

**Embassy of India
Lima**

No. LIM/PROP/866/1/2024

28.11.2024

Notice inviting tender for renovation work at the Embassy of India.

The Embassy of India invites quotations from reputed contractors / firms for the renovation works (Painting, flooring, electrical and Plumbing etc) at the Embassy of India located at Av. Salverry 3006, San Isidro Lima -15076. Representative of your company may visit Embassy premises to assess the exact work requirements.

2. The quotation should be inclusive of all necessary expenditures such as taxes etc.
3. Interested contractors / firm may inspect the aforementioned premises before submitting the quotation. The Embassy may be contacted at oficina.lima@mea.gov.in. The quotation should reach the embassy in sealed covers latest by 29.12.2024.

Embassy of India
Lima

Subject: Purchase of Internet dongle.

An internet dongle is required to be used for various events of the Embassy which are organized outside the Embassy. On the advice of the Admin, Mr Italo, Marketing Asst has purchased the dongle at a cost of Soles 179.00. If approved, we may reimburse, Soles 179 to Mr Italo for the said purchase.

(Sarthak Mall)
ASO (GA & Accts)
20.11.2024

HOC

LIM/ADM/745/1/2024

26.11.2024

To
The Director of Audit
Embassy of India
Washington DC

Subject: Local Audit Report on the accounts of Embassy of India, Lima, Peru for the period July 23022 to August 2024 – Reg.

Dear Sir,

Please refer to the Local Audit Report of this Mission for the period from Jul 2022 to Aug 2024 received vide email dated 21.11.2024.

2. The report has 10 paras for the current audit period along with an annexure of 66 old outstanding audit observations (from Sep 1991 to Jun 2022). It is kindly submitted that this Mission vide its email dated Feb 20, 2023 has replied to the old outstanding audit observations from 2011-2022 (45) (copy of email enclosed). The Mission is awaiting response on the replies submitted on old paras.

3. The copy of the replies sent for the old outstanding audit observations for the period 2011 – 2022 is being resent herewith for your kind perusal.

4. The Mission will send replies to the other pending paras shortly.

Regards,

Encl: As above.

(Sarath Sankar)
Head of Chancery

LIM/ADM/745/1/2024

2.11.2024

To
The Director of Audit
Embassy of India
Washington DC

Subject: Local Audit Report on the accounts of Embassy of India, Lima, Peru for the period July 23022 to August 2024 – Reg.

Dear Sir,

Please refer to the Local Audit Report of this Mission for the period from Jul 2022 to Aug 2024 received vide email dated 21.11.2024.

2. The report has 10 paras for the current audit period along with an annexure of 66 old outstanding audit observations (from Sep 1991 to Jun 2022). It is kindly submitted that this Mission vide its email dated Feb 20, 2023 has replied to the old outstanding audit observations from 2011-2022 (45) (copy of email enclosed). The Mission is awaiting response on the replies submitted on old paras.

3. The copy of the replies sent for the old outstanding audit observations for the period 2011 – 2022 is being resent herewith for your kind perusal.

4. The Mission will send replies to the other pending paras shortly.

Regards,

Encl: As above.

(Sarath Sankar)
Head of Chancery

Embassy of India
Lima

CERTIFICATE FOR PURCHASE OF GOODS

(See Rule 155, GFR 2017)

Certified that we, the members of the Purchase Committee are jointly and individually satisfied that spending Soles 22,420 for the purpose of the raising 20 stalls from Ms Acelga Producciones at prevailing market rate and they are reliable and competent to do the job in relation to Namaste Peru Fair that the Embassy will be organizing on 23.11.2024 at the Plaza Municipal de Barranco.

Sarath Sankar	Sandeep Khatri	Sarthak Mall
SS	Attaché	ASO
14.11.2024	14.11.2024	14.11.2024

For Audit:

Please refer to the Local Audit Report of this Mission for the period from Jul 2022 to Aug 2024 received vide email dated 21.11.2024.

2. The report has 10 paras for the current audit period along with an annexure of 66 old outstanding audit observations (from Sep 1991 to Jun 2022). It is kindly submitted that this Mission vide its email dated Feb 20, 2023 has replied to the old outstanding audit observations from 2011-2022 (45) (copy of email enclosed). The Mission is awaiting response on the replies submitted on old paras.

3. The copy of the replies sent for the old outstanding audit observations for the period 2011 – 2022 is being resent herewith for your kind perusal.

4. The Mission will send replies to the other pending paras shortly.

For Ministry:

Email Message

No. LIM/ADM/745/1/2024

27.11.2024

From: Indembassy Lima
To: Foreign New Delhi

Consultant (Audit) from HOC

Subject: Local Audit Report on the accounts of Embassy of India, Lima, Peru for the period July 23022 to August 2024 – Reg.

Please refer to the Ministry email dated 22.11.2024 on the above-mentioned subject.

2. In the recently conducted audit of the Mission for the period from Jul 2022 to Aug 2024, the Mission received 15 POMs which were replied in a time bound manner. Consequent to the Mission's reply, the Audit has dropped 5 POMs and has now issued 10 LARs for which the Mission is preparing replies and those will be send shortly. It is to mention that out of the 10 LARs, 5 are compliance based which the audit will settle after verifying its compliance in its next visit.
3. As regards 66 old outstanding audit observations (from Sep 1991 to Jun 2022), the Mission has already submitted its response to the old outstanding audit observations from 2011-2022 (45) vide its email dated Feb 20, 2023 (copy enclosed) on which the Mission is awaiting the response from Audit. The Mission has once again sent those replies to the Audit, yesterday.
4. Mission is in the process of sending replies to the remaining old paras since 1991 and 5 LARs of the last audit on priority.
5. The above is for the kind information of the Ministry.
6. This issues with the approval of Ambassador.

Regards,

Encl: As above.

(Sarath Sankar)
Head of Chancery

Email Message

No. LIM/ACCTS/732/1/2024

25.11.2024

From: Indembassy Lima
To: Foreign New Delhi

Director (Finance) from Ambassador

Subject: Allocation of additional budget in the Publicity Head for the FY 2024-25.

The allocation in the Publicity Head of the Mission in the BE for the FY 2024-25 is Rs. 15.11 lakhs. Due to anticipated large number of activities and events in the current FY, the Missions has requested Rs. 30.00 lakhs as RE for the FY 2024-25. As of today the actual expenditure in the Publicity Head is Rs. 24.50 lakhs.

2. The Cultural Centre of the India which is located in the Chancery of the Embassy is the main venue of all the events. The Mission intends to install a LED Screen (of the aprrox. size 4m x 2m) behind the stage of the Cultural Centre of the Embassy. The screen will be adding more value in the cultural activities and other publicity events of the Mission. The screen would also be used for showcasing President's / PM's messages, yoga protocols, film promotion videos etc. It could also acts as backdrop for the events. The installation of the screen will approximately cost around \$22,000 to 25,000\$ which is equivalent to approximately Rs. 18,65,600/- to Rs. 21,20,000/-)

3. In view of the above, it is requested that Ministry may allocate an additional amount of Rs 22.00 lakhs over and above the requested RE of Rs. 30.00 lakhs for the FY 2024-25 in the Publicity Head of the Mission.

Regards,

(Vishvas Sapkal)
Ambassador

LIM/PROP/885/1/2024
Embassy of India
Lima

Subject: Replacement of Chancery refrigerator.

The Chancery refrigerator is not working properly since many months. A technician has seen it for repair and has suggested replacing it as it is not feasible to repair due to unavailability of its spare parts in the market.

2. The refrigerator was purchased in 2016 and has already completed the prescribed lifespan of 6 years. If approved, we may replace the refrigerator with a new purchase. If approved, we may also dispose of the old refrigerator.

Submitted for approval please.

(Sarathak Mall)
ASO (GA & Accts)
20.11.2024

HOC

AMB

LIM/ADM/576/2/2023
Embassy of India
Lima

Subject: Posting of IBSA in the E/I Lima.

The Ministry vide order No Q/CCP/576/89/2007 dated 05.08.2024 has sanctioned one post of IBSA for the E/I Lima. Subsequently, in the last SAPB, the Ministry has selected Mr Chandan Singh Dhumketi for posting as IBSA of this Mission.

2. As per BOS guidelines, the IBSA should preferably be allocated accommodation in the Chancery. On 20.11.2024, the Ambassador along with the Embassy officials visited the accommodation of Mr Lenin Sanchez who is the local cleaner-cum-night-watchman of the Embassy and has been given accommodation in the Chancery. The accommodation has one living room, 1 master bedroom, 2 small bedrooms, one kitchen, one toilet and one laundry area. As far as the floor area is concerned the accommodation is found to be good enough but it requires renovation and repairs.

3. In view of the above, the following is proposed for Ambassador's approval:

- a) Issuing an order for vacation of the chancery accommodation currently occupied by Mr Lenin Sanchez in 15 days period.
- b) In principal approval for renovation and repair of the accommodation, and also for the purchase of the entitled furniture and household equipments for the IBSA.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
20.11.2024

HOC

AMB

LIM/ADM/576/2/2023
Embassy of India
Lima

20.11.2024

OFFICE ORDER

Mr Lenin Sanchez, cleaner-cum-night-watchman has been ordered to vacate the accommodation given to him in the Chancery premises within 15 days from the issuance of this order.

2. Mr Lenin Sanchez must hand over all the things supplied by the Embassy at his Chancery residence to the Administration of the Embassy.

2. This issues with the approval of the Ambassador.

(Sarath Sankar)
Head of Chancery

Copy to:

1. Mr Lenin Sanchez, cleaner-cum-night-watchman.
2. Personal file of the staff
3. Ambassador – for information.

Embassy of India
Lima

Subject: Withdrawal of cash for the “Namaste Peru Fair” event on 23 Nov 2024.

The Embassy is organizing “Namaste Peru Fair” event on 23 Nov 2024 at the Barranco Plaza Lima. To honour the winners with cash prizes, Soles 1550 and \$100 needs to be withdrawn as cash from the sponsors’ money. As per IMAS details, we have Rs.160455/- balance in our sponsors’ money which is equal to roughly USD 1892 @ORE of \$1 = Rs. 84.80 for the Nov 2024. If approved, we may withdraw the said amount from the sponsors’ money as cash.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
20.11.2024

HOC

AMB

Embassy of India
Lima

Subject: Withdrawal of cash for the “Namaste Peru Fair” event on 23 Nov 2024.

The Embassy is organizing “Namaste Peru Fair” event on 23 Nov 2024 at the Barranco Plaza Lima. To honour the winners with cash prizes, USD 1100 needs to be withdrawn as cash from the sponsors’ money. As per IMAS details, we have Rs.160455/- balance in our sponsors’ money which is equal to roughly USD 1892 @ORE of \$1 = Rs. 84.80 for the Nov 2024. If approved, we may withdraw the said amount from the sponsors’ money as cash.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
20.11.2024

HOC

AMB

Subject: Augmentation of staff strength of EOI Lima.

Reference Mission's communication of even number dated 17.08.2023 and email messages dated 27.09.2023 and 09.05.2024 on the subject mentioned above.

2. It is for the kind submission to the Ministry that the recently opened E/I La Paz which was earlier concurrently accredited to the E/I Lima, has sanctioned staff strength of 14 India based officers in comparison to **only 5** India based officers for E/I Lima, being its parent Mission.

3. In light of the above, it is therefore, once again, kindly requested that the Mission's proposal for augmenting its staff strength by three more ASOs may be favorably be considered at the earliest.

Yours sincerely,

(Vishvas Sapkal)

To:
JS(AD)

Copy to:
FS, Secy East, AS (AD)

Embassy of India
Lima

Subject: Replacement of earthing of the ER.

Some electrical devices of the ER like oven, dryer etc were producing shocks on touching their surface. The technician who was called to rectify the issue has informed that the earthing of the ER has become worn out due to long usage which is causing this issue. He suggests replacing the earthing of the ER.

2. Placed below is a quotation of Soles 2290/- from M/s JM General Service EIRL for the installation of a new earthing replacing the old one at the ER. The quotation is reasonable as per the current market rates. If approve, we may take the services of M/s JM General Service EIRL at its quoted price of Soles 2290/-. If approved, we may pay 50 % advance before the work and rest 50% will be paid after satisfactory completion of the work.

Submitted for approval please.

(Sarathak Mall)
ASO (GA & Accts)
12.11.2024

HOC

LIM/PROP/885/2/2024
Embassy of India
Lima

Subject: Replacement of official mobile phone of Attaché (PS), Amb Office.

Ref F/R.

Mr. Sandeep Khatri, Attaché (PS) has requested the administration to replace his official phone Samsung A30. He had submitted that Samsung has stopped providing security updates for his mobile phone and it is still running on older version of operating system. Also, the phone is very slow and hangs frequently which hampers the productivity.

2. As per the stock register entry No. 200, the phone was purchased in Oct 2019 and therefore, it has already completed its prescribed life span of 4 years. If approved, we may purchase a new mobile phone for Mr Khatri as a replacement of the old phone. The old mobile phone may be disposed off as per GFR

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
12.11.2024

HOC

AMB

LIM/ADM/661/3/2023
Embassy of India
Lima

Subject: Reimbursement for purchase of office bag.

I have purchased an office bag of Soles 229/-. The ASOs are eligible for reimbursement for purchase office bag upto a cost Rs. 4375/- which is equivalent to Soles 193.81 (@ORE of Nov 2024, 1 Rs = 0.0443 Soles). The reimbursement is admissible for purchase every three years. The last purchase was made in Dec 2020 as can be seen form attached voucher for CGI Chicago.

2. It is therefore requested that, Soles 193.81 may kindly be reimbursed to me for the purchase of the office bag. Invoice for purchase of the bag is enclosed.

Submitted for approval please.

(Sarhak Mall)
ASO (GA & Accts)
27.11.2024

HOC

LIM/ACCTS/767/2/2019
Embassy of India
Lima

Enclosed please find bills furnished by M/s Adeptech for settlement in connection with uploading of TDS data for this Mission:

Sl. No.	Month/Quarter No.	Invoice No. and Date	FY	Amount in Rs.
1.	Apr 24-25 (24G)	ASPL/24-25/1878 01.08.2024	2024-25	1239.00
2.	May 24-25 (24G)	ASPL/24-25/2177 02.08.2024	2024-25	1239.00
3.	Jun 24-25 (24G)	ASPL/24-25/2357 03.08.2024	2024-25	1239.00
4.	Q1 24-25 (24Q)	ASPL/24-25/3264 05.08.2024	2024-25	1239.00
5.	Q2 23-24 (24Q) Correction	ASPL/24-25/2658 05.08.2024	2023-24	1180.00
6.	Q3 23-24 (24Q) Correction	ASPL/24-25/2727 05.08.2024	2023-24	1180.00
7.	Q4 23-24 (24Q) Correction	ASPL/24-25/2817 05.08.2024	2023-24	1180.00
Sub Total				8496.00

2. It is requested that HOC may kindly approve the payment of INR 8496.00 to M/s Adeptech Solutions Private Limited for the aforementioned services.

Submitted for favour of kind approval please.

(Sarthak Mall)
ASO (GA & Accts)
12.08.2024

FS & HOC

Embassy of India
Lima

Subject: Installation of antivirus.

Refer Ministry's message No. SCA/eG&IT/message_no9 dated 22.08.2024 regarding installation of antivirus in the computer and laptops of the Mission.

2. Placed below is a quotation of USD 734.55/- form M/s BEVF Solution for the supply and installation of 25 licenses of Bit defender antivirus (one of the 4 antivirus approved by the Ministry) with a one year license validity. If approved, we may take the services of M/s BEVF Solution at its quoted price for the supply and installation of the antivirus for the Mission's computers and laptops.

Submitted for approval please.

ASO (GA & Accts)
11.11.2024

SS (HOC)

AMB

Embassy of India
Lima

Sub: Payment of pay and allowances to Mr Sandeep Khatri, Attaché (PS).

Ref LPC No Q/CA-III/5863/19/2022 dated 03.10.2024 and joining order No. LIM/ADM/661/1/2024 dt 23.09.2024

As per abovementioned LPC, Cash Section of the Ministry has directed the Mission to recover overpaid pay and allowance of amount Rs. 1,03,200 from Mr Sandeep Khatri, Attcahe (PS). If approved, we may recover this amount form the officer from his salary of Nov 2024.

Submitted for approval please.

ASO (GA & Accts)
08.11.2024

Attaché (DDO)

SS (HOC)

Embassy of India
Lima

Sub: Recovery of excess salary paid to Mr Sandeep Khatri, Attaché (PS).

Ref LPC No Q/CA-III/5863/19/2022 dated 03.10.2024.

As per abovementioned LPC, Cash Section of the Ministry has directed the Mission to recover overpaid pay and allowance of amount Rs. 1,03,200 from Mr Sandeep Khatri, Attcahe (PS). If approved, we may recover this amount form the officer from his salary of Nov 2024.

Submitted for approval please.

ASO (GA & Accts)
08.11.2024

Attaché (DDO)

SS (HOC)

Embassy of India
Lima

Enclosed herewith is the list of ODA items kept in various locations of the Chancery and in Embassy Residence. These have been verified recently. All items featuring in the APVR for 2023-2024 have been accounted for except the following:

- I. Item no. 1063 (Carpet Kashmiri made of silk) which was supplied on 06.02.1987
 - II. 5523 (Marble decorative plate), which was supplied on 05.12.2002.
 - III. Item no. 1233 (Silk carpet) which was supplied on 06.02.1987
2. Ministry has been already notified that the aforementioned items are not traceable.
3. Therefore, if approved, we send the APVR for **2023-2024**, verifying all but aforementioned 3 items. A copy of the APVR is place below for favour of kind signature please.

Submitted please.

ASO (GA)
04.11.2024

SS (HOC)

AMB

LIM/PROP/881/1/2024
Embassy of India
Lima

CERTIFICATE FOR PURCHASE OF GOODS

(See Rule 155, GFR 2017)

Certified that we, the members of the Purchase Committee are jointly and individually satisfied that the **garage doors (qty: 2)**, recommended for purchase is of the requisite specification and quality priced at **S/ 24,950/-** from **M/s Graham** at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned.

Sarath Sankar	Sandeep Khatri	Sarthak Mall
SS	Attaché	ASO
07.11.2024	07.11.2024	07.11.2024

LIM/PROP/881/1/2024
Embassy of India
Lima

Subject: Installation of rolling doors in the garages of ER and Chancery.

The current garage doors of the ER and Chancery opens outside on the pedestrian walk ways posing serious injury risks to the pedestrians. There have been incident of pedestrians getting hurt in the past with our garage doors. Also, as per local laws, it is mandatory that the garage doors must open inside the building premises. Due to space constraint the existing garage doors cannot be re fitted to open inside our premises.

2. It is proposed that the garage doors may be replaced with rolling doors with alarm and sensors that will open inside our premises. Accordingly, after thorough market search for suppliers of garage doors, the following 4 quotations have been obtained:

S. No.	Company	Price (Soles)(incl IGV)
1.	M/s Donesti	28842
2.	M/s Graham	24950
3.	M/s Grupo Metsur	25061.80
4.	M/s Vifima Servitec	26361.20

3. As per the above quotations, it may be concluded that the M/s Graham has quoted the minimum of Soles 25475 for the supply and installation of the required rolling garage doors. LPC vide its certificate dated 07.11.2024 has also recommended for supply and installation of rolling garage doors from M/s Graham.

4. In view of the above, if approved we may take the services of M/s Graham for supply and installation of rolling garage doors in the ER and Chancery at a total cost of Soles 24950. If approved, 60% advance payment (as requested in the quotation) may also be paid to M/s Graham and the rest 40% may be paid after the satisfactory supply and installation of the doors.

Submitted for approval please.

(Sarthak Mall)
ASO
07.11.2024

SS & HOC

AMB

No. LIM/PROP/885/1/2024
Embassy of India
Lima

Subject: Installation of LED screen in the Cultural Central of the Embassy (CCI).

The CCI is being used for various events of the Embassy. It is the main venue of the events of the Chancery. In order to make the events more fruitful, it is proposed that an LED Screen may be installed in the CCI. The screen would also be used for showcasing President's / PM's messages, yoga protocols, film promotion videos etc. It could also acts as backdrop for our events.

2. If approved, we may call for quotations for the supply and installation of the LED screen, by publishing our tender document on the CPP portal, on our website and in a local newspaper. The concept of bid security and performance guarantee deposit is uncommon and unheard in Lima and therefore, if approved, these clauses may be removed from the Bid document to attract more bids and make the bidding exercise more meaningful. A draft tender document is placed below for approval.

Submitted for approval please.

(Sarthak Mall)
ASO
29.10.2024

SS & HOC

AMB

**Embassy of India
Lima**

No. LIM/PROP/885/1/2024

29 October 2024

Notice inviting tender for supply and installation of LED Screen at the Embassy of India.

The Embassy of India invites quotations from reputed contractors / firms for the supply and installation of LED screen of size (4m X 2m) (or appropriate size) at the Embassy of India located at Av. Salverry 3006, San Isidro Lima -15076. Representative of your company may visit Embassy to assess the exact screen measurement.

2. The quotation should be inclusive of all necessary expenditures such as taxes, accessories etc. It should have minimum guarantee / warranty of one year.
3. Interested contractors / firm may inspect the aforementioned premises before submitting the quotation. The Embassy may be contacted at oficina.lima@mea.gov.in. The quotation should reach the embassy latest by 27.11.2024.

**Embassy of India
Lima**

No. LIM/602/1/2019

25 October 2024

OFFICE ORDER

List of holidays to be observed during the year 2025

The following holidays will be observed by the Embassy of India, Lima, during the year **2025**:-

<u>Sl.No.</u>	<u>Holiday to be observed</u>	<u>Date</u>	<u>Day</u>
1.	Republic Day	January 26	Sunday
2.	Holi	March 14	Friday
3.	Id-ul-Fitr	March 31	Monday
4.	Mahavir Jayanti	April 10	Thursday
5.	Good Friday	April 18	Friday
6.	Buddha Purnima	May 12	Monday
7.	Id-il-Zuha (Bakrid)	June 07	Saturday
8.	Independence Day of Peru	July 28	Monday
9.	Independence Day	August 15	Friday
10.	Saint Rosa de Lima Day	August 30	Saturday
11.	Milad-un-Nabi or Id-e-Milad	September 05	Friday
12.	Mahatma Gandhi's Birthday	October 2	Wednesday
13.	Dussehra	October 2	Wednesday
14.	Diwali	October 20	Monday
15.	Guru Nana's Birthday	November 05	Wednesday
16.	Immaculate Conception	December 08	Monday
17.	Christmas Day	December 25	Thursday

(Sarath Sankar)
Second Secretary (HOC)

Copy to:

1. LAC Division, Ministry of External Affairs, New Delhi.
2. Principal Director of Audit, Embassy of India, Washington.
3. Central Registry, South Block/J.N. Bhavan, Ministry of External Affairs, New Delhi.
4. PA-I/PA-II/PB/PC/PD/PE/PF/DB (SB)/DB (AB) MEA, New Delhi.
5. Ministry of Commerce (TG & FT Sections) Udyog Bhavan, New Delhi.

5. All Indian Missions/Posts Abroad.

Embassy of India
Lima

It is proposed to purchase following printer toners:

Name and Number	Qty as of 14.10.2024	Qty proposed to be purchased	Unit price Soles	Total Price Soles
HP 206 A Black	1	2	324.7	649.5
HP 206 A Cyan	1	1	374.36	374.36
HP 206 A Magenta	1	1	374.36	374.36
HP 206 A Yellow	0	2	374.36	748.72
HP 145 A Black	0	1	320.88	320.88
HP 664 XL Black	0	1	156.62	156.62
HP 667 XL Black	0	1	160.44	160.44
Total*	3	9	--	2794.78

**includes Soles 10 as delivery charges.*

2. We have received the above price quote from M/s Mesajil Hnos SAC. If approved we may pay Soles 2794.78 to M/s Mesajil Hnos SAC and purchase the above listed toners.

Submitted for approval please.

(Sarthak Mall)
ASO
14.11.2024

FS & HOC

F. No. LIM/79/1/92
Government of India
(भारत सरकार)
Embassy of India
Lima
(भारत का दूतावास
लीमा)

OFFICE ORDER

Lima, October 24, 2024

Reference items No. II(2) and II(6) of Additional instructions to Annexure XIV of the IFS(PLCA) Rules, regarding fixation of Bench Premium for the purpose of reimbursement of Additional Cost of Car Insurance to Representation Grade Officer serving in Indian Missions or Post Abroad.

2. Quotations have been obtained from renowned insurance firms in Lima, Peru and accordingly, the Bench Premium in respect of Embassy of India, Lima for the current Financial Year has been fixed at US\$651.98.
3. This issues with the approval of HOM.

(Sarath Sankar)
Second Secretary (HOC)

Copy to:

- (1) Concerned File
- (2) Ministry of External Affairs, GA Section, New Delhi
- (3) All RG Officers, Embassy of India, Lima

F. No. LIM/79/1/92

Embassy of India

Lima

As per items II(2) and II(6) of Additional instructions to Annexure XIV of the IFS(PLCA) Rules, Bench Premium for reimbursement of additional insurance for this Mission has to be fixed on the basis of premium on a car valued at Rs. 9,00,000/- (US\$ 10766/-), using the exchange rates of April 2024 (US\$ 1 = Rs. 83.60, 1 Rs = 0.0442 Soles) (revised by Ministry's order no. Q/GA/791/2/2018 dated 09.12.2019).

2. To determine this, comprehensive insurance quotations for a car valued at US\$10766/- were obtained from three insurance companies in Lima.

Sl. No.	Name of the insurance company	Car valued at (US\$)	Annual insurance premium (US\$)	Compulsory SOAT premium for car of US\$	Total (US\$)
1.	Mapfre (Type 1)	10766	762.86	Soles 68.00 US\$ 18.40	781.26
2.	Mapfre (Type 2)		739.30		757.70
3.	Rimac (Type 1)		633.58		651.98
4.	Rimac (Type 2)		1046.80		1065.2
5.	Pacifico		715.00		733.40

In view of the above, the cheapest premium is found to be US\$651.98 per annum. If approved, we may issue Office Order, in this connection as per the draft placed below.

ASO (GA)
24.10.2024

SS (HOC)

AMB

Embassy of India

Lima

Refer note on pre-page regarding creation of a three member committee formed for the operation of ICWF.

2. Ms Usha Subbiah, formerly SS (PPS) in this Mission who was one of the members of the ICWF Committee has superannuated on 31.05.2024. Mr Sandeep Khatri, Attaché (PS) has joined this Mission on 19.09.2024.

