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High Commission of India  
Islamabad

**Voluntary disclosure of information under Article 4(1)(b) of the Right to Information Act 2005**

**(i) the particulars of its organisation, functions and duties;**

High Commission of India, Islamabad is located at G-5 Diplomatic Enclave, Islamabad.  
Website: [www.india.org.pk](http://www.india.org.pk)  
Tel: 0092 51 2833279

Consular Wing of the High Commission also functions from the same address.

High Commission is headed by Charge d' Affaires Dr.Suresh Kumar and has the following Wings:

Political;  
Economic & Commerce;  
Consular, Passports & Visa;  
Defence;  
Press, Information & Culture; and  
Administration.

**(ii) the powers and duties of its officers and employees;**

High Commission functions as a subordinate office of Ministry of External Affairs. It is currently headed by Charge d' Affaires, who supervises functioning of the personnel of the High Commission. In this, they are guided by the IFS (PLCA) Rules, powers derived from Passport Act of India, ICWF Guidelines.

**(iii) the procedure followed in the decision making process, including channels of supervision and accountability;**

Decisions are taken by heads of various wings under supervision of Charge d'Affaires

**(iv) the norms set by it for the discharge of its functions;**

Information available in the High Commission of India website [www.india.org.pk](http://www.india.org.pk)

**(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 and its Annexures

IFS (RCSP) Rules

Delegated Financial Powers of the Government of India's Representatives Abroad

**(vi) a statement of the categories of documents that are held by it or under its control;**

Classified documents

Unclassified documents

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 the formulation of its policy or implementation thereof;**

Communications received from Indian nationals are transmitted to Ministry of External Affairs, who formulates overall policy.

**(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 minutes of such meetings are accessible for public;**

Communications received from Indian nationals are transmitted to Ministry of External Affairs, who formulates overall policy

**(ix) a directory of its officers and employees;**

See Annexure I

**(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**

See Annexure II



**(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

See Annexure III

**(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes; &**

**(xiii) particulars of recipients of concessions, permits or authorisations granted by it;**

High Commission does not have any subsidy programme. However, High Commission assists Indians nationals under Indian Community Welfare Fund including transportation of mortal remains of Indian nationals.

**(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;**

Information available in High Commission's website [www.india.org.pk](http://www.india.org.pk)

**(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;**

Information available in High Commission's website [www.india.org.pk](http://www.india.org.pk) including contact details of Consular Wing to whom queries seeking information is addressed.

**(xvi) the names, designations and other particulars of the Public Information Officers;**

Chief Public Information Officer:

Ms.Bimla Rani Jaal

Second Secretary

[pol3.islamabad@mea.gov.in](mailto:pol3.islamabad@mea.gov.in)

First Appellate Authority

Dr.Suresh Kumar

Charge d'Affaires

[dhc.islamabad@mea.gov.in](mailto:dhc.islamabad@mea.gov.in)