

**High Commission of India  
Kuala Lumpur**

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**Information about the High Commission of India, Kuala Lumpur required  
under Section-4 of RTI Act, 2005**

**1. Organization and Function**

<b>S. No.</b>	<b>Item</b>	<b>Details</b>
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	<p>High Commission of India, Level 1, Wisma HRIH Lotus, 442, Jalan Pahang, Setapak, 53000 Kuala Lumpur</p> <p>General Lines (During Office Hours) - +603-4024 0990 / 2200 / 2211 / 1010</p> <p>Emergency Contact Number (After Office Hours) - +60102550612</p> <p>Fax : +603-4025 3398</p>
		<p><b><u>Functions and Duties</u></b></p> <p>High Commission of India, Kuala Lumpur is headed by High Commissioner and has following wings: (i) Political Wing (ii) Commerce Wing (iii) Information Wing (iv) Consular Wing (v) Community Welfare &amp; Education Wing (vi) Defence Wing (vii) Chancery (including Administration) Wing. Each Wing is headed by a Counsellor / First Secretary/Second Secretary rank officer.</p> <p>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> <p>The functions of the High Commission, inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs, welfare of Indian citizens in Malaysia and scientific cooperation in bilateral and multilateral contexts.</p>
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	<p>General Administrative powers are derived from IFS (PLCA) Rules, as amended from time to time. 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. Other powers are derived from the Passport Act of India and ICWF Guidelines.</p>
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<p>Decisions are taken under the instructions and supervision of the High Commissioner.</p>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	<p>The norms established for passport, OCI, visa and other miscellaneous consular services have been outlined on the High Commission of India, Kuala Lumpur website. As far as other elements of the work of the High Commission of India, Kuala Lumpur are concerned, it is our endeavour that all files</p>