3. It is proposed to re-constitute the ICWF committee with the following members:

- a) Sh Ravi Arora, FS (HOC)
- b) Sh Sarath Sankar, SS (Com)
- c) Sh Sandeep Khatri, Attache (PS)

Submitted for kind approval of Ambassador.

(Sarathak Mall)

ASO

17.10.2024

FS & HOC

AMB

Embassy of India

Lima

Subject: Supplementary salary of Sh. Ravi Arira, FS (HOC) for Oct 2024.

Sh Ravi Arora, FS (HOC) is scheduled to depart on HLF from Lima on 27.10.2024. He is scheduled to re-join office w.e.f. 10.12.2024. It is proposed that his salary for the period from 01 to 26 Oct 2024 may be paid to him by supplementary salary bill.

3. The salary for the above-mentioned period may be calculated as:

Basic Pay = Rs. 112400

SRE : 1 \$ = 84.29 Rs

FA = \$5895 = 496889.55 Rs

Payable			Deductions			
	Basic	FA	TDS Cess	+	CGEGIS	GPF
01 to 26.10.24	94271	416746.07	10000 400	+	120	15000

(all values above are in INR)

4. If approved, salary may be paid to Shri Arora (FS) for the period from 01.10.2024 to 26.10.2024 as calculated above.

Submitted for approval please.

(Sarthak Mall)

ASO

17.10.2024

FS & HOC

LIM/PROP/881/1/2024
Embassy of India
Lima

CERTIFICATE FOR PURCHASE OF GOODS

(See Rule 155, GFR 2017)

Certified that we, the members of the Purchase Committee are jointly and individually satisfied that the **stage**, recommended for purchase is of the requisite specification and quality priced at **S/ 5723** from **M/s Dennis Fabricio Gutarra Barrientos** at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned.

Ravi Arora	Sarath Sankar	Sandeep Khatri
FS	SS	Attaché
09.10.2024	09.10.2024	09.10.2024

Embassy of India
Lima

Subject: Widening of stage of the Cultural Centre of India (CCI).

The CCI is being used for various cultural events of the Embassy. It was observed that the width of the stage of the CCI is found to be insufficient for various cultural performances of the embassy. Also, due to prolonged use and humidity issues in Lima, the stage has been corroded by the termites and has become weak. It poses serious injury risks to the artists who perform over the stage.

2. It was decided to replace the stage with a new wider one made of termite resistant material. Accordingly we have received three quotations for the supply of the stage. Details are as given below:

S. No.	Vendor name	Price Quoted in soles
1.	Pedex Group	41000
2.	DG Maderas	12240
3.	Dennis Fabricio Gutarra Barrientos	5723

3. As per above information, it can be concluded that M/s Dennis Fabricio Gutarra Barrientos has provide the lowest quote of 5723 soles for the supply of stage for the CCI. LPC wide its certificate dated 09.10.2024 has recommended for the purchase of stage from M/s Dennis Fabricio Gutarra Barrientos. If approved, we may purchase the stage from M/s Dennis Fabricio Gutarra Barrientos.

4. M/s Dennis Fabricio Gutarra Barrientos has demanded an advance payment of 50% before the delivery and installation. If approved, we may pay 50% to M/s Dennis Fabricio Gutarra Barrientos now and rest 50% can be paid after satisfactory delivery and installation of the stage.

Submitted for approval please.

Sarthak Mall
ASO
10.10.2024

HOC

Ambassador

Embassy of India
Lima

Subject: Payment of DA and purchase of local sim card for Mr Ramesh Narain Parbat, Member, CBDT.

Refer attached Sanction order No. 148 of 2024 dated 08.10.2024 from M/o Finance, Dept of Revenue reading visit of Mr Ramesh Narain Parbat, Member, CBDT to Lima from 15 to 17.10.2024

2. DA may be calculated as follows: (itinerary attached)

DA for full day = \$125

14.10.2024 – 1525 to 2359 hrs – \$87.5
15.10.2024 – 0000 to 2359 hrs – \$112.5
16.10.2024 – 0000 to 2359 hrs – \$112.5
17.10.2024 - 0000 to 2359 hrs – \$112.5
18.10.2024 – 0000 to 0805 hrs - \$75

Total = \$500.

3. If approved, we may withdraw \$500 cash for DA. Also we may purchase a local sim card using our cash in hand. We have soles 54.25 cash in hand which left from last bill payment and the cost of local sim card would be approximately 35 soles.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
10.10.2024

FS (HOC)

LIM/ADM/551/1/2023
Embassy of India
Lima

Subject: Recovery for school transportation in official vehicle.

Ref noting on pre-page regarding calculation of recovery from Ambassador on account of school transportation by official vehicle.

2. Mr Sandeep Khatri, Attaché (PS) has joined the Mission w.e.f. 20.09.2024. His son Master Anant Khatri has been enrolled in the Mission's panel school FDR. With the approval of HOM, Mr Khatri is using the official vehicle for the school transportation of his son. Now, as two children are using the official vehicle for the school transportation, the recovery on account of school transportation from Ambassador and Mr Khatri may be worked out as under:

From pre-page calculation-

Cost of transportation per child = USD 189.51 ----- (A)

OTA paid to Chauffeur for school per month = Revised Rate per hour X 20 days X 0.5 hr per day

=USD 84.7 X 20 X 0.5 = USD 84.7 -----(B)

Total cost of transportation per child = **A + B** = USD 274.21

Total cost of transportation per child in case of 2 children = USD 137.10

2% FA of Ambassador = USD 9783 X 0.02 = 195.66

2% FA of Mr Khatri = USD 3652 X 0.02 = USD 73.04

3. Therefore as per extant rules, recovery may be calculated as:

For Ambassador	For Mr Khatri	Amount in INR is variable every month with ORE.
USD 137.10	= 73.04 + (137.10 – 73.04) X 0.5 =USD 105.07	

Para 3 is submitted for kind approval of Ambassador.

Sarthak Mall
ASO
11.10.2024

HOC

Ambassador

LIM/PROP/861/3/2024

Embassy of India

Lima

Shri Sandeep Khatri, Attache (PS), reached Lima on 19.09.2024 (A/N) and joined the Mission on 20.09.2024 (F/N). Upon arrival, he is being accommodated in a temporary accommodation for one month w.e.f. 19.08.2024 to 18.10.2024. After strenuous survey, a suitable accommodation for Shri Khatri has been found, which is located at Av. Miró Quesada 350, Torre 2, Dpto. 1202, Urb. El Rosario, San Isidro, Lima – Peru against a monthly rental of USD 2475.00 (including maintenance and local taxes), which is well within the rental ceiling limit of USD 2500 fixed by the Ministry for a PS level officer in Lima.

2. The owner has agreed to supply all necessary furniture and have also agreed to sign lease agreement for three years w.e.f. 19.10.2024 to 18.10.2027 on a monthly rent of USD 2475.00. The owner has demanded an advance rent of 3 months equivalent to USD 7425.00 which will be adjusted in subsequent months. As per local practice, the owner has also demanded payment of a refundable security deposit equivalent to 1 month's rent.

3. In view of the above, it is submitted that if approved, the lease agreement with the landlord of the aforementioned house may be signed for a 3 year period with effect from 19.10.2024 to 18.10.2027, and an amount of USD 2475.00 may be paid to the owner towards security deposit and USD 7425.00 towards payment of 3 month's advance rent for the period 19.10.2024 to 18.01.2025. Draft lease agreement in this regard has been forged and placed below for approval.

Submitted for kind approval of Ambassador.

Sarthak Mall

ASO

10.10.2024

HOC

Ambassador

LIM/ADM/885/1/2019
Embassy of India
Lima

Subject: Payment for Mission's Website AMC for 09.09.2024 to 08.09.2025.

Ref invoice received from M/s Jadon Webtech Pvt Ltd regarding payment of INR149000 for the AMC of the Mission's Website for the period 09.09.24 to 08.09.25.

2. We have a 3 yr contract with M/s Jadon Webtech Pvt w.e.f. 09.09.24 to 08.09.27 for the AMC of the Mission's website. The payment is due yearly and in advance. If approved, we pay M/s Jadon Webtech Pvt INR149000 for the renewal of AMC for the period 09.09.24 to 08.09.25.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
08.10.2024

FS & HOC

AMB

LIM/ADM/579/4/2019
Embassy of India
Lima

07.10.2024

ORDER

In accordance with the Rule 37 of the Financial Powers of Government of India's Representatives Abroad, it has been decided to increase the ceiling of OTA hrs to 100 hrs per chauffeur per month for the locally recruited chauffeurs of the Mission w.e.f. 01.10.2024.

(Ravi Arora)
Head of Chancery

Copy to:

1. GA / LC Section, MEA, New Delhi
2. Chief Controller of Accounts, MEA, New Delhi
3. Mr. Freddy Torres Ubert Salas, Chauffeur [Flag car], Eol, Lima
4. Mr. Miguel Angel Arteaga, Chauffeur [Staff car], Eol, Lima

LIM/ADM/579/4/2019
Embassy of India
Lima

Subject: Revision of ceiling of OTA hours of local chauffeurs of the Mission.

The Audit has observed that the OTA of the local chauffeurs of the Mission has been restricted to 70 hrs per week while in the preceding 12 months they have worked for more than 70 hrs in most of the months. The Audit has advised the Mission to review the OTA hours.

2. As per Annexure IX of the Blue book, HOM is authorized to increase the OTA hrs ceiling to a maximum of 100 hrs per chauffeur per month.
3. In view of the above, kind approval of HOM is requested to increase the ceiling for OTA hrs to 100 hrs for the local chauffeurs of the Mission.

Submit for kind approval please.

(Sarthak Mall)
ASO (GA & Accts)
07.10.2024

FS & HOC

AMB

Embassy of India
Lima

On duty Certificate

I, Sarthak Mall, ASO, was present on duty on 01.10.2024. My annual salary increment may kindly be released.

(Sarthak Mall)
ASO (GA & Accts)
03.10.2024

FS & HOC

(Reporting officer)

Admin

Embassy of India
Lima

Subject: Official Visit to Paracas on 02.10.2024.

The undersigned visited Paracas for an official visit. I started the journey at 0700 hrs on 02.10.2024 from Lima to Paracas in the staff car and returned to Lima on the same day at 1100 hrs. It is requested that necessary DA may kindly be paid to me for the said official journey.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
03.10.2024

FS & HOC

Embassy of India
Lima

Subject: Minor civil and electric works of ER.

Placed below are invoices totaling Soles 578 from Ms Quispe Edgar for carrying out various electric and civil works in the ER. The works include repair and installations of burnt electrical outlets and installation of shower bidet.

2. If approved, we may pay a total of Soles 578 to Ms Quispe Edgar for the above works from minor works head.

Submitted for approval please.

(Sarathak Mall)
ASO (GA & Accts)
18.10.2024

FS & HOC

Embassy of India
Lima

Subject: Change of lights in the CCI.

It was observed that the lights installed in the CCI were not optimum for our Cultural events. It was therefore decided to replace all the lights with high powered lights. Accordingly, all the 15 lights were changed by Ms Quispe Edgar at a cost of 1340 Soles which includes parts and labour. Ms Quispe Edgar has also changed a faucet of the Chancery which has malfunctioned on 27.09.2024 for which he has submitted an invoice of 100 Soles.

2. If approved, we may pay a total of Soles 1440 to Ms Quispe Edgar for the above works from minor works head.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
03.10.2024

FS & HOC

Embassy of India
Lima

Subject: Court case filed by Mr. Jorge Zelada Sanchez, former local cleaner-cum watchman.

2. In the abovementioned case the higher court in Lima has ordered the defendant (The Embassy) to pay Mr Jorge. \$25,218.18 (USD) for bonuses and vacation payments, as determined, plus legal interest to be settled in the execution of judgment. The court also ordered the defendant to pay the costs of the process, which will be calculated during the execution of the judgment

3. An email message to the Ministry has already been sent seeking approval for appeal in the Supreme Court. As per Amb's conversation with DS (LC) over phone on this matter, DS LC has advised the Mission to file for appeal in the Supreme Court for which the approval of the Ministry will be sent shortly.

4. The last date to file the appeal as per our case lawyer Mr Pedro Cerna is Thursday 03.10.2024. As per the quote submitted by the case lawyer he will charge of 5000 Soles plus taxes for filing the appeal in the Supreme Court. The Supreme Court filing fees being 927 Soles for filing the appeal.

5. Also, upon completion of the case and issuance of judgment by the Superior court (Second level court), 5000 Soles is due for payment to him for his services for fighting case in the Superior court.

6. In view of the above, if approved, we may pay the amount as per the details in para 4 and 5 above to our case lawyer Mr Pedro Cerna.

Submitted for approval please.

Sarthak Mall
ASO (GA & Accts)
01.10.2024

FS (HOC)

AMB

Embassy of India
Lima

Subject: Permission to apply for US Visitor Visa on official passport.

My wife intends to visit her sister who lives in Chicago, USA in the month of December 2024. The official wants to accompany her on the said visit while availing ex-India leave.

2. In view of the foregoing, kind approval of HOM is requested for:
 - a) Applying for US Visitor Visa for wife on official passport.
 - b) Issuing a note-verbale for US Embassy in Lima to facilitate the Visa.
 - c) Ex-India leave from 23 Dec 24 to 03 Jan 25 with prefix 21 & 22.12.24 and suffix 04 & 05.01.24.

Submitted for kind consideration and approval of Ambassador please.

Sarthak Mall
ASO (GA & Accts)
01.10.2024

FS (Cons)

AMB

**Embassy of India
Lima**

Subject: Purchase of toners for office printers.

The current stock of toners as on date and their purchase requirements is tabulated below:

S. No	Official / Officer	Toner name	Balance as on 27.09.2024	Qty proposed to be purchased
1		105 A Black	1	0
2	US	151 A Black	1	0
3	Jose, ASO	30 A Black	0	2
4	Amb, US	83 A Black	3	0
5	Amb, HOC, SS	202 A Black	2	1
6	Amb, HOC, SS	202 A Yellow	1	1
7	Amb, HOC, SS	202 A Magenta	1	1
8	Amb, HOC, SS	202 A Cyan	1	1
9	US, Cindy, ASO	206 A Black	1	2
10	US, Cindy, ASO	206 A Yellow	1	1
11	US, Cindy, ASO	206 A Magenta	1	1
12	US, Cindy, ASO	206 A Cyan	1	1
13		126 A Magenta	1	0
14	Italo, Jose	662 XL Black	0	1
15	Italo, Jose	662 XL Tricolor	0	1
16	Lorena	664 XL Black	1	0
17	Lorena	664 XL Tricolor	2	0
18	Luis, SS	667 XL Black	0	1
19	Luis, SS	667 XL Tricolor	1	1
20	Sylvia, Johan	26 A Black	2	0
	Total		21	15

2. Placed below is a quotation of soles 4506.31 from M/s Mesajil Hnos SAC for the purchase of toners. The quote includes delivery fee of 10 soles. If approved we may make a payment of Soles 4506.31/- to M/s Mesajil Hnos SAC and purchase the toners.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
30.09.2024

FS & HOC

Embassy of India
Lima

Subject: Payment for food on ITEC Day.

Please find enclosed herewith an invoice of Soles 8349.75 from to M/s Mantra Cuisine for supply of food for 135 peoples on the occasion of ItEC Day 2024 on 18.09.2024.

2. May pl approved payment of Soles 8349.75 to M/s Mantra Cuisine for the supply of food.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
30.9.2024

FS (HOC)

Embassy of India
Lima

Subject: Payment of DA to Ms Simrat Kaur, Director from DPIIT.

Refer attached note on the above subject. Ms Simrat Kaur has to depart early on due family emergency in India. She arrived in Lima on 28.09.2024 1545 hrs and departed from Lima on 29.09.2024 at 1800 hrs.

2. Revised DA may be calculated as follows:

DA for full day = \$125

28.9.24 – 1545 to 2359 hrs – \$87.5
29.9.24 – 0000 to 1800 hrs – 112.5

Total = \$200.

3. \$200 cash has already been handed over to Ms Kaur as DA on her arrival in Lima. If approved, we may delete the vr no 668 of 09/24 which was made for paying DA as per the original itinerary. Also, we may issue a new cash DA voucher for paying \$200 as DA to Ms Kaur. Balance of cash in hand of \$450 may also be deposited in the Chancery's dollar account and necessary receipt vouchers made.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
30.9.2024

FS (HOC)

From: Indembassy Lima
To : Foreign New Delhi

DS (LC) from FS (HOC)
Copy to: AS (AD), JS (AD)

Reference Mission's email message of even number dated Aug 09.08.2024 on the court case filed by Mr. Jorge Zelada Sanchez.

2. It is to inform that the higher court in Lima has ordered the defendant (The Embassy) to pay Mr Jorge. \$25,218.18 (USD) for bonuses and vacation payments, as determined, plus legal interest to be settled in the execution of judgment. The court also ordered the defendant to pay the costs of the process, which will be calculated during the execution of the judgment
3. The court has dismissed the claim for unpaid wages and bonuses prior to December 1989 of the plaintiff, as well as the excess of the amount claimed. The claimed amount was US\$41,549.40, plus legal interest. A brief of the case as prepared by the lawyer is attached for reference.
4. Today, Ambassador had a telephonic conversation with our case lawyer in which the lawyer was of the view that our appeal in the Supreme Court might not be admitted as the amount ordered to be paid is less than Soles 257500 (=USD 69600). The lawyer was of the view that the lower court did not follow the due process and the Supreme Court will definitely follow that. We are of the view that Supreme Court might admit the appeal as a foreign Govt is involved in the case despite the fewer amount involved.
5. We may appeal to the Supreme Court. The last date to file appeal as per the lawyer is Tuesday, 01.10.2024.
6. This is for kind information and necessary instructions of the Ministry
7. This issues with the approval of the Ambassador.

(Ravi Arora)
Head of Chancery

Embassy of India
Lima

Subject: Reissue of official passports.

The official passports of myself (O1600740) and my wife (O1600741) is going to expire in June 2025. The official passport of my son will expire (O1526702) in Mar 2026.

2. It is requested that I may be allowed to renew passports of mine and my family members.

Submitted for approval please.

(Sarthak Mall)
ASO
26.09.2024

HOC (Cons)

AMB

Embassy of India
Lima

Subject: Supplementary salary of Mr Sandeep Khatri, Attache (PS) for August 2024.

Mr Sandep Khatri, Attaché (PS) has joined E/I Lima w.e.f. 20.09.2024. He arrived in Lima along with his family in the afternoon of 19.09.2024. As LPC of the Mr Khatri is awaited, he has requested that his salary for the period 19.09.24 to 30.09.24 may be paid on the basis of the pay slip of last month.

3. The salary for the above-mentioned period may be calculated as:

SRE : 1 \$ = 84.29 Rs
FA = \$3652 = 307827.08 Rs

Payable			Deductions		
	Basic	FA	TDS Cess	+	CGEGIS NPS
19.9.24 to 30.9.24	32000	123130.83	Will be made when the salary for the rest of the month is made after the receipt of LPC.		

(all values above are in INR)

4. If approved, salary may be paid to Mr Khatri, Attache (PS) for the period from 19.9.24 to 30.9.2024 as calculated above.

Submitted for approval please.

(Sarthak Mall)
ASO
26.8.2024

FS & HOC

Embassy of India
Lima

Subject: Payment of DA to Ms Simrat Kaur, Director from DPIIT.

Refer Sanction number SANCTION NO. P-24039/230/2023-IPR-IV dated 10.9.24 and itinerary of Ms Kaur.

2. DA may be calculated as follows:

DA for full day = \$125

28.9.24 – 1545 to 2359 hrs – \$87.5
29.9.24 – 0000 to 2359 hrs – 112.5
30.9.24 – 0000 to 2359 hrs – 112.5
1.10.24 – 0000 to 2359 hrs – 112.5
2.10.24 – 0000 to 2359 hrs – 112.5
3.10.24 – 0000 to 1750 hrs – 112.5

Total = \$650.

3. If approved, \$650 may be withdrawn in cash and handed over to Ms Kaur on her arrival in Lima.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
25.09.2024

FS & HOC

LIM/PROP/885/2/2024
Embassy of India
Lima

Subject: Shifting of Epson Scanner to Marketing Asst, Italo Heredia.

Refer note of even no. dated 10.09.2024 regarding replacement of the printer of Marketing Assistant.

2. As the printer supplied to him does not have a scanning function, it is proposed that the Epson Scanner which is lying unused in the Administration may be shifted to the Marketing Asst Computer for optimum use of the resources.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
17.09.2024

FS & HOC

LIM/PROP/885/2/2024
Embassy of India
Lima

Subject: Regarding malfunctioning of PC of Social Secretary and request for an extra computer screen.

Mr Johan Urdiales, Social Secretary has given a note to the administration wherein he submits that his PC has stopped working correctly, crashes often and works slowly. In the same note, he also requests for an extra computer screen / monitor to increase his productivity of work.

2. The PC of the Social Secy's room was purchased on July 2020 (ref note No. LIM/ADM/885/1/2019 dated 09.09.2020 and Sr. No. 264 of e-asset register). The PC is yet to complete the prescribed life of 5 yrs. Accounts Section has one PC which was purchased in Feb 2022 (ref note No. LIM/ADM/885/1/2019 dt 17.02.2022 and Sr. No. 325 of e-asset register) and is used lightly. It is proposed that for the optimum use of resources the Accounts Section's PC may be interchanged with the Social Secy's PC.

3. It is also proposed to purchase an extra computer Screen / monitor for the Social Secy separately.

(Sarthak Mall)
ASO (GA & Accts)
17.09.2024

FS & HOC

Embassy of India
Lima

Placed below are two invoices from Ms Quispe Edgar of Soles 300 and Soles 238.04 respectively, for the replacement of broken tiles near the Chancery entrance and for the purchase of required materials.

2. If approved, we may pay a total of Soles 538.04 to Ms Quispe Edgar for the above works from minor works head.

Submitted for approval please.

(Sarathak Mall)
ASO (GA & Accts)
17.09.2024

FS & HOC

Embassy of India
Lima

Subject: Hiring of temporary accommodation of Mr Sandeep Khatri, PS.

Mr Sandeep Khatri, PS, after transfer from MEA Hqrs to E/I Lima, is going to arrive in Lima on 19.09.2024. He will be accompanied by his wife and son.

2. In order to find a temporary accommodation for him we have received an offer of USD2400/- per month (all taxes included) from Mr Andre Chiappe from Santa Cruz building management. The accommodation is located at Calle General 769, Miraflores, Apt No 201. It is a 2 bedroom apartment.

3. If approved, we may pay USD 2400/- to the building management and hire the above temporary accommodation for Mr Khatri for one month from 19.09.2024 to 19.10.2024.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
16.09.2024

FS & HOC

AMB

Embassy of India
Lima

Placed below are two invoices from Ms Quispe Edgar of Soles 100 and Soles 250 respectively, for the repair of a Piano table and painting of the big brass vessel kept near the swimming pool of the India House. Ms Quispe Edgar has also submitted an invoice of Soles 185 for the purchase of material and spares for the above works.

2. If approved, we may pay a total of Soles 535 to Ms Quispe Edgar for the above works from the R & M head of the Budget.

Submitted for approval please.

(Sarathak Mall)
ASO (GA & Accts)
16.09.2024

FS & HOC

Embassy of India
Lima

It was needed to paint the following furniture of the Chancery for the upcoming ITEC Day event:

- a) 4 cocktail tables
- b) 4 flag pole bases
- c) 2 gas based space heaters

2. The above items were painted by M/s Gonzales Services Generales at a total cost of 400 Soles. If approved, we may pay Soles 400 to M/s Gonzales Services Generales for the R & M head of the Budget.

(Sarthak Mall)
ASO (GA & Accts)
16.09.2024

FS & HOC

Embassy of India
Lima

Lima, 13.09.2024

OFFICE ORDER

Subject: Allocation of duties in connection with ITEC DAY 2024 on 18.09.2024.

Name	Duties
Ms. Sylvia Morgan	Emcee for the event
Ms. Cindy Supanta	All arrangements related to audio / video and cultural programmes.
Mr. Sarthak Mall and Mr. Jose Antonio	Supervision of food for the ITEC alumni
Mr. Luis Chigne and Mr Freddy Torres	Supervision of food and drinks for the VIP guests
Mr. Wilder Manrique	Supervision of drinks for the ITEC alumni along with the servers
Mr. Lenin Sanchez and Mr. Manrique	Upkeep, general cleanliness and assistance
Mr. Johan Alfredo, Mr Italo Heredia and Ms Lorena Rey	Reception of guests and distribution of name and badges to each of them
Mr Miguel Arteaga	Upkeep and assistance; Flag and banner arrangements.

2. All the above officials should reach the Embassy Residence by 17:00 hrs on 18.09.2024 without fail.

(Ravi Arora)
Head of Chancery

Copy to:

- (1) All concerned
- (2) Ambassador – for kind information

Embassy of India
Lima

Enclosed herewith please find an invoice of Soles 395 from Mr Pedro Chunga for the repair of two old gas based space heaters and installation a *valvula* in the newly purchase gas heater. If approved, we may pay Soles 395 to Mr Pedro Chunga form R & M Head.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
12.09.2024

FS & HOC

LIM/891/1/2011
Embassy of India
Lima

Subject: APVR (Annual Physical Verification Report) of ODA items for FY 2023-24.

Ref attached email dated 11.09.2024 from the Ministry regarding APVR (Annual Physical Verification Report) of the ODA items for the FY 2023-24.

2. The APVR for the FY 2022-23 was done on 17.04.2023. As instructed by the Ministry, the ODA portal is not functioning and the APVR needs to be compiled in word or pdf format and sent to the Ministry at the earliest.

3. In view of the foregoing, it is proposed to depute Ms Cindy Supanta, Cultural Asst and Mr Italo Heredia, Marketing Asst for verifying the ODA items and compile the APVR(Annual Physical Verification Report) in the requisite format.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
11.09.2024

FS & HOC

AMB

**Embassy of India
Lima**

Under the **Swacchta Hi Seva Campaign 2024**, the Ambassador took a visit of the Chancery with the Embassy Officials and staff wherein it was decided to clean up the roof of the Chancery.

2. Subsequently, a quotation from Ms Quispe Edgar has been obtained for the cleaning of the garage. Ms Quispe Edgar has quoted an amount of Soles 1320 for cleaning of the roof. The work includes cleaning, removal of unused AC ducts, closure of open old unused AC ducts etc.

