

**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. 		
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(vi)	A statement of the categories of documents that are held by it or under its control	<ul style="list-style-type: none"> - 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 available at following link
(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 I . 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. 2022-23, 2023-24 and 2024-25 are given in the Statement at Annexure II .
(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 following link . 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)	Sh. Basist Nandan 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)	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.

Annexure I

List of Officers(Attache & Above) in Embassy of Indi, Kathmandu as on 25.06.2025				
SR No.	NAME OF EMPLOYEE.	Designation	Level of Pay in Pay Matrix (7th CPC)	Pay Scale/Basic Pay
			17	225000
1	Naveen Srivastava	Ambassador	14	167200
2	Prasanna Shrivastava	Minister/DCM	14	172200
3	Anshul Sharma	Minister	13	142700
4	Upendra Kumar Sharma	Counsellor	13	160600
5	Sujeet Kumar	Counsellor/CSO	13	130600
6	Avinash Kumar Singh	Counsellor	13	130600
7	Gitanjali Brandon	Counsellor	14	157600
8	Rajesh Kumar	Counsellor	13	138500
9	N Naresh	FS	12	94100
10	Sahil Kumar	FS	11	80900
11	Suman Sekhar	FS	11	78500
12	Basist Nandan	FS	11	102500
13	Narayan Singh	FS	11	99500
14	Ajay Kr. Singh	SS	11	71800
15	Garima Nautiyal	SS	11	83300
16	Adesh Kumar Saini	SS	11	80900
17	Prakash Kumar Singh	SS	11	71800
18	Kumar Gaurav	SS	11	93800
19	Meenakshi Arya	SS	11	99500
20	Sailendra Narayan Sahoo	SS	11	76200
21	Ayushman Shukla	SS	12	88700
22	Sweta Singh	PBSC	14	182700
23	Dr Kaushikee	ICCR Chair Prof	12	152700
24	Dr Arvind Kumar Singh	ICCR Chair Prof	14	218200
25	Sangeeta Thapliyal	ICCR Chair Prof	8	81200
26	Parveen Gosain	PS	10	71100
27	Atul Madan	Attache	10	82400
28	Thinley Tharchin Bhutia	Attache	10	101400
29	Raveesh Prasad Singh	Attache	8	58600
30	Dhanesh Dwivedi	Attache	10	75400
31	Vinay Anand	Attache	10	75400
32	Jaspreet Kaur	Attache	10	71100
33	Suraj Kumar	Attache	8	64100
34	Anand Kumar Singh	Attache	8	66000
35	Preeti Malik	PS	8	66000
36	Pradeep Kumar Mishra	Attache	8	56900
37	Jitender Sharma	Attache	10	71100
38	Upasana Pathak	PS	10	82400
39	Neelam Malhotra	PS	10	82400
40	Nidhi S Kalia	PS	8	66000
41	Om Prakash Meena	Attache/Cashier	9	98700
42	Sukhbir Singh	Attache	10	95500
43	Upendra Singh Negi	Attache		

List of Officials(ASO & Below) in Embassy of Indi, Kathmandu as on 25.06.2025				
SR No.	NAME OF EMPLOYEE.	Designation	Pay Scale/Basic Pay	Level of Pay in Pay Matrix (7th CPC)
1	Amit Kumar	ASO	55200	7
2	Amit Kumar Yadav,	ASO	62200	8
3	Anurag Kumar Singh,	ASO	62200	8
4	Ashutosh Kumar	ASO	52000	7
5	Debasish Basak	ASO	93000	9
6	Dheeraj Singh,	ASO	62200	8
7	Harpinder Kataria	ASO	55200	7
8	Himanshu Saxena	ASO	60400	8
9	Nitika	ASO	50500	7
10	Pankaj Kumar	ASO	49000	7
11	Rahul Kumar Pandey	ASO	49000	7
12	Richa Lutra	ASO	70000	7
13	Roland Brittoo Lepcha	ASO	58600	7
14	Saroj Kumar Sahoo	ASO	85100	9
15	Shristi Mittal	ASO	50500	7
16	Subodh Kumar	ASO	55200	7
17	Vineet Malik	ASO	55200	7
18	Kheema Nand Pathak	PA	53600	7
19	Mahadeo Goit	PA	64100	7
20	Mohsin Ali	PA	55200	7
21	Naresh Kumar Pal	PA	58600	7
22	Rahul	PA	55200	7
23	Rayavaram Sai Srinivas	PA	47600	7
24	Suman Singh,	PA	55200	7
25	Mahesh Dnyandeo Bankar	JE (Civil)	56900	7
26	Amit Prakash	LIA	53600	7
27	Anjana Thakur,	SSA	32300	4
28	Manish Kumar	SSA	31400	4
29	Monika	SSA	28700	4
30	Surya Prakash Kumar	SSA	36500	6
31	Antony TV,	Chauffeur	31400	4
32	Arun Kumar	Chauffeur	34300	4
33	Govind Ram	Chauffeur	39200	5
34	Bachchan Thakur	MTS	40600	3
35	Bharat Singh	MTS	39400	3
36	Jaswant Singh Gusain	MTS	38300	3
37	Kalawati,	MTS	40600	3
38	Suresh Chand,	MTS	46100	3
39	Kamal Prasad Singh	AE (Civil)	66000	7
40	Mithilesh Kumar	AE (Elec)	52000	7
41	Ram Vilas	Gardener	43500	4
42	Vasim	Program Executive	57800	10
43	Vijaykumar Srinivasan	Teacher	44900	7

Embassy of India**Kathmandu**

Budget**1. Chancery Wing**

Financial Year	Budget Allocation (figures in INR thousand)	Expenditure (figures in INR thousand)
2022-23	7,39,172	7,40,048
2023-24	7,80,573	7,56,485
2024-25	7,78,654	7,76,475

1. Commerce Wing

Financial Year	Budget Allocation (figures in INR thousand)	Expenditure (figures in INR thousand)
2022-23	24,022	26,866
2023-24	24030	23709
2024-25	24,030	19,748