		are disposed of within seven days and replies to any letter or communication received is sent within a fortnight.																																												
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	IFS PLCA rules and annexures. IFS PLCA (Pay, Leave and Compensatory Allowances) is already available in electronic format but only for official use. These Rules are applicable to the officers posted in Indian Missions and Posts abroad. IFS RCSP (Recruitment, Cadre, Seniority and Promotion) rules Delegated Financial Powers of the Government of India's Representatives Abroad where the financial powers of the Missions/Posts abroad and is only for official use.																																												
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	Classified documents/files relating to India's relations with Malaysia, Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and Malaysia. Passport and consular services application forms, Personal files and cash accounts.																																												
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	High Commission interacts regularly with representatives of think tanks, academic community and others as well as with the wider Indian community, including Persons of Indian Origin.																																												
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	<table border="1"> <thead> <tr> <th>Name of Officer</th> <th>Designation</th> <th>Landline Office No.</th> <th>Email-id</th> </tr> </thead> <tbody> <tr> <td>H.E. Shri B. N. Reddy</td> <td>High Commissioner</td> <td>03- 40253311 03- 40253366</td> <td>hc.kl@mea.gov.in</td> </tr> <tr> <td>Ms. Archana Nair</td> <td>Deputy High Commissioner</td> <td>03- 40237979</td> <td>dhc.kl@mea.gov.in</td> </tr> <tr> <td>Ms. C. Sushma</td> <td>First Secretary (Comm, Pol, Edu, Press &amp; Info)</td> <td>03- 40269595</td> <td>fscom.kl@mea.gov.in</td> </tr> <tr> <td>Col. Sanjeev Vijaykumar Sarma</td> <td>DA</td> <td>03- 40269696</td> <td>da.kl@mea.gov.in</td> </tr> <tr> <td>Shri Aditya Fotader</td> <td>Second Secretary (Consular, Passport &amp; Visa)</td> <td>03- 40269797</td> <td>fscons.kl@mea.gov.in</td> </tr> <tr> <td>Shri Devender Singh</td> <td>Second Secretary (Projects) &amp; Head of Chancery</td> <td>03- 40269898</td> <td>hoc.kl@mea.gov.in</td> </tr> <tr> <td>Shri Narender Pal Singh</td> <td>Second Secretary (Labour)/PPS to DHC</td> <td>03-40253434</td> <td>dhcoffice.kl@mea.gov.in</td> </tr> <tr> <td>Shri Rajesh Krishnan</td> <td>Attache(Protocol/ Transport/DDO) PS to HC</td> <td>03- 40253366</td> <td>hcoffice1.kl@mea.gov.in</td> </tr> <tr> <td>Ms Krishna Lajpal</td> <td>Attache(Labour)</td> <td>03- 40236666</td> <td>labour.kl@mea.gov.in</td> </tr> <tr> <td>Shri Sunil Kumar</td> <td>Attache</td> <td>03- 40242626</td> <td>cons1.kl@mea.gov.in</td> </tr> </tbody> </table>	Name of Officer	Designation	Landline Office No.	Email-id	H.E. Shri B. N. Reddy	High Commissioner	03- 40253311 03- 40253366	hc.kl@mea.gov.in	Ms. Archana Nair	Deputy High Commissioner	03- 40237979	dhc.kl@mea.gov.in	Ms. C. Sushma	First Secretary (Comm, Pol, Edu, Press & Info)	03- 40269595	fscom.kl@mea.gov.in	Col. Sanjeev Vijaykumar Sarma	DA	03- 40269696	da.kl@mea.gov.in	Shri Aditya Fotader	Second Secretary (Consular, Passport & Visa)	03- 40269797	fscons.kl@mea.gov.in	Shri Devender Singh	Second Secretary (Projects) & Head of Chancery	03- 40269898	hoc.kl@mea.gov.in	Shri Narender Pal Singh	Second Secretary (Labour)/PPS to DHC	03-40253434	dhcoffice.kl@mea.gov.in	Shri Rajesh Krishnan	Attache(Protocol/ Transport/DDO) PS to HC	03- 40253366	hcoffice1.kl@mea.gov.in	Ms Krishna Lajpal	Attache(Labour)	03- 40236666	labour.kl@mea.gov.in	Shri Sunil Kumar	Attache	03- 40242626	cons1.kl@mea.gov.in
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		(Passport)  Shri Kamkholen Kipgen Attache (Commerce & Political) 03- 40252323 com.kl@mea.gov.in  Shri Abhijit Mitra Attache (Admin & Property) 03- 40244545 estt.kl@mea.gov.in																																												
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	<p>The employees are paid in accordance with the pay and allowances fixed by the government of India. The pay scales of officers of different ranks are given below:</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Designation</th> <th>Officers in position</th> <th>Pay Matrix Level</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>High Commissioner</td> <td>1</td> <td>Level-14</td> </tr> <tr> <td>2.</td> <td>DHC Counsellor</td> <td>1</td> <td>Level-13</td> </tr> <tr> <td>3.</td> <td>Counsellor</td> <td>1</td> <td>Level-13</td> </tr> <tr> <td>4.</td> <td>First Secretary</td> <td>1</td> <td>Level-12</td> </tr> <tr> <td>5.</td> <td>Second Secretary</td> <td>3</td> <td>Level-11</td> </tr> <tr> <td>6.</td> <td>Attache/PS</td> <td>5</td> <td>Level-10</td> </tr> <tr> <td>7.</td> <td>ASO</td> <td>2</td> <td>Level-7</td> </tr> <tr> <td>8.</td> <td>PA</td> <td>2</td> <td>Level-7</td> </tr> <tr> <td>9.</td> <td>Chauffeur</td> <td>2</td> <td>Level-3</td> </tr> <tr> <td>10.</td> <td>IBSA</td> <td>2</td> <td>Level-2</td> </tr> </tbody> </table> <p>Besides Basic pay, India based employees get Foreign allowance also, which is revised time to time. Compensation for India based officers as well as locally recruited employees is determined by MEA Headquarters.</p>	S. No.	Designation	Officers in position	Pay Matrix Level	1.	High Commissioner	1	Level-14	2.	DHC Counsellor	1	Level-13	3.	Counsellor	1	Level-13	4.	First Secretary	1	Level-12	5.	Second Secretary	3	Level-11	6.	Attache/PS	5	Level-10	7.	ASO	2	Level-7	8.	PA	2	Level-7	9.	Chauffeur	2	Level-3	10.	IBSA	2	Level-2
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1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	<p><b>Chief Public Information Officer: Mr. Devender Singh, Second Secretary/HOC</b> Tel: 03- 40269898 Fax: +603-4025 3398 - Email: hoc.kl@mea.gov.in</p> <p><b>First Appellate Authority : Mrs. Archana Nair, Deputy High Commissioner</b> Tel: 03- 40237979 Fax: +603-4025 3398 Email: dhc.kl@mea.gov.in</p>																																												
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	Nil																																												
1.12	Programmes to advance understanding of RTI (Section 26)	Nil																																												
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	Decided by the Ministry of External Affairs, New Delhi																																												

