

**INFORMATION ABOUT THE EMBASSY OF INDIA, BRUSSELS REQUIRED UNDER SECTION 4(1)(B) OF THE RIGHT TO INFORMATION ACT, 2005**

(i)	The particulars of its organization, functions and duties	<p>The Embassy of India in Brussels is accredited to the Kingdom of Belgium, Grand Duchy of Luxembourg and to the European Union.</p> <p>The Embassy is headed by Ambassador of India and has following Wings: (i) Political (for Belgium, Luxembourg and EU) (ii) Economic &amp; commercial / Trade Affairs (iii) Chancery (including Administration) (iv) Consular &amp; Community Affairs (v) Defence Wing (concurrently accredited with Embassy of India, Paris)</p> <p>Each Wing is headed by a Counsellor / First Secretary rank officer.</p> <p>Embassy 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. The functions of the Embassy inter alia include political and economic cooperation, trade and investment promotion, scientific &amp; technological cooperation, cultural interaction, press and media liaison, and consular operation including PIOs/NRIs, in bilateral and multilateral contexts.</p>
(ii)	the powers and duties of its officers and employees;	<p>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's Representatives Abroad. Other powers are derived from the Passport Act of India. The officers of the Embassy function under the guidance and supervision of the Ambassador.</p>
(iii)	the procedure followed in the decision-making process, including channels of supervision and accountability;	<p>Decisions are taken as per extant rules and guidelines, where applicable and under the instruction and supervision of the Ambassador.</p>
(iv)	the norms set by it for the discharge of its functions;	<p>Norms are set under the instruction and supervision of the Ambassador.</p>
(v)	the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<p>IFS(PLCA) Rules and annexures Delegated Financial Powers of Government of India's Representatives abroad Rules Passport Act Manual of Office Procedures Other Central Government Rules and manuals published by Central Government.</p>

(vi)	a statement of the categories of documents that are held by it or under its control;	Classified and unclassified documents/files, joint statements, declarations, agreements and MoUs relating to India's relations with Belgium, Luxembourg and the European Union. 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;	Embassy of India functions within the norms of India's foreign policy formulated by the Ministry of External Affairs, Policy is implemented by the Embassy under the guidance and supervision of the Ambassador.
(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;	Purchasing committee have been constituted under General Financial Rules. A three member-Committee has been set up to judiciously use the fund from Indian Community Welfare Fund (ICWF) under the latest guidelines. Committee for selection of local employees have been created as and when required. Meetings of these committees are not open to the public. However, the decision of unclassified nature is accessible for the public.
(ix)	a directory of its officers and employees;	List of Officers and employees is at <b>Annexure I</b> (given below)
(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 <b>Annexure II</b> (given below)
(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 (2020-21) are at <b>Annexure III</b> (given below)
(xii)	the manner of execution of subsidy prog, including the amounts allocated and details of beneficiaries of such prog;	Embassy 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 Embassy of India
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	The Embassy's website has the required information. Embassy also makes available to interested individuals various CD's and DVD's 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 5:45 pm. The holidays observed by the Embassy are given at <a href="https://www.indianembassybrussels.gov.in/pages.php?id=380">https://www.indianembassybrussels.gov.in/pages.php?id=380</a> The library in the chancery can be accessed during working hours of this Embassy.
(xvi)	the names, designations and other particulars of the Public Information Officers;	Public Information Officer (PIO) Dr. Rajeev Ranjan, First Secretary (EP) & HOC E-mail – <a href="mailto:ssep.brussels@mea.gov.in">ssep.brussels@mea.gov.in</a> <a href="mailto:hoc.brussels@mea.gov.in">hoc.brussels@mea.gov.in</a>
(xvii)	such other information as may be prescribed and thereafter update these publications every year	The Embassy's website has information which is updated on a regular basis.

