

Contact details of officers for addressing applications under Right to Information Act, 2005 :-

Public Information Officer

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Information about the Embassy required under Section 4(1)(B) of the RTI Act 2005		
(i)	The particulars of its organization, function and duties	<p>The High Commission of India is headed by High Commissioner and has the following wings :-</p> <ul style="list-style-type: none">(a) Administration Wing(b) Commercial, Labour & Information Wing(c) Consular Wing <p>The function of the Mission includes political and economic cooperation, trade & investment promotion, Press & Media liaison. The 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.</p>
(ii)	The powers and duties of its officers and employees	<p>General Administrative powers are vested in the Mission under the IFS (PLCA) Rules as amended from time to time. The financial powers are vested as detailed in the Delegated Financial Powers of the Government of India's Representatives Abroad. The officers of the Mission function under the guidance and supervision of the High Commissioner.</p>
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	<p>The decisions are taken under the instructions and supervision of the High Commissioner.</p>

(iv)	The norms set by it for the discharge of its functions	Norms are set under the instructions 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	(a) IFS (PLCA) Rules (b) Delegated Financial Powers of the Government of India's Representatives Abroad (c) Passport Act (d) Visa Manual
(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 files relating to Agreements and MoUs
(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 Mission functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. The policy is implemented by the Mission under the guidance and supervision of the High Commissioner.
(viii)	A statement of the boards, council, 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	Committees are constituted as and when needed, as during hiring or purchasing processes.
(ix)	A directory of its officers and employees	The directory of the officers is here .
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	The statement of monthly remuneration at Annexure-I .
(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 Annexure-II .
(xii)	The manner of execution of subsidy programmes, including the system of compensation as provided in its regulations	The Mission does not have any subsidy programme.

(xiii)	particulars of receipts of concessions, permits or authorizations granted by it	No concessions/permits are granted by the Mission.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	The information is available on the Mission's website
(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 Mission has a library which is open to public on all working days from 10.00 to 12.30 and 14:30 to 17:00 hours.
(xvi)	The names, designation and other particulars of the Public Information Officers	Mr. Rakesh Kumar, First Secretary (Consular) & Head of Chancery Tel. No. 2343703 / Fax No. 2339783
(xvii)	such other information as may be prescribed and thereafter these publications every year	The Mission's website has information which is updated on a regular basis.

Annexure - I

Monthly Remuneration of Employees

S.No.	Posts	No. of Posts	Pay Scale	Grade Pay
1.	High Commissioner (Grade III of IFS)	1	` 37400 to ` 67000	` 10,000
2.	First Secretary	1	` 15600 to ` 39100	` 7600
3.	Second Secretary	1	` 15600 to ` 39100	` 6600
4.	Attaché	1	` 9300 to ` 34800	` 4800 & ` 5400
5.	Assistant / PA	4	` 9300 to ` 34800	` 4200 to ` 5400

Apart from the above, the India based officers and staff are entitled to Foreign Allowance which is fixed by the Ministry from time to time.

Annexure – II

Approved Budget Estimates 2010-11

S.No.	Expenditure Head	Amount (in thousands of `)
1.	Salaries	15206
2.	Wages	456
3.	Overtime Allowance	413
4.	Medical Expenditure	1398
5.	Travelling Allowance (Local)	82
6.	Travelling Allowance (Others)	4067
7.	Office Expenses	2063
8.	Publicity	241
9.	Rent Rates and Taxes	12747
10.	Information Technology	205
11.	Minor Works	63