

RIGHT TO INFORMATION

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Indian citizens resident in Guyana, Antigua & Barbuda, St. Kitts & Nevis and Anguilla may seek information in writing on payment of requisite fee during office hours on working days as per procedure laid down in the RTI Act, 2005.

Contact details of officers for addressing applications under Right to Information Act, 2005:

Public Information Officer

Mr. Amir Chand

Counsellor

Email: hc.georgetown@mea.gov.in

Appellate Authority

Dr. K J Srinivasa

High Commissioner

Email: hc.georgetown@mea.gov.in

Applications seeking information under the Act may be sent along with a fee in Guyanese Dollrs or US Dollars equivalent to INR 10/- (Indian Rupee ten only) in cheque or demand draft favoring High Commission of India, Georgetown..

It may be noted that information provided under the Act is available to citizens of India only. Applications should be submitted along with documentary proof of Indian Citizenship (like copy of personal particulars pages of passport). More information is available at <http://rti.gov.in>. The mailing address is High Commission of India, 307 Chrch & Peter Rose Streets, Queenstown, Georgetown, Guyana.

It may also be pointed out that as per section 6(1) (a) of the RTI Act, 2005, a person who desires to obtain information under the Act is required to submit the application to the Information Officer of the “concerned

public authority". Applicants are, therefore, advised to send their requests under the RTI Act to the High Commission only when the subject matter can reasonably be presumed to pertain to the High Commission. While section 6 (3) provides for the transfer of an application by a receiving PIO to another [concerned] PIO, this is clearly meant to cover situations where the application is addressed to a PIO on the assumption that it has been directed to the concerned PIO. Where the information required obviously does not pertain to the High Commission the application may be addressed to the concerned PIO directly.

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

The scheme of Electronic Indian Postal Order (eIPO) has been launched by the Department of Posts, Ministry of Communications and Information Technology, in association with Department of Personnel and Training (DoPT). This would enable the Indian citizens abroad to pay the RTI fee online.

An Indian Postal Order can be purchased electronically by paying a fee on-line through e-Post Office Portal or through India Post website. The web-links for payment are:

www.indiapost.gov.in

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The Credit Card or Debit Card of any bank powered by Visa/ Master can be used for this purpose.

Procedure

The RTI applicant is required to register on the website to create his/ her profile. Then he has to select the Ministry/ Department from whom he desires to seek information under the RTI Act. The eIPO is generated which can be used to seek information from that Ministry/ Department only. A printout of the eIPO is required to be attached with the RTI application sent in hard copy. In case RTI application is filed electronically, the eIPO is enclosed as an attachment. The profile is required to be created during the first time only.

The RTI application accompanied by an eIPO is similar in all respects to the RTI application accompanied by fees through any other approved mode. All the provisions regarding eligibility, time limit, exemptions etc; as provided in the RTI Act, 2005 continue to apply.

Currently, this facility is available only for Indian Citizens living anywhere other than in India. By this measure, those living abroad would be facilitated to seek information under the RTI Act, 2005. It is hoped that in future, this facility would be extended to all citizens within the country too. Any public authority which accepts a postal order should also accept an eIPO.

Extension of IPO Facility to Indians citizens residing in India

The Department of Posts has extended the "eIPO" (electronic Indian Postal Order) service to Indian citizens residing in India also w.e.f. 13.02.2014, for purchasing Indian Postal Order electronically by paying

a fee online through e-Post Office Portal i.e www.epostoffice.gov.in. It can also be accessed through India Post website www.indiapost.gov.in

This facility has been provided for Indian citizens to facilitate them to seek information from the Central Public Information Officers (CPIOs) under the RTI Act, 2005. Debit or Credit Cards of any Bank powered by Visa/ Master can be used to purchase e-IPO.

The user needs to get registered at the website. He has to select the Ministry/ Department from whom he desires to seek the information under the RTI Act and the eIPO so generated can be used to seek the information from that Ministry/Department only. A printout of the eIPO is required to be attached with the RTI application. If the RTI application is being filed electronically, eIPO is required to be attached as an attachment.

This facility is only for purchasing an Indian Postal Order electronically. All the requirements for filling an RTI application as well as other provisions regarding eligibility, time limit, exemptions etc. will continue to apply.

An eIPO so generated must be used only once with an RTI application.

RTI Act, 2005

INFORMATION ABOUT THE HIGH COMMISSION OF INDIA, GEORGETOWN, GUYANA, REQUIRED UNDER SECTION 4(1) 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 and 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/First Secretary/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	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	IFS (PLCA) Rules and Annexures Delegated Financial Powers of Government of India's

	discharging its functions	Representatives Abroad Passport Act Manuals on Office Procedures 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 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	1. Dr. K J Srinivasa – High Commissioner 2. Shri Amir Chand – PSO/Counsellor 3. Shri Mukesh Kaushik – Sr. PPS/First Secretary 4. Shri Brahmdev Tyagi – Second Secretary 6. Shri Manoramjan Kumar Singh – Attache 7. Shri Amit Singh – Attache 8. Shri Manjeet – SSA 9. Shri Sang Singh - IBSA
(x)	The monthly remuneration received by each of its officers and employees, u/s 4(1)(b)(x) or RTI Act	A statement of monthly remuneration is at Annexure-I
(xi)	Budget utilization during Financial Year 2021-22	The Budget figures for the Current Financial Year are given in the statement at Annexure-II
(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,	No concession/permits are granted by the High

	permits or authorizations granted by it;	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	<p>Central Public Information Officer:- Mr Amir Chand, Counsellor & CPIO, Tel: +592-2263996 Fax: +592-2257012 E-Mail: hc.georgetown@mea.gov.in</p> <p>Appellate Authority Dr K J Srinivasa, High Commissioner & Appellate Authority, Tel: +592-2263996 Fax: +592-2257012 E-Mail: hc.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

Monthly remuneration received by each officer and employee u/s 4(1)/(b)(x) of RTI Act

S.No.	Grade/Post	No. of Posts	Level of pay in Pay Matrix (7th CPC)	Pay Scale
1.	Grade III of IFS / High Commissioner	1	Pay level 14	Rs.144200-218200
2.	Principal Staff Officer / Counsellor	1	Pay level 13	Rs.123800-215900
4.	Senior Principal Private Secretary / First Secretary	1	Pay level 12	Rs.78800-209200
3.	Grade I of IFS (B) / Second Secretary	2	Pay level 11	Rs.67700-208700
4.	Attache	2	Pay level 10	Rs.56100-177500
5.	SSA	1	Pay level 4	Rs.25500-81100
6.	IBSA	1	Pay level 5	Rs.29200-92300

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 utilization during Financial Year 2022-23

Budget allocation during FY-2022-23 (Rs. in thousands only)	137220
Expenditure during FY 2022-23 (Rs. in thousands only)	138905

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