**Embassy of India, Brussels**

<b>NAME &amp; DESIGNATION</b>	<b>OFFICE TELEPHONE NUMBER AND E-MAIL</b>
<b>Mr. Santosh Jha</b> Ambassador	02-645 18 51 <a href="mailto:amb.brussels@mea.gov.in">amb.brussels@mea.gov.in</a>
<b>AMBASSADOR'S OFFICE</b>	
<b>Mr. Hardesh Kumar Giri</b> Second Secretary (Ambassador's Office)	02-645 18 51 <a href="mailto:amb.brussels@mea.gov.in">amb.brussels@mea.gov.in</a> <a href="mailto:giri.hk@mea.gov.in">giri.hk@mea.gov.in</a>
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<b>Dr. Rajeev Ranjan</b> First Secretary (EP)	02-645 18 54 <a href="mailto:ssep.brussels@mea.gov.in">ssep.brussels@mea.gov.in</a> <a href="mailto:hoc.brussels@mea.gov.in">hoc.brussels@mea.gov.in</a>
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<b>Ms. Upasana Mohapatra</b> Third Secretary (LT)	02-645 18 50 <a href="mailto:upasana.m19@mea.gov.in">upasana.m19@mea.gov.in</a>
<b>Mrs. Hina Usmani</b> Attache (Political)	02-640 18 65 <a href="mailto:polsec.brussels@mea.gov.in">polsec.brussels@mea.gov.in</a>
<b>Mr. Vikas Saini</b> Attache O/o FS(EU-I) and FS(EP)&HOC	02-645 18 54 <a href="mailto:hoc.brussels@mea.gov.in">hoc.brussels@mea.gov.in</a> <a href="mailto:vikas.saini@mea.gov.in">vikas.saini@mea.gov.in</a>
<b>PIC WING</b>	

<b>Mr. Abhishek Dubey</b> First Secretary (Press, Information & Culture)	02-645 18 58 <a href="mailto:fspic.brussels@mea.gov">fspic.brussels@mea.gov</a>
<b>Mr. Sandeep Kumar</b> Attache, O/o FS(PIC)	02-645 18 58 <a href="mailto:fspic.brussels@mea.gov">fspic.brussels@mea.gov</a>
<b><u>DEFENCE WING</u></b>	
<b>Air Cmde Hilal Ahmad Rather</b> Air Attache (Stationed in Paris)	0033-140505031 <a href="mailto:airwing.paris@iaf.nic.in">airwing.paris@iaf.nic.in</a>
<b>Brig Sudhir Kumar Sharma</b> Military Attache (Stationed in Paris)	0033-140505050 <a href="mailto:da.paris@mea.gov.in">da.paris@mea.gov.in</a>
<b><u>COMMERCE &amp; ECONOMIC WING</u></b>	
<b>Dr. Smita Sirohi</b> Adviser (A&MP)	02-645 1856 <a href="mailto:adviser2.brussels@mea.gov.in">adviser2.brussels@mea.gov.in</a>
<b>Mr. N. Ashok Kumar</b> Adviser (I&E)	02-645 1857 <a href="mailto:adviser1.brussels@mea.gov.in">adviser1.brussels@mea.gov.in</a>
<b>Mr. Kishan Lal</b> PA to Adviser (A&MP) and Adviser (I&E)	02-645 18 50 <a href="mailto:adv2off.brussels@mea.gov.in">adv2off.brussels@mea.gov.in</a>
<b><u>CONSULAR WING</u></b>	
<b>Mr. Rakesh Bansal</b> Counsellor (C&D)	02-645 18 61 <a href="mailto:counsdiab.brussels@mea.gov.in">counsdiab.brussels@mea.gov.in</a> <b>FAX : 02-649 82 14</b>
<b>Mr. Ajith Prasad S</b> Attache (Consular)	02-645 18 62 <a href="mailto:cons.brussels@mea.gov.in">cons.brussels@mea.gov.in</a>
<b>Mr. Mohit Gambhir</b> ASO (OCI & Visa)	02-645 18 50 <a href="mailto:cons2.brussels@mea.gov.in">cons2.brussels@mea.gov.in</a>
<b>Ms. Savindra Sharma</b> PA to Counsellor (C&D)	02-645 18 61 <a href="mailto:diaspora.brussels@mea.gov.in">diaspora.brussels@mea.gov.in</a>
<b><u>TRADE WING</u></b>	
<b>Vacant</b>	02-645 18 50 <a href="mailto:fst.brussels@mea.gov.in">fst.brussels@mea.gov.in</a>
<b>Vacant</b>	02-645 18 60 <a href="mailto:sst.brussels@mea.gov.in">sst.brussels@mea.gov.in</a> <b>FAX: 02-645 18 67</b>
<b>Mr. Sushant H. Sabat</b> PA to FS(Trade) & SS(Trade)	02-645 18 50 <a href="mailto:fstoffice.brussels@mea.gov.in">fstoffice.brussels@mea.gov.in</a>
<b><u>ADMINISTRATION WING</u></b>	
<b>Dr. Rajeev Ranjan</b> First Secretary & Head of Chancery	02-645 18 54 <a href="mailto:ssep.brussels@mea.gov.in">ssep.brussels@mea.gov.in</a> <a href="mailto:hoc.brussels@mea.gov.in">hoc.brussels@mea.gov.in</a>

