Ministry of External Affairs  
(CPV Division)  

OFFICE ORDER

Following with be the allocation of work amongst Officers in the CPV Division with immediate effect:

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Name Designation and Coordinates</th>
<th>Work Allocation</th>
</tr>
</thead>
</table>
| 1      | Dr. Pradip Choudhary, Sr. Consultant (EML) coordinator.eml@mea.gov.in | ➢ Coordination and oversight of the Extradition Section  
➢ Extradition Policy-Formulation & Implementation. All matters relating to signing of extradition treaties.  
➢ Extradition treaties with different countries – negotiation and implementation  
➢ Extradition guidelines/template  
➢ Bilateral Extradition MLAT Dialogues and Video Conferences  
➢ Facilitating negotiations for signing of Mutual Legal Assistance Treaties in Criminal and Civil & Commercial matters and Agreement on Transfer of Sentenced Persons in collaboration with administrative Ministries concerned  
➢ Transmission of Letter of Request, Implementation Report etc. in certain cases assigned by JS(CPV)  
➢ Briefs and Talking Points on Extradition matters  
➢ Coordination with CBI, NIA, MHA (IS-II & CS Divisions) and other agencies on Extradition and MLAT matters  
➢ Coordination with foreign Missions on extradition matters  
➢ Overall liaising with Spl Public Prosecutor in extradition cases and follow up of Extradition matters in High Court and Supreme Court  
➢ All work related to Parliament and RTI matters on the above subject  
➢ Advice on legal issues relating to consular, citizenship and passport matters  
➢ Legal issues relating to International Parental Child Abduction  
➢ Vetting of affidavits to be filed before the Inquiry Magistrate/High Court/Supreme Court  
➢ Any other matter referred to by the Ministry |
| 2 | Dr. B Sriram, Under Secretary (Extradition)  
usexoi@mea.gov.in | ➢ Processing and follow up in Courts and law enforcement agencies concerned of the Extradition cases relating to North America, Australia, New Zealand & Europe (except UK),  
➢ Presenting/leading prosecution evidence in extradition hearings  
➢ Appointment of Special Public Prosecutor (SPP)  
➢ Payment of fees to SPPs  
➢ Operation of the Extradition Case Management System  
➢ After Gazette notification is approved by Ministry of Law, processing publication of Extradition Treaties in the Official Gazette  
➢ Updating Extradition related content on the MEA’s website  
➢ Issues relating to Mutual Legal Assistance/LR/Service of Summons/documents etc relating to North America, Australia, New Zealand and Europe (except UK)  
➢ Briefs and Talking Points on Extradition matters in consultation with Senior Consultant (LA)  
➢ All work related to Parliament and RTI matters on the above subject in consultation with Senior Consultant (LA)  
➢ Any other matter assigned by JS(CPV) |
| 3 | Shri K.A. Georgekutty, Consultant (Extradition)  
consultant.exoi@mea.gov.in | ➢ Processing and follow up in Courts and law enforcement agencies concerned of the Extradition requests (both incoming and outgoing) relating to UK and countries other than those allotted to US (Extradition)  
➢ Issues relating to MLAT, LR, Service of Summons, documents etc to/from countries other than those allotted to US (Extradition)  
➢ Local prosecution of fugitives in India  
➢ Assistance in extradition hearings and liaison with lawyers on extradition cases  
➢ Any other matter assigned by JS(CPV) |

**CONSULAR MATTERS**

| 4. | Ms T. Ajungla Jamir  
Director(CPV)  
dircpv@mea.gov.in | ➢ RTI matters in capacity as CPIO for CPV Division  
➢ Appointment of Assistant Consular Officers  
➢ Settlement of bills with regard to supply of security software from WESRA, Mumbai  
➢ Preparation of budget and all correspondence regarding Audit paras of the Division  
➢ Hiring of Contingency staff in Missions/Posts abroad |
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<thead>
<tr>
<th>5</th>
<th>Shri Vinesh Kumar Kalra, Under Secretary (Cons) <a href="mailto:uscons@mea.gov.in">uscons@mea.gov.in</a></th>
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</thead>
</table>
| ➢ Work related to International Parental Child Abduction  
➢ Adoption of children by foreigners  
➢ Migration & Mobility dialogues  
➢ Surrogacy related issues  
➢ Preparation of inputs for Annual Report  
➢ Preparation of inputs for Cabinet Summary for CPV Division  
➢ Policy and issues related to irregular migration and deportation of foreigners; management of Standing Committee to monitor nationality verification and deportation of foreigners to Bangladesh  
➢ Any other matter assigned by JS(CPV)  

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<th>6</th>
<th>Shri N.C. Chauhan</th>
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| ➢ Overall supervision of Consular Section  
➢ Enquiries relating to whereabouts of Indians abroad and their relatives in India and whereabouts of foreigners in India  
➢ Complaints from abroad against individuals/firms etc. in India and from India against Individuals/firms etc. abroad (except commercial disputes).  
➢ Issue of "No Obligation to Return to India" certificate to Indian Nationals for migration to foreign countries  
➢ Assistance to Indians abroad under the Baggage Rules and Transfer of Residence Rules.  
➢ Policy relating to arrest of foreigners.  
➢ Accounting procedures relating to Miscellaneous Consular work.  
➢ Nationality Verification Status (NVS) Portal.  
➢ Online Collaborative Sheet (OCS) related assistance  
➢ Parliament Questions regarding consular issues and other Parliamentary matters related to the above items of work.  
➢ Court related matters related to above and settlement of bills  
➢ Consular matters of Indians abroad related to whereabouts, mortal remains, salary dues, compensation, jailed/sentenced prisoners  
➢ Consular matters of foreigners in India, including consular access to foreign Missions  
➢ Any other matter assigned by JS(CPV)  
➢ SO (Consular), SO (Consular-I) will report to US (Consular)  

