

INFORMATION ABOUT THE HIGH COMMISSION OF INDIA, GEORGETOWN, GUYANA, REQUIRED UNDER SECTION 4(1)(B) OF THE RTI ACT, 2005

(i)	the particulars of its organization, functions and duties;	<p>High Commission of India, Georgetown, Guyana is headed by High Commissioner has following Wings: (i) Administration Wing (ii) Consular Wing (iii) Political Wing (iv) Information Wing (v) Culture Wing (vi) Commerce Wing (vii) Education Wing (viii) Indian Cultural Centre</p> <p>The Wings are headed by Second Secretary rank officers.</p> <p>The functions of the High Commission inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press releases, and bilateral and multilateral affairs. High Commission 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 High Commission of India have been detailed in the Delegated Financial powers of the Government of India's Representatives Abroad.</p> <p>Other powers are derived from the Passport Act of India. The Officers of the High Commission function under the guidance and supervision of the High Commissioner.</p>
(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 High Commissioner.
(iv)	the norms set by it for the discharge of its functions	Norms are set under the instruction and supervision of the High Commissioner.
(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 and annexures</p> <p>Delegated Financial Powers of Government of India's Representatives abroad Rules</p> <p>Passport Act</p> <p>Manuals on Office Procedures</p>

		Other Central Government Rules and manuals published by Central Government.
(vi)	a statement of the categories of documents that are held by it or under its control;	Classified documents/files relating to India's external relations Unclassified documents/files including joint statements, declarations, agreements and MoUs. Passport and consular services application forms
(vii)	the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	High Commission of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the High Commission under the guidance and supervision of the High Commissioner. High Commission interacts with representatives of civil societies, academic community and others.
(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;	
(ix)	a directory of its officers and employees;	A directory is given at Annex-I
(x)	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	A statement of monthly remuneration is at Annex-II
(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 current financial year are given in the statement at Annex-III
(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	High Commission 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 High Commission of India.

(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	The High Commission's website has the required information. The High Commission also makes available to interested individuals various CD's and DVD's containing information on India, its people and culture.
(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;	
(xvi)	the names, designations and other particulars of the Public Information Officers;	<p>Central Public Information officer:-</p> <p>Mr. Shashi Mohan Joshi, Second Secretary & Public Information Officer Tel: 592 226 3996 Fax: 592 225 7012 , hoc.georgetown@mea.gov.in</p>
(xvii)	such other information as may be prescribed and thereafter update these publications every year;	The High Commission's website has information which is updated on a regular basis.

ANNEXURE I

DIRECTORY OF OFFICER AND STAFF OF HIGH COMMISSION OF INDIA, GEORGETOWN, GUYANA

S No	NAME	DESIGNATION
1.	V. MAHALINGAM	High Commissioner
2.	T.D BHUTIA	Second Secretary
3.	SHASHI MOHAN JOSHI	Second Secretary
4.	Y.K. BATRA	Attaché
5.	A. BAIDYA	Attaché
6.	P. MANI	Attaché (PS)
7.	KISHORE K. SAHOO	Assistant
8.	RAJ KUMAR	PA Designate

ANNEXURE II

MONTHLY REMUNERATION OF EMPLOYEES OF HIGH COMMISSION OF INDIA, GEORGETOWN, GUYANA

S No	Sanctioned Post	Pay Scale	Remarks
1.	High Commissioner	Rs 37,400/ to Rs 67,000/ Pay Band IV	+ Rs 10,000/ Grade Pay
2.	Second Secretary	Rs 15,600/ to Rs 39,100/ Pay Band III	+ Rs 6600/ Grade Pay
3.	Attache/PS	Rs 9300/ to Rs 34,800/ Pay Band II	+ Rs 4800/5400/ Grade Pay
4.	Assistant/PA	Rs 9300/ to Rs 34,800/ Pay Band II	+ Rs 4600/ Grade Pay

Note : Apart from basic pay, India-based officers/staff are paid Foreign Allowance which is fixed by the Ministry of External Affairs, New Delhi from time to time.

BUDGET ALLOCATION FOR HIGH COMMISSION OF INDIA, GEORGETOWN FOR
FY 2015-16:

HEAD	AMOUNT (IN RS. THOUSANDS)
SALARIES	30507
WAGES	63
OVERTIME ALLOWANCE	320
MEDICAL TREATMENT	1772
TRAVEL EXPENSES(LOCAL)	870
TRAVEL EXPENSES(OTHERS)	6435
PUBLICITY	257
OFFICE EXPENSES	8515
INFORMATION TECHNOLOGY	485
RENTS, RATES & TAXES	10502
MINOR WORK	348
OTHER CHARGES	0
TOTAL	60074