

**Information about the Embassy of India, Kathmandu required
under section 4(1)(b) of the Right to Information Act, 2005**

(i)	<p>Particulars of Organization-</p> <p>The Embassy is headed by Ambassador of India and has following Wings:</p> <p>(i) Administration (ii) Commerce (iii) Consular (iv) Defence (v) Development Partnership (vi) Economic (vii) Education (viii) Political (ix) Press, Information & Culture (x) Reconstruction (xi) Security (xii) Swami Vivekananda Cultural Centre (ICCR in Nepal) (xiii) Nepal-Bharat Library</p> <p>Functions and Duties</p> <ul style="list-style-type: none"> - Each Wing is headed by a Counsellor/ First Secretary /Second Secretary rank officer. - Embassy 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 Embassy inter alia include political and economic cooperation, trade and investment promotion, educational, scientific and technological cooperation, cultural interaction, press and media liaison and consular operations including PIOs/NRIs in bilateral and multilateral contexts. 	
ii)	Powers and Duties of Officers and Employees	<ul style="list-style-type: none"> - General Administrative powers are derived from IFS (PLCA) Rules as amended from time to time. - Financial powers of the Officers of the Embassy of India have been detailed in the Delegated Financial powers of the Government of India Representatives Abroad. - Other powers are derived from the Passport Act of India, Visa Manual and Consular Manual or delegated by the Ministry of External Affairs. - Powers of officers and employees are as per the work order and the functional requirements of the Mission.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	<ul style="list-style-type: none"> - Decisions are taken as per extant rules and guidelines, where applicable. - Issues are disposed of within the time frame prescribed under the relevant rules and instructions of the Ministry.
(iv)	Norms set by it for the discharge of its Functions.	Norms are set under the guidelines of the Ministry and instructions and supervision of the Ambassador.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	<ul style="list-style-type: none"> - IFS PLCA rules and Annexures - Delegated Financial Powers of Government of India Representatives abroad Rules - Passport Act - Consular Manual - Manuals of Office Procedures - Other Central Government Rules and Manuals published by Government of India. - Transfer policy is as per Government of India regulations.

(vi)	A statement of the categories of documents that are held by it or under its control	- Files relating to India's relations with Nepal including Joint Statements, Declarations, Agreements and MOUs between India and Nepal - Passport and Consular Services Application forms - The documents are under the custody of Head of each Wing.
(vii)	Particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.	Embassy of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs.
(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.	The Boards, Councils and Committees have been constituted as per the functional requirements.
(ix)	A directory of its Officers and employees.	Directory of officers of Embassy is 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 . Compensation is as per GOI regulations.
(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 last three Financial Years, viz. 2020-21, 2021-22 and 2022-23 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.	N.A
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	N.A
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.	Website of the Embassy has the required Information. Embassy also makes available various brochures, books, coffee table books, CDs and DVDs 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 Embassy is open from 9.00 am to 5.30 pm from Monday to Friday. List of Holidays observed by the Embassy are given at Annexure-IV . Nepal-Bharat library of the Embassy is situated in Nepal Airlines Building, New Road, Kathmandu and is open for all from 9.00 am to 5.30 pm from Sunday to Thursday (except on gazetted holidays).
(xvi)	The names, designations and other particulars of the Public Information Officers Central Public Information Officer (CPIO)	Dr Sahil Kumar First Secretary & CPIO Tel: +977 4413174 Email: cpic.kathmandu@mea.gov.in
(xvii)	Such other information as may be prescribed	The Embassy website has the information which

	and thereafter update these publications every year.	is updated on a regular basis.
(xviii)	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2)) a) No. of employees against whom disciplinary action has been pending for minor penalty or major penalty proceedings. b) No. of employees finalised for Minor penalty or major penalty proceedings.	NIL
(xix)	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	Transfer of officers and officials is controlled by Ministry of External Affairs.

