

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

i.	The particulars of its organisation, functions and duties	<p>The High Commission of India is headed by High Commissioner of India and has following key functions: (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.</p> <p>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 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 Representatives abroad Rules</p> <p>Passport Act</p> <p>Manual of Office Procedure</p> <p>Other Central Government Rules and manuals published by Central Government</p>
vi.	A statement of the categories	<p>Classified documents/files relating to India relations with</p>

	of documents that are held by it or under its control	Botswana. 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 consultation with or representation by, the members of the public in relation to formulation of its policy or implementation thereof	High Commission of India functions within the norms of India 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 minutes of such meetings are accessible for public	High Commission of India 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 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 (2026-27) are given in the statement at Annexure III
xii.	The manner of execution of subsidy programmes,	High Commission of India does not have any subsidy programme.

	including the amounts allocated and the details of beneficiaries of such programmes	
xiii.	Particulars of recipients of concessions, permits or authorisations granted by it	No concessions/permits are granted by the High Commission of India
xiv.	Details in respect of the information, available to or held by it, reduced in an electronic form	The High Commission of India website has the required information. High Commission also makes available to interested individuals various Brochures, 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 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).
xvi.	The names, designations and other particulars of the Public Information Officers	Central Public Information Officer (CPIO): Mr. Alok Verma, Second Secretary Tel: +267 3934372 Email: hoc.gaborone@mea.gov.in
xvii.	Such other information as may be prescribed, and thereafter update these publications every year	The High Commission of India's website has information which is updated on a regular basis.