4. In view of the above, therefore, if approved, it is proposed to take the services of Ms Quispe Edgar for the roof cleaning of the Chancery at a cost Soles 1320.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
11.09.2024

FS & HOC

AMB

**Embassy of India
Lima**

Under the **Swacchta Hi Seva Campaign 2024**, the Ambassador took a visit of the Chancery with the Embassy Officials and staff wherein it was decided to clean up the garage area facing the Salaverry.

2. Subsequently, a quotation form Ms Quispe Edgar has been obtained for the cleaning of the garage. Ms Quispe Edgar has quoted an amount of Soles 1670 for cleaning and painting the garage. The work includes cleaning, painting and installation new lights in the garage.

4. In view of the above, therefore, if approved, it is proposed to take the services of Ms Quispe Edgar for the garage cleaning at a cost Soles 1670.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
11.09.2024

FS & HOC

AMB

**Embassy of India
Lima**

The inner perimeter walls and metal fence of the Chancery have become dirty due to accumulation of soot, fungus and vegetation grew up. It was decided to clean the inner walls, facade and the metal fence in the ongoing **Swacchta Hi Seva Campaign 2024**.

2. In order to undertake the above cleaning work, we have obtained the following 3 quotations from the local market service providers:

S. No.	Name of the company	Amount quoted in soles (including 18 % non-refundable IGTV)
1.	Didactica EIRL	5100
2.	Comercios E Servicios "Dreygon"	9558
3.	Abastecimiento & Servicios Generales	9794

3. As per the above details of the quotes, it may be concluded that M/s Didactica EIRL has quoted the lowest amount of Soles 8100 for the said work. The LPC is of the view that the M/s Didactica EIRL, the service provider quoting the lowest amount of Soles 5100 may be selected for the said work of. A certificate recorded by the LPC in this regard is placed below.

4. In view of the above, therefore, if approved, it is proposed to take the services of M/s Didactica EIRL for cleaning the cleaning work of the Chancery at a cost Soles 5100.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
11.09.2024

FS & HOC

AMB

**Embassy of India
Lima**

Ref attached note dated 05.09.2024 regarding cleaning of the outer walls and metal fence of the Chancery facing Salaverry and Manual Gonzales Roza. The work has been satisfactorily done by M/s Didactica EIRL on 10.09.2024. Therefore, if approved, we may pay the remaining amount of Soles 4050 to M/s Didactica EIRL for the work.

Submitted for approval please.

(Sarathak Mall)
ASO (GA & Accts)
11.09.2024

FS & HOC

No. LIM/PROP/885/1/2024

Embassy of India

Lima

Subject: Purchase of space heater for Embassy events.

It was required to purchase a space heater (gas based) to be used for heating purposes in the events of the Embassy. Subsequently, a gas based space heater has been purchased from M/s Promart at a cost of Soles 799/-. The payment has been made by Ms Cindy Supanata, Cult Asst. If approved, we may reimburse Soles 799/- to Ms Cindy towards the said purchase.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
11.09.2024

FS & HOC

LIM/PROP/881/1/2024
Embassy of India
Lima

CERTIFICATE FOR PURCHASE OF GOODS

(See Rule 155, GFR 2017)

Certified that we, the members of the Purchase Committee are jointly and individually satisfied that the **3 mattresses (2-queen, 1-king)**, recommended for purchase is of the requisite specification and quality priced at **S/ 7197** from **M/s Drimer** at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned.

Ravi Arora	Sarath Sankar	Sarthak Mall
FS	SS	ASO
10.09.2024	10.09.2024	10.09.2024

LIM/PROP/881/1/2024
Embassy of India
Lima

Subject: Replacement of 3 mattresses for India House.

The mattresses of the guest bedroom, main bedroom and bed room - 2 were last replaced in 2000, 2011 and 2013 respectively (ref. pg 215, 226, 207 of stock register of Embassy Residence). It was needed to change these mattresses as due to long usage these have become uncomfortable for sleeping. These mattresses have already outlived their prescribed life of 5 years. Subsequently, the following three quotations have been obtained from the local suppliers for the purchase of 3 mattresses:

S. No.	Name of the Supplier	Qty and size	Total cost (in Soles)
1.	M/s Drimer	King -1, Queen -2 queen	7197
2.	M/s Rosen	King -1, Queen -2 queen	7297
3.	M/s Saga Falabella	King -1, Queen -2 queen	7357

2. M/s Drimer has quoted the lowest price of Soles 7197/- for the supply of 2-queen and 1-king mattress for the India House. LPC vide its certificate dated 10.09.24 has recommended for the purchase of the mattresses from M/s Drimer.

3. As per Red Book, financial powers for the replacement of furniture at India House has been delegated to HOM subject to a ceiling of USD 8700/- in a FY. It is submitted that there has been no replacement of furniture at the India House in the current FY till date.

4. In view of the above, kind approval of HOM is requested for the purchase of the 3 mattresses for the India House form M/s Drimer at a cost of Soles 7197/-.

5. It is also proposed to dispose of the old mattress as waste as these do not carry any resale value. Relevant GFR form for the disposal of the old mattresses is also placed below for the signatures of HOC.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
10.09.2024

FS & HOC

AMB

LIM/PROP/885/2/2024
Embassy of India
Lima

Subject: Purchase of 2 printers for the Chancery.

The printers of Marketing Assistant and Cipher Assistant are not working properly and every now and then they stop functioning. These printers are more than 10 years old and have already outlived their prescribed life of 5 yrs. If approved, we may replace these printers by purchasing 2 new printers from M/s Mesajil Hnos SAC at a total cost of Soles 1088 (Soles 539 X 2 + 10 Delivery charges).

2. It is also proposed to dispose the old printers as e-waste, as being more than 10 years old, they carry no resale value. In this context GFR 10 form for disposal of goods is placed below for signatures.

Submitted for approval please.

(Sarathak Mall)
ASO (GA & Accts)
10.09.2024

FS & HOC

Embassy of India
Lima

Subject: Wages for labor for cleaning.

Please find attached two bills from Ms Quispe Edgar of Soles 150 and Soles 100 respectively, towards labour work for cleaning the Chancery and ER plates and for cleaning and leveling the 4 dinner tables of the ER. If approved, we may pay Soles 250 labour charges to Ms Quispe Edgar from the Wages head.

Submitted for approval please.

(Sarathak Mall)
ASO (GA & Accts)
10.09.2024

FS & HOC

Embassy of India
Lima

Subject: Remodeling of the Cultural Centre of Chancery (CCI).

Ref note on pre-page regarding approval of Amb for the remodeling work in the CCI. The contract of the work was awarded to M/s Quispe Araujo Edgar at a total cost of Soles1500. The work has been finished satisfactorily by M/s Quispe Araujo Edgar on 09.09.2024.

2. If approved, we may pay Soles 1500 to M/s Quispe Araujo Edgar for the said work. We may also pay Soles 105.50 to M/s Quispe Araujo Edgar for purchase of wooden tiles to cover the floor of the small room which has been demolished in the remodeling process.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
09.09.2024

FS & HOC

JS (EG & IT) from HOM

Please refer to EG & IT Div Message No, _____ regarding procurement of antivirus solutions for the Mission.

2. Mission tried installing / downloading the suggested ant-viruses for the VIMAN operating system computers but was not able to do find a genuine source to download / install the same.

3. It is therefore requested that EG & IT Division may provide a secure link to download the anti-virus and also the steps to install it on the VIMAN Computers.

Regards,

CERTIFICATE FOR PURCHASE OF GOODS & SERVICES

(See Rule 155, GFR 2017)

Certified that we, the members of the Purchase Committee are jointly and individually satisfied that the **M/s Didactica EIRL**, recommended for the work of cleaning of the inner walls and metal fence of the Chancery priced at **S/ 5100** at the prevailing market rate is reliable and competent for the work, and it is not debarred by Department of Commerce or Ministry/Department concerned.

Ravi Arora	Sarath Sankar	Sarthak Mall
FS	SS	ASO
11.09.2024	11.09.2024	11.09.2024

**Embassy of India
Lima**

The outer walls and metal fence of the Chancery facing Salaverry and Manual Gonzales Roza have become dirty due to accumulation of soot, fungus and vegetation grew up. It was decided to clean the outer walls, facade and the metal fence under the Swachta Action Plan (SAP) 2024-2025.

2. In order to undertake the above cleaning work, we have obtained the following 5 quotations from the local market service providers:

S. No.	Name of the company	Amount quoted in soles (including 18 % non-refundable IGTV)
4.	Didactica EIRL	8100
5.	WV Services	15216.1
6.	Comercios E Servicios	12272
7.	Trabajos Generales en Altura	12143.38
8.	Abastecimiento & Servicios Generales	12154

3. As per the above details of the quotes, it may be concluded that M/s Didactica EIRL has quoted the lowest amount of Soles 8100 for the said work. The LPC is of the view that the M/s Didactica EIRL, the service provider quoting the lowest amount of Soles 8100 may be selected for the said work of cleaning of the outer walls and metal fence of the Chancery. A certificate recorded by the LPC in this regard is placed below.

4. We have Rs.1936900/- in SAP budget 2024-25. If approved, it is proposed to take the services of M/s Didactica EIRL for cleaning of the outer walls and metal fence of the Chancery at a cost Soles 8100. If approved, we may pay also pay 50% advance to M/s Didactica EIRL for the said work, rest 50 % will be paid after satisfactory completion of the work.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
05.09.2024

FS & HOC

AMB

**Embassy of India
Lima**

Placed below is a quote for the servicing of the staff car Honda Pilot ECD471. The last service was done on 18 May 2024 at 36445 Km. As per official Honda car manual, the service has to be done on approximately every 5000 Kms and after 40000 kms a major service is required. The current odometer is at 41090 Kms. Ms Pana Autos SAC an authorized Honda Service centre has submitted a quote of USD 1501.48 for the service.

2. As per Car Code 2017, Ministry has delegated financial powers to HOM/HOP for repair & maintenance expenditure of cars. If approved, we may pay USD 1501.48 to Ms Pana Autos SAC San Isidro for the service and get the staff car serviced.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
28.08.2024

FS & HOC

AMB

No. LIM/PROP/885/1/2024

Embassy of India

Lima

Subject: Purchase of vacuum cleaner for ER.

The vacuum cleaner of ER was purchased in March 2018. It has become dysfunctional since 23.08.2024. A technician was called for its repair. The technician in its report submitted that is beyond repair as its motor and other internal parts have been damaged. The technical report is enclosed herewith.

2. As per PLCA the life of vacuum cleaner is 6 years, after that it can be replaced with the approval HOM. This vacuum cleaner has already been used for 6 years. As the vacuum cleaner was beyond repairs, a market survey was done for purchasing a new vacuum cleaner of same model. We have obtained 3 quotations for the same model of vacuum cleaner from the market that was in use i.e. KARCHER model NT 40/1. The quotations are:

	Supplier	(in Soles) (including 18% IGV)
1	Representaciones Varsi	3752.4
2	Testin Peru	3869.10
3	Mattech	3869

3. As per the above quotations M/s Representaciones Varsi E.I.R.L. is L1. The purchase committee of the Embassy has recommended the purchase of the KARCHER model NT 40/1 vacuum cleaner from M/s Representaciones Varsi E.I.R.L. A certificate from the purchase committee is enclosed herewith.

4. If approved, we may purchase the vacuum cleaner from M/s Representaciones Varsi E.I.R.L at its quoted price of Soles 3752.4.

Submitted please.

Sarthak Mall
ASO (GA & Accts)
26.07.2024

FS & HOC

AMB

Embassy of India
Lima

Subject: Permission to purchase a car.

The undersigned intends to purchase a used car valued at USD8300/- for his personal use. He would be paying the total USD8300/- from his savings through bank transfer to the seller.

2. The undersigned requests permission of the Ambassador for purchasing the vehicle.

Submitted please.

(Sarthak Mall)

ASO

26.08.2024

HOC

AMB

Embassy of India
Lima

Subject: Purchase of electric iron and steamer for Chancery.

Please refer to the meeting of the Embassy officials with the Ambassador on 19.08.2024 wherein it was decided to purchase iron and a steamer for ironing of flags, table cloths, curtains etc. The last purchase of iron for office use was on 27.02.2024 (entry at Sr. No.84 of the asset register) which has become non functional and has been disposed of as waste. It had already completed its 6 yrs life on 27.02.2024.

2. Subsequently, a Philips brand electric iron and a steamer have been purchased from M/s Ripley SAC on 24.08.2024 at a total cost of Soles 549.25. The payment was done by Mr Sarthak Mall, ASO (Admin). If approved, we may reimburse Soles 549.25 towards the said official purchase. The purchase is entered at Sr No. 444 of the asset register.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
26.08.2024

FS & HOC

LIM/ACCTS/732/1/2024

26.08.2024

From: Indembassy Lima
To: Foreign New Delhi

DIR (FIN) from HOC

Copy to:

Subject: Augmentation in BE 2024-25.

Please refer to the BE allocations of this Mission for the FY 2024-25 received vide email dated 21.08.2024.

2. The Mission had requested Rs.10,28,30,000/- for the BE 2024-25 but it has been allocated only Rs.7,76,75,110 as BE 2024-25. Our BE 2024-25 proposal was extrapolated on the basis of RE 2023-2024 which was Rs.10,11,61,000 and the allocation was requested with supporting justifications for the expenditures to be incurred in the FY 2024-25.

3. The FE 2023-24 was Rs.8,89,57,000 and the actual expenditure for the FY 2023-24 was Rs.8,99,56,299. The Mission has already requested the Ministry to regularize the marginal overshoot in the FE 2023-24. The above data can be tabulated as below:

FE for 2023-2024	Actual exp for 2023-24	BE requested for 2024-25	BE received for 2024-25
8,89,57,000	8,99,56,299	10,28,30,000	7,76,75,110

(All figures in Rs. Detailed Head wise figures are enclosed at Annexure A)

3. In view of the above, Ministry is requested that the BE 2024-25 for this Mission maybe enhanced as per the original proposal.

4. This issues with approval of ambassador.

Regards,

(Ravi Arora)
FS (HOC)

Embassy of India
Lima

Subject: Supply of refreshments for Independence Day 2024 morning event.

Enclosed herewith please find two invoices for the supply of food for 250 people on the occasion of Independence Day 2024 Flag Hoisting Ceremony held at the Chancery premises on 15.08.2024 morning 0900 hrs.

2. The first invoice is of Soles 2060 from Ms Gutierrez Diaz Norma Nemsia for the supply Chai, vada paav, barfi and samosa. The second invoice is of Soles 420 from Mr Vaswani Muskaan for the supply of jalebi.

3. If approved, we may pay Soles 2060 to Ms Gutierrez Diaz Norma Nemsia and Soles 420 to Mr Vaswani Muskaan from the SEG 2024-2025 and settle the invoices.

Submitted for approval please.

(Sarathak Mall)
ASO (GA & Accts)
22.08.2024

FS & HOC

Bank Details

Embajada De La India En Peru

Ac No: 20151041095243

BANCO DE CRÉDITO DE BOLIVIA S.A.

Calle Colón esquina Mercado N° 1308

Teléfono – Fax: 591-2-2175000

SWIFT CODE: BCPLBOLX

From: Indembassy Lima
To: Foreign New Delhi

US (FE) from HOC
Copy to: AS (LAC), JS (AD), DIR (FIN), SO (FE)

Subject: Requirement of funds for the opening resident Mission in La Paz Bolivia.

Please refer to Ministry decision of opening the resident Mission in La Paz, Bolivia. At present, E/I Lima is concurrently accredited to Bolivia. The E/I Lima currently has 2 hard currency USD accounts in Lima, one each for Chancery and ICWF. The Mission also operates one hard currency USD account in La Paz, Bolivia which is being used for getting both Consular receipts and ICWF from Bolivia.

2. As informally told to us, the officials selected for the Embassy of India Bolivia are expected to reach La Paz, Bolivia in the 1st / 2nd week of September 2024. This Mission will have to incur expenditures in Bolivia in order to help the officials set up the Mission in Bolivia. Also, payment needs to be made for salaries, arranging accommodations for the officials on their first arrival in Bolivia, renting temporary space for the Chancery, other office expenses like purchase of computer and accessories, photocopier, medical expenses etc.

3. As of today, the hard currency USD Ac in Bolivia has a balance of USD 9163.08 which includes Consular receipts of USD 8945.08 and ICWF of USD 218. The bank in Bolivia has agreed to make payments and bank transfers on email request of this Mission, authorized by the legal signatory of the account (DDO), for various expenditures to be incurred. As per Ministry's instruction, the DDO of E/I Lima has also been made the CDDO for the E/I La Paz, Bolivia. It is worth noting that each payment made in Bolivia from our bank account in Peru attracts banks charges amounting to minimum USD 65 per transaction and therefore, we should have sufficient funds in the Bolivian account to meet the expenses for the newly opened Mission.

4. The Bolivian hard currency USD Ac may subsequently be transferred under the control of HOC & DDO of the new Mission as and when their Chancery and IMAS account are functional.

5. In view of the foregoing, it is requested that an amount of **USD 1,20,000 (One lakh twenty thousand Dollars only)** may kindly be remitted to this

Mission's account in La Paz, Bolivia at the earliest for incurring expenditures related to setting up the Mission in Bolivia. Bank Details are as given below:

Ac Name: Embajada De La India En Peru

Ac No: 20151041095243

Bank Name and address: BANCO DE CRÉDITO DE BOLIVIA S.A.
Calle Colón esquina Mercado N° 1308

Telephone and Fax: 591-2-2175000

SWIFT CODE: BCPLBOLX

6. This issues with the approval of ambassador.

(Ravi Arora)
FS (HOC)

Embassy of India
Lima

Two of the four burners of the office kitchen stove and one big gas stove of the ER having a single burner was not functioning. These were repaired by M/s Quispe Araujo Edgar as a total cost of Soles 390 (labour 220 and spare parts 170). If approved, we may pay Soles 390 to M/s Quispe Araujo Edgar. Invoice of labour and spare parts are enclosed.

Submitted for approval please.

(Sarathak Mall)
ASO (GA & Accts)
21.08.2024

FS & HOC

Embassy of India
Lima

The sink faucet in one of the washrooms of the ER was leaking and causing water seepage on the wooden floor. M/s Quispe Araujo Edgar has quoted an amount of Soles 551 to change the faucet and its associated accessories to address the leakage. It was needed to change the faucet as it has become rusty and was not functioning properly due to its long usage.

2. Placed below is a bill of Soles 551 from M/s Quispe Araujo Edgar change of one sink faucet and associate accessories. If approved we may pay Soles 551 to M/s Quispe Araujo Edgar for the above works from the Minor Woks head.

Submitted for kind approval please.

(Sarthak Mall)
ASO (GA & Accts)
21.08.2024

FS & HOC

EMBASSY OF INDIA

LIMA

Subject: Transportation of materials for Independence Day Reception at Hotel Westin on 15.08.2024 in a pickup truck.

Please find enclosed herewith a bill of Soles 120 from M/s Gonzales Services Generales for the to and fro transportation of various items such as flags, standees etc for the Independence Day Reception at Hotel Westin on 15.08.2024 in a pickup truck. If approved, we may pay soles 120 to M/s Gonzales Services Generales for the transportation service.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
19.08.2024

FS & HOC

LIM/PROP/881/1/2024
Embassy of India
Lima

Subject: Purchase of a showcase for display of ODOP items in the Chancery.

Vide note of even number dated 08.08.24 on the above mentioned subject, M/s Daly Reyes was selected for the supply of showcase at a total cost of Soles 8300 for the display of ODOP items. M/s Daly Reyes has informed us telephonically that they require Soles 1000 as an advance to start making the showcase. Balance amount of 7300 may be paid after the delivery and installation.

2. If approved, we may pay Soles 1000 to M/s Daly Reyes now and balance amount of Soles 7300 may be paid after the delivery and installation of the showcase.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
19.08.2024

FS & HOC

Embassy of India
Lima

Please find herewith invoice of Soles 610 from M/s Gonzales Services Generales for carrying out various minor civil / electric works in the Chancery / ER:

1. Installation of 2 paintings
2. Installation of a double electrical outlet in ER
3. Installation of one spot light in one of the washrooms of ER
4. Painting of two flagpoles
5. Installation of 4 high power led spot lights inside the exterior chandeliers of ER perimeter wall and cleaning the chandeliers
6. Installation one LED panel light in the strong room of admin
7. Installation of led spot light in chancery basement.

Submitted for kind approval please.

(Sarathak Mall)
ASO (GA & Accts)
19.08.2024

FS & HOC

Embassy of India
Lima

Please find herewith invoice of Soles 300 from M/s Gonzales Services Generales for painting 20 wooden trestles for and repairing two of them. May please approve payment of Soles 300 to M/s Gonzales Services Generales for the said work.

Submitted for kind approval please.

(Sarathak Mall)
ASO (GA & Accts)
19.08.2024

FS & HOC

Embassy of India
Lima

Subject: Supplementary salary of Mr Sarath Sankar, SS for July 2024.

Ref note of even number dated 07.08.2024 on the subject mentioned above and Pay slip No. Q/ENT/S-1260/2021 dated 16.08.2024.

2. Salary of Mr Sarath Sankar, SS, for the period from 11.07.2024 to 24.07.2024 may be calculated as below:

3. The salary for the above-mentioned period may be calculated as:

Payable				Deductions		
	Basic	FA		TDS + Cess	CGEGIS	NPS
11.07.2024 to 24.07.2024	33419	129547	For the whole month	Have already been made when salary for 1-10 and 25-31 Jul was paid.		

(all values above are in INR)

4. If approved, salary may be paid to Mr Sankar, SS for the period from 11.07.2024 to 24.07.2024 July as calculated above.

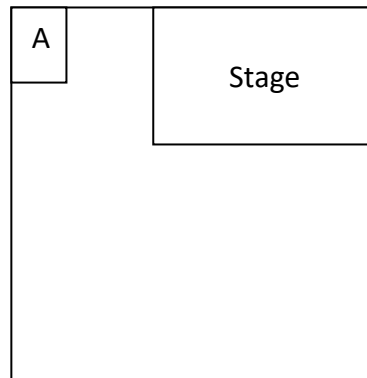
Submitted for approval please.

(Sarathak Mall)
ASO
16.08.2024

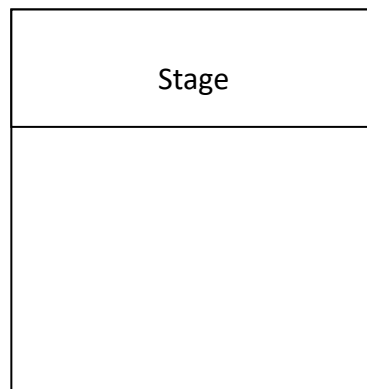
FS & HOC

Embassy of India
Lima

Subject: Remodling of the Cultural Centre of Chancery (CCI).



Ref to CCI layout drawn above. The 'A' above is a very small room meant for keeping water and other audio-video consoles but it is not in active use. It was needed to remove the room 'A' and widen the stage upto the width of the CCI so that it can accommodate more artists / persons. The proposed layout is as below:



2. Placed below is a quotation of Soles 1500 from M/s Quispe Araujo Edgar for removing the room 'A', installation of power and internet connections nearby the stage and painting of the whole CCI. If approved, we may take the services of M/s Quispe Araujo Edgar.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
13.08.2024

FS (HOC)

AMB

Embassy of India
Lima

Subject: Foreign tour approval for collection of special diplomatic bag.

Refer enclosed email message from HOC Brasilia regarding collection of Special diplomatic bag. It is proposed that Mr Sarath Sankar, SS may be deputed to collect the bag from Eol Brasilia. The itinerary proposed is as below:

22.08.2024 – travel from Lima to Brasilia

23.08.2024 – travel from Brasilia to Lima

2. In view of the foregoing, kind approval of HOM is requested for the foreign tour along with hotel accommodation of Mr Sarath Sankar, SS as per the above itinerary.

Submitted for approval please.

(Sarathak Mall)
ASO (GA & Accts)
13.08.2024

FS (HOC)

AMB

No. LIM/579/2/77

Aug 09, 2024

From: Indembassy Lima

To : Foreign New Delhi

DS (LC) from FS (HOC)

Reference Mission's email message of even number dated 27.06.2024 on the court case filed by Mr. Jorge Zelada Sanchez.

2. It is to inform that the higher court in Lima has suspended the lower court's order for its enforcement or execution until the appeal is resolved / decided by the higher court. The Mission's case lawyer has conveyed this information.

3. This is for kind information of the Ministry.

(Ravi Arora)
Head of Chancery

LIM/PROP/881/1/2024
Embassy of India
Lima

Subject: Purchase of 2 office chair for the chancery.

It was required to purchase 2 office chairs for use in the Chancery, one in the Amb office, one in HOC's office and one in the Admin Office as the previously used chairs have become uncomfortable due to their long usage and were causing discomfort and sever back pain problems.

2. Placed below is a quotation from M/s Ziyaz for supply of 2 office chairs at a total price of Soles 1262.94 (inclusive of all taxes and delivery). The guarantee is for 1 year.

3. If approved, we may purchase 2 chairs from M/s Ziyaz at the above rates.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
09.08.2024

FS & HOC

Embassy of India
Lima

Placed below is a bill of Soles 645.90 from M/s Quispe Araujo Edgar change of 3 jet sprays and 1 toilet paper holder of the washrooms of the ER. These jet sprays have worn out due to long usage and were leaking. These needed to be replaced.

2. If approved we may pay Soles 645.90 to M/s Quispe Araujo Edgar for the above works from the Minor Woks head.

Submitted for kind approval please.

(Sarathak Mall)
ASO (GA & Accts)
08.08.2024

FS & HOC

Embassy of India
Lima

Placed below is a bill of Soles 330 from M/s Quispe Araujo Edgar for the repair of water seepage in the CCI, installation of 2 power sockets in the library and change of accessories (for cisterns and jet sprays) in 3 washrooms of the Chancery.

2. If approved we may pay Soles 330 to M/s Quispe Araujo Edgar for the above works from the Minor Woks head.

Submitted for kind approval please.

(Sarathak Mall)
ASO (GA & Accts)
08.08.2024

FS & HOC

Embassy of India
Lima

Subject: Repair of water puma of the Chancery.

The electrical water pump of the chancery has mal-functioned on 19.07.2024 and water was not reaching in various places of the Chancery. The service of M/s Quispe Araujo Edgar was taken for the repair of the said pump which also included change of various spare parts. The total cost came to be soles 850 for the repair.

2. If approved we may pay Soles 850 to M/s Quispe Araujo Edgar for the repair of the electric water motor from R &M Head.

Submitted for kind approval please.