Directory of Officers of Embassy of India, Kathmandu

Name	Designation	Office Telephone no. (code 00977-01)	E-mail
H.E. Shri Naveen Shrivastava	Ambassador	4411425/ 4426241	amb.kathmandu@mea.gov.in
Shri Prasanna Srivastava	DCM	4411408/ 4428244	dcm.kathmandu@mea.gov.in
Shri Raghav Prasad Bhatnagar	Minister (Cons)	4411065	min.kathmandu@mea.gov.in
Shri Anil Kumar Giri	Counsellor (Cons & Community Affairs)	4414204	consularcons.kathmandu@mea.gov.in
Col. Amit Sharma	Defence Attaché	4413412	da.kathmandu@mea.gov.in
Shri Naveen Kumar	FS(Pol)	4414974	pol.kathmandu@mea.gov.in
Shri Karun Bansal	FS(DPR) & HOC	4413347	hoc.kathmandu@mea.gov.in counsdp.kathmandu@mea.gov.in
Ms Priyadharsini R.	FS (Political & Edu)	4412286	sspol.kathmandu@mea.gov.in
Dr Sahil Kumar	FS (PIC) & Secretary (BPKF)	4413174	cpic.kathmandu@mea.gov.in
Shri Satish Kumar Saini	FS (Sr. PPS) (Alumni Engagement & Education)	4446251	edu2.kathmandu@mea.gov.in
Shri N. Naresh	FS(Eco)	4440393	economic.kathmandu@mea.gov.in
Ms. Neha Pandey	FS(CSO)	4412801	cso.kathmandu@mea.gov.in
Shri Gaurav Singh	FS (Cons)	4411027	fscons.kathmandu@mea.gov.in
Shri H.R. Sharma	FS(Cons)	-	sscons.kathmandu@mea.gov.in
Dr Asawari Bapat	Director(SVCC)	4001816	icc.kathmandu@mea.gov.in
Lt. Col. U. V. Sagane	AMA (ECHS)	4001569	amaechs.kathmandu@mea.gov.in
Shri Suman Shekhar	SS(Com)	4410232	com.kathmandu@mea.gov.in
Vacant	SS (Estt.)	4411851	estt.kathmandu@mea.gov.in
Shri Ajay Kumar	SS (Education)	4412694	edu.kathmandu@mea.gov.in
Shri Prashant K. Sona	SS (Admin & DP)	4434276	admin.kathmandu@mea.gov.in
Ms Nishi Arora	SS (Recons.)	<u>4001539</u>	couns-recons.kathmandu@mea.gov.in

Shri Bhoop Singh Bisht	SS (PPS)	4411425 / 4426241	amboff.kathmandu@mea.gov.in
Maj. N. Nithyanandam	AMA(R)	4429567	roie.kathmandu@mea.gov.in
Maj. D R Nimbalkar	AMA(P)	4001787	amap.kathmandu@mea.gov.in
Maj. Pankaj Singh	AMA(W)	4412597	welfare.kathmandu@mea.gov.in
Shri Ashish Sinha	EE (Civil)	<u>4419847</u>	dpw.kathmandu@mea.gov.in
Shri Akhilesh Kumar	SS (Security)	4411144	security.kathmandu@mea.gov.in
Ms Jaspreet Kaur	Attache (ITEC & Spl. Projects)	4414149	attacheitecnp.kathmandu@mea.gov.in
Ms. Anuradha	Attaché (PS) to FS (Pol)	4414974	
Ms Kamlesh Kukreja	Attaché (PS) to FS (Commerce)	4426321	comoffice.kathmandu@mea.gov.in
Shri Vinay Anand	Attache (Accounts & DDO)	4413756	accts.kathmandu@mea.gov.in
Shri Pankaj Joshi	Attache (Commerce)	4422037	Comsec.kathmandu@mea.gov.in
Shri Chandrasain Gola	Attaché (PS) to FS (DP)	<u>4423730</u>	dpwing.kathmandu@mea.gov.in
Mrs Neha Swati	Attache (Accounts)	4413756	accts.kathmandu@mea.gov.in
Shri Diwakar Sharma	Attache (Cons)	4411751	cons.kathmandu@mea.gov.in
Shri Tenzing Phuntsok Bhutia	Attache (Commerce)	4422037	socom.kathmandu@mea.gov.in
Shri L.S. Nivas	Attache (Library)	4243497	lib.kathmandu@mea.gov.in
Shri Satendra Dahiya	Attaché (HIC)	4428281	atthic.kathmandu@mea.gov.in
Shri P. Sengottuvelu	Attache (AAO) (DP)	<u>4411940</u>	dpw2.kathmandu@mea.gov.in
Shri Parveen Gosain	Attache (PS) to Counsellor (Cons)	4414204	-
Mrs Neelam Malhotra	Attache (PS) to Min (Con)	4411065	-
Shri Vikrant	Attache (AAO) Defence Wing	-	-

