

RTI Act, 2005

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

(i)	The particulars of its organization, functions and duties;	<p>The High Commission is headed by High Commissioner of India and has following Wings: (i) Political, Information and Policy Planning (ii) Commerce (iii) Administration (iv) Consular & Labour (v) Defense (vi) Education (vii) Community Affairs</p> <p>Each Wing is headed by a Counsellor/First Secretary/Second Secretary rank officer.</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 & 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.</p> <p>Other powers are derived from the Passport Act of India. The Officers of the High Commission function</p>

		under the guidance and supervision of the High Commissioner.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	Decisions are taken as per extant rules and guidelines, where applicable and 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 and annexures Delegated Financial Powers of Government of India Representatives abroad Rules Passport Act Manuals of Office Procedures Other Central Government Rules and manuals published by Central Government.
(vi)	a statement of the categories of documents that are held by it or under its control;	Classified documents/files relating to India relations with Malaysia. Unclassified documents/files including joint statements, declarations, agreements and MoUs between India and Malaysia. Passport and consular services application forms
(vii)	the particulars of any arrangement that exists for consultation with, or foreign representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	High Commission of India functions within the norms of India 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 the minutes of such meetings are accessible for public;	High Commission 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 (2025-2026) 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 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 website has the required information. The High Commission also makes available to interested individuals various Brochures, etc. 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 is open from 9:00 am to 5:30 pm, or 0900 hrs to 1730 hrs from Monday to Friday. The holidays observed by the High Commission are given on the website www.hcicl.gov.in Home> About Us > Holidays
(xvi)	the names, designations and other particulars of the Public Information Officers;	Central Public Information Officer (CPIO): Mr. Harjeet S.Sethi Second Secretary/Head OF Chancery Tel: +6 03 4026 9898 Email: hoc.kl@mea.gov.in
(xvii)	such other information as may be prescribed and thereafter update these publications every year.	The High Commission website has information which is updated on a regular basis.

<https://hcicl.gov.in/feedback>

Open houses for students & on consular matters regularly held at High Commission.

<https://hcicl.gov.in/home/Visa-Consular/FAQs>

Inputs to Ministry sent for Annual and other periodic reports. Mission does not issue its own Annual Reports. However, prescribed reports are sent to Ministry

Quarterly Returns of the Mission on CIC website

<https://hcicl.gov.in/home/About-Us/Officers-Functional-Contacts>

Publicizing decisions that affect NRIs, PIOs, business community on social media and website.

Feedback mechanism is instituted at visa, ppt processing centres and at High Commission.

<https://hcicl.gov.in/feedback>