as the Central Public Information Officer under the RTI Act 2005, of India. His e-mail is admn.saotome@mea.gov.in ; Phone: +239.9888893. The Appellate Authority is Shri Shiv Sagar, Counsellor & HOC. His email ID: hoc.saotome@mea.gov.in ; Phone: +239.2221189

INFORMATION ABOUT THE Embassy of India, Sao Tome, REQUIRED UNDER SECTION 4(1)(B) OF THE RTI ACT, 2005

(i)	The particulars of its organization, functions and duties;	Embassy of India, Sao Tome is headed by Ambassador Shri Deepak Miglani. The Embassy looks after matters related to (i) Administration & Establishment Wing (ii) Consular Wing (iii) Economic & Commerce Wing (iv) Political Wing (v) Press, Information & Cultural Wing. Works related to these wings are carried out by ShriShiv Sagar, Counsellor & HOC and Shri Subhash Bist, Attache under the guidance of the Ambassador. The functions of the Embassy inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, other bilateral and multi-lateral issues and rendering Consular services including Passport, Visa and PIO and OCI cards. The 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. <u>Location of the Embassy:</u> Embassy of the Republic of India, Plot: 41-B, 159-HF, Campo de Milho, District Agua Grande, Sao Tome, Sao Tome & Principe
(ii)	The powers and duties of its officers and employees;	General Administrative powers are derived from IFS (PLCA) Rules, as amended from time to time. Financial powers of the Officers of the Embassy of India have been prescribed in the Delegated Financial powers of the Government of India's Representatives Abroad. Other powers are derived from the Passport Act of India. The Officers of the Embassy function under the guidance and supervision of the Ambassador.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability;	Decisions are taken under the instruction and supervision of the Ambassador.
(iv)	The norms set by it for the discharge of its functions	Norms are set under the instruction and supervision of the Ambassador.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees	IFS PLCA rules and annexures, Delegated Financial Powers of Government of India's Representatives abroad Rules, Passport Act, Manuals on Office Procedures, Other Central Government Rules and manuals published by Central Government.

	for discharging its functions;	
(vi)	A statement of the categories of documents that are held by it or under its control;	Classified documents/files relating to India's external relations; Unclassified documents/files including joint statements, declarations, agreements and MoUs. Passport and other consular services application forms.
(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	The Embassy of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the Embassy under the guidance and supervision of the Ambassador.
(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;	The Embassy does not have any boards, councils or committees.
(ix)	A directory of its officers and employees;	A directory is given at <u>Annex-I</u> .
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	A statement of monthly remuneration is at <u>Annex-II</u> .
(xi)	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 are given in the statement at <u>Annex-III</u> .

(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Embassy of India does not have any subsidy programme.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by the Embassy.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	The Embassy's website has the required information. The Embassy also makes available relevant data to interested individuals/firms containing information on India, its people and culture as and when requested.
(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;	At present, facility of a reading room or a library is not available as the Embassy started its functions only in April 2021 from a regular premises. General information about Embassy activities are disseminated through social media pages as well as at Embassy premises when a specific information is sought by anyone.
(xvi)	The names, designations and other particulars of the Public Information Officers;	Public Information officer:- Mr. Subhash Bist, Attache Telephone: +239.2221184 Email : admn.saotome@mea.gov.in
(xvii)	Such other information as may be prescribed and thereafter update these publications every year;	The Embassy's website has information which is updated on a regular basis.

ANNEXURE I

List of Officers in Embassy of India, Sao Tome (as on 20 November, 2025)

<u>Name of Officers</u>	<u>Designation</u>	<u>Contacts</u>
Shri Deepak Miglani	Ambassador	+239.2221189 amb.saotome@mea.gov.in
Shri Shiv Sagar	Counsellor	+239.2221184 hoc.saotome@mea.gov.in
Ms Sandhya Bhatt	SS/PPS	+239.2221189 sandhya.bhatt@mea.gov.in
Shri Subhash Bist	Attache	+239.2221184 adm.saotome@mea.gov.in
Shri Ankit Yadav	ASO	+239.2221184 cul.saotome@mea.gov.in

Sl. No.	Sanctioned Post	No. of Posts	Present Strength (as on 20.11.2025)
1	Ambassador	01	01
2	FS/SS	02	01 (promoted to Counsellor in the Mission w.e.f. 01.01.2024)
3	PA/PS	01	01 (SS/PPS posted and joined the Mission w.e.f. 24.10.2025)
4	Attache	01	01
5	ASO	01	01

ANNEXURE II

Monthly Remuneration of Officers and Staff (India-based) of Embassy of India, Sao Tome

Note: Apart from basic pay, India based Officers/Staff are paid Foreign Allowance as fixed by Ministry of External Affairs from time to time.

Sl. No.	Sanctioned Post	No. of Posts	Pay Scale
1	Ambassador	01	Rs.144,200 – 218,200 (Level 14)
2	FS/SS (*)	02	Rs. 123,100 – 215,900 (Level 13)
3	PA/PS (**)	01	Rs. 67,700 – 208,700 (Level 11)
4	Attache	01	Rs. 56,100 – 177,500 (Level 10)

5	ASO	01	Rs. 44,900 -142,400 (Level 07)
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(*) Promoted as Counsellor – hence Pay scale of Counsellor level officer is mentioned.

(**) SS/PPS level officer in strength – Pay Scale of SS level officer is mentioned.

ANNEXURE III

The approved figures of Budget Estimates (BE/FE) for FY 2025-26 in r/o Embassy of India, Sao Tome are as follows:

Budget utilization during Financial Year 2025-26:

Budget allocation during FY 2025-26	Rupees in thousands
	54555
Expenditure during FY 2025-26 (up to 31.10.2025)	39278 (up to 31.10.2025)

Payment of RTI fee online - Electronic Indian Postal Order (eIPO)

The Government of India (Department of Post) has launched the e-IPO (Electronic Indian Postal Order) service to facilitate purchase of Indian Postal order electronically for paying RTI fee/cost of information on-line through e-Post Office Portal (<https://www.epostoffice.gov.in>) of the Department of Posts. The detailed instructions for using the e-IPO service for payment of RTI fee on-line are contained in DOP & T^{Ms} OM No. 1/44/2009-IR dated March 22, 2013. (Please **click here**¹ to get the details. The facility of e-ipo has been extended to 176 Indian Missions/Posts abroad also vide Department of Personnel & Training OM NO 1/44/2009-IR dated October 7, 2013 (please **click here**² to see the OM). Department of Posts has extended the eIPO service to Indian citizens residing in India also w.e.f. February 13, 2014 vide OM No. 1/44/2009-IR dated 13th February 2014 (Please click here³ to see the OM). The RTI applicants may, therefore, pay the RTI fee/cost of information, also on-line using the said e-IPO service, for seeking information from Ministries/Departments in India as well as from Indian Missions abroad.

The web addresses of the three links are as below. These are in order of appearance in the para. Alternatively, the three pdf files are also attached, these again are numbered according to their appearance in the para.

1. Launching of Electronic Indian Postal Order.

2. Extending the facility of e-IPO for payment of RTI fee in Indian Missions by “Indian Citizens Abroad”.

3. Electronic Indian Postal Order-extension of service to Indian Citizens residing in India.

Disclosure of data under RTI Act on No. of deaths of Indians in Sao Tome:

Year	Total no. of deaths	Sex / Age	Cause of Death		
			Accidents	Natural Deaths	Suicides
21.09.2022 (date of opening of the Mission) (until 20.11.2025)	01	M / 62	0	1	0