* Consular Emergency Contact Number:- +977-9851107021

List of Officers(Attache & Above) in Embassy of India Kathmandu as on 18.08.2023

SR No.	NAME OF EMPLOYEE.	Designation	Level of Pay in Pay Matrix (7th CPC)	Pay Scale/Basic Pay
1	Naveen Srivastava	Ambassador	15	224100
2	Prasanna Shrivastava	DCM	14	157600
3	Raghav Prasad Bhatnagar	Minister	13	197600
4	Anil Kumar Giri	Counsellor	13	147000
5	Priyadarshini Ravindran	FS	12	96900
6	Karun Bansal	FS/HOC	12	96900
7	Naveen Kumar	FS	12	96900
8	Neha Pandey	FS	13	134500
9	Gaurav Singh	FS	12	91400
10	Himanshu Ranjan Sharma	FS	12	112400
11	N. Naresh	FS	13	134500
12	Suman Sekhar	SS	11	78500
13	Sweta Singh	PBSC	12	88700
14	Satish Kumar Saini	Sr. PPS	12	112400
15	Dr. Asawari Uday Bapat	Dir-SVCC	12	81200
16	Dr. Sahil Kumar	FS	11	80900
17	Akhilesh Kumar	SS	11	83300
18	Nishi Arora	SS	11	91100
19	G. Naga Prasad	SS	12	96900
20	Ahijit Roy	SS	11	88400
21	Ashish Sinha	SS	11	85800
22	Prashant Kumar Sona	SS	11	91100
23	Parveen Gosain	PS	8	76500
24	Bhoop Singh Bisht	PPS	11	99500
25	Ajay Kr. Singh	SS	11	91100
26	Rajesh Kumar	Counsellor	13	142700
27	Tenzing Phuntsok Bhutia	Attache	10	87400
28	Diwakar Sharma	Attache	10	95500
29	Satendra Dahiya	Attache	7	70000
30	Chandrasen Gola	PS	10	69000
31	Neha Swati	Attache	8	64100
32	P. Sengottuvelu	Attache	9	65200
33	Pankaj Joshi	Attache	8	64100
34	Kamlesh Kukreja	PS	10	65000
35	Vinay Anand	Attache & DDO	10	73200
36	Ms. Jaspreet Kaur	Attache	10	73200
37	Neelam Malhotra	PS	10	80000
38	Nidhi S Kalia	PS	10	77700
39	Sukhbir Singh	Attache	9	93000
40	Suraj Kumar	PS	8	64100
41	Om Prakash Meena	Attache/Cashier	8	62200
42	Anand Kumar Singh	Attache	8	60400
43	Sunny Kukreja	PS	8	62200
44	Pashupati Nath Prasad	Attache	8	62200
45	Manoj Kumar	Attache	8	58600
46	Preeti Malik	PS	8	62200
47	Rinky Dabas	PS	8	62200

List of officials (ASO & Below) in Embassy of India, Kathmandu

(as on 18/08/2023)

