



MEA

[Simulation Mandate]



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Letter from the Minister of External Affairs

Dear Members,

It gives me immense pleasure to welcome you to a simulation of the Ministry of External Affairs. The objective of this committee is to address the most prominent concern in the diplomatic policy-making spectrum - reformation of the Indian foreign policy.

As your recently elected minister and chairperson of this committee, I would like to lay before you all my credentials. I have been to over 65 Model UN conferences - at 35 of which I have served in the Executive Board. In the capacity of a delegate, I have won over 30 accolades. Furthermore, in a career spanning over 7 years I was invited to the prestigious Jakarta Model UN organized by their Foreign Affairs Ministry. I have also presided over 5 conferences as a Secretary General and founded the International Diplomatic Conference 2016. I am currently enrolled in a course on International Relations at O.P Jindal Global University and have worked for a UN Water affiliated NGO and have interned with the Russian diplomatic mission to Mumbai. Presently, I write for Business Today. My other interests include theatre, and I have performed in over 10 professional theatre productions in Mumbai and New Delhi. More than enough about me. I am fortunate to have been invited to Podar Summit as it is always a pleasure doing something for your school. Nikhil and Karan shall help me enhance your experience over the course of this simulation. We endeavour not only portray the work ethic and responsibilities of policy-makers and diplomatic emissaries but also advocate quick thinking and effective crisis resolution mechanisms. What really motivated me to formulate this committee was to promote a realistic understanding of external affairs, and how the various people behind political offices really save the day, especially on a rainy one. Finally, I urge you to contact me in case of any queries. Please do attend the orientation (I promise I won't bore the living crap out of you).

In hope that you actually take some time to read this over.

Regards,
Avirat Parekh

Outline

The origin of the Indian Foreign Services can be traced back to the British rule when the Foreign Department was created to conduct business with the "Foreign European Powers". In fact, it was on September 13, 1783, when the Board of Directors of the East India Company passed a resolution at Fort William, Calcutta (now Kolkata), to create a department which would help "relieve the pressure" on the Warren Hastings administration in conducting its "secret and political business". Subsequently known as the "Indian Foreign Department", it proceeded with the expansion of diplomatic representation, wherever necessary, to protect British interests.

In 1843, Governor-General Ellenborough carried out administrative reforms under which the Secretariat of the Government was organized under four departments – Foreign, Home, Finance and Military. Each was headed by a Secretary level officer. The Foreign Department Secretary was entrusted with the "conduct of all correspondence belonging to the external and internal diplomatic relations of the government".

From the very beginning, a distinction was maintained between the "foreign" and "political" functions of the Foreign Department; relations with all "Asiatic powers" (including native princely states of India during the British Raj) were treated as "political" and with all European powers as "foreign".

Although the Government of India Act, 1935 sought to delineate more clearly functions of the "Foreign" and "Political" wings of the Foreign Department, it was soon realized that it was administratively imperative to completely bifurcate the Foreign department. Consequently, the External Affairs Department was set up separately under the direct charge of the Governor-General.

The idea of establishing a separate diplomatic service to handle the external activities of the Government of India originated from a note dated September 30, 1944, recorded by Lt-Gen T. J. Hutton, Secretary, Planning and Development Department of the Government. When this note was referred to the Department of External Affairs for comments, Mr Olaf Caroe, the Foreign Secretary, recorded his comments in an exhaustive note, detailing the scope, composition and functions of the proposed service.

Mr Caroe pointed out that as India rose to a position of autonomy and national consciousness, it was imperative to build a system of representation abroad that would be in complete harmony with the objectives of the future government.

In September 1946, on the eve of India's independence, the Government of India decided to create a service called the Indian Foreign Service for India's diplomatic, consular and commercial representation overseas.

In 1947, there was a near-seamless transformation of the Foreign and Political Department of the British India Government into what then became the new Ministry of External Affairs and Commonwealth Relations. In 1948 the first batch recruited under the combined Civil Service Examination system of the Union Public Service Commission (UPSC) joined the service.

This system of entry has remained the staple mode of intake into the IFS to this day.

