

The Embassy team and its tasks

I. Shri Sunil Jain, Ambassador

His objective is to strengthen and deepen further the friendly ties between India and Kuwait and to attend to the welfare of 8 lakh members of Indian community in Kuwait. He supervises all work relating to political, economic & commercial, community welfare, consular/passport/visa, administration, press & information and culture.



Telephone Numbers

Office :22543000

Mobile :97203636

E-mail : amboffice@indembkwt.org

He is closely assisted by:-

(1) Shri Ashok Kumar Sahoo, (Personal Assistant to Ambassador)

(Tel No. 22543000)

E-mail : psamb@indembkwt.org



(1) Shri Deo Bansh Roy Bachchan, Assistant (Political)

(Tel No. 22543000 & Mobile No.97229913)

E-mail : amboffice@indembkwt.org



(2) Mr. Abdulla Kollorath, Social Secretary,

(Tel No.22561276 & Mobile: 66577835)

E-mail : ambss@indembkwt.org



II. Shri Shubashis Goldar, Deputy Chief of Mission and Chief Public Information Officer

He supervises Consular and Labour Wings dealing with domestic & private sector workers in the industrial sector. He is responsible for taking up problems being faced by Indian schools and Indian associations registered with the Embassy. He is also the Chief Public Information Officer under the Right to Information Act and deals with visa services relating to foreign nationals.

Telephone Numbers :

Office : 22510891

Mobile : 97229942

E-mail : dcm@indembkwt.org

He is assisted by:-



(i) Mrs. Rajni Verma, Attache/ PS

Office : 22510891



Consular Wing

(ii) Shri K.K. Pahel, FS (HOC/CE)

- (1) He deals with administration wing of the Embassy & looks after the establishment work including maintenance and upkeep of the Embassy and Residences.
- (2) He is also the Public Information Officer of the Embassy under Right to Information Act.
- (3) Registration and co-ordination with various Indian Associations.
- (4) Supervision of cultural functions in the Embassy Auditorium as well as maintenance of the Auditorium.
- (5) Registration and co-ordination with various Indian Associations.
- (6) He deals with Passport, Attestation, and other Consular services like Registration of marriages and births.
- (7) Deals with Power of Attorneys and attestation of various Consular documents.



Telephone Numbers :

Office : 22523304

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He is assisted by:-

(i) Shri Sanjeev Saklani - Attache (Consular/Admn/Education)

Deals with Power of Attorneys and attestation of various Consular documents. He also looks after renewal of passports.

Matters pertaining to Indian Schools affiliated to CBSE.

Conducting of examination at Indian Universities offering distance education.

He deals with administration wing of the Embassy. He also looks after the establishment work including maintenance/upkeep of the Embassy and Residences.

Telephone Numbers:

Office : 22527246, 22513498

Mobile : 97295728

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(iv) Shri Thomas Joseph, Attache (Labour-I)

- Dealing with attestation work of domestic workers agreements, resolving their problems and their repatriation
- Processing and signing of agreement in respect of employing domestic workers (Article-20)
- Looking after complaints by domestic Labour.
- Deals with problems/disputes with the sponsor related to Visa 20 workers (Domestic Visa- Houseboy, House driver, Housemaid, Cook).
- Issues relating to submission/receipt of domestic worker agreement (Visa 20) in KUDLO Office in Behbehani Building, Sharq.



Telephone Numbers:

Office :22573902 & 22530600 (Extn 233) Mob: 97229946

E-mail : labour@indembkwt.org

(v) Mrs. Sunila Krishnan, Attache (Labour II)

- Attestation of work agreements of private sector workers (Visa 18)
- Complaints of private sector workers (Visa 18)

Telephone Numbers:

Office :22530409 & 22530600 (Extn 238)

Mobile :97264247

E-mail : attachelabour@indembkwt.org



(ii) Mr. B.K. Sinha, Assistant Community Welfare Officer, Mobile-97164067

Deals with cases relating to Jails, detention centres, deportation centre, hospitals and processing of their complaints. He also takes up legal cases of Indians and locals, who come to the Embassy with complains against Indian expatriates, theft, drug, mobile fraud cases & other miscellaneous community welfare matters.



(iii) Mr. Deepak Seth, Local staff member, Mobile-66565703

Deals with registration of Deaths. Liaison with employer/sponsor of the deceased for completion of local formalities for transportation of the mortal remains to India. He is in touch with local authorities for identification of the unclaimed deadbodies and is responsible for giving updates on death cases to family members & relatives. The compensation related cases are also looked after by him.



