

RTI Act, 2005

INFORMATION ABOUT THE HIGH COMMISSION OF INDIA, GABORONE REQUIRED UNDER SECTION 4(1)(B) OF THE RIGHT TO INFORMATION ACT, 2005

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| (i) | The particulars of its organization, functions and duties; | <p>The High Commission of India is headed by High Commissioner of India and has following key functions:</p> <p>(i) Political; (ii) Economic & Commercial; (iii) Chancery (including Administration); (iv) Consular and (v) Culture.</p> <p>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 inter alia include political and economic cooperation, trade and investment promotion, scientific and technological cooperation, cultural interaction, press and media liaison, and consular operations including PIOs/NRIs 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 of India have been detailed in the Delegated Financial powers of the Government of India Representatives Abroad. 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> |
| (iii) | The procedure followed in the decision making process, including channels of supervision and accountability; | <p>Decisions are taken as per extant rules and guidelines, where applicable and under the instruction and supervision of the High Commissioner.</p> |
| (iv) | The norms set by it for the | <p>Norms are set under the instruction and supervision of</p> |

- discharge of its functions; the High Commissioner.
- (v) The rules, regulations, IFS PLCA Rules and Annexures
instructions, manuals and
records, held by it or under Delegated Financial Powers of Government of India
its control or used by its Representatives abroad Rules
employees for discharging
its functions; Passport Act

Manual of Office Procedure

Other Central Government Rules and manuals published
by Central Government
- (vi) A statement of the
categories of documents Classified documents / files relating to India relations
that are held by it or under with Botswana.
its control; Unclassified documents / files including joint statements,
declarations, agreements and MoUs between India and
Botswana.

Passport and Consular Services application forms
- (vii) The particulars of any
arrangement that exists for High Commission of India functions within the norms of
consultation with, or India foreign policy formulated by the Ministry of
representation by, the External Affairs. Policy is implemented by the High
members of public in Commission under the guidance and supervision of the
relation to the formulation High Commissioner.
of its policy or
implementation thereof;
- (viii) A statement of the boards, High Commission of India interacts regularly with
councils, committees and representatives of think tanks, academic community and
other bodies consisting of others.
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;

(ix) A director of its officers and employees;

List of Officers is given at Annexure I.

(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 Annexure II

(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 (2025 26) are given in the statement at Annexure III.

(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 the High Commission of India

(xiv) Details in respect of the

The High Commission of India website has the required

- information, available to or held by it, reduced in an electronic form;
- (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;
- (xvi) The names, designations and other particulars of the Public Information Officers;
- (xvii) Such other information as may be prescribed and thereafter update these publications every year;
- information. High Commission also makes available to interested individuals various Brochures, CDs and DVDs containing information on India, its people and culture.
- The High commission of India is open from 8:30 am to 5:00 pm, or 0830hrs to 1700hrs from Monday to Friday. The holidays observed by the High Commission are given on the website www.hcigaborone.gov.in. The High Commission has a Library which is open from 1500hrs to 1630hrs, Monday to Friday (except on holidays).
- Central Public Information Officer (CPIO):
Mr. Anandamay Baidya, Second Secretary
Tel: +267 3934372
Email: hoc.gaborone@mea.gov.in
- The High Commission of India's website has information which is updated on a regular basis.
