

## High Commission of India Maputo

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

(i) The particulars of its organization, functions and duties;	High Commission of India, Maputo carries out diplomatic, commercial, consular and other functions in Mozambique on behalf of Government of India. 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. 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, etc. The High Commission is headed by High Commissioner of India and has different wings such as political, commerce, consular, administration, culture etc. Each Wing is headed by a Second Secretary rank officer.
(ii) The powers and duties of its officers and employees;	As mentioned in Para (v) below
(iii) The procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are taken under the supervision of the High Commissioner and various Ministries of Government of India.
(iv) The norms set by it for the discharge of its functions;	As per the rules and norms of Government of India.
(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<ul style="list-style-type: none"> <li>* IFS (PLCA) rules</li> <li>* Delegated Financial Powers of Government of India's Representatives abroad Rules</li> <li>* Passports Act</li> <li>* Manuals on Office Procedures</li> <li>* General Financial Rules,</li> <li>* CCS (Leave) Rules</li> <li>* CCS (LTC) Rules</li> <li>* CCS (Conduct) Rules and others</li> </ul>
(vi) A statement of the categories of documents that are held by it or under its control;	Documents/files relating to India's relations with Mozambique on political, commercial, consular, administrative, cultural and other matters.
(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 High Commission 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	Not Applicable

minutes of such meetings are accessible for public;	
(ix) A directory of its officers and employees;	Annexure-I
(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	Salary of the officials are in Pay Level 14, 11, 10, 7, 4 & 3 as per 7 <sup>th</sup> Pay Commission
(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	As per the budget allocated by Ministry of External Affairs on year to year basis.
(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not Applicable
(xiii) Particulars of recipients of concessions, permits or authorizations granted by it;	Not Applicable
(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.
(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 09:00 am to 05:30 pm from Monday to Friday. The holidays observed by the High Commission are available on the website.
(xvi) The names, designations and other particulars of the Public Information Officers;	<b>Public Information Officer (PIO):</b> Mr. Abhinav Kumar, Second Secretary Fax: +258-21492364 e-mail: <a href="mailto:cons.maputo@mea.gov.in">cons.maputo@mea.gov.in</a>
(xvii) Such other information as may be prescribed and thereafter update these publications every year;	The High Commission of India's website <a href="https://www.hcimaputo.gov.in">https://www.hcimaputo.gov.in</a> has information which is updated on a regular basis.

## Annexure-I

As on 28.07.2020

### High Commission of India Maputo

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