

RTI ACT, 2005

INFORMATION ABOUT THE ASSISTANT HIGH COMMISSION OF INDIA CHITTAGONG
REQUIRED UNDER
SECTION 4(1)(B) OF THE Right to Information ACT, 2005

1.	the particulars of its organization, functions and duties;	<p>Assistant High Commission of India, Chittagong is headed by Assistant High Commissioner. Assistant High Commission under the supervision of Assistant High Commissioner 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 Assistant High Commission inter alia include political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, and consular operations.</p> <p>Its geographical jurisdiction is restricted to Chittagong Division of Bangladesh.</p>
2.	the powers and duties of its officers and employees;	<p>Financial powers of the Officers of the Assistant High Commission of India have been detailed in the Delegated Financial powers of the Government of India's Representatives Abroad. Other powers are derived from the Passport Act of India and other rules and regulations as may be relevant in a situation.</p> <p>The Officers of the Assistant High Commission function under the guidance and supervision of the Assistant High Commissioner.</p>
3.	the procedure followed in the decision making process, including channels of supervision and accountability;	<p>Decisions are taken under the instruction and general supervision of the Assistant High Commissioner.</p>
4.	the norms set by it for the discharge of its functions;	<p>Norms are set under the instruction and supervision of the Assistant High Commissioner.</p>
5.	the rules, regulations, instructions, manuals and records, held by it or under its control or used	<p>IFS PLCA rules and annexure; Delegated Financial Powers of Government of India's Representatives abroad Rules; Passport Act;</p>

	by its employees for discharging its functions;	Manuals on Office Procedures; Visa manual; Other Central Government Rules and manuals published by Central Government.
6.	a statement of the categories of documents that are held by it or under its control;	“Documents/files of administration, cultural work etc. and office manuals; Passport and consular services application forms etc.”
7.	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;	Assistant High Commission functions within the scope of policies and decisions by the Ministry of External Affairs, under the supervision of Assistant High Commissioner and, under overall guidance of High Commissioner of India to Bangladesh. Assistant High Commission interacts regularly with representatives of think tanks, academic community and others including expatriate Indians
8.	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 minutes of such meetings are accessible for public;	A three-member committee consisting Second Secretary (Admin & Political), Second Secretary (Consular & Education) and Assistant Section Officer (Commerce & Projects) examines and recommends to Assistant High Commissioner all expenditure towards Indian citizens in distress from the body of funds called ICWF.
9.	The monthly remuneration received by each of its offices and employees, including the system of compensation as provided in its regulations;	Statement of monthly remuneration is enclosed at Annexure II
10.	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	Enclosed at Annexure I
11.	a directory of its officers and employees;	Enclosed at Annexure III

12.	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Assistant High Commission of India does not have any subsidy programme.
13.	particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by Assistant High Commission of India.
14.	details in respect of the information, available to or held by it, reduced in an electronic form;	Websites of High Commission of India, Dhaka and Assistant High Commission of India, Chittagong have the required information.
15.	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	Websites. Email queries. Telephone. Regular interaction with expatriate Indians.
16.	the names, designations and other particulars of the Public Information Officers;	<p>Public Information Officer</p> <p>Shri Girija Shanker Joshi, Second Secretary Assistant High Commission of India, Chittagong Tel: 00-88-02334454201, 02334454148 Fax: +880-02334454147 Email : ahc.chittagong@mea.gov.in</p> <p>Appellate Authority</p> <p>Dr. Rajeev Ranjan,</p> <p>Assistant High Commissioner Assistant High Commission of India, Chittagong Tel: +880-31-654201, 654148</p> <p>Fax: +880-31-654147</p>

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17.	such other information as may be prescribed and thereafter update these publications every year;	Websites of Assistant High Commission and the High Commission in Dhaka have information which is updated on a regular basis.