

INFORMATION ABOUT EMBASSY OF INDIA, KUALA LUMPUR REQUIRED UNDER SECTION 4(1)(B) OF THE RTI ACT, 2005

<p>(i) The particulars of its organization, functions and duties;</p>	<p>High Commission of India, Kuala Lumpur is headed by High Commissioner and has following wings:</p> <ul style="list-style-type: none"> (i) Political Wing (ii) Commerce Wing (iii) Information Wing (iv) Consular Wing (v) Community Welfare & Education Wing (vi) Defence Wing (vii) Chancery (including Administration) Wing <p>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. The functions of the Embassy, inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs, in bilateral and multilateral contexts.</p>
<p>(ii) The powers and duties of its officers and employees;</p>	<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>
<p>(iii) The procedure followed in the decision making process, including</p>	<p>Decisions are taken under the instruction and supervision of the High</p>

channels of supervision and accountability;	Commissioner.
(iv) The norms set by it for the discharge of its functions;	Norms are set under the instructions 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;	IFS PLCA rules and annexures Delegated Financial Powers of Government of India's Representatives abroad Rules Passport Act Manuals of 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 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.
(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 Mission 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 regularly with representatives of think tanks, academic community and others.
(ix) A directory of its officers and employees;	List of Officers is given at <u>Annexure-I</u>
(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 <u>Annexure-II</u>

(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 (2018-19) are given in the statement at <u>Annexure-III</u>
(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 High Commission of India.
(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;	High Commission of India's website has the required information. High Commission also makes available to interested individuals information on India, its people and culture.
(xv) The particulars of operation hour and official holidays	The High Commission of India' is open from 0900 am to 1730 pm from Monday to Friday. The holidays observed by the High Commission are given on the website, www.hcicl.gov.in
(xvi) The names, designations and other particulars of the Public Information Officers;	Public Information Officer (PIO): Lakshmikanta Kumbhar First Secretary & (Political) Tel: +603 6143 1169 e-mail: fspol.kl@mea.gov.in
(xvii) Such other information as may be prescribed and thereafter update these publications every year;	The High Commission official website has information which is updated on a regular basis.

ANNEXURE II

Monthly remuneration of Employees (As per 7th Pay Commission)

S. No	Sanctioned Post	No. of posts	Pay Matrix (As approved by 7th Pay Commission)	Remarks
1.	Ambassador (Grade II of IFS)	1	Level 15	
2.	Minister (Grade-III)	1	Level 14	
2.	Deputy Chief Of Mission (Grade IV of IFS)	1	Level 13	
3.	Counsellor (Gr. IV of IFS)	1	Level 13	
4.	Defence Attaché	1	Level 13	
6.	First Secretary	3	Level 12	
7.	Second Secretary/ PPS	2	Level 11	
8.	Third Secretary	1	Level 10	
9.	Attaché (Gr. II& III of IFS(B))	7	Level 8 & 10	
10.	Attaché(PS)	1	Level 7, 8 & 10	
11.	Assistant Section Officer	4	Level 7, 8 & 9	
12.	Personal Assistant	5	Level 7, 8 & 9	
13.	Dance, Music and Yoga teachers	2	Level 7 & 8	
14.	SSA/JSA		Level 2	
15.	Chauffeur	2	Level 4	
16.	Security Guards	2	Level 3	

ANNEXURE III

High Commission of India, Malaysia - Budget Estimates 2018-2019

Sl. No.	Expenditure Head	Amount in Rupees (in thousands)
1.	Salaries	188200
2.	Wages	2740
3.	Overtime Allowance	660
4.	Medical Expenses	4385
5.	Travel Expenses(Local Tour)	1260
6.	Travel Expenses(Others)	7255
7.	Advertising & Publicity	1900
8.	Office Expenses	31240
9.	Information Technology	880
10.	Rents, Rates, Taxes	18793
11.	Minor Works	300
12.	Swachhta Action Plan	405
Total		260,498
