

## RIGHT TO INFORMATION ACT

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### **Brief Note**

1. The Right to Information (RTI) Act 2005, which came into force w.e.f. 12.10.2005, is an important legislation designed to promote transparency and accountability in the functioning of public authorities. The full text of the RTI Act is available on the website <http://righttoinformation.gov.in/RTI-Act.pdf>. Detailed information on this Act is available on the DoPT website <http://www.persmin.nic.in>. It has been recently decided to bring Missions/Posts abroad also under the purview of the Act.
2. In pursuance of the implementation of the RTI Act 2005 in the High Commission of India ,Windhoek, Mr. Pieyush Gupta has been designated as Public Information Officer (PIO) who is entrusted with the task of providing information to the Citizens of India, requesting for Information under the Act.
3. Application for requesting information, relevant to the functioning of the High Commission of India in Windhoek can be made in writing or through electronic means on payment of the prescribed fee for obtaining such information.
4. The application fee is Rs 10/- only and this can be paid in the equivalent amount in Namibian \$ (N\$1.58 at current rate of exchange). The amount can be paid at the High Commission in cash only
5. In case the applicant is not satisfied with the information provided by the PIO, he/she can appeal to the Appellate Authority viz H. E. Mr. S. P. Mann, High Commissioner.
6. Please note that the information under RTI Act can be sought only by CITIZENS OF INDIA, holding Indian passports. Persons of Indian origin and Citizens of Indian origin are not covered by this Act.
7. It may also be pointed out that as per Section 6(1) (a) of the RTI Act, 2005, a person who desires to obtain information under the Act is required to submit application to the concerned public authority. Applicants are ,therefore, advised to send their request under the RTI to the High Commission only when the subject matter can reasonably be presumed to pertain to the High Commission.

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## **Public Information Officer**

Under Right to Information Act 2005 Government of India, the application for seeking information relevant to High Commission of India in Windhoek may be addressed to Public Information Officer in writing through a letter, fax or Email. Particulars of the Public Information Officer in the High Commission of India Windhoek are as follows:

Mr. Pieyush Gupta,  
Head of Chancery,  
High Commission of India  
97 Nelson Mandela Avenue  
P O Box-1209  
Windhoek  
Fax:061237320  
e-mail:[fshoc@mweb.com.na](mailto:fshoc@mweb.com.na)

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## **Appellate Authority**

Under Right to Information Act 2005 Government of India, the application for seeking information should be addressed to Public Information Officer. However, if the applicant is not satisfied with response, he/she may approach the Appellate Authority:

Mr. S.P. Mann  
High Commissioner  
High Commission of India  
97 Nelson Mandela Avenue  
P O Box 1209  
Windhoek  
Tel: 061-226037/223611  
FAX: 061-237320  
Email: [hicomind@mweb.com.na](mailto:hicomind@mweb.com.na)

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**Information about the High Commission of India, Windhoek Required Under Section 4(1)(B) of the RTI Act, 2005**

(i) The particulars of the organization, its functions and duties;

**The High Commission of India, Windhoek is headed by the High Commissioner who is assisted by the Head of Chancery and members of staff in discharge of his duties and responsibilities.**

**The functions of the High Commission inter alia, include political and economic cooperation between India and Namibia. trade and investment promotion between the two countries, cultural activities and exchanges, press and media liaison, scientific cooperation in bilateral and multilateral contexts and rendering of consular/passport/visa services to the general public.**

(ii) The powers and duties of its officers and employees;

**The High Commission of India 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. General Administrative powers are derived from IFS (PLCA) Rules, as amended from time to time and instructions of the Ministry of External Affairs thereon.**

**Financial powers of the Officers of the High Commission of India have been detailed in the Delegated Financial powers of the Government of India's Representatives Abroad, General Financial Powers and instructions/rules of Government of India and/or Ministry of External Affairs from time to time.**

**Consular powers of the High Commission are derived from the Consular Manual, the Passports Act, 1967 and instructions of the Ministry of External Affairs/Ministry of Home Affairs from time to time.**

