

**Consulate General of India**  
**Birgunj**  
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**Information required to be provided under Section 4(1)(B) of the RTI Act, 2005**

**(i) The particulars of its organization, functions and duties:**

The Consulate General of India, Birgunj is headed by Consul General and has the following 4 Wings:

- (a). Administration, Education & Economic Cooperation Wing
- (b). Political, Consular & States Wing
- (c). Economic, Commercial & Customs Wing
- (d). Information, Culture & Security Wing.

Each Wing is headed by a Consul of First Secretary/Second Secretary rank.

The functions of the Consulate inter alia, include economic cooperation, trade and investment promotion, cultural interaction, press and media liaison, community affairs and providing passport and consular services. The jurisdiction of the Consulate covers 8 districts of Nepal namely Parsa, Bara, Rautahat, Sarlahi, Mahottari, Dhanusha, Chitwan and Makwanpur.

The Consulate 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 and in accordance of administrative and financial powers delegated by the Ministry to the Indian Missions/Posts abroad.

**(ii) The powers and duties of its officers and employees:**

General Administrative powers are derived from IFS (PLCA) Rules, 1961 as amended from time to time.

Financial powers of the Officers of the Consulate General 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 Consulate function under the guidance and supervision of the Consul General.

**(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 Consul General.

**(iv) The norms set by it for the discharge of its functions:**

Norms are set under the instruction and supervision of the Consul General.

**(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, 1961 and its annexure giving decisions taken by the Government under the Rules; Delegated Financial Powers of Government of India's Representatives abroad; The Passport Act; Manuals on Office Procedures; other Central Government Rules and Manuals published by the 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, notifications, agreements and MOUs; Passport and consular services application forms.

**(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 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 Consul General and the Ambassador of India to Nepal.

**(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 Consulate interacts regularly with representatives of academic community, educational institutions, Nepal India Friendship Association and other such organizations.

**(ix) A directory of its officers and employees:**

A directory is given 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.

**(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.

**(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

The Consulate General 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 Consulate General of India.

**(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:**

The Consulate makes available to interested individuals various 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 Consulate has a library-cum-reading room where Indian newspapers, magazines and journals are available. The library-cum-reading room is open for public from 0900 to 1730 hrs on each working day.

**(xvi) The names, designations and other particulars of the Public Information Officers:**

**Central Public Information Officer (CPIO):**

Shri Rajesh Kumar, Consul (ICS)  
Telephone No. 00-977-51-531422      Fax  
No. 00-977-51-534415  
E-mail: [info.birgunj@mea.gov.in](mailto:info.birgunj@mea.gov.in)

**Appellate Authority:**

Shri B.C. Pradhan, Consul General  
Telephone No. 00-977-51-532211      Fax  
No. 00-977-51-532269  
E-mail: [cg.birgunj@mea.gov.in](mailto:cg.birgunj@mea.gov.in)

**(xvii) Such other information as may be prescribed & thereafter update these publications every year:**

Nil

### Consulate General of India Birgunj (Nepal)

S. No.	Name	Designation	Office Telephone
1	Shri B.C. Pradhan	Consul General	532211
2	Shri Niraj Kumar Jaiswal	Dy. Consul General / HOC	532233
3	Vacant	Consul (ECC)	534417
4	Shri Vinod Kumar Loshali	Consul (PCS)	533714
5	Shri Rajesh Kumar	Consul (ICS)	531422
6	Shri Baija Nath Prasad	Vice Consul (Accounts)	532271
7	Shri Vikash Kumar	PA to DCG	532233
8	Shri Arun Kumar	PA to Consul General	532211
9	Shri Suhani Sharma	PA to Consul(PCS)	533714
10	Shri Rajwinder Singh	Assistant (PCS)	534049
11	Shri Alok Kumar	General Assistant	532271
12	Shri Abhimanyu Chouhan	AP & WO	534422
13	Shri Subhash Kumar	AP & WO	531422
14	Shri Ravishankar Mani Pandey	Yoga Teacher	531422
15	Shri Jagat Singh	Chauffeur	532244