(Sarathak Mall)
ASO (GA & Accts)
08.08.2024

FS & HOC

No. LIM/ADM/705/1/2019
Embassy of India
Lima

Lima, the 12th August 2024

OFFICE ORDER

Subject: Allocation of work in connection with celebration of the Independence Day of India on 15th August 2024

Name	Duties
Mr Ravi Arora, FS	Overall supervision of both morning and evening events.
Mr Sarath Sankar, SS	<u>Morning:</u> To receive guests and introduce them to Ambassador / to obtain video-bytes from two prominent NRIs on remembering stories connected to their growing up years in India, village connect etc. , posting tweets in connection to Independence Day celebration
Mr Sarthak Mall, ASO	<u>Morning:</u> Distribution of President's Speech (after ambassador's speech) / overall supervision of arrangements. Supervising flag + flower arrangement. Mr. Jose to do assist in flag arrangement. Supervise Mr Lenin and Luis in providing assistance to Ms Norma for preparation of food. <u>Evening</u> – Assist HOC in supervising the event.
Ms Lorena Rey	<u>Morning</u> - Anchoring the morning event, assisting Mr Sarthak Mall, ASO in the morning function. <u>Evening</u> - Assist Mr Sarath Sankar, SS in the evening function.
Ms Sylvia Morgan	<u>Morning</u> –Arrangement of flowers, welcoming guests. <u>Evening</u> – Arrangement of flowers on tables, welcoming guests, coordinating with the LED light technician, staying in contact with Hotel representatives
Ms Cindy Supanta	Photos of the events. Publicity on social media for morning and evening functions. Media coverage jointly with Mr Johan Urdiales. Overall management, staying in contact with hotel representatives, obtaining photo/videos. Operating the National Anthems in the evening event ((i) Peruvian, (ii) Indian) (to coordinate with Mr. Johan), MC for the Reception event in Westin Hotel.
Mr Miguel Arteaga	<u>Morning</u> - Setting up of the sound system (rented one) in Chancery , Television in Garden area and playing video provided by Cindy (to be assisted by Mr. Lenin, Manrique)

	<u>Evening</u> – Shifting of furniture, equipment to hotel with the Mr. Lenin, Manrique
Mr Jose Antonio	<u>Morning</u> - Handling the flag arrangement, Mr. Jose to do some demo exercise before the main event. <u>Evening</u> – Assist Mr Italo in supervising transportation of items to the Westin hotel.
Mr Lenin Sanchez Quispe	<u>Morning</u> - Shifting furniture, cleaning washrooms, garden & garage area, assist Mr. Jose. And to provide all assistance to Ms Norma for preparation of food. <u>Evening</u> – Shifting furniture / equipment to the hotel with Mr. Miguel and Mr. Manrique
Mr Luis Chigne	<u>Morning</u> - provide all assistance to Ms Norma for preparation of food, distribution of refreshments in the morning event in the Chancery. <u>Evening</u> – Stay in touch with Hotel representatives for refilling of food, snacks, drinks.
Mr Johan Alfredo Seminario Urdiales	<u>Morning</u> – Welcoming of guests. <u>Evening</u> - Screening of flags during National Anthem of Peru and India, operating the system during speech of Ambassador, playing of videos on the screen prior to the event starting at 5.45 PM and after the main event. Mr. Johan to coordinate with the Hotel authorities regarding operation of the projector.
Italo Franco Heredia Marino	<u>Morning</u> – Supervising the sound system, setting up of TV along with Mr. Miguel <u>Evening</u> – Making an inventory of the items taken from Chancery to Westin hotel, ensuring their safe transportation to and fro. Mr Jose will assist.

2. Aforementioned officials are advised to reach Chancery latest by 8.00 AM and by 5.30PM at Westin Hotel on August 15, 2024.

(Vishvas Sapkal)
Ambassador

Copy to:

(1) All officials (whose names have been mentioned above).

LIM/PROP/881/1/2024
Embassy of India
Lima

CERTIFICATE FOR PURCHASE OF GOODS

(See Rule 155, GFR 2017)

Certified that we, the members of the Purchase Committee are jointly and individually satisfied that the **showcase**, recommended for purchase is of the requisite specification and quality priced at **S/ 8300** from **M/s Daly Reyes** at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned.

Ravi Arora	Sarath Sankar	Sarthak Mall
FS	SS	ASO
07.08.2024	07.08.2024	07.08.2024

LIM/PROP/881/1/2024
Embassy of India
Lima

Subject: Purchase of a showcase for display of ODOP items in the Chancery.

Please refer to the communication received from the Ministry for the showcasing of ODOP items. Around 72 ODOP items has been purchased in the month of Feb 2024 and have been delivered in the month of June 2024.

2. It was decided to purchase a large showcase of approximately 3m length, 2 m height and 50 cm depth with glass doors and lights for displaying the ODOP and other items.

3. Accordingly a market survey was done in the Villa El Salvador furniture market of Lima by the Embassy officials on 06.08.2024 to get the best quotations. Placed below are the following six quotations obtained for the showcase:

S. No.	Supplier	Cost (in soles)
1.	M/s Daly Reyes	8300
2.	M/s Inversiones Villareal Disenos Clasicos EIRL	10000
3.	M/s Usos Melamina	9000
4.	M/s Arianna Creaciones	8700
5.	M/s Haus Interior	10000
6.	M/s Inversiones Casago	13000
7.	M/s DMuebles	14999

The above quotations along with photos are placed below for reference. All the above quotations include delivery, installation and all local taxes.

4. The LPC is of the view that the M/s Daly Reyes, the supplier quoting the lowest amount of Soles 8300 may be selected for the purchase of the showcase. A certificate recorded by the LPC in this regard is placed below.

5. In view of the above, if approved, we may purchase the showcase form M/s Daly Reyes at a cost of Soles 8300 as recommended by the LPC.

Submitted for kind approval of HOM please.

(Sarathak Mall)
ASO
08.08.2024

FS & HOC

AMB

JS (Pers) from Ambassador

Copy to: AS (AD); JS (AD)

Please refer to BOS Section's messages numberdated ----vide which 'in principal approval' for hiring 4 LSGs were accorded and it was also conveyed that the Mission should retender for hiring LSGs due to irremediable defects in the current tender. We express thanks for the 'in principal approval'.

2. The Mission has duly noted the defects highlighted by the BOS in the current tender and these will be rectified in the retendering process.

3. This Mission has vide message no dated.... also requested approval for the extension (now a case of ex-post-facto approval) of the current LSG service provider for one year w.e.f. 01.07.2024 as the previous contract already expired on 30.06.2024. There was no other option than continuing the existing security agency on the same rates and terms & conditions, as properties cannot be left without any security. The required documents for the extension of the current contract as per the checklist of BOS is already been shared vide the same message number.

4. In view of the above, kindly approve the following:

- a) This Mission will start retendering for a new service provider in the near future well in advance before the end of the current contract. We presume that the current 'in principal approval' would be valid

for retendering in the month of December 2024. This may kindly be confirmed.

- b) ex-post-facto approval for the extension for the contract for one year w.e.f 01.07.2024 with the current service provider may be granted at the earliest

Embassy of India

Lima

Subject: Charge relinquishment report.

I, undersigned, hereby, relinquish the charge of Second Secretary in the E/I Lima w.e.f. 10.07.2024 (A/N) for travelling to India on earned leave w.e.f 11.07.2024 to 25.07.2024, duly approved by HOM.

(Sarath Sankar)
Second Secratry
10.07.2024

HOC

Embassy of India
Lima

Subject: Supplementary salary of Mr Sarath Sankar, SS for July 2024.

Ref leave regularization order No No. LIM/ADM/661/2/2022 dt 31.07.2024.

2. We are yet to receive the pay slip of Mr Sankar from the Ent Section for the intervening period of his leave. It is proposed that the salary of Mr Sankar for his stay in Lima for the July month i.e. from 1 - 10 July and 25 – 31 July may be paid by making supplementary salary bill.

3. The salary for the above-mentioned period may be calculated as:

Payable				Deductions			
	Basic	FA		TDS Cess	+	CGEGIS	NPS
1-10 and 25-31 Jul	40581	234370	For the whole month	3000 120	+	120	11010

(all values above are in INR)

4. If approved, salary may be paid to Mr Sankar, SS for the period from 1 - 10 July and 25 – 31 July as calculated above.

Submitted for approval please.

(Sarathak Mall)
ASO
07.08.2024

FS & HOC

Embassy of India

Lima

The undersigned went to Villa El Salvador Furniture market on 06.08.2024 for market surveying for purchasing a showcase for the display of ODOP items. I had left the hqrs at 900hrs and had come back at 1310 hrs. I have used the staff car for the travel. It is requested that the admissible DA may please be paid to me.

(Sarthak Mall)

ASO

06.08.2024

FS & HOC

LIM/PROP/866/03/2019

Embassy of India

Lima

Ref note of even number date 22.07.2024 vide which M/s Cifuentes Servicios Generales were authorized to do some civil works in the ER at a total cost of Soles 10381/-.

2. The work is complete and has been found satisfactory. M/s Cifuentes Servicios Generales was paid Soles 5191 as advance before the work (Vide Vr No. 430 of 07/24). It is now proposed, that the remaining payment of Sole 5190 may be released.

Submitted for approval please.

(Sarthak Mall)

ASO

06.08.2024

FS & HOC

LIM/ADM/700/1/2024
Embassy of India
Lima

Subject: Payment of Tuition Fee for the month of Aug to December 2024 i.r.o. Master Rixul Saaraansh, son of Mr Sarthak Mall, ASO studying in the British International School Lima.

Refer Ministry Sanction No. Q/GA/700/02/81(78) dated 05.06.2024 regarding empanelment of British International School Lima. Master Rixul has joined the School w.e.f. 05.08.2024.

2. The school vide email dated 31.07.2024 informed that the monthly fee for each month amounting to soles 1250 must be paid before the last working day of each month.
3. It is proposed that the fee of Master Rixul may be paid for the period from Aug – Dec 2024. Therefore a cash may be withdrawn of amount Soles 6265 (=1250 X 5 + 3 bank commission for each month X 5) and fee deposited at a BBVA bank.

Submitted for approval please.

(Sarthak Mall)
ASO
08.08.2024

FS & HOC

Embassy of India
Lima

Subject: Bank reconciliation with IMAS.

Placed below are the banks statements of the Chancery's Soles A/C, ICWF A/C, Dollar A/C and Bolivia Dollar A/C along with the IMAS Cashbook summary and ICWF Summary for the month of July 2024.

2. While reconciling the ICWF bank account of Peru, it has come to the notice that the Bank charges debited on 31.05.2025 of amount USD 15.50 has been inadvertently accounted twice in the ICWF payment vouchers, one in Vr No 2 of 05/24 and the second one in the Vr No. 3 of 06/24. The Cash account of May and June 2024 has already been sent to the Ministry.

3. In view of the above, it is proposed that, for the month of July we may issue bank charges payment voucher of USD 1.50 instead of USD 17 (bank charges debited on 01.07.2024 and 31.07.2024 for amounts USD 1.50 and USD 15.50 respectively) in order to reconcile the ICWF with its corresponding bank account.

4. The balance figures as on 31.07.2024 in Chancery's Soles A/C, Dollar A/C and Bolivia Dollar A/C along with the IMAS figures. No discrepancies have been found.

Submitted for your approval and necessary information.

(Sarthak Mall)
ASO (GA & Accts)
01.08.2024

SS (DDO)

FS (HOC)

No. LIM/ADM/661/2/2022
Embassy of India, Lima
Peru

August 14, 2024

OFFICE ORDER

Shri Sarath Sankar, Second Secretary in this Mission availed earned leave from 11.07.2024 to 25.07.2024, during which he travelled to India at own his own expense. He relinquished the charge on 10.07.2024(A/N). On return from leave, he assumed the charge of the post of Second Secretary in this Mission on 26.07.2024 (F/N).

2. The intervening period is regularized as under:

10.07.2024 (A/N)	Relinquished charge in E/I Lima
11.07.2024 0005 hrs	Departed from Lima for India
12.07.2024 1535 hrs	Reached India
25.07.2024 0035 hrs	Departed from India for Lima
25.07.2024 1550 hrs	Arrived in Lima
26.07.2024 (F/N)	Assumed charge in E/I Lima

3. It is certified that Shri Sarath Sankar would have continued to hold the post of Second Secretary in the Embassy of India, Lima, had he not proceeded on leave. It is also certified that no family member of Shri Sankar was left behind in Lima during his absence on earned leave. The complement of servants was maintained during the period of leave.

4. This issues in the supersession of office order of even number dated 31.07.2024.

(Ravi Arora)
Head of Chancery

Copy to:

- 1) Director of Audit, Indian Accounts, Embassy of India, Washington.
- 2) The Chief Controller of Accounts, MEA, New Delhi.
- 3) PA-II / US (Cash) Sections, MEA, New Delhi.
- 4) Entitlement Section – for issuing the intervening period pay slip of the Officer.
- 5) Shri Sarath Sankar, SS, E/I Lima
- 6) Personal File.

No. LIM/ADM/705/1/20219
Embassy of India
Lima

Subject: Logistic arrangements for Independence Day 2024 reception on 15.08.2024 evening.

This year, it has been decided to host the reception for the Independence Day in the Westin hotel as the Swissotel, where we had the last year's reception has no booking slots available for 15.08.2024 evening.

2. The Westin hotel has provided quotes for their services as given below:

Booking of reception hall - \$4000
Catering Services - \$7100
Audio-Video arrangements - \$1872

3. The Ministry, vide Sanction No. Q/FD/7051/1/2024 dated 26.07.2024, has sanctioned this Mission an amount of INR 435000 (= \$5161 @ORE of Aug 2024) for the SEG for 2024-2025. As the current allocation has been done on the basis of Vote on Account, Mission has already requested the Ministry for an enhanced allocation of INR 12 Lakhs (= \$14237) for SEG 2024-2025.

4. In view of the above, the following expenditures are proposed for kind approval of the Ambassador:

- a) \$4000 for booking of the reception hall – to be paid from the Publicity Budget.
- b) \$1872 for the audio-video arrangements - to be paid from the Publicity Budget.
- c) \$7100 for the catering services – from the SEG.

Submitted for kind approval please.

(Sarthak Mall)
ASO (GA & Accts)
31.07.2024

HOC

AMB

El Mehdi Ben Maalla

Position: CEO ENGIE Energía Perú | Country Manager Peru & Colombia

Daniel Javier Cámac Gutierrez

Position: Vice President of Commercial, Regulation, and Corporate Affairs

Gilda Maria Luisa Spallarossa Lecca

Position: Vice President of Legal Affairs

Contact Information:

clientes.eep@engie.com

investorrelations.eep@engie.com

gestorproveedor.eep@engie.com

contacto.eep@engie.com

Phone: +(51 1) 616-7979 (not operational)

Embassy of India
Lima

Ref email dated 29.07.2024 and invoice No. DL227100397820 from Ms Balmer Lawrie & Co. Ltd regarding pending payment of INR 6090 for the ticket of Mr Mandarapu Subbarayudu, former Ambassador, for his travel from Vadodara to Delhi on 22.10.2022 during HOM's conference in India.

2. The Missions initially booked the tickets for the former Amb for the route Hyderabad to Vadodara on 19.10.2022 and from Vadodara to Delhi on 23.10.2022. Later on due to rescheduling of events in HOM's conference, the ticket from Vadodara to Delhi was rescheduled for his travel on 22.10.2022. After rescheduling of travel, Missions has received an invoice No.s DL227100380906 - HYD-BDQ - INR 4793 and DL227100380909 - BDQ-DEL - INR 9809 (total amount INR 14602) from Ms Balmer Lawrie which was settled in November 2022 vide SBI Cheque no. 336676.

3. As per the email records of the Accounts Section, the Mission did not received that separate invoice No. DL227100397820 of INR 6090 on account of rescheduling of tickets. It was then presumed that the invoices No.s mentioned above amounting to INR 14602 was the total amount due including the rescheduling charges.

4. In view of the above, if approved we may pay INR 6090 to Ms Balmer Lawrie through SBI Cheque and settle the pending invoice No. DL227100397820.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
07.08.2024

FS & HOC

No. LIM/624/1/02
Embassy of India
Lima

Subject: Payment for the Spanish classes at the Embassy.

Ref Ministry's Sanction order No. Q/GA/624/5/84 dt 09.12.2023 regarding approval for Common language classes of Spanish for India based officers of the Embassy. The Ministry has approved the name of Mrs Galia Lilneria Velasco for the classes at a total cost of USD 2250/- for 90 hours (@USD 25-/ per one hour class).

2. Mrs Galia has been paid till 9/4/24 for teaching Spanish language at the Embassy. Now, she has requested for the next payment for teaching Spanish language at the Embassy. She has taught 13 more classes till 30/07/24 (on dates 10/4, 15/4, 17/4, 29/4, 30/4, 8/5, 13/5, 20/5, 23/5, 3/6, 5/6, 10/6, 15/7)

3. If approved, we may pay Mrs Galia USD 25 X 13 = USD 325 for the 13 Spanish classes.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
30.07.2024

FS & HOC

**Embassy of India
Lima**

Ref note dated 11.7.2024 on the issuing work order to Dr CBS Security services for auditing the Mission's website.

2. The above-named company has audited the website and issued the "Safe to Host Certificate" for the Mission's website. It has issued an invoice of Rs 10620 (9000 + 18% GST). The amount was already approved vide note dated 11.07.2024.

3. If approved, we may pay INR 10620 by issuing a SBI Cheque i.r.o. the company and send them by the next available bag.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
29.07.2024

FS & HOC

LIM/ADM/700/1/2024
Embassy of India
Lima

Subject: Payment of Fee for son of Mr Sarthak Mall, ASO, Master Rixul Saaraansh, in the British International School Lima.

Refer Ministry Sanction No. Q/GA/700/02/81(78) dated 05.06.2024 regarding empanelment of British International School Lima.

2. The school vide email dated 24.07.2024 has requested for payment of Matricula fee of Soles 1250. The fee is to be paid in cash through a BBVA bank teller.
3. If approved, we withdraw cash of amount Soles 1253 (1250 + 3 Sol Commission) and pay the Matricula fee.

Submitted for approval please.

(Sarthak Mall)
ASO
26.07.2024

FS & HOC

Embassy of India
Lima

Please find attached herewith TA bill of Mr Johan Urdiales, Social Secy for his official travel to La Paz and Uyuni, Bolivia from 25 to 28.06.2024. The TA/DA calculation sheet is placed below for approval. If approved, we may pay USD 292.25 to Mr Johan for his TA claim and settle his TA bill.

Submitted for kind approval please.

(Sarathak Mall)
ASO (GA & Accts)

FS & HOC

Embassy of India
Lima

The lights at various places of the Chancery as per the attached list were found non-functional and some were broken /damaged. At some places the light switches were non-functional or broken. Accordingly the non-functional lights bulbs and switches have been replaced and repaired wherever required. The work was carried out by M/s Gonzales Services Generales at a total cost of Soles 798 which includes Soles 608 for the spare parts and Soles 190 for the labour.

2. If approved, we may pay Soles 798 to M/s Gonzales Services Generales for the said works from Minor works head.

Submitted for kind approval please.

(Sarthak Mall)
ASO (GA & Accts)
25.07.2024

FS & HOC

Embassy of India
Lima

It was observed that the inside perimeter walls of the garden and main entrance of the ER has less lightings. It requires more light for security point of view. Accordingly, 4 –high power white led lights were installed on the inside of perimeter walls of the garden and entrance of the ER. The work was carried out by M/s Gonzales Services Generales at a total cost of Soles 870 which includes Soles 520 for the spare parts and Soles 350 for the labour.

2. If approved, we may pay Soles 870 to M/s Gonzales Services Generales for the said works from Minor works head.

Submitted for kind approval please.

(Sarathak Mall)
ASO (GA & Accts)
25.07.2024

FS & HOC

**Embassy of India
Lima**

Subject: Purchase of Room heaters Chancery.

Two room heaters were purchased for use in the Library of the Chancery. These were purchased from M/s Promart on 23.07.2024 at a total cost of Soles 439.80 (Unit price = Soles 219.90). The payment was made by Mr Sarthak Mall, ASO (Admin). The receipt is enclosed below.

2. If approved, we may reimburse an amount of Soles 439.80 to Mr Mall for the said purchase. Subsequently, entries of the said items will be made in the asset register of the Mission.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
23.07.2024

FS & HOC

LIM/PROP/866/03/2019

Embassy of India

Lima

The following civil works were needed at the ER:

1. The bath tub of one of the washrooms of the first floor ER is damaged and soil is coming out from it. Due to this, water is seeping inside the first floor which will eventually damage the floor and ground floor ceiling. The bath tub, associated tiles and other accessories attached to it need to be changed.
2. The toilet seat / commode of one of the other washrooms of the first floor ER are not functioning well and the water is not draining from it on flushing. Also, it has got a fine crack on its surface from where the water is seeping on the floor. The toilet seat needs to be changed.
3. Some (around 20) of the bricks of the terrace of backside of ER near the swimming pool are broken, that needs to be replaced and repaired.
4. Changing of locks on the back side glass door of the ER.

2. Quotations have been obtained from various contractors for the above works. The details are as under:

M/s Cifuentes Servicios Generales - Soles 10381/-

M/s Maestro Gasfitero y Servicios Generales – Soles 10600/-

M/s Distribuidora Piero – Soles 11165/-

M/s Arvix SAC – Soles 11200/-

3. It may be inferred from the details above that M/s Cifuentes Servicios Generales has quoted the lowest amount of Soles 10381/- for the works at the ER. M/s Cifuentes Servicios Generales requires 50 % advance payment to start the work. Rest can be paid after satisfactory completion of the work.

4. In view of the above, if approved, we may take the services of M/s Cifuentes Servicios Generales for the said works. If approved, we may pay an advance of Soles 5191 (50 % of Soles 10381) to M/s Cifuentes Servicios Generales.

Submitted for approval please.

(Sarthak Mall)

ASO

22.07.2024

HOC

AMB

LIM/ADM/551/1/2021
Embassy of India
Lima

Subject: Appointment of DDO for E/I La Paz.

Please refer to GA Section's email dated 25.06.2024 for the appointment a DDO for the newly created Missions. As per GA's email the:

"The Parent/Principal Missions to which newly opened Missions are concurrently accredited earlier may sent the proposal to Cash-V Section for allotment of CDDO code for newly opened Missions/Posts along with DDO appointment order (any gazetted rank officer), address to the new Mission/Post (can be the same as the Parent/Principal Mission)."

3. E/I Peru is currently accredited to Bolivia also. If approved, we may appoint, Mr Sarath Sankar, SS who is currently functioning as the DDO for the E/I Peru to function as the DDO for the E/I La Paz (Bolivia) until arrival of a Gazetted officer in the Mission. After the issuance of DDO order, we may write to Cash V for allotment of the CDDO Code as directed by the GA Section.

Submitted for approval please.

(Sarathak Mall)
ASO
22.07.2024

HOC

AMB



Embassy of India

Av. Salaverry, 3006, San Isidro, Lima 15076, Peru
Tel. 51-1-261-6006/460-2289, Fax: 51-1-4610374
E-MAIL: hoc.lima@mea.gov.in, accts.lima@mea.gov.in
[Website: www.eoilima.gov.in](http://www.eoilima.gov.in)

No. LIM/ADM/551/1/2021
Embassy of India
Lima

July 22, 2024

OFFICE ORDER

In accordance with the terms of Rule 3(ii) of Financial Powers of Government of India's Representative Abroad, 2006, Mr. Sarath Sankar, Second Secretary is hereby appointed to function as Drawing and Disbursing Officer (DDO) for Embassy of India, La Paz (Bolivia) with immediate effect until arrival of a Gazetted officer in the Mission.

(Vishvas Vidu Sapkal)
Ambassador

Copy to:

1. File
2. The office of Pr. Chief Controller of Accounts, MEA, JNB, New Delhi
3. Principal Director of Audit, Washington.
4. Budget/FE/NGO/US(PB), MEA, New Delhi
5. HOC, Embassy of India, Lima
6. Shri Sarath Sankar, SS, Eol Lima
7. Accountant, Eol Lima

LIM/ADM/700/1/2024
Embassy of India
Lima

Subject: Payment of Tuition Fee for Master Anees Sapkal, son of Mr Vishvas Sapkal, AMB.

The fee for Master Anees Sapkal has been paid till June 2024. As per the latest statement of fee received from Colegio Franklin Delano Roosevelt, the amount of tuition fee Payable for Master Sapkal is **USD 18390** for the period from July – Dec 2024 and from Mar to June 2025.

2 If approved, we may pay USD 18390 to Colegio Franklin Delano Roosevelt towards school tuition fee for Master Anees Sapkal for the period from July – Dec 2024 and from Mar to June 2025 via bank transfer.

Submitted for approval please.

(Sarathak Mall)
22.07.2024

HOC

AMB

LIM/ACCTS/746/1/2024
Embassy of India
Lima

Please refer to the note No. LIM/ACCTS/746/1/2022 dated 17.07.2023 regarding renewal of fixed deposit of the ICWF account.

2. The previous FD has matured on 22.07.2024 and an amount of USD 18142.44 has been credited making the total balance in the ICWF account equal to USD 34221.83. As per the audit guidelines, we have to make a FD of 50 % of the ICWF account balance. The bank is offering 4.63 % interest rate for 365 days FD.

3. If approved, we may created a FD of USD 17000 of 365 days in the our ICWF account.

Submitted for approval please.

(Sarthak Mall)
22.07.2024

HOC

AMB

LIM/ADM/700/1/2024

Embassy of India

Lima

Colegio Franklin Delano Roosevelt, our empanelled school in this Mission, has furnished us the fee structure for the Academic Year 2024-2025.

2. Para 4 of Annexure VII, of IFS (PLCA) rules stipulates, "*Heads of Missions/Posts may revise rates of admission fees, registration fees, tuition fees, examination fees, science fee and computer fee paid by the Government to the schools on the panel of Missions abroad upto an overall increase of 25% per annum, beyond which the proposal will have to be sent to the Ministry for approval.*"

3. There is a revision in the fee structure for the classes from KG to 5th Standard from US\$ 17110.00 to US\$ 17540 (reckoned at 2.51% increase) and also the fee for Secondary and High School (6-12th Standard) has been increased by 2.51% from US\$ 17940.00 to US\$ 18390.00. The new application fee and one-time entrance fee remains unchanged at US\$ 500.00 and US\$ 19500.00 respectively. The transportation fee however, has been revised from US\$ 1890.00 to US\$ 1908.00 per annum, reckoning a revision of 0.95%.

4. In view of the above, it may be concluded that the revision in the fee structure of each component is within delegated powers of the Mission as mentioned in Para 2. Therefore, a draft order of sanction for incurring the expenditure on CEA at the revised rates for the Academic Year 2024-2024 has been prepared and placed alongside for favour of kind approval please.