<b>Mr. Chander Shekhar</b> Second Secretary (UT) & DDO	02-645 18 50 <a href="mailto:accts1.brussels@mea.gov.in">accts1.brussels@mea.gov.in</a> <a href="mailto:ssut.brussels@mea.gov.in">ssut.brussels@mea.gov.in</a>
<b>Mr Dinen Kumar Bardoloi</b> Second Secretary (UT)	
<b>Mr. Dharendra Kumar</b> ASO (Admn)	02-645 18 50 <a href="mailto:admn.brussels@mea.gov.in">admn.brussels@mea.gov.in</a>
<b>Mr. Shyam</b> ASO (GA)	02-645 18 50 <a href="mailto:ga.brussels@mea.gov.in">ga.brussels@mea.gov.in</a>
<b>Mr. Ajay Joshi</b> ASO(Accounts)	02-645 18 50 <a href="mailto:accts1.brussels@mea.gov.in">accts1.brussels@mea.gov.in</a>
<b>Mr. V. Sivaji</b> Security Assistant	02-645 18 50
<b>Mr. Amlesh Kumar</b> Security Assistant	02-645 18 50

**\*\* The list is not as per seniority.**

**Annexure -II****Embassy of India, Brussels****Monthly Remuneration of India-based officers and officials as on 19.04.2021**

S.No.	Name & Designation	Level in the pay matrix (Rs.)
1.	Mr. Santosh Jha Ambassador	Level 14 (144200-218200)
2.	Mr. Debasish Prusty Deputy Chief of Mission, Appellate Authority	Level 14 (144200-218200)
3.	Dr. Smita Sirohi Adviser (A&MP)	Level 14 (144200-218200)
4.	Mr. Rakesh Bansal Counsellor (C&D)	Level 13 (123100-215900)
5.	Mr. S. Nateshan Counsellor	Level 13 (123100-215900)
6.	Mr. N Ashok Kumar Adviser (I&E)	Level 13 (123100-215900)
7.	Air Cmde Hilal Ahmad Rather Air Attache (Stationed in Paris)	Level 13A (131100-216600)
8.	Brig Zubin Bhatnagar Military Attache (Stationed in Paris)	Level 13A (131100-216600)
9.	Dr. Sivaguru M. First Secretary (EU)	Level 12 (78800-209200)
10.	Ms. Shuchita Kishore FS(POL)	Level 12 (78800-209200)
11.	Mr. Abhishek Dubey FS(PIC)	Level 12 (78800-209200)
12.	Mr. Vipra Pandey FS(EU-II)	Level 12 (78800-209200)
13.	Dr. Rajeev Ranjan First Secretary (EP) & HOC	Level 12 (78800-209200)
14.	Mr. Chander Shekhar Second Secretary	Level 11 (67700-208700)
15.	Mr Dinen Kumar Bardoloi Second Secretary	Level 11 (67700-208700)
16.	Mr. Hardesh K. Giri Second Secretary, O/o Ambassador	Level 11 (67700-208700)
17.	Ms. Jagpreet Kaur Third Secretary	Level 10 (56100-177500)
18.	Ms. Upasana M	Level 10 (56100-177500)