Training

On being selected into the Indian Foreign Service through the combined Civil Services examination, the new entrants undergo a multi-faceted and comprehensive training programme intended to give them a thorough grounding in diplomatic knowledge, qualities and skills.

The probationers commence their training, together with their colleagues from the other All India Services, at the Lal Bahadur Shastri National Academy of Administration, Mussoorie. Thereafter the probationers join the Foreign Service Institute in New Delhi and undergo focussed training in the various disciplines that a career diplomat needs to familiarise himself with. The course involves lectures, attachments with various wings of the Government, as well as familiarisation tours both within the country and abroad. The aim of this course is to inculcate in the diplomatic recruit a strong knowledge of history, diplomacy and international relations as well as a grasp of general economic and political principles.

At the conclusion of the training programme the officer is assigned his/her compulsory foreign language (CFL). After a brief period of desk attachment in the Ministry of External Affairs, the officer is posted to an Indian Mission abroad in a country where his CFL is the native language and enrolled in a language course. The officer is expected to develop proficiency in his CFL and pass the requisite examination before he is confirmed in service.

Career

A Foreign Service Officer begins his career abroad as a Third Secretary and is promoted to Second Secretary as soon as he is confirmed in service. Subsequent promotions are to the levels of First Secretary, Counsellor, Minister and Ambassador/High Commissioner/Permanent Representative. Officers can also be posted to Indian Consulates abroad where the hierarchy (going upwards) is Vice-Consul, Consul and Consul General.

The hierarchy at the Ministry of External Affairs includes 6 stages: Under Secretary, Deputy Secretary, Director, Joint Secretary, Additional Secretary and Secretary.

Functions

As a career diplomat, the Foreign Service Officer is required to project India's interests, both at home and abroad on a wide variety of issues. These include bilateral political and economic cooperation, trade and investment promotion, cultural interaction, press and media liaison as well as a whole host of multilateral issues.

The functions of an Indian diplomat may be summarised as:

- Representing India at its Embassies, High Commissions, Consulates, and Permanent Missions to multilateral organisations like the UN;

- Protecting India's national interests in the country of his/her posting;
- Promoting friendly relations with the receiving state as also its people, including NRI / PIOs;
- Reporting accurately on developments in the country of posting which are likely to influence the formulation of India's policies;
- Negotiating agreements on various issues with the authorities of the receiving state; and,
- Extending consular facilities to foreigners and Indian nationals abroad.

At home, the Ministry of External Affairs is responsible for all aspects of external relations.

Territorial divisions deal with bilateral political and economic work while functional divisions look after policy planning, multilateral organisations, regional groupings, legal matters, disarmament, protocol, consular, Indian Diaspora, press and publicity, administration and other aspects.

Strength

In recent years, the intake into the IFS has averaged between 8-15 persons annually. The present cadre strength of the service stands at approximately 600 officers manning around 162 Indian missions and posts abroad and the various posts in the Ministry at home.

Visit the Foreign Service Institute Website at meafsi.gov.in

Location of simulation

South Block

The Ministry of External Affairs is mainly located in South Block, a building that also houses the Prime Minister's Office and the Ministry of Defence. Offices of the MEA are also housed in Jawahar Lal Nehru Bhavan, Shastri Bhavan and Patiala House.



South Block and North Block were built on top of Raisina Hill in 1931. Designed by Herbert Baker, one of Britain's most distinguished architects of the early 20th Century, the two impressive Secretariat buildings flank Rashtrapati Bhavan on each side of the Central Visitor. South Block is an intricate labyrinth of vaulted staircases and high ceiling passages.