SN	Name of official	Level of Pay (7th CPC)	Pay Scale/Basic
1	Akanksh Rajouria, ASO	7	55200
2	Amit Kumar Yadav, ASO	7	58600
3	Anurag Kumar Singh, ASO	7	58600
4	Ashutosh Kumar, ASO	7	50500
5	Debasish Basak, ASO	9	90300
6	Dheeraj Singh, ASO	7	58600
7	Dipender Yadav, ASO	7	52000
8	Neeraj Yadav, ASO	7	58600
9	Nitin Meena, ASO	7	58600
10	Om Parkash, ASO	7	58600
11	Richha Luthra, ASO	7	66000
12	Saroj Kumar Sahoo, ASO	9	80200
13	Subhadip Das, ASO	7	52000
14	Subodh Kumar, ASO	7	52000
15	Vineet Malik, ASO	7	52000
16	L. S. Nivas, Librarian	8	76500
17	Mahadeo Goit PA	7	62200
18	Pradeep Kumar Sharma, PA	8	76500
19	Rahul, PA	7	52000
20	Shiva Chauhan, PA	7	53600
21	Suman Singh, PA	7	52000
22	Uday Kumar Singh, JE Civil	6	52000
23	Vasim, Prog. Exe.(SVCC)	7	47600
24	Ashish Vijaykumar Sant, Teacher	7	44900
25	Gowthami Kandrapeta, Teacher	7	44900
26	Kamini Yadav, Teacher	7	44900
27	Anjana Thakur, SSA	4	30500
28	Jagbir Singh, SSA	7	64100
29	Keshav Kumar Chodhry, JSA	3	24500
30	Manjeet Kumar, JSA	3	23100
31	Sandeep Kumar Dey, JSA	3	23100
32	Antony TV, Chauffeur	3	29600
33	Babu Ram, Chauffeur	5	49000
34	Vinod, Chauffeur	3	32300
35	Chhote Lal Mahto, IBSA	3	37200
36	Sohan Lal, IBSA	3	38300
37	Ricch Pal, Gardner	4	43500
38	Balwant Singh, MTS	3	29700
39	Bharat Singh, MTS	3	38300
40	Geeta Devi, MTS	3	29700
41	Kalawati, MTS	3	37200
42	Mohan Singh, MTS	3	37200
43	Suresh Chand, MTS	4	44800

2020-21

Budget Allocation during FY 2020-21 (in thousands)	55,73,96
Expenditure during FY 2020-21 (in thousands)	55,69,49

2021-22

Budget Allocation during FY 2021-22 (in thousands)	67,18,00
Expenditure during FY 2021-22 (in thousands)	66,80,00

2022-23

Budget Allocation during FY 2022-23 (in thousands)	73,91,72
Expenditure during FY 2022-23 (in thousands)	74,00,48

List of Holidays -2023

S.No	Holiday	Date	Day
1	Republic Day	January 26	Thursday
2	Holi	March 08	Wednesday
3	Ram Navami	March 30	Thursday
4	Mahavir Jayanti	April 04	Tuesday
5	Good Friday	April 07	Friday
6	Id-ul-Fitr	April 22	Saturday
7	Budha Purnima	May 05	Friday
8	Muharram	July 29	Saturday
9	Independence Day	August 15	Tuesday
10	Janmashtami (Vaishnva)	September 07	Thursday
11	Milad-un-Nabi or Id-e-Milad (Birthday of Prophet Mohammad)	September 28	Thursday
12	Mahatma Gandhi's Birthday	October 02	Monday
13	Dussehra (Mahanavmi)	October 23	Monday
14	Dussehra	October 24	Tuesday
15	Diwali (Deepavali)	November 12	Sunday

16	Guru Nanak's Birthday	November 27	Monday
17	Christmas Day	December 25	Monday

Annexure- I

Embassy of India

Kathmandu

LIST OF HOLIDAYS DURING THE YEAR 2024:

S.No.	Holiday	Date	Day
1.	Republic Day	January 26	Friday
2.	Maha Shivratri	March 08	Friday
3.	Holi	March 25	Monday
4.	Good Friday	March 29	Friday
5.	Id-ul-Fitr	April 11	Thursday
6.	Ram Navami	April 17	Wednesday
7.	Mahavir Jayanti	April 21	Sunday
8.	Buddha Purnima	May 23	Thursday
9.	Id-ul-Zuha (Bakrid)	June 17	Monday
10.	Independence Day	August 15	Thursday
11.	Janmashtami (Vashnava)	August 26	Monday
12.	Mahatma Gandhi's Birthday	October 2	Wednesday
13.	Dussehra (Mahashtami/ Mahanavmi)	October 11	Friday
14.	Dussehra	October 12	Saturday
15.	Diwali (Deepavali)	October 31	Thursday
16.	Guru Nanak's Birthday	November 15	Friday
17.	Christmas	December 25	Wednesday
