

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

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| (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) Administrative Wing (ii) Consular Wing (iii) Political Wing (iv) Information Wing (v) Culture Wing (vi) Commerce Wing (vii) Education Wing (viii) Swami Vivekananda Cultural Centre</p> <p>The Wings are headed by Counsellor/Second Secretary rank officers.</p> <p>The function 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 | <p>Decisions are taken under the instruction and supervision of the High Commissioner</p> |
| (iv) | The norms set by it for the discharge of its functions | <p>Norms are set under the instruction and supervision of the High Commissioner</p> |
| (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</p> <p>Passport Act</p> <p>Manuals on Office Procedures</p> <p>Other Central Government Rules and manuals published by Central Government</p> |

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| (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 service application forms. |
| (vii) | The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in declaration 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. |
| (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. | High Commission interacts with representatives of civil societies, academic community and others. |
| (ix) | A directory of its officers and employees | A directory is given at Annexure 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 Annexure-II |
| (xi) | The budget allocation 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 Annexure-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 concession/permits are granted by the High Commission of India. |
| (xiv) | Details in respect of 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 CDs and DVDs 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 | Citizens can approach High Commission of India Reception during working hours. |

(xvi) The names, designations and other particulars of the Public Information Officers

Central Public Information Officer:-

Mr K. Madhusudhana Rao, Second Secretary & CPIO, Tel: +592-2263996 Fax: +592-2257012 E-Mail: hoc.georgetown@mea.gov.in

Appellate Authority

Dr K J Srinivasa, High Commissioner & Appellate Authority, Tel: +592-2263996 Fax: +592-2257012 E-Mail: hc.georgetown@mea.gov.in

(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 OFFICERS/OFFICIALS OF HIGH COMMISSION OF INDIA, GEORGETOWN, GUYANA

S.No.	Name (S/Shri)	Designation
1	Dr K J SRINIVASA	High Commissioner
2	R K PERINDIA	Counsellor
3	VIJAYAKUMAR K.	Counsellor
4	DEEN DAYAL SINGH	Second Secretary
5	K. MADHUSUDHANA RAO	Second Secretary
6	ANANDAMAY BAIDYA	Attache
7	BALA DUTT	Attache
8	RAVI JAINWAL	S S A
9	VILLAYAT IQBAL KHAN	Security Assistant

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

S.No.	Sanction Post	Pay Scale (Rs)	Remarks
1	High Commissioner	144200-218200	Pay Level 14
2	Counsellor	123100-215900	Pay Level 13
3	Second Secretary	67700-208700	Pay Level 11
4	Attache	56100-177500	Pay Level 10
5	SSA	25500-81100	Pay Level 4
6	IBSA	29200-92300	Pay Level 5

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 allocations for High Commission of India, Georgetown, Guyana for FY 2020-21

HEAD	AMOUNT (in Rs. Thousands)
Salaries	53000
Wages	500
Overtime Allowance	950
Medical Treatment	1200
Travel Expenses (Local)	4300
Travel Expenses (Others)	7000
Publicity	2000
Office Expenses	19000
Swachhta Action Plan (SAP)	60
Information Technology	1800
Rents, Rates & Taxes	17480
Minor Works	500
Other Charges	0
TOTAL	107790