➢ Operation and maintenance of Consular Portal
| Consultant (MADAD) | MADAD, including coordination with TCS  
| madad@mea.gov.in | ➢ Follow up of VIP references; Preparation of Weekly Reports on the performance of MADAD, Liaison with TCS on MADAD related matters  
| | ➢ Twitter handle related issues  
| | ➢ Any other matter assigned by JS(CPV)  

### VISA & OCI MATTERS

| 7 | Shri Harvinder Singh,  
| | Under Secretary (PV)  
| | dspv@mea.gov.in | ➢ Visa and e-visa policy for various countries  
| | | ➢ Fixing of Visa fees  
| | | ➢ IVFRT and TvoA-ETA related coordination with MHA, NIC & BOI  
| | | ➢ Correspondence with MHA on visa policy issues  
| | | ➢ Policy issues regarding business/ employment visas  
| | | ➢ PIO/OCI Card related issues  
| | | ➢ Visa/OCI related Audit issues  
| | | ➢ Compilation of all CPV circulars for MEA website  
| | | ➢ Coordination with PV-II Section on visa/passport logistics matters  
| | | ➢ Court cases relating to Visa and OCI matters  
| | | ➢ Monitoring of CFRO system operation  
| | | ➢ Issuance of and extension of Visas to diplomatic/officials assigned to foreign Missions/ Consular posts and UN/International organization functioning in India; and their family members  
| | | ➢ All matters relating to fixation/revision of visa fees for foreign nationals and audit objections to visa fees.  
| | | ➢ Visa issues relating to same-sex partners  
| | | ➢ Visa issues relating to Service Staff  
| | | ➢ NOC to Missions for issue of visas to foreign diplomats  
| | | ➢ Systemic improvements in visa issuance process for foreign Missions in India  
| | | ➢ NOCs to FRROs for visa requests received from foreign Missions in New Delhi  
| | | ➢ Issues relating to outsourcing of visa services in Indian Missions & Posts  
| | | ➢ Audit objections related to outsourcing  
| | | ➢ Any other matter assigned by JS(CPV)  
| | | ➢ SO (Visa & Outsourcing), SO (PV) will report to Under Secretary (PV)  

| 8 | Shri Saravjit Singh  
| | Consultant(OS) | ➢ Outsourcing of consular services in Missions and Posts abroad  
<p>| | | ➢ Outsourcing RFP/Tender and management of Contracts |</p>
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<tr>
<th>10</th>
<th>Shri Vikram Vardhan, Under Secretary (CPV) <a href="mailto:dscpv@mea.gov.in">dscpv@mea.gov.in</a></th>
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<tbody>
<tr>
<td></td>
<td>• Overall supervision of PV-II section</td>
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<tr>
<td></td>
<td>• Holding of Consular dialogues between India and other countries</td>
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<tr>
<td></td>
<td>• Issue/renewal of diplomatic and official passports and visa notes</td>
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<td>• Issue of machine readable diplomatic/official passports and personalization of electronic diplomatic/official passports</td>
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<td>• Passport Policy on diplomatic and official passports.</td>
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<td>• Authorizing RPOs/Indian Missions/Posts abroad for issue/Renewal of diplomatic and official passports.</td>
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<td>• Issuing visa notes for all diplomatic/official passport holders proceeding abroad on government passports.</td>
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<td>• Safe custody of ordinary passports surrendered by members of Parliament and MEA officials and issue of safe custody certificates; cancellation of diplomatic/official passports of all government officials and issue of cancellation certificates.</td>
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<td>• Maintenance of records of diplomatic and official passport booklets and visa stickers issued by the Section.</td>
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<td>• Issue of loss circulars regarding diplomatic and official passports reported lost by the holders.</td>
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<td>• Furnishing of Information on RTI queries to subjects dealt with in PV-II Section.</td>
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<td>• Matters relating to review of black lists, suspect index and PRC of foreigners.</td>
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<td>• Verification of genuineness of Indian and foreign visas.</td>
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<td>• Issue of SAARC travel endorsement stickers to entitled categories and uploading of data on SAARC Secretariat website in real time correspondence relating to issues on SAARC.</td>
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<td>• BIMSTEC travel document.</td>
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<td>• Parliament matters relating to the subjects dealt with in PV-II Section.</td>
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<td>• Visa Waiver, Visa Free Agreement, Visa Simplification and Visa Facilitation Agreements</td>
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<td>• Agreements for Transfer of Sentenced Persons</td>
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<td>• BL related issues</td>
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| 11 | Lt Col. Ravi Raja, OSD (CPV)  
osdcpvrr@mea.gov.in |
|---|---|
| - | Overall supervision of Attestation and OI section  
- | All matters related to Attestation/Apostille of documents  
- | Apostille/attestation of documents-educational, personal and commercial  
- | Attending to the public grievances related to Apostille/attestation  
- | Procurement of Apostille stickers for OI section/ Branch Secretariats and RPOs concerned  
- | Settlement of bills from ISP Nashik for supply of Apostille stickers  
- | Reform of Attestation process  
- | Correspondence with MHRD and State Governments on Attestation issues  
- | Development of e-Apostille  
- | Matters relating to decentralization of attestation process and outsourcing of attestation services  
- | All matters relating to Parliament and RTO matters on the above subjects  
- | Any other matter assigned by JS(CPV) |

(Amit Narang)  
Joint Secretary (CPV)  
June 25, 2019