

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

(i)	Particulars of its organization, functions and duties;	<p>High Commission of India, Lusaka is headed by the High Commissioner and comprises the following Wings: (i) Political, Information & Cultural Wing (ii) Commercial Wing (iii) Consular Wing (iv) Administration Wing.</p> <p>The functions of the High Commission inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison in bilateral and multilateral contexts.</p> <p>The 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)	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 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.</p> <p>The Officers of the High Commission function under the guidance and supervision of the High Commissioner.</p>
(iii)	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)	Norms set by it for the discharge of its functions	Norms are set under the instruction and supervision of the High Commissioner.

(v)	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 its 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>
(vi)	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, visa and consular services application forms</p>
(vii)	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.
(viii)	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 Commissioner interacts regularly with representatives of think tanks, academic community and others.
(ix)	Directory of its officers and employees;	A directory is given at Annexure-I

(x)	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)	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 Annexure-III
(xii)	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	The High Commission 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)	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 of India can obtain information through the website of the High Commission and they can also access the High Commission's library during working hours.
(xvi)	Names, designations and other particulars of the Central Public Information Officers	Shri Sudipta Roy Second Secretary &HOC Tel: +260-211-253066 Fax: +260-211-254118 E-mail: hoc.lusaka@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
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