(Sarthak Mall)

19.07.2024

HOC

AMB

Embassy of India
Lima

LIM/ADM/700/1/2024

July 19, 2024

ORDER

I am directed to convey the sanction of the President for revision in the fee structure in Colegio Franklin Delano Roosevelt, an empanelled school of this Mission for the Academic Year 2024 - 2025 as per following details:

Existing Annual fee (Academic Year 2023-2024)	Revised Annual fee (Academic Year 2024-2025) w.e.f 01.07.2023
a) Kinder Garden / Elementary School (1-5 th standard) : US\$17110.00	a) Kinder Garden / Elementary School (1-5 th standard): US\$17540.00 (increase of 2.51%)
b) Middle and High School (6-12 th standard): US\$17940.00	b) Middle and High School (6-12 th standard); US\$18390.00 (increase of 2.51%)
c) New Application fee: US\$500.00	c) New Application fee: US\$500.00 (no change)
d) One-time entrance fee: US\$19,500.00	d) One-time entrance fee: US\$19,500.00 (no change)
e) Transport Fee: US\$1890.00 (two way)	e) Transport Fee: US\$1908.00 (two way) (increase of 0.95%)

2. This issues with the approval of HOM in terms of the delegated powers of the Mission under para 4(i) in Annexure VII of IFS(PLCA) Rules.

(Ravi Arora)
Head of Chancery

Copy to:

- (1) GA Section, MEA, New Delhi
- (2) Chief Controller of Accounts, MEA, New Delhi
- (3) All India Based employees, EoI, Lima

LIM/ADM/700/1/2024
Embassy of India
Lima

Subject: Admission of the son of Mr Sarthak Mall, ASO, Master Rixul Saaraansh, in the British International School Lima.

Refer Ministry Sanction No. Q/GA/700/02/81(78) dated 05.06.2024 regarding empanelment of British International School Lima.

2. The school vide email dated 17.07.2024 has requested for payment of entrance fee of USD 2250. After that the legal contract will be signed and other fee will be paid.

3. If approved, we may pay the entrance fee of USD 2250 to British International School Lima for the admission of Master Saaraansh via bank transfer.

Submitted for approval please.

(Sarthak Mall)
ASO

FS & HOC

Embassy of India
Lima

Sub:- Issue of Liveries to Class-IV local employees.

In terms of Ministry's sanction No. Q/SE/8881/13/76 dated July 25th, 1976. Chauffeurs and Class IV staff are entitled to following liveries:-

- a. 1 pair of shoes and 2 pairs of socks every year. (Last issued in January 2024)
 - b. Summer uniform (2 shirts and 2 pants/trousers) every 2 years. (Last issued in January 2024)
 - c. Winter Uniform (1 suit) every two years. (Last issued in July 2022)
2. Following Class-IV local staffs are entitled to liveries:
- i. Mr. Freddy Torres Salas, Chauffeur
 - ii. Mr. Luis Fidel Avila Chigne, Messenger
 - iii. Mr. Miguel Angel, Chauffeur
 - iv. Mr. Lelin Sanchez, cleaner-cum Watchman
 - v. Mr. Wilder Manrique, Gardener

3. Each of the aforementioned local staffs are entitled to **one suit for winter uniform.** Placed below are 4 quotations for supply of 5 winter uniform:

Store	Unit Price (Soles)	Total for 5 units
Saga Falabella	750	3750
Tiendas EL	830	4150
Ripley	743	3715
Abantos SAC	600	3000

4. As per the quotations above, M/s Abantos SAC has quoted the lowest amount of Sole 3000 for the supply of 5 winter uniforms. If approved, we may authorise Ms Abantos for the supply of the winter uniform and pay him Soles 3000 through cheque.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
17.07.2024

FS & HOC

CERTIFICATE

“I, **Ravi Arora**, am personally satisfied that the winter uniforms (suits) purchased from **Ms Abantos SAC** are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

(RAVI ARORA)
Head of Chancery

ESTIMATE

Note: All amounts given below are in USD only.

Airfare:

DEL-LIM-DEL (Business): 8266 per person

DEL-LIM-DEL (Economy): 2048 per person

MDV-LIM (Prem Economy): 410 per person

MDV-LIM (Economy): 255 per person

Hotel: 340 per person per night (Secy)
250 per person per night (other Grade I officers)

DA: 125 per day per person

Local transportation: 280 per full day (SUV)
220 per full day (Sedan)

SIM: 30 per person

Other charges: As per local practice hotels in Lima charge 10% of tariff as service charges.

Embassy of India
Lima

It has been informed by the Amb that his office at the residence needs more light to work him properly. Accordingly, 3 high wattage yellow spot lights have been installed the ER Office. The work was carried out by M/s Gonzales Services Generales at a total cost of Soles 240 which includes Soles 140 for the spare parts and Soles 100 for the labour.

2. If approved, we may pay Soles 240 to M/s Gonzales Services Generales for the said works from Minor works head.

Submitted for kind approval please.

(Sarthak Mall)
ASO (GA & Accts)
25.07.2024

FS & HOC

Embassy of India
Lima

The mobile shower of one of the bathrooms of the ER was broken and had become non-functional. It needed replacement. Please find herewith an invoice of Soles 280 from M/s Gonzales Services Generales for installation of new mobile shower at the ER. It includes a cost of Soles 255 for the spare parts and Soles 25 for the labour. If approved, we may pay Soles 280 to M/s Gonzales Services Generales for the installation of new mobile shower at ER.

Submitted for kind approval please.

(Sarathak Mall)
ASO (GA & Accts)
16.07.2024

FS & HOC

Embassy of India
Lima

Subject: Purchase of Pillows.

Shri Sarthak Mall, ASO has requested for reimbursement of Soles 319.60 for purchase of 4 pillows. As per PLCA, the official is entitled for Pillows @2 each for official and his spouse, total 4 pillows.

2. In view of the above, if approved, we may reimburse soles 319.60 to Shri Mall towards the purchase of 4 pillows. Electronic invoice / receipt from M/s Saga Falabella is attached herewith.

Sarthak Mall
ASO (GA & Accts)
15.07.2024

FS & HOC

No.LIM/ADM/551/1/2021
Embassy of India
Lima

It has been decided that henceforth the Mission will provide emergency consular services on weekends/closed holidays from 1400-1600 hours. Accordingly, a duty roster has been drawn up as below:-

S.No.	Name of the official	Dates for emergency consular duty
1.	Mr. Jose Antonio Arango Parra	(i) 22 Sep 2024; (ii) 13 Oct 2024; (iii) 02 Nov 2024
2.	Ms. Sylvia Morgan	(i) 28 Sep 2024; (ii) 19 Oct 2024; (iii) 03 Nov 2024
3.	Mr. Johan Alfredo Urdiales	(i) 29 Sep 2024; (ii) 20 Oct 2024; (iii) 09 Nov 2024
4.	Mr. Italo Franco Heredia	(i) 02 Oct 2024; (ii) 26 Oct 2024; (iii) 10 Nov 2024
5.	Ms. Lorena Rey	(i) 05 Oct 2024; (ii) 27 Oct 2024; (iii) 15 Nov 2024
6.	Ms. Cindy Supanta	(i) 06 Oct 2024; (ii) 31 Oct 2024; (iii) 16 Nov 2024
7.	Mr. Luis Chigne	(i) 12 Oct 2024; (ii) 01 Nov 2024; (iii) 17 Nov 2024

2. Officials will bring all emergency consular matters during their duty hours to the attention of FS(Cons) or Consular Wing official.

3. The above roster may be strictly followed by all concerned. In case of any compelling reasons, they may exchange duty with the next official on duty under intimation to the undersigned.

(Ravi Arora)
FS(HOC/Cons)
20 Sep 2024

Copy to all officials

Embassy of India, Peru & Bolivia
Lima

LIM/CUL/324/1/2023

July 16, 2024

UTILIZATION CERTIFICATE
(INTERNATIONAL DAY OF YOGA 2024)

Reference ICCR Sanction No. DDG/ICCR/71/2024 dated 07 May 2024 regarding allocation of **INR 600000** to this Mission for celebration of the International Day of Yoga, 2024 in Peru and Bolivia.

2. This is to certify that Mission has incurred an expenditure of a total amount of **INR 6,00,516** on celebration of **International Day of Yoga, 2024** in Peru and Bolivia as per attached statement of account. Copy of the vouchers with regard to the various expenditure incurred under the following heads are also attached along with this certificate.

Sl. No.	Details of Expenditure	Voucher No.	Date	Amount (Rs.)
1	Purchase of 800 Yoga themed Tshirts	192 of 05/24 255 of 06/24	18.05.2024, 10.06.2024	338732
2	Printing of A3 size 50 yoga posters	207 of 05/24	27.05.2024	3968
3	Payment for logistical arrangements – Camera, Screen, drone and sound system in Lima IDY	218 of 05/24	30.05.2024	63492
4	Purchase of 300 entry tickets for the yoga venue – the iconic “Parque de las leyendas”	219 of 05/24	30.05.2024	27211
5	Payment for standees and structures	242 of 06/24, 288 of 06/24	05.06.2023, 21.06.2024	16180
6	Payment for sound system and photography in Trujillo IDY	256 of 06/24	11.06.2024	10113
7	Payment of honorarium to volunteers and instructors	257 of 06/24, 292 of 06/24, 365 of 07/24	11.06.2024, 21.06.2024, 04.07.2024	21248
8	Payment for editing digital and print material for promotion of IDY	259 of 06/24	12.06.2024	11236
9	Payment of photography and editing services for IDY curtain raiser event at chancery	263 of 06/24	12.06.2024	5618
10	Refreshments for IDY at Lima	266 of 06/24	19.06.2024	43798
11	Payment for photography and videography in Ayacucho IDY	286 of 06/24	21.06.2024	7685
12	Payment for photography and videography in Cusco IDY	289 of 06/24	21.06.2024	29213
13	Purchase of yoga mats	313 of 06/24	25.06.2024	22022
Total (for Peru & Bolivia)				600516

3. Excess expenditure of INR 516/- may kindly be regularized.

(Head of Chancery)

Embassy of India
Lima

Subject: Settlement of TA bill on transfer from MEA Hqrs to Lima.

Please find attached herewith transfer TA bill in respect of Shri Sarthak Mall, ASO for his transfer from MEA HQ to E/I Lima. The TA/DA calculation sheet is placed below for approval. If approved, we may reimburse INR 109096 and USD 142 to Shri Sarthak Mall for his TA claim and settle his transfer TA bill.

Sarthak Mall
ASO (GA & Accts)
12.07.2024

FS & HOC

Embassy of India
Lima

Subject: Payment of DA for the ICCR troupe.

Ref F/R, communication from ICCR regarding payment of DA for the ICCR troupe visiting Peru for cultural performances. The Calculation of DA is as given below:

S. No.	Name	Calculation of DA Rate = \$125 for Grade 1, \$93.75 for Grade II and others	DA payable =25% of admissible DA
1.	Ms Tanmoyee Chakraborty	17 Jul: 1525 – 2359 hrs – 87.5 18 Jul: 0000 – 2359 hrs – 125 19 Jul: 0000 – 2359 hrs – 125 20 Jul: 0000 – 2359 hrs – 125 21 Jul: 0000 – 1730 hrs – 125 Total = 587.5	146.875
2.	Mr Sunando Mukherjee	17 Jul: 1525 – 2359 hrs – 65.625 18 Jul: 0000 – 2359 hrs – 93.75 19 Jul: 0000 – 2359 hrs – 93.75 20 Jul: 0000 – 2359 hrs – 93.75 21 Jul: 0000 – 1730 hrs – 93.75 Total = 440.625	110.156
3.	Mr Subir Thakur	Same as row 2 above	Same as row 2 above
4.	Mr Jaydeep Sinha	Same as row 2 above	Same as row 2 above
5.	Ms Tuhina Acharyya	Same as row 2 above	Same as row 2 above
6.	Mr Chandrachur Bhattacharjee	Same as row 2 above	Same as row 2 above

2. The payment of DA will be debited to ICCR under the relevant heads. As the banks here do not disburse cents in cash withdrawal, the DA amount may be rounded off to the nearest integer value for easy disbursements. The amount may be withdrawn in cash and handed over to Ms Cindy Supanta who will hand over the DA to respective participants and get their signatures on the vouchers for record.

(Sarthak Mall)
ASO (GA & Accts)
11.07.2024

FS & HOC

**Embassy of India
Lima - Peru**

Please find enclosed herewith a quote of INR 9000 +18% GST from DR CBS Cyber Security Services LLP, Jaipur for the security audit of the Mission's website. As per the Ministry's guidelines, security audit of the website should be done on an annual basis from a CERT-IN empanelled vendor. The audit report is required for uploading on the PEMS portal also.

2. If approved, we may use the services of from DR CBS Cyber Security Services LLP, Jaipur (who is a CERT-IN empanelled vendor) for the security audit of the Mission's website at the above rates.

(Sarthak Mall)
ASO (GA & Accts)
11.07.2024

FS & HOC

**Embassy of India
Lima - Peru**

Please find enclosed herewith a bill of amount Soles 90 from M/s Gonzales Services Generales towards purchase of 6 led bulbs to be used at chancery and ER.

2. If approved, we may pay Soles 90/- to M/s Gonzales Services Generales OE, Electric items.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
11.07.2024

FS & HOC

**Embassy of India
Lima - Peru**

Please find enclosed herewith a bill of amount Soles 350 from M/s Gonzales Services Generales towards repair of an broken office table for use at ER. The repairs include painting, resizing, installation of locks and drawers.

2. If approved, we may pay Soles 350/- to M/s Gonzales Services Generales from R & M head of the Mission.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
11.07.2024

FS & HOC

**Embassy of India
Lima - Peru**

Please find enclosed herewith a bill of amount Soles 1820 from M/s Gonzales Services Generales towards minor electric works carried out in the ER. The work includes changing / repairing lights at various places of the ER such as washrooms, office in the residence, terrace, perimeter wall etc

2. If approved, we may pay Soles 1820/- to M/s Gonzales Services Generales from the Minor Civil & Electric Works head of the Mission.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
11.07.2024

FS & HOC

Embassy of India
Lima

Diplomatic Bag No. 09-AF/2024 dated 18.10.2024

The Foreign Secretary to the Govt. of India
Ministry of External Affairs
New Delhi

For MEA:

S. No.	Letter / Ref No.	Addressed to
1.	Cat. "A" Bag No. 9/AIR/2024 dt 18.10.2024	Foreign Secretary, MEA, New Delhi.
2.	LIM/731/01/2018 dt 15.10.2024	CHIEF CONTROLLER OF ACCOUNTS, MEA, NEW DELHI
3.	NIL	Sh Santanu Kumar Singh, US (LAC) Room No. 1101, JNB, MEA, New Delhi
4.	NIL	Ms Upasana Pathak, PS to AS (LAC) Room No. 1117, , JNB, MEA, New Delhi
5.	NIL	Ms Upasana Pathak, PS to AS (LAC) Room No. 1117, , JNB, MEA, New Delhi
6.	LIM/ADM/661/3/2023 dt 18.10.2024	AO(PF), Room No 4085, , JNB, MEA, New Delhi
7.	LIM/AMB/01/2024	Mr Sanjay Kumar, PPS, O/o Secy East, MEA

Letters for other Depts./Ministries: NIL

Letters for other Mission: NIL

Letters for Posting / Regd.:

S. No.	Letter / Ref No.	Addressed to
8.	LIM/ADM/885/1/2019 dt 09.10.24	Pravin Kumar, M/s Jadon Webtech Pvt Ltd, 1028, Westend Mall, District Centre, Janakpuri, new Delhi - 110058. Regd post with stamp 30/-
9.	LIM/Cons/RTI/2024	Shri Ajit Ranjan Sharma, 19/22. Eienstien Avenue B-Zone Durgapur Paschim Bardhaman West Bengal - 713205, Regd post with stamp Rs. 50/-.
10.	LIM/PROP/868/1/2019 dt 20.08.2024	M/s Station Satcom Pvt Ltd, 801, Madhava, Bandra Kurla Complex, Mumbai - 400051, Maharashtra, Regd post with stamp Rs. 50/-.

Empty Bags:

Embassy of India
Lima

Diplomatic Bag No. 10-AF/2024 dated 11.11.2024

The Foreign Secretary to the Govt. of India
Ministry of External Affairs
New Delhi

For MEA:

S. No.	Letter / Ref No.	Addressed to
1.	Cat. "A" Bag No. 10/AIR/2024 dt 11.11.2024	Foreign Secretary, MEA, New Delhi.
2.	LIM/731/01/2018 dt 04.11.2024	CHIEF CONTROLLER OF ACCOUNTS, MEA, NEW DELHI
3.	01/AMBO/LIM/2024	Mr Jaswant Singh, JSA, O/o Secy (CPV & OIA), MEA, New Delhi

Letters for other Depts./Ministries: NIL

Letters for other Mission: NIL

Letters for Posting / Regd.: NIL

Empty Bags:

**Embassy of India
Lima**

Subject: Purchase of office stationery.

The following items of stationery were purchased for the Chancery on 05.07.2024 for M/s Tai Loy:

S. No.	Items	Qty	Price (Soles)
1.	Paper A4	20 Rims	242
2.	Paper A4 sky blue color	1 Rim	280.80
3.	Bell clips	4 Packets	
4.	Stapler machine	2	
5.	Big Folder for Vouchers	4	
6.	Tape dispense small	1	
7.	Small transparent tape	6 pc	
8.	Paper knife	2	
9.	Sticky notes larges	1 packet	
10.	Sticky notes small	1 packet	
11.	Flags	1 packet	

2. The total cost of purchase was Soles 522.80 which was paid by Sh. Sarthak Mall, ASO. If approved, we may reimburse and amount of Soles 522.80/- to the official towards the purchase of stationery. Original Invoices / Receipts are enclosed.

Submitted for kind approval please.

(Sarthak Mall)
ASO (GA & Accts)
05.07.2024

FS & HOC

Embassy of India
Lima

Subject: Settlement of TA Bill for Local Tour to Bolivia.

Sh Vishvas Sapkal, Amb along accompanied by his spouse, visited Bolivia from 25-28 June 2024 on official duty in connection with IDY 2024. The TA bill for the visit along with TA/DA calculation sheet is placed below for approval. If approved, we may pay an amount of **US\$ 750** the Amb as TA/DA and settle the TA Bill.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
04.07.2024

FS & HOC

AMB

**Embassy of India
Lima**

Placed below is a medical bill in r/o Shri Vishvas Sapkal, Amb for reimbursement. Details are as under:

Particulars	Cost (in Soles)
Consultation	300
Tests	1684.13
Total	1984.13

2. The treatment was taken on the advice of the Mission's panel doctor. If approved, we may reimburse an amount of 1984.13 Soles to the Ambassador towards medical claim.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
12.11.2024

SS & HOC

AMB

Embassy of India
Lima

Subject: Applying for Diplomatic Passport for Diplomatic courier duty.

Refer enclosed email message form HOC Brasilia regarding collection of Special diplomatic bag. It is submitted that a diplomatic Passport is required for the diplomatic Courier duty.

2. In view of the foregoing, kind approval of HOM is requested before applying for Diplomatic passport of the undersigned. The Diplomatic passport will be kept in the safe custody of Consular Section when not in official use.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
08.07.2024

FS (Cons)

AMB

Embassy of India
Lima

Subject: Settlement of TA Bill for Local Tour to Ayacucho.

Mr Sarath Sankar, SS (Comm) went to Arequipa from 25.06.2024 to 26.06.2024 on official tour for IDY 2024. The TA bill along with TA/DA calculation sheet is placed below for approval. If approved, we may pay an amount of **US\$ 200** to Mr Sankar for TA/DA and settle the TA Bill.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
28.06.2024

FS & HOC

Embassy of India
Lima

Subject: Settlement of TA Bill for Local Tour to Ayacucho.

Mr Sarath Sankar, SS (Comm) went to Ayacucho from 12.06.2024 to 13.06.2024 on official tour for IDY 2024. The TA bill along with TA/DA calculation sheet is placed below for approval. If approved, we may pay an amount of **Soles 195 and US\$ 200** to Mr Sankar for TA/DA and settle the TA Bill.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
28.06.2024

FS & HOC

Embassy of India
Lima

Subject: Settlement of TA Bill for Local Tour to Ayacucho.

Please refer to the TA bill of Ms Cindy for LT to Ayacucho settled vide vr no. 330 of 06/24.

2. While settling the TA bill, the payment by the official for her hotel stay amounting to Soles 260 was inadvertently overlooked in the TA Bill and was not reimbursed. The hotel was booked by the Embassy and paid by the official after check-out.

3. In view of the above, if approved, we may therefore, reimburse Soles 260 to Ms Cindy for the hotel stay.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
28.06.2024

FS & HOC

**Embassy of India
Lima**

Placed below are medical bills in r/o Ms Jahanavi Singh, spouse and Mr Rixul Saaraansh, son of Shri Sarthak Mall, ASO for reimbursement. Details are as under:

Wife		Son	
Medicines (Vaccine for yellow fever)	181 Soles	Medicines (Vaccine for yellow fever)	181 Soles
Sub Total	181 Soles		181 Soles
Grand Total = 362			

2. The treatment was taken on the advice of by Mission's panel doctor and the medicines were purchased on the advice of the doctor. If approved, we may reimburse an amount of 362 Soles to Shri Mall via bank transfer.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
02.07.2024

FS & HOC

Embassy of India
Lima

Subject: Settlement of TA Bill for Local Tour to Ica.

Mr Ravi Arora FS (Culture) went to Ica from 20.07.2024 to 21.07.2024 on official tour (Ref attached approval from Amb in this regard). The TA bill along with TA/DA calculation sheet is placed below for approval. If approved, we may pay an amount of **Soles 16 and US\$ 237.5** to Mr Arora for TA/DA and settle the TA Bill.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
24.07.2024

FS & HOC

AMB

Embassy of India
Lima

Subject: Settlement of TA Bill for Local Tour to Ica.

Mr Italo Heredia, Mark. Asst. went to Ica on 18.06.2024 on official tour for IDY 2024. The TA bill along with TA/DA calculation sheet is placed below for approval. If approved, we may pay an amount of **Soles 80.2 and US\$93.75** to Mr Italo for TA/DA and settle the TA Bill.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
26.06.2024

FS & HOC

Embassy of India
Lima

Subject: Settlement of TA Bill for Local Tour to Trujillo.

Sh Jose Antonio, Cons Asst, went to Trujillo from 19.06.2024 to 20.06.2024 on official tour for IDY 2024. The TA bill along with TA/DA calculation sheet is placed below for approval. If approved, we may pay an amount of **US\$150** to Mr Jose for TA/DA and settle the TA Bill.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
28.06.2024

FS & HOC

EMBASSY OF INDIA

LIMA

Subject: Misc expenses in connection with IDY 2024.

Please find enclosed two bills for purchase of:

a) 6 large plastic bags for carrying yoga mats and other items to the yoga event venue – Soles 90

b) 4 large transparent plastic covering for flags – Soles 200

Total = 290 Soles.

The payment for the purchase was made by Mr Miguel, Staff Car Chauffeur. If approved, we may reimburse Mr Miguel an amount of Soles 290 for the above purchases.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
25.06.2024

FS & HOC

EMBASSY OF INDIA
LIMA

Subject: Transportation of materials for IDY event in a pick up truck.

Please find enclosed herewith a bill of Soles 130 from M/s Gonzales Services Generales for the transportation of various items such as flags, standees etc for the IDY event on 22 June at Parque Leyendas. If approvaed, we may pay soles 130 to M/s Gonzales Services Generales for the transportation service.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
25.06.2024

FS & HOC

**Embassy of India
Lima - Peru**

Please find enclosed herewith, 2 bills of amount, Soles 120/- and Soles 100/- from M/s Gonzales Services Generales towards minor works carried out in the Chancery / ER. Details are as under:

Painting of Chancery trolley cart	120/- Soles
Replacement of double electrical outlet in ER garage	100/- Soles
	Total = 220/- Soles

2. If approved, we may pay Soles 220/- to M/s Gonzales Services Generales from the Minor Civil & Electric Works head of the Mission.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
25.06.2024

FS & HOC

LIM/CUL/321/5/2024
EMBASSY OF INDIA
LIMA

Subject: Purchase of 26 yoga mats.

Please find enclosed herewith a bill of Soles 980 from Ms Importaciones kids bills SAC for purchase of 26 yoga mats @35 Soles each for the IDY event 2024. The purchase was made by Mr Luis, Embassy's messenger by paying cash at the counter of the store. If approved, we may reimburse Soles 980 to Mr Luis for the purchase of yoga mats from the Yoga budget.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
25.06.2024

FS & HOC

LIM/CUL/321/5/2024
EMBASSY OF INDIA
LIMA

Subject: Supply of generator for power supply in IDY event at Parque Leyendas on 22.06.2024.

Please find enclosed herewith a bill of Soles 890 from Ms Camara Oscura for supply of generator for IDY event at Parque Leyendas on 22.06.2024. If approved, we may Soles 890 to Ms Camara Oscura from OE, Chancery.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
25.06.2024

FS & HOC

**Embassy of India
Lima**

The following purchases for the gardens of Chancery and ER are placed below for approval for reimbursement:

1. 2 Plants @15 soles each = 30 soles
2. 15 packets of fertilizers / Compost @ 7 soles each = 105

Total = Soles 135

2. The above items were purchased by Shri Manrique, Gardener. If approved, we may reimburse Soles 135 to Mr Manrique for purchase of the above items.

(Sarthak Mall)
ASO (GA & Accts)
24.06.2024

FS & HOC

LIM/ACCTS/767/2/2019

Embassy of India

Lima

Enclosed please find bills furnished by M/s Adeptech for settlement in connection with uploading of TDS data for this Mission:

Sl. No.	Month/Quarter No.	Invoice No. and Date	FY	Amount in Rs.
8.	Apr 24-25 (24G)	ASPL/24-25/1878 01.08.2024	2024-25	1239.00
9.	May 24-25 (24G)	ASPL/24-25/2177 02.08.2024	2024-25	1239.00
10.	Jun 24-25 (24G)	ASPL/24-25/2357 03.08.2024	2024-25	1239.00
11.	Q1 24-25 (24Q)	ASPL/24-25/3264 05.08.2024	2024-25	1239.00
12.	Q2 23-24 (24Q) Correction	ASPL/24-25/2658 05.08.2024	2023-24	1180.00
13.	Q3 23-24 (24Q) Correction	ASPL/24-25/2727 05.08.2024	2023-24	1180.00
14.	Q4 23-24 (24Q) Correction	ASPL/24-25/2817 05.08.2024	2023-24	1180.00
Sub Total				8496.00

2. It is requested that HOC may kindly approve the payment of INR 8496.00 to M/s Adeptech Solutions Private Limited for the aforementioned services.

