

**INFORMATION ABOUT THE CONSULATE GENERAL OF INDIA, HERAT
REQUIRED UNDER SECTION 4(1)(B) OF THE RTI ACT, 2005**

4(a) (1)	The particulars of its organization, functions and duties;	<p>The Consulate General of India, Herat is headed by Consul General. It is the diplomatic and consular representation of India in Herat, Afghanistan and as such represents the interests of India as directed by Government of India from time to time. It is under the administrative control of the Ministry of External Affairs.</p> <p>All records of the Consulate are duly catalogued and indexed in a manner and form which facilitates the Right to Information under the RTI Act. The records are computerized to the extent permitted by security and other considerations in Afghanistan. The Consulate General of India currently has no website.</p>
4(b)(ii)	Powers and duties of the officers and employees	<p>General Administrative powers are derived from the Indian Foreign Service (Pay, Leave & Compensatory Allowances) Rules, as amended from time to time. Financial powers of the officers are detailed in the Delegated Financial Powers of Government of India's Representatives Abroad.</p> <p>Other powers are derived from the Passport Act of India and instructions issued by the Government of India from time to time.</p> <p>The officers of the Consulate function under the guidance and supervision of the Consul General.</p>
4(b) (iii) & 4(b)(iv)	Procedure followed in the discharge of services, including decision making, channels of supervision and accountability & Norms set for the discharge of its functions	The Consulate General of India functions in accordance with the rules and regulations framed by Government of India from time to time.
4(b)(v)	Rules, regulations, instructions. Manuals and records held by it or under its control or used by its employees for discharging its functions.	Indian Foreign Service (Pay, Leave & Compensatory Allowances) Rules; Delegated Financial Powers of Government of India's Representatives Abroad; Passport Manual; Consular Manual; Visa Manual; Manual of Office Procedure and other Central Government Rules and manuals are used, as required, for Administrative work.
4(b)(vi)	Statement of the categories of documents that are held by it or under its control	The Consulate General of India holds both classified and unclassified documents.
4(b)(vii) & 4(b)(viii)	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; & Statement of the boards, councils, committees and other bodies 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	<p>Consulate General of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs. Policy is implemented by the Consulate under the guidance and supervision of the Ambassador of India, Kabul.</p> <p>The Consulate interacts regularly with representatives of think tanks, academic community and others.</p>
4(b)(ix)	Directory of Officers	May please see at Annexure-I
4(b)(x)	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

4(b) (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-III
4(b) (xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Consulate General of India does not have any subsidy programme.
4(b) (xiii)	particulars of recipients of concessions, permits or authorizations granted by it;	No concessions/permits are granted by Consulate.
4(b) (xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	The Consulate has no website. The Consulate makes available to interested individuals various CD's and DVD's containing information on India, its people and culture.
4(b)(xv)	Particulars of facilities available to citizens for obtaining further information	The sub-clause is not applicable in the particular condition of Afghanistan as Indian citizens are not living in this country.
4(b)(xvi)	Names, designations and other particulars of the Public Information Officers	<p>Central Public Information Officer</p> <p>Shri R. K. Singh, Vice Consul (Administration) E-Mail: hoc.herat@mea.gov.in.</p> <p>Appellate Authority</p> <p>Shri Jaideep, Consul General E-Mail: cq.herat@mea.gov.in</p>
4(b)(xvii)	Such other information as may be prescribed and thereafter update these publications every year	Presently the Consulate has no website. Related information is available on the website of Embassy of India, Kabul .

CONSULATE GENERAL OF INDIA

East of Bagh Millat,

Roodaki Road, 5th Sub-District,

Herat (Afghanistan)