Colonnades and flat roofs dominated by huge domes are striking features of this building. Herbert Baker, as well as Edwin Lutyens who designed government buildings for New Delhi,

Organisational structure



Entities documentation must call upon

Divisions

Administration

[All administrative matters of the Ministry including Cadre management; Creation/continuation of posts; Formulation, Interpretation and Advice on IFS[PLCA] Rules, CCS Rules/Conduct Rules; Use of Hindi in the official work of the Ministry; O&M and Office Procedures]

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A & RM DIVISION

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ASEAN Multilateral Division

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Karun Bansal	US [Bangladesh]			
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BIMSTEC & SAARC DIVISION

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Branch Secretariat, Hyderabad

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Deputy Secretary	Dr. E.Vishnuverdhan Reddy	HoBS, Hyderabad			

Branch Secretariat, Chennai

Level	Name of the Officer	Designation	Telephone	Fax	E-mail
Deputy Secretary	P.K. Ashok Babu	PO & HoBS, Chennai			
Under Secretary	Sreenivasulu Budigi	US, Branch Sectt Chennai			
Under Secretary	V. Srinivasan Iyer	US, Branch Sectt Chennai			

Branch Secretariat, Kolkata

Level	Name of the Officer	Designation	Telephone	Fax	E-mail
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Deputy Secretary	Kajari Biswas	HoBS, Kolkata
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Branch Secretariat, Guwahati

Level	Name of the Officer	Designation	Telephone	Fax	E-mail
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Deputy Secretary	Norem J. Singh	HoBS, Guwahati
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Branch Secretariat, Mumbai

Level	Name of the Officer	Designation	Telephone	Fax	E-mail
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Deputy Secretary	Pooja V. Vernekar	HoBS, Mumbai
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Central Europe Division

[Deals with India's relations with Albania, Austria, Bosnia & Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Greece, Holy See, Hungary, Iceland, Latvia, Liechtenstein, Lithuania, Macedonia, Malta, Moldova, Montenegro, Norway, Poland, Romania, Serbia, Slovak Republic, Slovenia, Sweden, Switzerland and Turkey]

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Central and West Africa Division

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Central Registry

[All work relating to receipt and distribution of dak[communication] from local Ministries/Offices/Foreign Missions in India]

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CNV & I Division

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Complaints Committee of MEA against Sexual Harassment

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CT [Counter Terrorism] Division

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CPV [Consular Passport, Visa] Division

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DPA-II [Development Partner Administration] Division

[DPA-II Division deals with all forms of capacity development, including ITEC civilian and military training, ITEC experts deputation, small grant projects of West Asia, Gulf, Eurasia, Southern and Latin America & Caribbean Divisions, establishment of IT centres (worldwide), restoration of temples in Southeast Asia, establishment of Vocational Training Centres in Africa and trilateral capacity building projects. It also coordinates humanitarian assistance and disaster relief, Colombo Plan activities, South-South Co-operation initiatives and other multilateral development co-operation matters, including coordination with foreign aid agencies]

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DPA-III [Development Partnership Administration –III]

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D & ISA [Disarmament & International Security Affairs] Division

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EA [East Asia] Division

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E & SA [East & Southern Africa] Division

[All matters relating to Botswana, Burundi, Ethiopia, Eritrea, Kenya, Lesotho, Madagascar, Malawi, Mozambique, Namibia, Rwanda, South Africa, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe, African Union, East African Community and COMESA]

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Eurasia Division

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Establishment Division

[All establishment matters including Property, allotment of accommodation, procurement of equipment etc.]

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Europe West Division

[All matters relating to Andorra, Belgium, France, Germany, Ireland, Italy, Luxemburg, Monaco, Netherlands, Portugal, San Marino, Spain, United Kingdom, European Union]

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Jitendra Rawat	US [EW]			
Sanjay Kumar	US [EW]			

External Publicity & Public Diplomacy [XPD] Division

[Interface between the Ministry and Media mandated with publicity of India's foreign policy through briefings, press interactions and other media events; Maintenance of official MEA website and new media platforms; Liaison with MEA beat media; Facilitation of foreign media based in India; publications, documentary films and other publicity material aimed at projecting India's soft power;

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Finance Division

[All matters relating to formulation of budget of the Ministry, formation and revision of Rates of Exchanges, scrutiny and replies to Audit Paras, Examination/clearance of proposals from financial angel]

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Foreign Service Institute

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Amarnath Dube	Course Coordinator
Ms. Soumya Nair	DS [FSI]

Global Estate Management (GEM) Division

(Deals with acquisition of plots and construction of buildings for Missions/Posts abroad and offices and residences for Ministry, repair and maintenance of Ministry's properties)