**The duties and responsibilities of the officers and staff working in the High Commission are**

- defined by the High Commissioner.**
- (iii) The procedure followed in the decision making process, including channels of supervision and accountability; **Decisions are taken under the instruction and supervision of the High Commissioner.**
- (iv) The norms set by it for the discharge of its functions **Norms are set under the instruction and supervision of the High Commissioner.**
- (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; **IFS (PLCA) Rules.**  
**Delegated Financial Powers of Government of India's Representatives Abroad**  
**Passports Act, 1967**  
**Fundamental Rules and Supplementary Rules**  
**Central Civil Services(Conduct) Rules**  
**Central Civil Services(CCA) Rules**  
**General Financial Rules**  
**CCS(Leave) Rules**  
**CCS(Travelling Allowance) Rules**  
**Central Government(Receipt & Payment) Rules**  
**Consular Manual**  
**Manual on Office Procedure etc.**  
**Besides, the above-mentioned rules and regulations, the High Commission functions as per other Government of India rules and regulations as applicable from time to time .**
- (vi) A statement of the categories of documents that are held by it or under its control; **Classified documents/files relating to India's external relations and internal affairs, matters of national security, defence , trade policy etc.**  
**Unclassified documents/files on the above subjects and also on joint statements, declarations, agreements and MoUs etc.**  
**Passport and consular services application forms , booklets etc.**
- (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; **The High Commission functions within the norms dictated by India's foreign policy formulated by the Ministry of External Affairs, rules and regulations of Government of India that apply to it in administrative, commercial, consular and cultural matters. Policy is implemented by the High Commission under the guidance 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 **The High Commissioner, wherever necessary, interacts with the local think tanks, academic community and others in matters of mutual interest and in furtherance and implementation**

- 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 directory of its officers and employees; **A directory is given at [Annex-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 [Annex-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 are given in the statement at [Annex-III](#)**
- (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**
- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form; **The website of the High Commission has requisite information on various matters of general and public interest. Dissemination of information to interested parties on India and its various aspects is done by different modes and channels.**
- (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 has also a library open to the public during the normal working hours.**
- (xvi) The names, designations and other particulars of the Public Information Officers; **Public Information officer:  
Mr. Pieyush Gupta  
Telephone:00-264-61-226037/226036  
Fax : 00-264-61237320, Email : [fshoc@mweb.com.na](mailto:fshoc@mweb.com.na)**
- (xvii) Such other information as may be prescribed and thereafter updated every year **The website of the High Commission has information which is updated on a regular basis.**

**HIGH COMMISSION OF INDIA  
WINDHOEK**

S. No.	Name & Designation	Contact phone/e-mail
1	Mr. S. P. Mann, High Commissioner	00-264-61-226038, <a href="mailto:hicomind@mweb.com.na">hicomind@mweb.com.na</a>
2	Mr. Pieyush Gupta, Head of Chancery	00-264-61-226036 <a href="mailto:fshoc@mweb.com.na">fshoc@mweb.com.na</a>
3	Mr. Kanhaiya Lal, Principal Private Secretary	00-264-61-226038 <a href="mailto:hicomind@mweb.com.na">hicomind@mweb.com.na</a>
4	Mr. Sunil Kumar, Attache	00-264-61-258108 <a href="mailto:attche@mweb.com.na">attche@mweb.com.na</a>
6	M. Bhakta Bhushan, Attache	00-264-61-226037 <a href="mailto:hciadmn@mweb.com.na">hciadmn@mweb.com.na</a>
5	Mr. G. K. Singh, Assistant	00-264-61-226037
7	Mr. V. K. Krishna Kumar, Assistant	00-264-61-226037
8.	Mr. Sanjay Kumar, PA	00-264-61-226037

**HIGH COMMISSION OF INDIA, WINDHOEK  
MONTHLY REMUNERATION OF OFFICERS & STAFF(INDIA-BASED)**

S. No.	Designation of the Posts	Pay Scale	Grade Pay
1	High Commissioner Grade III of IFS	Rs. 37400- 67000 PB IV	+Rs. 10000 as Grade
2	Counsellor	Rs.15600-Rs. 39100 PB III	+ Rs. 6600 as Grade
3	First Secretary	Rs.15600-Rs. 39100 PB III	+ Rs. 6600 as Grade
4	Second Secretary	Rs.15600-Rs. 39100 PB III	+ Rs. 6600 as Grade
5	Assistant	Rs.9300-Rs. 34800 PB II	+Rs. 4800 as Grade
6	Assistant	Rs.9300-Rs. 34800 PB II	+Rs. 4800 as Grade
7	Personal Assistant	Rs.9300-Rs. 34800 PB II	+Rs. 4800 as Grade
8	Assistant	Rs.9300-Rs. 34800 PB II	+Rs. 4200 as Grade

**THE APPROVED BUDGET FIGURES OF BE 2013-14 IN RESPECT OF HCI WINDHOEK**

HEAD	AMOUNT(RUPEES IN THOUSAND)
SALARIES	10856
WAGES	0
OVERTIME ALLOWANCE	76
MEDICAL TREATMENT	1162
TRAVEL EXPENSES(LOCAL)	406
TRAVEL EXPENSES(OTHERS)	3673
PUBLICITY	1230
OFFICE EXPENSES	3784
INFORMATION TECHNOLOGY	650
RENT,RATES & TAXES	2107
MINOR WORKS	2801
OTHER CHARGES	0
TOTAL	26745