Submitted for favour of kind approval please.

(Sarathak Mall)
ASO (GA & Accts)
12.08.2024

FS & HOC

**Embassy of India
Lima**

Subject: Purchase of Room heaters for ER and leased residence.

Room heaters were required at the ER and FS's residence to cope up with the harsh winters of Lima. Therefore, six room heaters were purchased for form M/s Promart at a unit cost of Soles 219.9 for use at ER (4 qty) and FS's residence (2 qty). These were purchased from M/s Promart on 22.06.2024. The payment was made by Mr Sarthak Mall, ASO (Admin). The receipt is enclosed below.

2. If approved, we may reimburse an amount of Soles 1319.40 (=6X219.9) to Mr Mall for the said purchase.
3. Subsequently, entries of the said items will be made in the asset register of the Mission.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
24.06.2024

FS & HOC

I, _____, have received Cheque No. 19946336 for USD 5577.20/- on account of my terminal benefits for my service in the Embassy of India Lima from 24.02.2020 to 18.12.2023. I affirm that I have received the terminal benefits in full from the Embassy and now nothing is due for payment from the Embassy to me.

Name
DNI
DATE

Yo, _____, he recibido el Cheque No. 19946336 por USD 5577.20/- en concepto de mis beneficios terminales por mi servicio en la Embajada de la India en Lima desde el 24 de febrero de 2020 hasta el 18 de diciembre de 2023. Afirmo que he recibido los beneficios terminales en su totalidad de la Embajada y que ahora no hay ningún pago pendiente de la Embajada hacia mí.

Name
DNI
DATE

**Embassy of India
Lima - Peru**

Subject: Replacement/installation of panel led lights in the Chancery.

The following installation of lights was carried out in the Chancery:

- a) Replacement of three tube-lights with panel led lights in the room of SS (Com). The lights were installed with acrylic plates.
- b) Replacement of one tube-light with panel led light and installation of one new panel led light in the first floor pantry area.
- c) Installation of 3 led spotlight in the first floor washroom corridor area.

These new light will give more light and will save energy consumption also.

2. The aforementioned work was carried out by M/s Gonzales Services Generales at a cost of Soles 1050. If approved, we may Soles 1050 to M/s Gonzales Services Generales for the said work.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
31.05.2024

FS & HOC

**Embassy of India
Lima**

Placed below is a bill of amount 220 Soles and 1350 Soles from M/s Quispe Araujo Edgar services for the installation of lights in the ODOP showcase and cleaning of water tank of the chancery.

2 If approved, we may pay Soles 1570 to M/s Quispe Araujo Edgar services for the said works.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
12.11.2024

FS & HOC

**Embassy of India
Lima - Peru**

There was leakage of drainage from the outlet pipe from the roof of the Chancery on 23.05.2024. The drainage pipe was broke off from the roof. It was repaired by M/s Quispe Araujo Edgar on 25.05.2024. Placed below is the bill of amount 500 Soles from M/s Quispe Araujo Edgar services for the above-mentioned work. If approved, we may pay an amount of Soles 500/- to M/s Quispe Araujo Edgar services for the above work from Minor works.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
30.05.2024

FS & HOC

**Embassy of India
Lima**

Subject: Purchase of toners for office printers.

Placed below is a quotation from M/s Mesajil Hnos SAC for the purchase of toners. The current stock of toners as on date and their purchase requirements is tabulated below:

S. No	Toner name	Balance as on 30.05.2024	purchase required	Purchase being supplied	unit price in soles	total price
1	105 A Black	1	0	0		0
2	151 A Black	2	0	0		
3	30 A Black	1	0	0		
4	83 A Black	3	0	0		
5	202 A Black	5	0	0		
6	202 A Yellow	2	1	1	385.56	385.56
7	202 A Magenta	1	1	1	385.56	385.56
8	202 A Cyan	1	1	1	385.56	385.56
9	206 A Black	3	1	1	321.3	321.3
10	206 A Yellow	0	1	1	374.22	374.22
11	206 A Magenta	0	1	1	370.44	370.44
12	206 A Cyan	0	1	1	370.44	370.44
13	126 A Magenta	1	0	0		0
14	662 XL Black	1	1	1	128.52	128.52
15	662 XL Tricolor	1	1	1	149.31	149.31
16	664 XL Black	0	2	2	147.42	294.84
17	664 XL Tricolor	0	2	2	151.2	302.4
18	667 XL Black	0	2	2	156.87	313.74
19	667 XL Tricolor	0	2	2	151.2	302.4
20	26 A Black	4	0	0		0
21	Sharp photocopier toner	1	0	0		0
		27	17	17	3477.6	4084.29
	Delivery fee				10	10
					TOTAL	4094.29

2. The quote includes delivery fee of 10 soles. If approved we may make a payment of Soles 4094.29/- to M/s Mesajil Hnos SAC and purchase the toners.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
30.05.2024

FS & HOC

No. LIM/579/2/77

June 27, 2024

From: Indembassy Lima
To : Foreign New Delhi

DS (LC) from FS (HOC)

Reference Ministry's message dated 03.05.2024 seeking clarifications on the court case filed by Mr. Jorge Zelada Sanchez. The information is provided ad-seriatim:

- i. Yes, it has been already filed.
 - ii. This was discussed with the lawyer. The response from the lawyer is put verbatim here:

"The defense is based on formal grounds, and we argue the extinctive prescription of the debt, which would render the claim inadmissible. As an observation to the claim and question, based on the subject matter of the claim, there are indeed outstanding social benefits per Peruvian law resulting on amounts that were neither paid nor claimed in a timely manner."

iii. Yes. These provisions have been made part of the proposed labour contract sent to Ministry on 12.05.2023 for its approval.
2. This issues with the approval of the Ambassador.

(Ravi Arora)
FS & HOC
27.06.2024

LIM/CUL/321/5/2024
EMBASSY OF INDIA
LIMA

Subject: Logistic arrangements for the IDY 2024.

Refer note of even number dated 21.05.2024 on the above-mentioned subject. Ms Camaraoscura was selected for the services of screen, sound system, photo and video-graphy (including drone photos) at a cost of Soles 5685. Ms Camaraoscura has sent a revised quotation of Soles 5600 for the services and requested for 50% pre-payment for confirmation of the booking of the services.

2. If approved, we may pay Soles 2300/- to Ms Camaraoscura as pre-payment and confirm the booking of the services for the IDY main event on 22.06.2024 at the Parque Leyendas. Rest S./ 2300/- will be paid after the event.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
29.05.2024

FS & HOC

**Embassy of India
Lima - Peru**

The panel lights (1.2m each) of the ceiling in ER's dining area were non functional. The lights were replaced at a cost of Soles 320 (parts and labour). The work was done by the company M/s Gonzales Services Generales.

2. If approved, we may pay an amount of Soles 320 to M/s Gonzales Services Generales from the Minor Works.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
28.05.2024

FS & HOC

**Embassy of India
Lima**

Placed below is a quote for the servicing of the Flag car MB E400 CD65D. The last service was done on 04 May 2023 at 30881 Km. As per official Mercedes, the service has to be done on approximately every 7500 Kms. The current odometer is at 37,666 Kms. Ms Divecenter SAC is the only authorized Mercedes Service centre of Lima, has submitted a quote of USD 946.60 for the service. The service is tentatively scheduled on today 28.05.2024 at 1630 hrs. The service centre requires 100 percent advance payment before service. If approved, we may pay USD 946.60 to Ms Divecenter SAC for the service and have the flag car serviced today.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
28.05.2024

FS & HOC

Embassy of India
Lima

FINAL LAST PAY CERTIFICATE

Final Last Pay Certificate of **Ms Usha Subbiah, former Second Secretary (PPS)**, who has proceeded to India on transfer after her superannuation on 31.05.2024.

2. She has been paid for and upto 31.05.2024 at the following rates per month:

Pay and Allowances		Deductions	
Basic Pay	Rs. 96,600/-	Income Tax	Rs. 10,000/-
FA	Rs. 4,27,381/-	Health and Edu Cess	Rs. 400/-
		CGEGIS	Rs. 120/-

3. Her GPF account No. **MEA-9543** is maintained by the Chief Controller of Accounts, MEA, New Delhi.

4. Upon Superannuation, she relinquished charge of the post of **Second Secretary** in this Mission on the afternoon of **31.05.2024**.

5. She has contributed towards CGEGIS from **03/2022** to **05/2024** @ Rs. 120/- p.m.

6. GPF subscription has been deducted from the salary of the officer from Mar 2022 to Jan 2024 at the following rates:

Rates (Rs. Per month)	Period
50,000/-	Mar 2022 to Oct 2022
25,000/-	Nov 2022 to Mar 2023
43,180/-	Apr 2023 to Jan 2024

7. Details of **income tax/GPF/CGEGIS** recovered from her in the **financial year 2024-2025** are shown on page 2.

8. Her services for the period **01.03.2022 to 31.05.2024** have been verified from the Pay Bill Register maintained in this Mission.

(Ravi Arora)
First Secretary (HOC)

No. LIM/ADM/661/4/2021

Dated: 18.07.2024

.....p2/-

Details of payments made by the Mission in connection with the transfer of the officer:

Sl. No.	Details	Amount	Remarks
1.	Payment to Packers for transportation of unaccompanied baggage from Lima to Delhi (door to door).	USD 7487 (INR 630330.53/-)	Paid vide Vr No. 224 of 05/24
2.	Payment to Travel agent for air-tickets from Lima to Delhi.	USD 3972.35 (INR 333197.66/-)	Paid vide Vr Nos. 124 of 04/24 and 214 of 05/24
3.	Advance	Nil	NA

Details of Income Tax recovered during FY 2024-2025

Period	Basic Pay (Rs.)	GPF (Rs.)	CGEGIS (Rs.)	I.TAX (Rs.)	Health & Edu. Cess (Rs.)
March, 2024	96600	0	120	10000	400
April, 2024	96600	0	120	10000	400
May, 2024	96600	0	120	10000	400

No. LIM/ADM/661/4/2021

Dated: 18.07.2024

(Ravi Arora)
First Secretary (HOC)

Copy to:

1. Office of Chief Controller of Accounts, MEA, New Delhi.
2. Principal Director of Audit, Washington.
3. PB-III/ENT Sec/US(Cash)/VCR/SEB/TA Cell, MEA, New Delhi
4. Personal file of Ms Usha Subbiah, SS(PPS), Embassy of India, Lima

LIM/ADM/551/1/2021
Embassy of India
Lima

Subject: Appointment of DDO for E/I Lima.

Ms Usha Subbiah, SS (PPS) who is the current DDO of the Mission is going to superannuate on 31.05.2024. To prevent any interruption in the work of the Mission, it is therefore proposed that Shri Sarath Sankar, Second Secretary may be designated as the DDO of E/I Lima w.e.f 24.05.2024.

Submitted for approval please.

(Sarthak Mall)
ASO
24.05.2024

HOC

AMB



Embassy of India

Av. Salaverry, 3006, San Isidro, Lima 15076, Peru
Tel. 51-1-261-6006/460-2289, Fax: 51-1-4610374
E-MAIL: hoc.lima@mea.gov.in, accts.lima@mea.gov.in
Website: www.eoilima.gov.in

No. LIM/ADM/661/4/2021

Embassy of India

Lima

LIM/ADM/815/1/2020

May 23, 2024

From: Indembassy Lima
To: Foreign New Delhi

DS(BOS) from HOC/CSO

The Half Yearly Security Inspection Report (HYSIR) in respect of Embassy of India Lima for the period Oct 2023 to Mar 2024 is enclosed herewith.

(Ravi Arora)



Embassy of India

Av. Salaverry, 3006, San Isidro, Lima 15076, Peru
Tel. 51-1-261-6006/460-2289, Fax: 51-1-4610374
E-MAIL: hoc.lima@mea.gov.in, accts.lima@mea.gov.in
Website: www.eoilima.gov.in

No. LIM/ADM/661/4/2021

Embassy of India

Lima

LIM/ADM/815/1/2020

May 23, 2024

From: Indembassy Lima
To: Foreign New Delhi

DS(BOS) from HOC/CSO

The Half Yearly Security Inspection Report (HYSIR) in respect of Embassy of India Lima for the period Apr to Sep 2023 is enclosed herewith.

(Usha Subbiah)

LIM/ADM/815/1/2020
Embassy of India
Lima

Subject: Half Yearly Security Inspection Report (HYSIR) for Apr to Sep 2023 and from Oct 2023 to Mar 2024.

Please refer to Ministry message dated 15.05.2024 regarding sending of HYSIR for Apr to Sep 2023 and from Oct 2023 to Mar 2024 of E/I Lima.

2. The HYSIRs are for the aforementioned period placed for approval of HOM and signatures of CSOs of for the respective periods.

(Sarthak Mall)
ASO (GA & Accts)
23.05.2024

SS (PPS)
CSO for Apr to Sep 2023

FS (HOC)
CSO for Oct 2023 to Mar 2024

AMB

Su

**Embassy of India
Lima**

Subject: Repair of garage door of ER.

The garage door of the ER malfunctioned on 13.05.2024 and fumes were seen coming out from it. A handyman from M/s Industria Reymad was called immediately to repair the door. The handyman changed spare parts (gear shaft) and repaired other electrical and mechanical components. He has submitted a bill for Soles 1290/- for the service. If approved, we may pay soles 1290/- to M/s Industria Reymad.

Submitted for approval please.

**(Sarthak Mall)
ASO (GA & Accts)
23.05.2024**

FS & HOC

Subject: Approval for hiring LSGs at E/I Lima-reg.

Kindly refer to this Mission's Soochna message No. SCALIM100520241300 dated 10.05.2024 and SPO BOS subsequent reply vide email message dated 22.05.2024 on the above-mentioned subject.

2. Vide above-mentioned email, the Mission has been informed that its proposal for LSG is incomplete and has therefore been requested to send full comprehensive proposal as per Circular No. Q/BOS-III/815/34/2017 dated 28.09.2022 and para 1A of Circular No. Q/BOS-III/815/34/2017 dated 29.11.2017.

3. It is kindly submitted that Circular No. Q/BOS-III/815/34/2017 dated 28.09.2022 deals with the cases of 'in-principal' approval of LSGs which as per the aforementioned circular required only the following categories of cases require mandatory 'in-principle' approval from the BOS:

- a) where the number of LSGs are to be decided;
- b) where there is need to augment the number of LSGs;
- c) where more than 5 years have passed since the last in-principle approval;

4. Since our Mission doesn't fall in the criteria above, 'in-principle' approval was not sought. As per para 3 of the latest BOS circular on hiring of LSGs issued vide No. Q/BOS-III/815/34/2017 dated 01.02.2023, Missions were directed to send all future LSG proposals with a prescribed checklist shared in the circular. The Mission vide its

Soochna message No. SCALIM240420241800 sent its LSG proposal along with all the documents as per the prescribed checklist. It is also to mention that Mission has sent the proposal on the same lines as it was sent for the previous approval by BOS in 2022. Mission has also followed the prescribed checklist shared by the BOS, while enclosing the current comprehensive proposal as per email of the SPO(BOS).

5. Grateful if any pending documents are there in the present proposal, those could be told with their proformas, we would immediately provide the same.

6. We have also requested approval for India-based Security Guards vide our messages dated 02.11.2023 and 10.05.2024, as the Chancery and India House are Gol-owned properties.

7. In view of the foregoing, it is sincerely requested that approval for hiring LSGs proposal (as enclosed) may kindly be given on an **urgent basis** as the current LSG contract is going to expire on 30.06.2024

(Vishvas Sapkal)
Ambassador

**Embassy of India
Lima**

Subject: Reimbursement for transportation of car.

Ref request of Mr Sarath Sankar, SS for reimbursement of USD 937.56 on account of charges for transportation of his personal car from India to Peru.

2. Ministry vide Sanction No. Q/PA-II/6614/20/2021 dated 22.05.2024 approved the payment of USD 937.56 towards the car transportation charges of Mr Sankar. If approved, we may reimburse USD 937.56/- to Mr Sankar, for the payment towards car transportation charges

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
22.05.2024

FS & HOC

**Embassy of India
Lima**

Subject: Replacement of lock of the Cons Clerk room.

It has been informed by the Cons Clerk, Mr Jose that he is not able to open his room by the keys provided to him by the admin. We also tried to open his room by the spare keys of the room kept with the admin but were not able to open the room. On 21.05.2024, we have to break open the Cons Clerk room as some applicants were waiting to get Cons services. A locksmith from M/s ISI was called to break open the lock and install a new lock. The locksmith requested payment in cash after the service which was paid by Mr Ravi Arora, HOC. The amount charged was Soles 140 for opening the lock and installation of a new lock.

2. If approved, we may reimburse Soles140/- to Mr Ravi Arora, for the payment towards installation of new lock in the Cons Clerk room.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
22.05.2024

FS & HOC

**Embassy of India
Lima**

Subject: Installation locks and door stop.

Please find attached herewith a bill of Soles 270/- from M/s Gonzales Services Generals for the carrying out the following works in the Chancery:

- I. Installation of new locks in the 2 Almirahs of admin room.
 - II. Installation of new locks in the 2 Almirahs near men's bathroom.
 - III. Installations of a door stop in the Amb Room door.
3. If approved, we may pay Soles 270/- to M/s Gonzales Services Generales for the said works.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
22.05.2024

FS & HOC

**Embassy of India
Lima**

Subject: Installation locks and door stop.

Please find attached herewith a bill of Soles 270/- from M/s Gonzales Services Generals for the carrying out the following works in the Chancery:

- IV. Installation of new locks in the 2 Almirahs of admin room.
- V. Installation of new locks in the 2 Almirahs near men's bathroom.
- VI. Installations of a door stop in the Amb Room door.

3. If approved, we may pay Soles 270/- to M/s Gonzales Services Generales for the said works.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
22.05.2024

FS & HOC

LIM/CUL/321/5/2024
EMBASSY OF INDIA
LIMA

Subject: Logistic arrangements for the IDY 2024.

International Day of Yoga (IDY) 2024 has been planned to be held in several rounds and avenues in Peru in June 2024. In this connection, following quotations have been obtained from different services providers for screen, sound system and drone photo and video:

S. No.	Service	M/s Camaraoscura	M/s Chinelo Producciones EIRL	M/s VIXION
1.	LED Screen Display (6x3 m)	Soles 3500	Soles 4200	USD 3955.28
2.	Drone photo and video	Soles 450	Soles 1000	
3.	Sound system	Soles 885	Soles 1000	
4.	Ground Photo and video	Soles 850	Soles 1000	
5.	Total (inc IGV)	Soles 5685	Soles 7200	Soles 14635

2. As per above quotations, LPC has recommended to take the services of Ms Camaraoscura the L1 bidder for the aforementioned services on the IDY main event on 22.06.2024 at the Parque Leyendas.

3. If approved, we may take approval of HOM, before allotting the work to Ms Camaraoscura.

(Sarthak Mall)
ASO, Member, LPC

SS (Com)
Member, LPC

FS & HOC
Member, LPC

AMB

LIM/ADM/551/1/2021
Embassy of India
Lima

October 16, 2024

OFFICE ORDER

Shri Sandeep Khatri, Attaché, will be designated as the Drawing and Disbursing Officer (DDO) in this Mission with effect from October 16, 2024.

2. The appointment of Shri Sandeep Khatri, as DDO has been made in terms of the Financial Powers of Government of India's Representative abroad.
3. This order will remain valid until further orders.

(Vishvas Vidu Sapkal)
Ambassador

Copy to:

- (1) File
- (2) The office of Pr. Chief Controller of Accounts, MEA, JNB, New Delhi
- (3) Principal Director of Audit, Washington.
- (4) Budget/FE/NGO/US(PB), MEA, New Delhi
- (5) HOC, Embassy of India, Lima
- (6) Shri Sandeep Khatri, Attache, Eol Lima
- (7) Accountant, Eol Lima

No. LIM/ADM/551/4/2024
Embassy of India
Lima

Subject: Forwarding of ISQ-C forms of internship applicants.

Refer PA-II Section's email dated 19.04.2024 on the subject mentioned above.

2. Please find enclosed herewith the 5 sets of duly filled ISQ-C forms of the Ms. Alexandra C. Puertas Castro, in connection to her internship application.

Ravi Arora
FS & HOC

AO (PA-II)
MEA, New Delhi

No. LIM/PROP/885/1/2024

Embassy of India

Lima

Subject: Disposal of Chancery's old vacuum cleaner.

Refer Note No. LIM/PROP/885/1/2024 dated 03.04.2024 regarding replacement of the Chancery's vacuum cleaner. As we have already purchased the new vacuum cleaner, we may dispose of the old non functional vacuum cleaner as waste. In this regard, GFR form 10 for disposal of the vacuum cleaner is placed below for signatures.

Submitted please.

Sarthak Mall
ASO (GA & Accts)
20.05.2024

FS (HOC)



Embassy of India

Av. Salaverry, 3006, San Isidro, Lima 15076, Peru
Tel. 51-1-261-6006/460-2289, Fax: 51-1-4610374
E-MAIL:hoc.lima@mea.gov.in, accts.lima@mea.gov.in

No. LIM/ADM/661/4/2021

May 31, 2024

Dear Ministry,

Reference Ministry's OM No. Q/PB-III/585/08/2023(V-74) dated 29.03.2024 regarding issue of 'No Demand Certificate' in respect of Ms Usha Subbiah, formerly Second Secretary (PPS) in this Mission, superannuated on 31.05.2024.

2. The officer has contributed towards CGEGIS from 03/2022 to 05/2024 @ Rs. 120/- per month.
3. This is to certify that, as per our records, nothing is outstanding against Ms Usha Subbiah, for the period of her tenure in this Mission as Second Secretary (PPS).

Yours ever,

Ravi Arora
First Secretary (HOC)

Copy to:

1. Pension Section, Ministry of External Affairs, New Delhi
2. PB-III / Ent Section, Ministry of External Affairs, New Delhi
3. Finance-IV Section, Ministry of External Affairs, New Delhi
4. Personal file of Ms Usha Subbiah, formerly SS (PPS), EoI, Lima.



Embassy of India

Av. Salaverry, 3006, San Isidro, Lima 15076, Peru
Tel. 51-1-261-6006/460-2289, Fax: 51-1-4610374
E-MAIL: hoc.lima@mea.gov.in, accts.lima@mea.gov.in
Website: www.eoilima.gov.in

No. LIM/ADM/661/4/2021

Embassy of India

Lima

May 31, 2024

OFFICE ORDER

Consequent upon her superannuation, Ms Usha Subbiah, Second Secretary (PPS) has relinquished the charge of Second Secretary in this Mission on May 31, 2024 (A/N).

(Ravi Arora)
First Secretary (HOC)

Copy to:

1. The Chief Controller of Accounts, Ministry of External Affairs, New Delhi
2. Principal Director of Audit, Washington
2. PB-III/ENT/NGO/SEB/Cash-III/TA-Cell/Pension Section, Ministry of External Affairs, New Delhi.
4. Ms. Usha Subbiah, SS (PPS).

No. LIM/551/1/2016

October 16, 2024

The Manager,
State Bank of India,
Main branch ,
Parliament Street,
New Delhi – 110 001.
Email: 'mrgovtrb.00691@sbi.co.in'
CC: 'sraoprc@mea.gov.in'

Subject: Authorized signatures to sign SBI Cheques in Embassy of India, Lima

Dear Sir,

In supersession of all earlier orders in the above subject, enclosed please find the specimen signatures of the officers authorized to sign SBI cheques issued from this Mission with immediate effect, for your information and record.

Thanking you,

Yours faithfully,

(Ravi Arora)
First Secretary (HOC)

Copy to :-

Senior Accounts Officer (pre-check),
O/o The Chief Controller of Accounts,
Ministry of External Affairs,
J N Bhawan,
New Delhi

EMBASSY OF INDIA
LIMA(PERU)

Authorised specimen signatures for signing SBI Cheque

Name & Complete address of the Mission with telephone & fax numbers :	Embassy of India Av. Salaverry 3006 San Isidro Lima-15076, PERU Phone no. (00-51-1)-261-6006 & 4602289 Fax number : 00-51-1-461-0374 E-mail: hoc.lima@mea.gov.in
1) Name & Designation of the first signatory authorized to sign the cheques Shri Vishvas Vidu Sapkal Ambassador	Specimen signatures: 1.----- 2.----- 3.-----
2) Name & Designation of the second signatory authorized to sign the cheques Shri Ravi Arora First Secretary	Specimen signatures: 1.----- 2.----- 3.-----
3) Name & Designation of the third signatory authorized to sign the cheques Shri Sarath Sankar Second Secretary	Specimen signatures: 1.----- 2.----- 3.-----
3) Name & Designation of the third signatory authorized to sign the cheques Shri Sandep Khatri Attache	Specimen signatures: 1.----- 2.----- 3.-----

***Cheques of Rs. 10 lakhs or more would require the signatures of two authorised signatories**

Attested

Vishvas Vidu Sapkal
Ambassador

Embassy of India
Lima

Subject: Reimbursement of bench premium to Sh Sarath Sankar, SS.

Please find attached herewith note from Sh Sarath Sankar, SS for the reimbursement of bench premium in respect his personal car for the period 04.05.2024 to 04.05.2025.

2. As we are yet to revise the bench premium for the FY 2024 -2025, it is proposed that the bench premium may be reimbursed to the officer on the basis of bench premium set for the FY 2023-2024. Any recoveries on the account of revision of the bench premium may be subsequently made from the officer in future if deemed necessary. The bench premium reimbursable to the officer may be calculated as follows:

Expenditure incurred by the officer = USD 540.92 = INR 45540/-
Less INR 8000/-
Expenditure reimbursable = INR 37540/- = USD 445.89

3. If approved, Sh Sankar, SS, may be reimbursed USD 445.89 towards bench premium for the period 04.05.2024 to 04.05.2025.

(Sarathak Mall)
ASO (GA & Accts)
16.05.2024

FS & HOC

Embassy of India
Lima

Subject: Replacement of photocopier of the Chancery with a new high speed high speed monochrome laser printer.

The current photo copier of the Chancery was bought on 07.10.20216 with a cost of INR 226715. It is currently not working since April 2024. Technicians were called for repairing the photocopier. They have submitted that there are major faults in the mother board and some other parts of the machine. One of the technicians has quoted an amount of USD 1800 for the repair of the copier. As the current photocopier has already outlived its life (5 yrs as per PLCA), it is proposed that the copier may be replaced with a high efficiency monochrome laser printer which fulfil our requirements.

