

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

i)	the particulars of its organization, functions and duties	<p>The High Commission is headed by the High Commissioner of India and has following Wings: (i) Political (ii) Economic &amp; Commercial (iii) Chancery (including Administration) (iv) Consular (v) Education &amp; (vi) Culture.</p> <p>Each Wing is headed by a First Secretary/Second Secretary rank officer.</p> <p>The High Commission functions within the purview of business allocated to the Ministry of External Affairs under the Government of India Allocation of Business Rules and Transaction of Business Rules. The functions of the High Commission <i>inter alia</i> include political and economic cooperation, trade and investment promotion, scientific &amp; technological cooperation, cultural interaction, press and media liaison, consular operations including PIOs/NRIs and cooperation in the field of education, in bilateral and multilateral contexts.</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 have been detailed in the Delegated Financial Powers of 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)	the procedure followed in the decision making process, including channels of supervision and accountability	<p>Decisions are taken as per extant rules guidelines, where applicable and 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 Procedure;</p> <p>Other Central Government Rules and manuals published by Central Government.</p>
vi)	a statement of the categories of documents that are held by it or under its control	<p>Classified documents/files relating to India's relations with Trinidad &amp; Tobago, Commonwealth of Dominica, Grenada and Montserrat.</p> <p>Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and Trinidad &amp; Tobago and countries of concurrent accreditation-Commonwealth of Dominica, Grenada and Montserrat.</p> <p>Passport and consular services application forms.</p>
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	<p>The High Commission 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.</p>
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 public, or the minutes of such meetings are accessible for public	<p>The High Commission interacts regularly with representatives of think tanks, academic community and other concerned authorities.</p>

ix)	a directory of its officers and employees	List of Officers of the High Commission is available <a href="#">here</a> .
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 available <a href="#">here</a> .
xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	The budget allocation and utilisation figures for the past three financial years are given in the statement available <a href="#">here</a> .
xii)	the 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 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	The High Commission is open from 9:00 am to 5:30 pm, or 0900 hrs to 1730 hrs from Monday to Friday. The list of holidays observed by the High Commission are given <a href="#">here</a> .  The High Commission has a library which is located at the <a href="#">Mahatma Gandhi Institute for Cultural Cooperation</a> , open from 1000 hrs to 1300 hrs and 1400 hrs to 1700 hrs, Monday to Friday (except on holidays observed by the High Commission).
xvi)	the names, designations and other particulars of the Public Information Officers	<b>Central Public Information Officer</b> Mr. V.V.S. Rama Krishna Second Secretary (Consular) Phone: +1 868 225 4340 Fax: +1 868 225 4248 Email: <a href="mailto:cons2.pospain@mea.gov.in">cons2.pospain@mea.gov.in</a>
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.