(iv) Mr. Mujib Kollarath, Local Staff member, 22530600 Extn-243, Mobile-97610246

Hospital visits for meeting the patients (destitutes) and deals with hospital authorities, Immigration Offices, Police stations, Air Lines and family members of the patient to make arrangements for repatriation of patients to India. He goes to Central Mortuary for collecting the list and identifying unclaimed dead bodies of Indian nationals and also to get clearance for despatch of mortal remains to



India or local burial as per the wishes of the family members of the deceased.

**(v) Mr. Mohammad Ashfaq Durrani, Local Staff member,
Mobile-66680031**

Visits to male and female deportation centres for issue of travel documents, to expedite procedures for deportation of Indians under detention, visits to detention centres (Duaral Azam) for issue of travel documents to Indians under custody, meet Indians under detention and issuing Emergency certificates to Indian detainees for their repatriation.



VI. Dr. Sushil Kumar, Second Secretary (Political, Economic & Commercial Representative)

He is responsible for work relating to India-Kuwait bilateral relations at political level. He deals with trade enquiries, trade and commercial disputes, circulation of tender from India and Kuwait, trade exhibitions, fairs, seminars, buyers-seller meets, attestation of commercial documents, handling visits of trade and commercial delegation from India and Kuwait. Co-operation in the field of hydrocarbon, investment, double taxation, science & technology, medical and liaison with the Ministry of Commerce, Ministry of Oil, Kuwait Chamber of Commerce and Industry, Ministry of Finance, etc. for various bilateral engagements.



Telephone Numbers:

Office : 22533125

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E-mail : political@indembkwt.org

(i) Shri B.S. Bisht, Attache (Political & Commercial)

He also deals with trade enquiries, trade and commercial disputes, circulation of tender from India and Kuwait, trade exhibitions, fairs, seminars, buyers-seller meets, attestation of commercial documents, handling visits of trade and commercial delegation from India and Kuwait. Co-operation in the field of hydrocarbon, investment, double taxation, science & technology, medical and liaison with the Ministry of Commerce, Ministry of Oil, Kuwait Chamber of Commerce and Industry, Ministry of Finance, etc. for various



bilateral engagements. He assists in preparation of weekly/monthly reports.

Telephone Numbers:

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**(ii) Mr. Arvind Srivastava, Assistant Consular Officer (Visa),
22530600 Extn-279, MOBILE-99303056**

He deals with Visa related matters of foreign nationals which includes scrutinizing and processing the Visa applications.



**(iii) Mr. D.K. Tripathi, Assistant Consular Officer (Visa),
22530600 Extn-235**

He deals in OCI cards, Surrender and Renunciation Certificates and Visa



VII. Shri A K Srivastava, SS (PIC/CW)

He deals with press related work, interaction with journalists, looking after Embassy Library and issuing books to schools and colleges, organizing Cultural Events etc.

He deals with the work relating to community welfare, such as, cases pertaining to Indian expatriates undergoing jail sentences or detained in Deportation/Detention centres are looked after by him. The travel document/facilitation, medical emergency/ death case for destitute Indians are dealt by him. Reports of thefts, robberies, assault & damages to property of Indian nationals are to be brought to his notice. He is the Community Welfare Officer dealing with death cases, issuing of Emergency Certificates and Registration of Deaths. **Telephone**

Numbers:

Office : 22531716

Mobile : 97229914

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(i) Miss Hend I.K. Shiha, Interpreter

Translation of all types of incoming and outgoing Notes Verbale from Arabic to English and vice versa and assist Visa / Labour / Consular Wings for interpretation;

Preparation of documents for Visa, Residency, ID cards, Driving License, Registration of Cars for Embassy Officers and Custom papers etc. or any other work may be specified by the HOC / Administration.

Translation work for all Wings, as required;



(ii) Mr. Azizur Rahman, Interpreter

Preparing Daily Press Roundup (of 13 Arabic Newspapers received in Embassy)

Screening of Arabic Magazines and putting up a report
Weekly analysis of the press coverage in the Arabic Newspapers about India or bilateral relations.

Compilation of bilateral issues and other topics required by SS(Pol/Com);



Colonel Gurpal Singh, Defence Attache based in Riyadh

He is responsible for promoting Defence relations between Kuwait and India.

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