	Third Secretary	
19.	Mr. Ajith Prasad. S Attache (Cons)	Level 10 (56100-177500)
20.	Ms. Hina Usmani Attache (Accts)	Level 8 (47600-151100)
21.	Sandeep Kumar Attache, O/o FS(PIC)	Level 8 (47600-151100)
22.	Mr. Vikas Saini Attache, O/o FS(EU) and FS(EP) & HOC	Level 8 (47600-151100)
23.	Mr. Dharendra Kumar ASO(Admn)	Level 7 (44900-142400)
24.	Mr. Shyam ASO(GA)	Level 7 (44900-142400)
25.	Mr. Ajay Joshi ASO(Pol)	Level 7 (44900-142400)
26.	Mr. Mohit Gambhir ACO (Visa & OCI)	Level 7 (44900-142400)
27.	Ms. Jyoti Sharma PA, Ambassador's Office	Level 7 (44900-142400)
28.	Mr. Kishan Lal PA to Adviser (A&MP) and Adviser (I&E)	Level 7 (44900-142400)
29.	Mr. R. P. Sharma PA to Counsellor (C&D)	Level 7 (44900-142400)
30.	Mr. Sushant H Sabat PA to FS (Trade) & SS (Trade)	Level 7 (44900-142400)
31.	Mr. V. Sivaji Security Assistant	Level 5 (29200-92300)
32.	Mr. Amlesh Kumar Security Assistant	Level 1 (18000-56900)

**\*\* The list is not as per seniority.**



**Annexure -III****Embassy of India, Brussels****Budget of the Embassy–Financial Year 2020-21(Ministry of External Affairs)****(amount in 000 Rupees)**

S.No.	Expenditure Head	Budget Estimate	Revised Estimate	Expenditure till 28 February, 2021
1	Salaries	166000	167000	171719.866
2	Overtime Allowance	2474	1604	1492.037
3	Medical Expenditure	2500	6731	5964.142
4	Travelling Allowance (Local)	1500	116	239.4
5	Travelling Allowance (Others)	9193	6246	4234.986
6	Office Expenses	36000	32741	29595.876
7	Publicity	2045	1800	1794.460
8	Rent Rates & Taxes	12019	18131	16687.601
9	Minor Works	8200	7568	7217.302
10	Swachhta Action Plan	400	150	144.026
11	Information Technology	2400	3200	2671.860
	<b>Total</b>	242731	245287	241761.555

**Budget of the Embassy –Financial Year 2020-21(Department of Commerce)****(amount in 000 Rupees)**

S.No.	Expenditure Head	Budget Estimate	Expenditure till 28 <sup>th</sup> February, 2021
1	Salaries	83160	94995.055
2	Wages	500	24.469
3	Overtime Allowance	1700	882.692
4	Medical Expenditure	1260	1294.416
5	Travelling Allowance (Local)	540	91.537
6	Travelling Allowance (Others)	5000	3661.835
7	Office Expenses	13500	15223.369
8	Publicity	200	37.199
9	Rent Rates & Taxes	8500	14706.245
10	Minor Works	3800	3686.634
11	Trade Promotion	200	166.046

12	Information Technology	1000	970.644
	<b>Total</b>	119360	135740.142

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