(Sarthak Mall)
ASO (GA & Accts)
16.05.2024

FS & HOC

AMB

Embassy of India
Lima

Ref notes on pre-page regarding replacement of photocopier of the Chancery with a new high speed high speed monochrome laser printer.

2. Accordingly, after a thorough research on the internet a Japanese brand printer model Brother MFCL6915DW was found reasonable and suitable for our needs. It has printing speed of 50 ppm and its high end toner has printing capacity of 25000 pages. Its imaging drum has a printing capacity of 75000 pages. For comparison: The current copier has a speed of 30 ppm and its toner has capacity to print 27500 pages.

3. Suppliers from the local market were called for quotations for the Brother MFCL6915DW printer (or a printer with similar or higher specifications) with a spare toner of 25000 pages. Four suppliers have submitted the quotations which are tabulated below:

S. No.	Supplier	Model	Speed PPM	imaging Drum Capacity	Toner capacity	Price	Price in INR @ORE
1	M/s Mesajil Hnos SAC	Brother MFCL6915DW and Toner TN3619XL (25000 pg)	50	75000 pg	25000 pg	5537.20/- Sol	125,560/- L3
2	M/s EAC Consulting	Brother MFCL6915DW and Toner TN3619XL (25000 pg)	50	75000 pg	25000 pg	6157.56/- Sol	139,627/-
3	M/s Reprodata	Brother MFCL6900DW and Toner TN3479(12000 pg)	50	50000 pg	20000 pg	1360/- USD	114,498/- L2
4	M/s DASMITEC PERÚ SA	Brother MFCL6900DW and Toner TN3499(20000 pg)	50	50000 pg	20000 pg	5008/- Sol	113,560/- L1

3. The Local Purchase Committee (LPC) is of the view that M/s DASMITEC PERÚ SA and M/s Reprodata though being L1 and L2 respectively cannot be selected for the procurement as they do not fulfil our criteria of printing capacity of 25000 pages per toner and imaging drum capacity of 75000 pages per drum. M/s Mesajil Hnos SAC, L3 fulfils our criteria of the printer at a price of Sole 5537.20. The LPC has therefore

recommended the purchase of printer from M/s Mesajil Hnos SAC. The certificate from the LPC is placed below.

4. If approved, we may purchase the printer for M/s Mesajil Hnos SAC. We may also dispose of the current photocopier as per Rule 217 of GFR. Duly filled GFR 10 form for disposal of goods is placed for signature of HOC.

(Sarthak Mall)
ASO (GA & Accts)
16.05.2024

FS & HOC

AMB

Embassy of India

Lima

Certified that, we, the members of the purchase committee are jointly and individually satisfied that the (Brother MFCL6915DW and Toner TN3619XL (25000 pg)), recommended for purchase is of the requisite specification and quality priced at S/ 5537.20 from M/s Mesajil Hnos SAC at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned.

Ravi Arora
FS

Sarath Sankar
SS

Usha Subbiah
SS

**Embassy of India
Lima**

Subject: Settlement of medical advance.

Ms Usha Subbiah, SS (PS) has taken medical advance of Soles 6000 for the annual medical checkup for herself and her spouse. She has now submitted the medical bills amounting to Soles 4672.53 for the settlement of the advance. Details are as under:

	Officer	Spouse
Consultations	1415	650
Test	1685.72	614.01
Medicines	255.60	52.20
Total	3356.32	1316.21
	=4672.53	

2. The treatment was taken on the advice of panel doctor in a panel hospital. She has deposited the excess amount of Soles 1327.47 in the Chancery account. If approved, we may settle the medical advance of Ms Usha Subbiah, SS (PPS).

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
15.05.2024

FS & HOC

**Embassy of India
Lima**

Placed below is a quote for the servicing of the staff car Honda Pilot ECD471. The last service was done on Feb 06 at 30535 Km. As per official Honda, the service has to be done on approximately every 5000 Kms. The current odometer is at 36445 Kms. Ms Pana Autos SAC an authorized Honda Service centre has submitted a quote of USD 452.08 for the service. The service is tentatively scheduled on Friday 17.05.2024. The service centre requires 100 percent advance payment before service. If approved, we may pay USD 452.08 to Ms Pana Autos SAC San Isidro for the service and have the staff car serviced on Friday 17.05.2024.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
15.05.2024

FS & HOC

**Embassy of India
Lima - Peru**

Placed below are the bills amounting to Soles 304 spent towards purchase of misc items such as plates, napkins, spoons, coffee stirrers etc for the various meetings and event held at the Chancery. The items were purchase by Mr Luis, Messenger on the advice of the Admin. If approved, we may reimburse Soles 304 to Mr Luis for the said purchase.

(Sarthak Mall)
ASO (GA & Accts)
15.05.2024

FS & HOC

Embassy of India
Lima

Subject: Settlement of TA Bill for Local Tour to Cusco.

Mr Ravi Arora, FS went to Cusco from 12.06.2024 to 15.06.2024 on official tour for IDY 2024. The TA bill along with TA/DA calculation sheet is placed below for approval. If approved, we may pay an amount of **Soles 55 and US\$387.5 to Shri Arora** for TA/DA and settle the TA Bill.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
26.06.2024

FS & HOC

AMB

**Embassy of India
Lima**

Subject: Purchase of stationery for Chancery

The following items of stationery were purchased for the Chancery on 13.05.2024 for M/s Paperstop:

- i. Uni ball pen black ; 2 qty
- ii. Uni ball pen blue ; 4 qty
- iii. A 4 paper rim ; 10 qty

2. The total cost of purchase was Soles 264.40 which was paid by Sh. Sarthak Mall, ASO. If approved, we may reimburse and amount of Soles 264.40/- to the official towards the purchase of stationery.

Submitted for kind approval please.

(Sarthak Mall)
ASO (GA & Accts)
14.05.2024

FS & HOC

LIM/CUL/321/5/2024
EMBASSY OF INDIA
LIMA

International Day of Yoga (IDY) 2024 has been planned to be held in several rounds and avenues in Peru in June 2024. In this connection, following quotations have been obtained from different suppliers towards purchase of Yoga themed t-shirts:

S. No.	Supplier	Quantity	Price estimate (Soles)
6.	M/s Kelmir Textiles SAC	Full sleeves; XL-50; (XS, S, M, L) - 450	11050
7.	M/s Q'ori Waraca SAC	Full sleeves; XL-50; (XS, S, M, L) - 450	16000
8.	M/s JL Publicitaria	Full sleeves; XL-50; (XS, S, M, L) - 450	11650

2. It has been observed by the Local Purchase Committee (LPC) that though M/s Kelmir Textiles SAC has quoted the lowest amount of Soles 11050, their quality of t-shirt cloth is not up to the mark as per our requirements. The LPC is of the view that M/s JL Publicitaria who has quoted Soles 11650, the second lowest price, meets our requirements and therefore, LPC has recommended for the purchase of yoga t-shirts from M/s JL Publicitaria.

3. It has been submitted by the Commerce Wing that Tata Consultancy Services (TCS) will be sponsoring our yoga event by an amount of Soles 3540 (3000 + 18% IGV) by paying this amount directly to the supplier selected for the purchase of the t-shirts.

4. If approved, we may take approval of HOM, before allotting the work to M/s JL Publicitaria for the supply of yoga themed t-shirts. Consequently, if approved, balance amount of Soles 8110 (= Soles 11650 – Soles 3540) may be paid to M/s JL Publicitaria from the sanctioned IDY grant for the purchase of yoga t-shirts.

(Sarathak Mall)
ASO (GA & Accts)
14.05.2024

Ravi Arora, FS	Sarath Sankar, SS	Sarathak Mall, ASO
Member, LPC	Member, LPC	Member, LPC

AMB

**Embassy of India
Lima**

Subject: Purchase of mats for Chancery

It was observed that the carpets laid over the stairs of the Chancery and other places were becoming too dirty from the footsteps of the officials. It was therefore decided to keep floor mats of various sizes at various places of the Chancery (mentioned at (F/A)) to contain the excessive dirt. Accordingly, seven mats of different sizes as per the requirement were bought after market survey in the Magdalena market on 10.05.2024 at a total price of 560/- Soles. The payment was made by Shri Sarthak Mall, ASO. If approved, we may reimburse an amount of Soles 560/- to the official towards the said purchase.

2. Submitted for kind approval please.

(Sarthak Mall)
ASO (GA & Accts)
13.04.2024

FS & HOC

No. LIM/ADM/551/14/2019
Embassy of India
Lima

Lima, the 07th March, 2024

OFFICE ORDER

SUBJECT: Shredding Of Files / Documents in Embassy of India, Lima

Following list of files / documents have been shredded as part of this Mission's special drive for cleanliness to honour this Mission's obligation towards Swachh Bharat Mission:

1.	LIM/873/1/98	Purchase of new staff car Ford Explorer and sale of old staff car Toyota 4 runner
2.	LIM/873/1/94	Purchase of new flag car Mercedes Benz E 220
3.	LIM/873/1/03	Replacement of staff car Ford Explorer by Chrysler Town & Country and Accident of Staff car
4.	LIM/873/1/03 – II	Staff car repair
5.	LIM/873/1/2000	Proposal for purchase of new flag car
6.	Without number	Flag car insurance till 2010
7.	Without number	Flag Car service old records till 2011
8.	LIM/861/1/2017	Hiring of accommodation for Sh V K Kukreja, SPPS
9.	LIM/861/1/08	Hiring of accommodation for Sh R S Raman, Asst
10.	LIM/861/4/2016	Hiring of accommodation for Sh Arup K Saha, SS
11.	LIM/861/02/2011	Hiring of accommodation for Sh I M Bhaskar, Att(PS)
12.	LIM/861/1/2013	Hiring of new accommodation for FS (HOC) at Jorge Basdre
13.	LIM/861/1/2010-I	Hiring of alternate accommodation for Sh S K Pal, Att (PS)

2. The above files have been shredded strictly as per the MEA retention policy.

(Ravi Arora)
First Secretary (HOC)

Copy to:

- (1) Office Order File
(2) Ambassador- for kind information

**Embassy of India
Lima**

Subject: Repair of Serpost banner.

The metal structure of the Serpost event banner was broken and needed repairs. It was repaired by M/s Gonzales Services Generales at a cost of Soles 320 for the parts and labour.

2. If approved, we may pay Soles 320/- to M/s Gonzales Services Generales for the said repair.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
10.04.2024

FS & HOC

**JS (PERS) from Ambassador
Rptd: JS(AD), SPO(BOS)**

Subject: In-principle approval for hiring LSGs at E/I Lima-reg.

Kindly refer to BOS Section Soochna message No. Q/BS/815/90/2018 dt 07.05.2024 on the above-mentioned subject.

2. Vide above-mentioned communication, the Mission has been directed to seek fresh 'in principle' approval from the BOS for the fixation of 'need & number' of LSGs of the Mission. As per the para '2' of the BOS Circular No. Q/BOS-III/815/34/2017 dated 28.09.2022, only the following categories of cases require mandatory 'in-principle' approval from the BOS:

- d) where the number of LSGs are to be decided;
- e) where there is need to augment the number of LSGs;
- f) where more than 5 years have passed since the last in-principle approval;

In the case of E/I Lima, the last approval was granted only **two years back** in June 2022 for further two years from 01.07.2022 to 30.06.2024 vide BOS sanction No. Q-BS/815/90/2009 dated 24.05.2022 with the direction to start the hiring process for new LSGs well in 3 months advance. Accordingly the hiring was started in Jan 2024 as per the GFR Rules.

3. The requested LSG requirement details are as produced below:

S. No	Duty Point	Required No. of days a week	Round the clock or for specified hours	To be covered in how many shifts	No. of LSGs in one shift	Total No of LSGs	Any other relevant information (armed / unarmed)
1	Chancery	7	Round the clock	Two shifts with duration of 12 hours each (0700 Hours to 1900 Hours & 1900 Hours to 0700 Hours)	1	2	Armed
2	ER	7	Round the clock	Two shifts with duration of 12 hours each (0700 Hours to 1900 Hours & 1900 Hours to 0700 Hours)	1	2	Armed

4. In view of the foregoing, it is sincerely requested that approval for hiring LSGs proposal submitted by this Mission vide message No. LIM/ADM/551/1/2024 dated 15.04.2024 may kindly be processed and necessary sanction may be granted well before the expiry of the current contract on 30.6.2024 so that the Chancery and the ER may not be left without security.

(Vishvas Sapkal)
Ambassador

**Embassy of India
Lima**

The following purchases for the gardens and ER are placed below for approval for reimbursement:

3. Pots and plates for India House – Soles 166
4. Plants for India House – Soles 55
5. Drain unblocker for India House – Soles 24.20
6. 3 Led Bulbs for India House – Soles 44.70
7. Trash Bags(50) for India House garden – Soles 35.30
8. Soil and fertilizers for garden - 186
9. Taxi charges for purchase of the above items – Soles 40

Total = Soles 551.20

2. The above items were purchased by Shri Manrique, Gardener. If approved, we may reimburse Soles 551.20 to Mr Manrique for purchase of the above items.

(Sarthak Mall)
ASO (GA & Accts)
08.05.2024

FS & HOC

No. LIM/ADM/700/1/2024
Embassy of India
Lima – Peru

Subject: Empanelment of British International School.

Please refer to the queries received from the GA Sections through email dated 03.04.2024 on the above-mentioned subject placed below.

2. Draft email reply to the queries are placed at F/A. If approved, we may send the email reply to the queries as proposed.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
.05.2024

FS & HOC

AMB

**Embassy of India
Lima - Peru**

Please find enclosed herewith, 2 bills of amount, Soles 300/- and Soles 220/- from M/s Gonzales Services Generales towards minor works carried out in the Chancery on 04.05.2024 and 05.05.2024. Details are as under:

Painting of walls in the reception area, three hole patching, installation of three photo frames with drill (labour and materials)	300/- Soles
Painting of metal door in the drivers room near the kitchen (labour and materials)	220/- Soles
	Total = 520/- Soles

2. If approved, we may pay Soles 500/- to M/s Gonzales Services Generales from the Minor Civil & Electric Works head of the Mission.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
06.04.2024

FS & HOC

No. LIM/ADM/700/12024

Date: _____

From: Indembassy Peru
To: Foreign New Delhi

AO (GA) from HOC

Refer GA Section's email dated 03.05.2024 seeking further inputs for the empanelment of British International School. The inputs ad-seriatim are as below:

1. This Mission consists of only 5 India based officers. The officers posted here are mostly senior officers whose children are already pursuing higher education in India or abroad. Instances when the officers have their children studying in Lima are less. The officers posted here have opted for Colegio Franklin Delano Roosevelt for their children to study. Therefore, there were no enrolments in Colegio Markham from last 15 years. The latest fee brochure of Colegio Markham is attached (can also be viewed at <https://www.markham.edu.pe/admissions/school-fees/>).

2. In the local nomenclature the admission fee is called as entry / entrance fee which is mandatory onetime payment in all the schools of Lima to get admission. Apart from this there is no other admission fee. This was clarified by the Mission previously in the case of fee revision of Colegio Franklin Delano Roosevelt in June 2023. British International School vide its email dated 10.05.2024 has clarified the same (see attached email).

3. This issue with the approval of Ambassador.

(Ravi Arora)
First Secretary (HOC)

**Embassy of India
Lima**

Subject: Purchase of cooking gas cylinder.

Shri Sarthak Mall, ASO has submitted a bill of Soles 190 from Fernandez Gas (official dealer of Solgas in Peru) for purchase of 10 kg domestic gas cylinder for his personal domestic use.

2. The bill is inclusive of 10 Kg filled gas of value Soles 64 as told by the distributor. Also, the distributor submitted that he cannot split the bill between the cylinder price and gas price.

3. If approved, we may reimburse an amount of soles 126 to Sh Mall for the purchase of the gas cylinder. The cylinder will be the property of the Mission.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
03.05.2024

FS & HOC

**Embassy of India
Lima - Peru**

Ref attached email from twitter regarding unsuccessful payment of Soles 319 for the yearly premium subscription of the official twitter account of the Embassy. Last year it was paid from the credit card of Mr Suman Biswas, formerly Attaché in the Mission.

2. As twitter do not accepts other payment methods like bank transfer and cash payment, it is proposed that we may utilize credit card of one of our colleagues for the payment and reimburse them the said amount.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
03.05.2024

FS & HOC

AMB

Embassy of India
Lima

Subject: Purchase of Imaging Drum.

The imaging drum of one of the printers of the Consular Section is showing supply level of less than 10 percent. It is needed to purchase the imaging drum as soon as possible so that Consular work is not affected. M/s Mesajil has provided a quote of Soles 467.38 for the said imagine drum (required model 32A CF 232A). The price quote is similar compared to the other market and online prices.

2. If approved, we may make a payment of **Soles 467.38** to M/s Mesajil and purchase the required imaging drum.

Submitted for your necessary information.

(Sarthak Mall)
ASO (GA & Accts)
02.05.2024

SS (DDO)

FS (HOC)

Embassy of India
Lima

Subject: Bank reconciliation with IMAS.

Placed below are the banks statements of the Chancery's Soles A/C, ICWF A/C, Dollar A/C and Bolivia Dollar A/C along with the Bank reconciliation monthly summary of Sep 2024. The balance figures as on 30.09.2024 in all the A/Cs has been reconciled with the IMAS figures and ICWF voucher figures. No discrepancies have been found.

Submitted for your necessary information.

(Sarthak Mall)
ASO (GA & Accts)
01.10.2024

SS (DDO)

FS (HOC)

Embassy of India
Lima

Subject: Settlement of TA Bill for Local Tour to Cusco.

Mr Johan Alfredp, Social Secy to Amb, went to Cusco with the Ambassador from 25.03.2024 to 27.03.2024 on official tour. The TA bill along with TA/DA calculation sheet is placed below for approval. If approved, we may pay an amount of Soles 6506 and US\$168.75 for TA/DA and settle the TA Bill.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
02.05.2024

FS & HOC

Embassy of India
Lima

Subject: Servicing / maintenance of appliances at the ER.

The chimney, microwave, oven, washing machine and dryer need servicing. Their servicing is needed timely so that they can be used effectively for a long period of time. The chimney, microwave and oven were last serviced in April 2023. The washing machine and dryer have not been serviced last year.

2. M/s General Service has quoted an amount of Soles 880/- for the servicing of the above appliances at the ER (enclosed). They have asked 50 percent advance payment to purchase the items / consumables needed for the cleaning. If approved, we may pay Soles 440 to M/s General Service as advance now and Soles 440 after the completion of the work.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
29.04.2024

FS & HOC

**Embassy of India
Lima**

Placed below is a medical bill in r/o Ms Usha Subbiah, SS (PPS) in respect of self for reimbursement. Details are as under:

	Charges (Soles)
Consultation	Soles 550.00 on 17.05.2024
Tests	425.89
Medicines	182
Total	Soles 1157.89

2. The treatment was taken on the advice of the Mission's panel doctor. If approved, we may reimburse an amount of 1157.89 Soles to Ms Usha towards her medical claim.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
23.05.2024

FS & HOC

**Embassy of India
Lima**

Placed below is are medical bills in r/o Shri Vishvas Sapkal, Amb and his son Mr Aditya Sapkal for reimbursement. Details are as under:

	Mr Aditya Sapkal (Son)	Shri Vishvas Sapkal, Amb
Consultation	Soles 350.00 on 19.04.2024	--
Medicines	--	Soles 1218.00
Total	Soles 350.00	Soles 1218.00

2. The treatment was taken on the advice of the Mission's panel doctor. If approved, we may reimburse an amount of 1568.00 Soles to the Ambassador towards medical claim.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
26.04.2024

FS & HOC

AMB

LIM/ADM/579/3/2017
Embassy of India
Lima

Lima, the April 24, 2024

MEMORANDUM

There have been several instances of lapses and negligence in duty on the part of Mr Lenin Sanchez Quispe, Cleaner. A number of Memorandums in writing and Verbal warnings has been given to him some of them are listed below:

LIM/ADM/579/3/2017 dt 25.04.23	For not following cleaning schedule.
LIM/ADM/579/3/2017 dt 02.05.23	Absence without prior intimation on 02.05.23
LIM/ADM/579/3/2017 dt 04.10.22	Leaving office on weekends without permission
LIM/ADM/579/3/2017 dt 26.06.18	Duty nor performed in connection to Yoga day
Verbal Warning on 09.04.24	Did not return from leave on 08.04.24

2. In addition to above, recently HOC has twice reminded him of his disappearance without leave. His explanation of his leave without intimation was found unsatisfactory. He has a tendency to disappear without leave and become then unreachable on phone. This has been viewed seriously by the Ambassador.

3. Mr Lenin, is, hereby warned that this is the final warning about his performance. If any further lapses of duty have been found in future, he will be terminated from the service of the Embassy.

3. This memorandum should be acknowledged by Mr. Lenin.

(Ravi Arora)
Head of Chancery

To

(1) Mr. Lenin Sanchez Quispe, Cleaner

**Embassy of India
Lima - Peru**

While doing bank reconciliation of BCP Bolivia Ac from April 2022 to March 2024, an access amount of USD 85 was reported in the IMAS.

2. The following has come to the notice while going through the banks statements of the BCP Bolivia and monthly cashbooks from April 2022 to March 2024:

- a) The deposit of USD 83 (USD 80 Visa Fe + USD 3 ICWF) on 27.06.2023 was accounted twice in IMAS by VR No 117R of 04.07.2023 and VR No. 127R of 14.07.2023, both of amount USD 80. The extra VR 127R of 17.07.23 was adjusted against a future deposit of Visa fee of USD 88 (Visa Fee 80 + 3 ICWF + 5 Extra deposited) on 07.09.23 by making a receipt VR 245R of 29.09.23 of difference amount only (USD 5).
- b) In January 2024, a receipt VR No 375R of 16.01.24 of USD 85 was inadvertently made again for the past deposit of USD 88 on 07.09.23.
- c) Hence, the IMAS is showing USD 85 extra than the amount shown in the bank statements.

3. If approved, we may make a payment VR of USD 85 from the BCP Bolivia account in order to reconcile the IMAS data with that of bank statement.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
22.04.2024

FS & HOC

AMB

**Embassy of India
Lima - Peru**

Mr Johan, Social Secy to Amb, has submitted two bills; Soles 350/- for purchase of **one** floral arrangement for the event Day of the Sea of Bolivia on 22.03.2024, attended by the Amb and Soles 60/- for purchase of **eight** gift bags for official use by the Amb.

2. If approved, we may reimburse Soles 410/- to Mr Johan for the above expenditure.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
22.04.2024

FS & HOC

Embassy of India
Lima – Peru

Subject: Request for EL with Ex-India Leave and booking of air passage for family from Hqrs to Lima.

I, undersigned, joined E/I Lima on 27.02.2024. I reached Lima on 26.02.2024 with myself only, leaving my family behind in my hometown-Lucknow. I intend to go to India between 01.06.24 and 16.06.24 to bring my family to Lima. While going to India, I intend to travel via Chicago (USA) – Delhi -Lucknow. I intend to visit the family of my sister-in-law in Chicago enroute India.

2. In view of the foregoing, kind approval of HOM is requested for:
 - a) EL w.e.f. 03.06.2024 to 14.06.2024
 - b) Ex-India Leave w.e.f. 01.06.2024 to 03.06.2024 for travelling to USA.
 - c) Station leave from 01.06.2024 to 16.06.2024.
 - d) booking of tickets for traveling from Hqrs (Delhi) to Lima for my family (wife and son).

3. Submitted for kind consideration and approval please.

Sarthak Mall
ASO (GA & Accts)
23.04.2024

FS (Cons)

AMB

**Embassy of India
Lima - Peru**

Placed below is a booking quote of Soles 280 from Hotel Benavides Arequipa for hotel accommodation of Ms Cindy for two nights on 22.04.2024 and 23.04.2024 for his official tour to Arequipa from 22 to 24.03.2024. To confirm the hotel booking, we have to make an advance payment of 100 percent to the hotel.

2. If approved, we may make a payment of Soles 280 to the Hotel Benavides Arequipa and confirm the booking for 22-24.04.2024.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
17.04.2024

FS & HOC

**Embassy of India
Lima - Peru**

Mr Miguel, Staff car driver has submitted a bill of Soles 50 for reimbursement towards purchase of petrol for the staff car. He submitted that, today morning, he was unable to refill petrol from our petrol vendor M/s Coesti as their equipment were not working, so he has to go to some other petrol station to fill some amount of petrol to keep the car running.

2. In view of the foregoing, if approved, we may reimburse an amount of Soles 50 to Mr Miguel for the petrol purchase.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
17.04.2024

FS & HOC

**Embassy of India
Lima - Peru**

Please find enclosed a bill of Soles 40 towards purchase of Water bottles 48 pieces (200ml each) for office use. May please approved payment of Soles 40 towards purchase of water.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
17.04.2024

FS & HOC

**Embassy of India
Lima - Peru**

There was a lot of empty space in our Embassy's name board which is placed at one of the corners of the Chancery. Please refer to the attached photos. It was felt to fill the empty space between the text "Embassy of India" and the base of the board with some pictures or text. Subsequently, it was decided with the concurrence of the Ambassador to fill that space with a "home away from home" logo which metaphorically signifies the work of an Embassy. To put that logo, a quote was obtained from M/s Deluxe Design. M/s Deluxe Design quoted an amount of Soles 400 for making and putting the logo on the board. The quote seems quite reasonable given the artistic skills required to make that logo.

2. If approved, we can go ahead with the quote. After the installation of logo, we may make a payment of Soles 400 to M/s Deluxe Design.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
16.04.2024

FS & HOC

**Embassy of India
Lima - Peru**

Placed below is a booking quote of USD 377.92 from Hotel Costa Del Sol Wyndham Arequipa for hotel accommodation of Ambassador for two nights on 22.04.2024 and 23.04.2024 for his official tour to Arequipa from 22 to 24.03.2024. To confirm the hotel booking, we have to make an advance payment of 100 percent to the hotel.

2. If approved, we may make a payment of USD 377.92 to the Hotel Costa Del Sol Wyndham and confirm the booking for 22-24.04.2024.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
16.04.2024

FS & HOC

**Embassy of India
Lima - Peru**

Two electrical outlets in the messenger's room were changed on 15.04.2024 as they were not working and therefore electrical devices could not be used in that room. Placed below is a bill of Soles 100/- from M/s Gonzales Services Generales towards the said work which includes spare parts and labour.

