

**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>High Commission of India, Port of Spain is headed by the High Commissioner of India to the Republic of Trinidad & Tobago, Commonwealth of Dominica, Grenada and Montserrat.</p> <p>The functions of the High Commission of India, Port of Spain, inter alia, include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison and scientific cooperation 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)	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, Port of Spain 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 of India 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 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; 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>Documents/files relating to India's external relations, joint statements, declarations, agreements and MoUs; 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>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>High Commission interacts regularly with representatives of think tanks, academic community and other concerned authorities.</p>
ix)	a directory of its officers and employees	<p>Available here.</p>

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 here .
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 are given in the statement available here .
xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	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 details are available on the High Commission's website.
xvi)	the names, designations and other particulars of the Public Information Officers	Available here .
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.