

Right to Information Portal :<http://www.rti.gov.in>

Applicants seeking information under the RTI Act, 2005 may be sent along with the prescribed fee through e-IPO* (Electronic Indian Postal Order) or in PNG Kina, equivalent to Indian Rs. 10/- in cash/cheque or demand draft favouring High Commission of India, Port Moresby. [The rate of exchange for a particular month may be ascertained from the High Commission].

* Facility of e-IPO for payment of fee under the RTI, Act, 2005.

The Department of Personnel and Training and Department of Posts have launched a service called e-IPO (Electronic Indian Postal Order) to enable Indian Citizens residing in India or abroad to purchase an Indian Postal Order electronically by paying fee on line through e-Post Office Portal i.e. <http://www.epostoffice.gov.in> to enable them to seek information under the RTI Act, 2005. It can also be accessed through India Post website <http://www.indiapost.gov.in>. An e-IPO so generated must be used only once with the RTI application.

The user needs to get himself registered at the website. He has to select the Ministry/Department from whom he desires to seek the information under the RTI Act and the e-IPO so generated can be used to seek information from that Ministry/Department only. A printout of the e-IPO is required to be attached with the RTI application. If the RTI application is being filed electronically, e-IPO is required to be attached as an attachment. For more details please visit the website <http://www.epostoffice.gov.in>.

This facility is only for purchasing an Indian Postal Order electronically. All the requirements for filing an RTI application as well as other provisions regarding eligibility, time limit, exemptions etc. will continue to apply.

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

(i)	the particulars of its organization, functions and duties;	High Commission of India in Port Moresby is headed by the High Commissioner and has Political, Consular/Commercial/ ITEC/Information and Administration Sections. In addition, there is a Teacher for Indian Culture for teaching Yoga under ICCR. The functions of the High Commission inter alia, include a strong and multifaceted bilateral relationship with Papua New Guinea comprising political, economic, commercial, consular, cultural, scientific and other elements. High Commission 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. In addition, the Mission also provides similar coverage to Solomon Islands.
(ii)	the powers and duties of its officers and employees;	General Administrative powers are derived from IFS (PLCA) Rules, as amended from time to time. 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. 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.
(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 and its Annexures Delegated Financial Powers of Government of India's Representatives abroad Rules Passport Act Manuals on 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's external relations Unclassified documents/files including joint statements, declarations, agreements and MoUs. Passport and consular services application forms 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;	High Commission of India functions within the norms of India's 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. High Commission interacts regularly with representatives of think tanks, academic community and others.
(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;	
(ix)	a directory of its officers and employees;	Refer Home>High Commission Officials on this website
(x)	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	As fixed by the Ministry of External Affairs from time to time.
(xi)	the budget allocated to each of its agency, indicating the particulars of all plans,	As allocated by the Ministry of External Affairs every financial year.

	proposed expenditures and reports on disbursements made;	
(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 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's website has the required information. The High Commission also makes available to interested individuals various CD's and DVD's 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.	Library Working hours - 9.00 am to 5.30 pm (Mon to Friday)
XVI	Chief Public Information Officer Shri R.D. Joshi, Counsellor/ Head of Chancery High Commission of India Sec.7, Lot 30, Lawes Road Granville, NCD, Port Moresby Phone: +675-321 0369 (Direct) Mob: +675 7531 6538 Fax: +675- 321 4397 eMail: hoc.pmoresby@mea.gov.in	First Appellate Authority Shri Vijai Kumar High Commissioner High Commission of India Sec.7, Lot 30, Lawes Road Granville, NCD, Port Moresby Phone: +675-321 0216 (Direct) eMail: hc.pmoresby@mea.gov.in Fax: +675- 321 4397
(xvii)	such other information as may be prescribed and thereafter update these publications every year;	The High Commission's website has information which is updated on a regular basis.