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Gulf Division

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Hindi & Sanskrit Division

(All work relating to Official Language)

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Head of POE Offices

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Chennai	Shri Ajith Kumar, Director	POE			

Chennai	Shri G. Ravichandran, Section Officer	POE-II
Cochin	Ms. Bindu N. Nair	POE-II
Delhi	Amar Jit Singh	POE
Hyderabad	Shri K.M. Rao, Under Secretary	POE
Jaipur	Shri S.K. Meena, Section Officer	POE
Kolkata	Shri Kalyan Kr. Halder, Section Officer	POE-I
Mumbai	Shri J. K. Sao, Director	POE-I
	Shri Jagdish Kumar, Section Officer	POE-II
Rae Bareli	Shri Vivek Sharma, PPS	POE
Trivandrum	Bijay Selvraj, Deputy Secretary	POE

Indian Ocean Region Division

(All matters relating to Maldives, Mauritius, Seychelles, Sri Lanka and Indian Ocean Region)

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Ms. Irina Thakur US [IOR]

India-ASEAN Summit Secretariat

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Indo-Pacific Division

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Nikhilesh Giri	Dir [Indo-Pacific]			
Shashwati Arya [Ms.]	US [Indo-Pacific -I]			

LAC [Latin America & Carribbean] Division

(All matters relating to Anguilla, Antigua and Barbuda, Antilles and Aruba, Argentina, Bahamas, Barbados, Belize, Bolivia, Brazil, Cayman Islands, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Dominica Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Montserrat, Nicaragua, Panama, Paraguay, Peru, St. Christopher & Nevis, Suriname, Trinidad and Tobago, Turks and Caycos Islands, Uruguay, Venezuela, St. Lucia, St. Vincent & Grenadines)

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L & T [Legal & Treaties] Division

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MEA Library [Patiala House]

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MER [Multilateral Economic Relations] Division

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Northern [Nepal, Bhutan] Division

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Office of the Principal Chief Controller of Accounts

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PAI [Pakistan, Afghanistan & Iran] Division

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Parliament & Coordination Division

(Responsible for the entire Parliament work for the Ministry)

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PP & R [Policy Planning & Research] Division

(Nodal agency for mid term and long term policy planning;)

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Protocol Division

(All protocol matters including those relating to incoming and outgoing VVIP visits; Privileges and immunities of all Diplomatic Missions and International Organisations based in India; Honours, Titles and Decorations)

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Subhod kumar	DPO [Ops]			

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RTI [Right to Information] Cell

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SKC [Special Kuwait Cell]

(All work pertaining to the Special Kuwait Cell - Compensation claims of Gulf War victims-individual, corporate and government claims)

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Southern Division & Nalanda

(All matters relating to Australia, Brunei, Cambodia, East Timor, Fiji, Indonesia, Laos, Malaysia, New Zealand, Pacific Islands, Papua New Guinea, Philippines, Singapore, Thailand and Vietnam)

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T & I Division

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UNES [United Nations Economic & Social] Division

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UNP [United Nations Political] Division

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WANA [West Asia & North Africa] Division

(All matters relating to Algeria, Djibouti, Egypt, Israel, Libya, Lebanon, Morocco, Syria, Palestine, Sudan, South Sudan, Somalia, Jordan and Tunisia)

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Communication

The committee shall not have chits as a form of communication but will have emails being used for us to be able to keep a better track of communication. Involved individuals will be called upon for the undertaking of any action and in the case the above mentioned destinations shall come in handy.

Composition

The committee will only house concerned office-holders (non-elected, nominated) from the MEA. Furthermore, we would have the NSA Mr Doval and key ministry representatives in order to address the respective crisis related dimensions of the agenda.

Important profiles



Shri Vijay Gokhale
Foreign
Secretary



Shri Sanjiv Arora
Secretary (CPV & OIA)



Ms. Vijay Thakur Singh
Secretary
(East)





Shri T.S. Tirumurti
Secretary
(ER)



Shri A. Gitesh Sarma
Secretary
(West)

