

Ministry of External Affairs  
(CPV Division)

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OFFICE ORDER

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

Sl No.	Name Designation and Coordinates	Work Allocation
<b>LEGAL MATTERS</b>		
1	<b>Dr. Pradip Choudhary, Sr. Consultant (EML)</b> <a href="mailto:coordinator.eml@mea.gov.in">coordinator.eml@mea.gov.in</a>	<ul style="list-style-type: none"><li>➤ Coordination and oversight of the Extradition Section</li><li>➤ Extradition Policy- Formulation &amp; Implementation. All matters relating to signing of extradition treaties.</li><li>➤ Extradition treaties with different countries – negotiation and implementation</li><li>➤ Extradition guidelines/template</li><li>➤ Bilateral Extradition MLAT Dialogues and Video Conferences</li><li>➤ Facilitating negotiations for signing of Mutual Legal Assistance Treaties in Criminal and Civil &amp; Commercial matters and Agreement on Transfer of Sentenced Persons in collaboration with administrative Ministries concerned</li><li>➤ Transmission of Letter of Request, Implementation Report etc. in certain cases assigned by JS(CPV)</li><li>➤ Briefs and Talking Points on Extradition matters</li><li>➤ Coordination with CBI, NIA, MHA (IS-II &amp; CS Divisions) and other agencies on Extradition and MLAT matters</li><li>➤ Coordination with foreign Missions on extradition matters</li><li>➤ Overall liaising with Spl Public Prosecutor in extradition cases and follow up of Extradition matters in High Court and Supreme Court</li><li>➤ All work related to Parliament and RTI matters on the above subject</li><li>➤ Advice on legal issues relating to consular, citizenship and passport matters</li><li>➤ Legal issues relating to International Parental Child Abduction</li><li>➤ Vetting of affidavits to be filed before the Inquiry Magistrate/High Court/Supreme Court</li><li>➤ Any other matter referred to by the Ministry</li></ul>

		through JS(CPV)
2	<b>Dr. B Sriram, Under Secretary (Extradition)</b> <b><u>usexoi@mea.gov.in</u></b>	<ul style="list-style-type: none"> <li>➤ Processing and follow up in Courts and law enforcement agencies concerned of the Extradition cases relating to North America, Australia, New Zealand &amp; Europe (except UK),</li> <li>➤ Presenting/leading prosecution evidence in extradition hearings</li> <li>➤ Appointment of Special Public Prosecutor (SPP)</li> <li>➤ Payment of fees to SPPs</li> <li>➤ Operation of the Extradition Case Management System</li> <li>➤ After Gazette notification is approved by Ministry of Law, processing publication of Extradition Treaties in the Official Gazette</li> <li>➤ Updating Extradition related content on the MEA's website</li> <li>➤ Issues relating to Mutual Legal Assistance/LR/Service of Summons/documents etc relating to North America, Australia, New Zealand and Europe (except UK)</li> <li>➤ Briefs and Talking Points on Extradition matters in consultation with Senior Consultant (LA)</li> <li>➤ All work related to Parliament and RTI matters on the above subject in consultation with Senior Consultant (LA)</li> <li>➤ Any other matter assigned by JS(CPV)</li> </ul>
3	<b>Shri K.A. Georgekutty, Consultant (Extradition)</b> <b><u>consultant.exoi@mea.gov.in</u></b>	<ul style="list-style-type: none"> <li>➤ 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)</li> <li>➤ Issues relating to MLAT, LR, Service of Summons, documents etc to/from countries other than those allotted to US (Extradition)</li> <li>➤ Local prosecution of fugitives in India</li> <li>➤ Assistance in extradition hearings and liaison with lawyers on extradition cases</li> <li>➤ Any other matter assigned by JS(CPV)</li> </ul>
<b>CONSULAR MATTERS</b>		
4.	<b>Ms T. Ajungla Jamir Director(CPV)</b> <b><u>dircpv@mea.gov.in</u></b>	<ul style="list-style-type: none"> <li>➤ RTI matters in capacity as CPIO for CPV Division</li> <li>➤ Appointment of Assistant Consular Officers</li> <li>➤ Settlement of bills with regard to supply of security software from WESRA, Mumbai</li> <li>➤ Preparation of budget and all correspondence regarding Audit paras of the Division</li> <li>➤ Hiring of Contingency staff in Missions/Posts abroad</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Work related to International Parental Child Abduction</li> <li>➤ Adoption of children by foreigners</li> <li>➤ Migration &amp; Mobility dialogues</li> <li>➤ Surrogacy related issues</li> <li>➤ Preparation of inputs for Annual Report</li> <li>➤ Preparation of inputs for Cabinet Summary for CPV Division</li> <li>➤ 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</li> <li>➤ Any other matter assigned by JS(CPV)</li> </ul>
5	<b>Shri Vinesh Kumar Kalra,</b> <b>Under Secretary (Cons)</b> <u><a href="mailto:uscons@mea.gov.in">uscons@mea.gov.in</a></u>	<ul style="list-style-type: none"> <li>➤ Overall supervision of Consular Section</li> <li>➤ Enquiries relating to whereabouts of Indians abroad and their relatives in India and whereabouts of foreigners in India</li> <li>➤ Complaints from abroad against individuals/firms etc. in India and from India against Individuals/firms etc. abroad (except commercial disputes).</li> <li>➤ Issue of "No Obligation to Return to India' certificate to Indian Nationals for migration to foreign countries</li> <li>➤ Assistance to Indians abroad under the Baggage Rules and Transfer of Residence Rules.</li> <li>➤ Policy relating to arrest of foreigners.</li> <li>➤ Accounting procedures relating to Miscellaneous Consular work.</li> <li>➤ Nationality Verification Status (NVS) Portal.</li> <li>➤ Online Collaborative Sheet (OCS) related assistance</li> <li>➤ Parliament Questions regarding consular issues and other Parliamentary matters related to the above items of work.</li> <li>➤ Court related matters related to above and settlement of bills</li> <li>➤ Consular matters of Indians abroad related to whereabouts, mortal remains, salary dues, compensation, jailed/sentenced prisoners</li> <li>➤ Consular matters of foreigners in India, including consular access to foreign Missions</li> <li>➤ Any other matter assigned by JS(CPV)</li> <li>➤ <i>SO (Consular), SO (Consular-I) will report to US (Consular)</i></li> </ul>
6	<b>Shri N.C. Chauhan</b>	<ul style="list-style-type: none"> <li>➤ Operation and maintenance of Consular Portal</li> </ul>