## 2. Budget and Programme

S. No.	Item	Details																										
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	The BE allocation for the High Commission for the financial year 2021-22 is as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Head</th> <th>Amount (in Rs. Thousands)</th> </tr> </thead> <tbody> <tr> <td>Salaries</td> <td>160142</td> </tr> <tr> <td>Wages</td> <td>1500</td> </tr> <tr> <td>OTA</td> <td>850</td> </tr> <tr> <td>Medical</td> <td>7500</td> </tr> <tr> <td>Local Tours</td> <td>1870</td> </tr> <tr> <td>Foreign Tours</td> <td>7965</td> </tr> <tr> <td>OE</td> <td>3000</td> </tr> <tr> <td>RRT</td> <td>29910</td> </tr> <tr> <td>Adv &amp; Publicity</td> <td>2000</td> </tr> <tr> <td>Minor Works</td> <td>5000</td> </tr> <tr> <td>Swachhta Action Plan</td> <td>260</td> </tr> <tr> <td>IT Expenses</td> <td>2036</td> </tr> </tbody> </table>	Head	Amount (in Rs. Thousands)	Salaries	160142	Wages	1500	OTA	850	Medical	7500	Local Tours	1870	Foreign Tours	7965	OE	3000	RRT	29910	Adv & Publicity	2000	Minor Works	5000	Swachhta Action Plan	260	IT Expenses	2036
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2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	<b>Local Tours during FY 2021-22 (Till Date):</b> NIL <b>Foreign Tours during FY 2021-22 (Till Date):</b> NIL																										
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	High Commission of India does not have any subsidy programme except for administering, and under its instructions, Government of India's assistance programmes, whenever agreed as part of its bilateral cooperation with the Government of Malaysia.																										
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	Discretionary Grant is applicable to High Commissioner as per the guidelines of Ministry of External Affairs																										
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	No concessions/permits are granted by the High Commission of India, Kuala Lumpur. Government of India provides slots under Indian Technical and Economic Cooperation (ITEC) to candidates from Malaysia. Sushma Swaraj Institute of Foreign Service also offers training programme to diplomats from the Republic of the Malaysia under ASEAN-India Diplomats Training course.																										
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	<b>39</b>																										

## 3. Publicity Band Public interface

S. No.	Item	Details
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt.	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.

	15.04.2013]	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	The policy decisions relevant to the public are publicized through the High Commission's website and social media channels.
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	The High Commission's website, Social Media handles has the required information.
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	www.mea.gov.in and https://www.hcicl.gov.in
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	Various publicity materials, access to library are provided free of cost

#### **4. E-Governance**

4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	English
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	General information available in High Commission's website is updated as and when required.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	The High Commission's website has the required information. The High Commission also makes available to interested individuals various CDs, DVDs and publicity material containing information on India, its people and culture.
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	The High Commission Website address https://www.hcicl.gov.in/ has the requisite information. The library of the High Commission remains open during the working hours i.e. 0900 hrs to 1730 hrs
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	The High Commission's website – https://www.hcicl.gov.in/ has information which is updated on a regular basis.
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	The details of RTI applications received and disposed by the High Commission during the year 2020-21 is 12 and 13 respectively  All RTI applications and appeals have been disposed of.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Parliament questions are replied by the Ministry. Inputs are given by the High Commission wherever required.

## 5. Information as may be prescribed

S. No.	Item	Details
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	<b>Mr. Devender Singh, Second Secretary/HOC</b> Tel: 03- 40269898  Fax: +603-4025 3398 - Email: hoc.kl@mea.gov.in  <b>First Appellate Authority : Mrs. Archana Nair,</b> <b>Deputy High Commissioner</b> Tel: 03- 40237979 Fax: +603-4025 3398 Email: dhc.kl@mea.gov.in

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