Telephone: 0-93-40-2221145 / 2258263

Working Hours: **0900 to 1730 Hours (Sunday through Thursday)**

S No	Name	Designation	Telephone Number	E-Mail address
1	Shri Jaideep	Consul General	00-93-40-2221145/2258263	cg.herat@mea.gov.in
2	Shri J. P. Singh	Consul (Consular)& HOC	00-93-40-2221145/2258263	cons.herat@mea.gov.in hoc.herat@mea.gov.in
3	Shri R. K. Singh	Vice Consul (Admin/DDO)& CPIO	00-93-40-2221145/2258263	hoc.herat@mea.gov.in
4	Shri Sunny Kumar	Personal Assistant	00-93-40-2221145/2258263	
5	Shri Naveen Hooda	Assistant Section Officer	00-93-40-2221145/2258263	
6	Shri Ajay Kr. Raina	Assistant Consular Officer	00-93-40-2221145/2258263	
7	Shri G. Saravanan	Personal Assistant	00-93-40-2221145/2258263	
8	Shr Kulveer Singh	AP & WO	00-93-40-2221145/2258263	
9	Shri Rupesh Panwar	AP & WO	00-93-40-2221145/2258263	
10	Shri Bir Singh	IBSA	00-93-40-2221145/2258263	
11	Shri Surender Singh	IBSA	00-93-40-2221145/2258263	
12	Shri Deepak Kumar	IBSA	00-93-40-2221145/2258263	
13	Shri Sanjay Kumar	IBSA	00-93-40-2221145/2258263	

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S No	Name	Designation	<u>Pay Matrix Level</u>
1	Shri Jaideep	Consul General	11
2	Shri J. P. Singh	Consul (Consular)& HOC	11
3	Shri R. K. Singh	Vice Consul (Admin/DDO)& CPIO	10
4	Shri Sunny Kumar	Personal Assistant	7
5	Shri Naveen Hooda	Assistant Section Officer	7
6	Shri Ajay Kr. Raina	Assistant Consular Officer	8
7	Shri G. Saravanan	Personal Assistant	8
8	Shri Kulveer Singh	AP & WO	7
9	Shri RupeshPanwar	AP & WO	7
10	Shri Bir Singh	IBSA	3
11	Shri Surender Singh	IBSA	4
12	Shri Deepak Kumar	IBSA	4
13	Shri Sanjay Kumar	IBSA	3

Note : Apart from basic pay, India-based officers / staff are paid Foreign Allowance which is fixed by the Ministry of External Affairs, New Delhi from time to time.

Annexure-III

CONSULATE GENERAL OF INDIA, HERAT		
MEA RE BUDGET ESTIMATES FOR THE YEAR 2016-2017		
SL NO	EXPENDITURE HEAD	RS IN THOUSANDS
1	SALARIES	133251
2	WAGES	114
3	OVERTIME ALLOWANCE	650
4	MEDICAL EXPD	210
5	TRAVEL EXPD (LOCAL)	140
6	TRAVEL EXPD (OTHERS)	4433
7	ADVERTISING & PUBLICITY	100
8	OFFICE EXPENDITURE	16000
9	INFORMATION TECH	177
10	RENTS, RATES, TAXES	19000
11	MINOR WORKS	1250
	GRAND TOTAL:	175325

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LIST OF OFFICERS

S No	Name	Designation	Telephone Number	E-Mail address
1	Shri Jaideep	Consul General	00-93-40-2221145/2258263	cg.herat@mea.gov.in
2	Shri J. P. Singh	Consul (Consular) & HOC	00-93-40-2221145/2258263	cons.herat@mea.gov.in hoc.herat@mea.gov.in
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**Consulate General of India
Herat**

LIST OF HOLIDAYS TO BE OBSERVED IN CONSULATE GENERAL OF INDIA, HERAT DURING 2017

Sl. No.	Holidays	Date	Day of Week
1.	Republic Day	26.01.2017	Thursday
2.	Holi	13.03.2017	Monday
3.	Nauruj (Afghan New Year)	21.03.2017	Tuesday
4.	Ram Navami	04.04.2017	Tuesday
5.	MahavirJayanti	09.04.2017	Sunday
6.	Buddha Purnima	10.05.2017	Wednesday
7.	Id-ul-Fitr	26.06.2017	Monday
8.	Independence Day	15.08.2017	Tuesday
9.	Independence day of Afghanistan	19.08.2017	Saturday
10.	Id-ul-Zuha (Bakrid)	02.09.2017	Saturday
11.	Dussehra(Vijay Dashmi)	30.09.2017	Saturday
12.	Muharram	01.10.2017	Sunday
13.	Mahatama Gandhi's Birthday	02.10.2017	Monday
14.	Diwali (Deepavali)	19.10.2017	Thursday
15.	Guru Nanak's Birthday	04.11.2017	Saturday
16.	Milad-Un-Nabi or Id-E-Milad	02.12.2017	Saturday
17.	Christmas Day	25.12.2017	Monday

In addition to the above 17 holidays, any two of the Restricted Holidays, as per List may be availed by the officials during 2017, with prior permission.