2. If approved, we may pay Soles 100 to M/s Gonzales Services Generales for the said work.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
16.04.2024

FS & HOC

**Embassy of India
Lima - Peru**

There was a leakage from the underground sewage in the garage of the Embassy residence on 10.04.2024. The sewage has started to come out from the tile closure on the floor of the garage. The tile closure was cut out (as it was not opening using normal tools) and the below sewage was cleaned using machines. The work has to be done immediately as the out coming sewage posed serious health risks to the residents. M/s "Quispe Araujo Edgar" was immediately called for the work. It took them 5 hrs of strenuous labor to clean the sewage out.

2. Placed below is the bill of amount 800 Soles from "Quispe Araujo Edgar" services for the above-mentioned work. If approved, we may pay an amount of Soles 800 to "Quispe Araujo Edgar" services for the above work via bank transfer.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
15.04.2024

FS & HOC

Embassy of India
Lima

Submission of option for calculation of TDS.

I, _____, hereby declare that, I want to opt for

New tax regime under Section 115BAC	
old tax regime	

Embassy of India
Lima

Subject: Settlement of TA bill on transfer from MEA Hqrs to Lima.

The undersigned is unable to submit his TA Bill as of now as his unaccompanied baggage is yet to arrive and necessary documents are yet to be received from the packers. As per Ministry's extant guidelines, the individual has to inform the administration well in advance if there is any delay in submission of TA Bill within 120 days of his arrival at the next station of posting. It is submitted that the undersigned will submit the TA bill as soon as required documents are received.

2. The above information is for record of the administration.

Sarthak Mall
ASO (GA & Accts)
15.04.2024

FS & HOC

**Embassy of India
Lima - Peru**

Please find enclosed herewith, bill of Soles 250/- from M/s Marqueria Don Bosco towards printing of a photo collage and framing it in a wooden and glass structure which was done on the occasion of 60th anniversary of India Lima Diplomatic relations.

2. If approved, we may pay Soles 250/- to M/s Marqueria Don Bosco from the adv & pub budget of the Mission.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
12.04.2024

No. LIM/PROP/868/1/2019
Embassy of India
Lima

Subject: Payment for satellite phone bills for Oct 2024.

Please find enclosed invoice No. 24101087902387 dated 11.11.2024 from M/s Station Satcom Pvt Ltd for the two satellite phones of the Embassy (Device / Sim No. - 898709923416981065 and 898709923416981066). As per the invoice we have to make payment of INR 8545.63/- to M/s Station Satcom Pvt Ltd for the satellite phone services for the month of Oct 2024.

2. If approved, we may make payment of INR 8545.63/- to M/s Station Satcom Pvt Ltd for the satellite phone services for Oct 2024 through SBI Rupee cheque.

Submitted for approval please.

Sarthak Mall
ASO (GA & ACCTS)
12.11.2024

HOC

No. LIM/PROP/868/1/2019
Embassy of India
Lima

Subject: Payment for satellite phone bills for March 2024.

Please find enclosed invoice No. 24031087904015 dated 12.04.2024 from M/s Station Satcom Pvt Ltd for the two satellite phones of the Embassy (Device / Sim No. - 898709923416981065 and 898709923416981066). As per the invoice we have to make a payment of INR 8434.95/- to M/s Station Satcom Pvt Ltd for the satellite phone services for the month of March 2024.

2. If approved, we may make a payment of INR 8435/- to M/s Station Satcom Pvt Ltd for the satellite phone services for the March 2024 through SBI Rupee cheque.

Submitted for approval please.

Sarthak Mall
ASO (GA & ACCTS)

FS & HOC

LIM/ADM/822/01/2019

Embassy of India

Lima

Diplomatic Bag No. 10/AF/2024 has been recently dispatched to MEA, Delhi. Services of M/s Acciona Forwarding Peru S.A., which happened to be the lowest quoter among the authorised agents in Lima Airport, were hired for dispatching the bag to India. The company has raised invoice for US\$ 506.90 (placed below), towards the cost of flight fare and handling fee. A additional amount of US\$51 has been levied more than the estimate, for additional volume of the bag. It is therefore requested that HOC may kindly approve payment of US\$ 506.90 to M/S Acciona Forwarding Peru S.A for the services rendered.

(Sarthak Mall)

ASO

19.11.2024

HOC

**Embassy of India
Lima
Challan**

No. 01 of 04/2024

S. No.	Letter / Ref No.	Name of receiver	Signature with date of receipt
1	No. LIM/831/1/2012 dt 09.04.2024	Ms Usha Subbiah, SS	

**Embassy of India
Lima**

Subject: Purchase of toners for office printers.

Placed below is an invoice from M/s Mesajil Hnos SAC for the purchase of toners. The current stock of toners as on date and their purchase requirements is tabulated below:

S. No	Toner name	Balance as on 10.04.2024	purchase required	Purchase being supplied	unit price in soles	total price
1	105 A Black	1	0	0		0
2	151 A Black	1	1	1	535.26	535.26
3	30 A Black	1	1	1	331.97	331.97
4	83 A Black	1	2	2	335.7	671.4
5	202 A Black	1	5	5	322.645	1613.225
6	202 A Yellow	3	0	0		0
7	202 A Magenta	2	0	0		0
8	202 A Cyan	2	0	0		0
9	206 A Black	0	6	6	317.05	1902.3
10	206 A Yellow	1	0	0		0
11	206 A Magenta	1	0	0		0
12	206 A Cyan	0	1	1	369.27	369.27
13	126 A Magenta	1	0	0		0
14	662 XL Black	1	1	1	126.82	126.82
15	662 XL Tricolor	2	0	0		0
16	664 XL Black	0	1	1	156.66	156.66
17	664 XL Tricolor	1	0	0		0
18	667 XL Black*	0	2	1	154.8	154.8
19	667 XL Tricolor*	0	2	1	149.2	149.2
20	26 A Black	0	4	4	615.45	2461.8
21	Sharp photocopier toner	1	0	0		0
		20		24	3414.825	8472.71
	Delivery fee				10	10
						8482.71

*required Qty not in stock. Will be purchased later.

2. The invoice includes delivery fee of 10 soles. If approved we may make a payment of Soles 8482.71-' to M/s Mesajil Hnos SAC and purchase the toners.

Submitted for approval please.

(Sarathak Mall)
ASO (GA & Accts)
10.04.2024

FS & HOC

FS & HOC

No. LIM/624/1/02
Embassy of India
Lima

Subject: Payment for the Spanish classes at the Embassy.

Ref Ministry's Sanction order No. Q/GA/624/5/84 dt 09.12.2023 regarding approval for Common language classes of Spanish for India based officers of the Embassy. The Ministry has approved the name of Mrs Galia Lilneria Velasco for the classes at a total cost of USD 2250/- for 90 hours (@USD 25-/ per one hour class).

2. Till date Mrs Galia has taken 20 hours of classes at the Embassy on dates 15/1, 17/1, 23/1, 24/1, 30/1, 3/2, 7/2, 15/2, 19/2, 21/2, 26/2, 28/2, 6/3, 11/3, 13/3, 18/3, 20/3, 1/4, 3/4, 9/4 (all dates of 2024). We may therefore make a payment of USD 25X20 = USD 500/- for the 20 classes to Mrs Galia.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
09.04.2024

FS & HOC

No. LIM/ADM/579/03/2019
Embassy of India
Lima

Subject: Completion of probation of Ms Lorena Luz Rey Evangelista.

Ms Lorena Luz Rey Evangelista has joined the Embassy of India as a Marketing Assistant w.e.f. 02.01.2024. As per the offer of appointment, she will be on 3 months' probation w.e.f. date of her joining the Mission. Ms Rey has completed three months service in this Mission on 03.04.2024.

2. If approved, it is proposed to clear her probation and grant her advance increments, if desired.

Submitted for approval.

(Sarthak Mall)
ASO (GA & Accts)
09.04.2024

FS & HOC

AMB

**Embassy of India
Lima - Peru**

The car broke down yesterday and it was not starting due to issue in its battery. It was sent to AutoZentrum Servicios Automotrices S.A.C for replacement of the battery. The battery change was long overdue. This battery was the one which came at the time of the new car purchase in Oct 2021.

2. Please find enclosed herewith, receipt of amount, Soles 985/- for replacement of staff car battery on 08.04.2024. The new battery is from Bosch brand and comes with one year warranty with 3 free checkups at 4 month interval. The payment was made by Mr Miguel, Staff car chauffeur of the Embassy. We may reimburse Soles 985/- to Mr Miguel.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
09.04.2024

FS & HOC

**Embassy of India
Lima - Peru**

Please find enclosed herewith, receipt of payment of amount, Soles 261.70/- for purchase of office stationery on 08.04.2024 from Tai Loy S.A. The payment was made by Mr Sarthak Mall, ASO. We may reimburses Soles 261.70/- to Mr Mall.

Submitted for approval for reimbursement please.

(Sarthak Mall)
ASO (GA & Accts)
09.04.2024

From: Indembassy Lima
To: Foreign New Delhi

Email Message

US (EG & IT) from HOC

1. This Mission requires to monitor live screens of the local staff

**Embassy of India
Lima - Peru**

Please find enclosed herewith, 2 bills of amount, Soles 700/- and Soles 630/- from M/s Gonzales Services Generales towards minor works carried out in the Chancery. Details are as under:

Painting of Drivers' Room near Garage, Cleaning of the room including sofa, Door stop replacement, installation of led light with a switch (labour and material)	700/- Soles
Preparation and installation of two doors in the almirah of drivers room near garage (labour and material)	630/- Soles
	Total = 1330/- Soles

2. If approved, we may pay Soles 1330/- to M/s Gonzales Services Generales from the Minor Civil & Electric Works head of the Mission.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
08.04.2024

FS & HOC

**Embassy of India
Lima - Peru**

Please find enclosed herewith, receipt of amount, Soles 734/- for purchase of car cleaning supplies (both flag and staff) on 08.04.2024. The payment was made by Mr Miguel, Staff car chauffeur of the Embassy. We may reimburse Soles 734/- to Mr Miguel.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
08.04.2024

FS & HOC

No. LIM/ADM/700/1/2024
Embassy of India
Lima – Peru

Subject: Empanelment of British International School.

Please refer to the queries received from the Ministry through email dated 05.04.2024 placed below.

2. As per records available with the Ministry, there are five schools on the panel of the Mission; (a) Colegio Franklin Delano Roosevelt, (b) Colegio Markham, (c) Colegio San Silvestre, (d) Colegio Particular La Paz, and (e) Colegio Americans Miraflores.

3. Ministry has therefore, requested the Mission to provide updates or last sanction order issued by the Mission iro all panel schools.

4. As per records available with this Mission, there has been no fee revision in the above 5 schools for the last 20 years except for Colegio Franklin Delano Roosevelt for which fee revisions have been done, last being done in July 2023. AO GA has telephonically advised the Mission to either depanel the schools which has not been for long time or Mission may seek revision of fees from the Ministry to keep them empanelled. As per Ministry's guidelines the fee revisions should be done every year irrespective of the enrolments in a school. In view of the foregoing, following course of action is proposed to the current panel of schools:

S. No.	Name of School	Course of action
1.	Colegio Franklin Delano Roosevelt	Enrolments from the Mission since 2018; Time to time fee has been revised; <u>We may retain the school on panel and revise fee in July 2024 as per its schedule accordingly.</u>
2.	Colegio Markham	No enrolments in the last 15 yrs. We may depanel the school.
3.	Colegio San Silvestre	One enrolment in 2018 without fee revision. We may depanel the school.
4.	Colegio Americans Miraflores	No enrolments in the last 15 yrs. We may depanel the school.
5.	Colegio Particular La Paz	No such school has been found. We may depanel the school.

5. Ministry has also sought clarification for 'Admission interview with the Psychologist' charges before the admission. It has been clarified by the school that Soles 160/- is charged for the 'Admission interview with the Psychologist' purpose and it's a onetime fee to assess the strengths and weaknesses of the child that need to be taken into account in the years to come. This is a part of the admission process and is mandatory. It is not repeated.

6. We may reply to Ministry by return email suitably on above lines.

Submitted for approval please.

Sarthak Mall
ASO (GA & Accts)
08.04.2024

FS & HOC

AMB

**Embassy of India
Lima**

08 April, 2024

OFFICE ORDER

In accordance with the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions' O.M. No. 12/4/2020-JCA dated 14th March 2024, it has been decided to observe 14th April 2024, Sunday as closed holiday on account of birthday of Dr. B. R. Ambedkar.

**(Ravi Arora)
First Secretary (HOC)**

Copy for information to:

- 1. All Missions/Posts abroad.**
- 2. GA Section/LAC Division, MEA, New Delhi.**
- 3. All officers/staff, EoI Lima.**

**Embassy of India
Lima - Peru**

Shri Sarthak Mall, ASO has submitted a bill of Soles 175.10/- from M/s Promart for purchase of electric bulbs for his house for reimbursement. His house consists of 3 bedrooms, 3 washrooms, one hall with dining area, and one kitchen with dining area, one laundry room and one storage room. He has submitted claim for purchase of 6 bulbs for the bedrooms (2 each) and 4 for the washrooms (2 each).

2. May kindly approved the above amount of Soles 175.10 towards reimbursement for purchase of bulbs to Sh Sarthak Mall.

(Sarthak Mall)
ASO (GA & Accts)
08.04.2024

FS & HOC

**Embassy of India
Lima - Peru**

Shri Sarthak Mall, ASO has submitted a bill of Soles 30/- from M/s Foto Roma for purchase of passport size photos required for submission of SSQ forms to the Ministry and for Peruvian Visa and immigration card.

2. May kindly approve the above amount of Soles 30/- towards reimbursement for purchase of passport size photos to Sh Sarthak Mall.

(Sarthak Mall)
ASO (GA & Accts)
08.04.2024

FS & HOC

df72bc4d1f7a4a719e8d633ac83ec048

Things to be entered in various Registers

- 1. TA**
- 2. Medical Claim**
- 3. RG**
- 4. Purchases of Equipments**
- 5. Purchase of cleaning material**
- 6. Purchase of stationery / issuance**
- 7. Purchase of toners / issuance**
- 8. Minor Works**
- 9. Pay bill**
- 10. VAT refund**
- 11. Cheque reissue/ Cancel**
- 12. Leaves of locals**

Address: Av. Salaverry 3006, San Isidro, Lima – 15076, Peru Tel: (51-1) 460-2289, Website: www.eoilima.gov.in, e-mail: socialsec.lima@mea.gov.in (Social Secretary to the Ambassador), hoc.lima@mea.gov.in (Head of Chancery), com1.lima@mea.gov.in (Commercial), cons.lima@mea.gov.in (Consular)

No. LIM/ADM/700/1/2024
Embassy of India
Lima – Peru

Subject: Empanelment of British International School.

Please refer to the queries received from the Ministry through email dated 05.04.2024 placed below.

2. As per records available with the Ministry, there are five schools on the panel of the Mission; (a) Colegio Franklin Delano Roosevelt, (b) Colegio Markham, (c) Colegio San Silvestre, (d) Colegio Particular La Paz, and (e) Colegio Americans Miraflores.
3. Ministry has therefore, requested the Mission to provide updates or last sanction order issued by the Mission iro all panel schools.
4. As per records available with this Mission, there has been no fee revision in the above 5 schools for the last 20 years except for Colegio Franklin Delano Roosevelt for which fee revisions have been done, last being done in July 2023. The revised fee order for Colegio Franklin Delano Roosevelt has already been shared to the Ministry.
5. Ministry has also sought clarification for ‘Admission interview with the Psychologist’ charges before the admission. It has been clarified by the school that Soles 160/- is charged for the ‘Admission interview with the Psychologist’ purpose and it’s a onetime fee to assess the strengths and weaknesses of the child that need to be taken into account in the years to come. This is a part of the admission process. It is not repeated.
6. We may reply to Ministry suitably on above lines.

Submitted for approval please.

Sarthak Mall
ASO (GA & Accts)
05.04.2024

FS & HOC

AMB

No. LIM/PROP/885/1/2024

Embassy of India

Lima

Subject: Purchase of vacuum cleaner for Chancery.

The vacuum cleaner of chancery was purchased in March 2018. It has become dysfunctional since 26.03.2024. A technician was called for its repair. The technician in its report submitted that is beyond repair as its motor and other internal parts have been damaged. The technical report is enclosed herewith.

2. As per PLCA the life of vacuum cleaner is 6 years, after that it can be replaced with the approval HOM. This vacuum cleaner has already been used for 6 years. As the vacuum cleaner was beyond repairs, a market survey was done for purchasing a new vacuum cleaner of same model. We have obtained 4 quotations for the same model of vacuum cleaner from the market that was in use i.e. KARCHER model NT 40/1. The quotations are:

	Supplier	01 Vacuum cleaner + 01 set of paper (felt) bags Total (tax included)
1	Representaciones Varsi	3,881.34
2	Testin Peru	3,958.27
3	Cahema	4,249.80
4	Mattech	4,371.56

3. As per the above quotations M/s Representaciones Varsi E.I.R.L. is L1. The purchase committee of the Embassy has recommended the purchase of the KARCHER model NT 40/1 vacuum cleaner from M/s Representaciones Varsi E.I.R.L. A certificate from the purchase committee is enclosed herewith.

4. If approved, we may purchase the vacuum cleaner from M/s Representaciones Varsi E.I.R.L at its quoted price.

Submitted please.

Sarthak Mall
ASO (GA & Accts)
03.04.2024

FS & HOC

AMB

LIM/PROP/881/1/2024
Embassy of India
Lima

CERTIFICATE FOR PURCHASE OF GOODS

(See Rule 155, GFR 2017)

Certified that we, the members of the purchase committee are jointly and individually satisfied that the (KARCHER model NT 40/1 Vacuum Cleaner), recommended for purchase is of the requisite specification and quality priced (S/ 3752.4 from M/S Representaciones Varsi E.I.R.L.) at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned.

Ravi Arora	Sarath Sankar	Sarthak Mall
FS	SS	ASO
26.8.24	26.8.24	26.8.24

No. LIM/CONS/415/1/2024

October ____, 2024

The Embassy of India in Lima presents its compliments to the Embassy of the United States of America in Lima and has the honor to state that Ms. JAHANA VI SINGH, wife of Mr Sarthak Mall, ASO in this Embassy, intends to visit CHICAGO for about one week tentatively in December, 2024. Necessary details in this regard are as follows:-

Name: JAHANA VI SINGH

Official passport number: O1600740 (date of issue:10.10.2024 & expiry: 09.10.2030)

Date of birth: 15/09/1997

Position in Embassy: Assistant Section Officer

Place of visit: Chicago

Travel date: tentatively in December 2024

Name of accompanying dependent: Travelling alone.

Visa application (DS 160) acknowledgement No. AA00D5IRRP is attached herewith.

The Embassy has the honor to request that Ms. JAHANA VI SINGH may kindly be issued suitable B1/B2 visa. In this regard it is requested that an early date for Visa interview / biometrics date may kindly be provided.

The Embassy of India avails itself of this opportunity to renew to the US Embassy in Peru the assurances of its highest consideration.

Lima, October 16, 2024

The U.S. Embassy in Peru
Lima

**Embassy of India
Lima - Peru**

Please find enclosed herewith, receipt of amount, Soles 454.90 for the payment made to Promart Salaverry towards purchase of office cleaning supplies on 25.06.2024. The payment was made by Mr Italo, Marketing Assistant of the Embassy. We may reimburse Soles 454.90 to Mr Italo.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
26.06.2024

FS & HOC

**Embassy of India
Lima - Peru**

Please find enclosed herewith invoice of Soles 258.00 from Ms Edgar Servicios Genrales, for payment towards installation of curtain roads and hanging of some pictures in the representational area of the apartment of Mr Ravi Arora, FS.

May please approve the payment of above amount to Ms Edgar for the said work.

**(Sarthak Mall)
ASO (GA & Accts)
04.04.2024**

FS & HOC

**Embassy of India
Lima - Peru**

Please find enclosed herewith invoice of Soles 258.00 from Ms Edgar Servicios Genrales, for payment towards installation of curtain roads and hanging of some pictures in the representational area of the apartment of Mr Ravi Arora, FS.

May please approve the payment of above amount to Ms Edgar for the said work.

**(Sarthak Mall)
ASO (GA & Accts)
04.04.2024**

FS & HOC

**Embassy of India
Lima - Peru**

Please find enclosed herewith invoice of USD 600 for purchase of two real TV boxes one each of USD 300, one for chancery and one for Embassy residence. The TV boxes have been purchased from M/s Dha Art Mineral Peru SAC who has imported it from USA.

2. May please approve payment of USD 600 (= USD 300 X2) to the M/s Dha Art Mineral Peru SAC for the said purchase.

Submitted please.

(Sarthak Mall)
ASO (GA & Accts)
04.04.2024

FS & HOC

**Embassy of India
Lima - Peru**

Please find enclosed herewith invoice of Soles 180 for purchase of self inking stamp of payment.

May please approve for payment of 180 soles.

(Sarthak Mall)
ASO (GA & Accts)
04.04.2024

FS & HOC

Embassy of India, Lima
Peru
No. LIM/ADM/661/2/2022

Subject: Intervening period regularization on Mid Term Home Leave in r/o Shri Sarath Sankar, SS, E/I Lima.

Shri Sarath Sankar, SS, has availed Mid Term Home Leave w.e.f. 19.02.2024 to 27.03.2024. Placed below is a draft intervening period regularization order in connection with the aforementioned leave for approval / signatures.

Sarthak Mall
ASO

FS & HOC

No. LIM/ADM/700/1/2024
Embassy of India
Lima – Peru

Subject: Empanelment of British International School.

The current empanelled school Colegio Franklin Delano Roosevelt, enrolls children from age 5. It is required to empanel a school enrolling children from age 3 to cater the needs of son of Shri Sarthak Mall, ASO in this Mission.

2. Duly filled proforma for empanelment of British International School in the Mission's panel is placed below for the approval of HOM before sending it to Ministry's approval for empanelment.
3. Schools fee prospectus is enclosed herewith for reference.

Submitted for kind consideration and approval please.

Sarthak Mall
ASO (GA & Accts)
01.04.2024

FS (HOC)

AMB

Ministry of External Affairs, India

APPENDIX-I

PROFORMA

(For Empanelment of Schools)

1. Name of Mission/Post : **LIMA**
2. Name of existing schools on the Panel : **Colegio Franklin Delano Roosevelt (FDR)**
3. Details of fees of existing schools on the panel: **Please refer to the enclosed officer order in this regard.**
4. Number and date of order sanctioning existing fees: **LIM/700/1/2018 dated 09.06.2023.**
5. Name of new school proposed to be empanelled: **British International School**
6. System of education/pattern followed by proposed school and medium of instruction: **Cambridge , English.**
7. Name of educational authority recognizing the school/course & nomenclature of school finishing exam: **Peruvian Ministry of Education, Cambridge International.**
8. Details of fees charged by proposed school:

	Early Years: 3 to 4 years old	Lower School		Middle School	
		Foundation years – 5 years old	1 st grade to 5 th grade	6 th grade – stage 7	Stage 8
Entry Fee*	USD 2250	USD 2250	USD 2250	USD 2250	USD 2250
Matricula Fee**	PEN1250	PEN 1300	PEN 1500	PEN 1500	PEN 1500
Monthly Fee***	PEN 1250	PEN 1300	PEN 1500	PEN 1500	PEN 1500
Admission interview with Psychologist Fee****	PEN 160	PEN 160	PEN 160	PEN 160	PEN 160

*entry fee = admission fee

** matricula fee = registration fee

*** total 10 monthly fees

****one time mandatory fee

9. Comparative statement of fees of panel Schools and proposed schools to be attached as annexure – enclosed herewith.
10. Does School fee include any other charges; like lunch, books & stationery, transportation, field trip etc. – **NO** .

11. If the answer to Sl. No. 10 is yes, such charges may be indicated and if no, a certificate from the school stating that the school fee does not include any inadmissible item is to be enclosed.
– **May please refer para 3 of the school prospectus and fee.**
12. Duration and number of terms of proposed School: **5 years; 2024-2029**
13. Duration of session of proposed School: **March to December**
14. Latest fee schedule and prospectus of the proposed School – **Enclosed herewith.**
15. Justification for empanelment of proposed school:
 - a. Child enrolment from 3 years age. The Current panel school enrolls children from age 5 years.
 - b. English medium
 - c. School is just besides the Chancery; it will save travel time. The Current panel school FDR is around 15 kms from the residences. The city has very high traffic.
16. Whether HOM/HOP's approval has been obtained: **YES**

Embassy of India
Lima – Peru

Subject: Permission to apply for US Visitor Visa on official passport.

I, undersigned, joined E/I Lima on 27.02.2024. I reached Lima on 26.02.2024 with myself only, leaving my family behind in my hometown-Lucknow. I intend to go to India in the coming months to bring my family to Lima. While going to India, I intend to travel via Chicago (USA) – Delhi -Lucknow. I intend to visit the family of my sister-in-law in Chicago enroute India. For this, I need US Visitor Visa and Ex-India leave permission from HOM.

2. In view of the foregoing, kind approval of HOM is requested for:
 - a) applying for US Visitor Visa on official passport.
 - b) Issuing a note-verbale to US Embassy in Lima to facilitate the Visa.
3. Separate permission for Ex-India leave prior to travel will be sought from HOM.

Submitted for kind consideration and approval please.

Sarthak Mall
ASO (GA & Accts)
01.04.2024

FS (Cons)

AMB

Embassy of India, Lima
Peru
No. LIM/ADM/661/2/2022

April 01, 2024

OFFICE ORDER

On proceeding to India on Mid-term Home Leave, Shri Sarath Sankar, Second Secretary in the Embassy of India, Lima relinquished the charge on 16.02.2024(A/N). On return from the leave, he assumed the charge of the post of Second Secretary in the Embassy of India, Lima on 01.04.2024 (F/N).

2. The intervening period is regularized as under:

16.02.2024 (A/N)	Relinquished charge in E/I Lima
16-18.02.2024	Travel time from Lima to Kochi
18.02.2024	Arrival in Kochi
19.02.2024 to 27.03.2024	EL availed in India (37 days)
28-29.03.2024	Closed holidays
30.03.2024	Travel time from Kochi to Lima
30.03.2024 (A/N)	Arrival in Lima
31.03.2024	Closed holiday
01.04.2024 (F/N)	Assumed charge in E/I Lima

3. It is certified that Shri Sarath Sankar would have continued to hold the post of Second Secretary in the Embassy of India, Lima, had he not proceeded on Home Leave. It is also certified that no family member of Shri Sankar was left behind in Lima during his absence on the Mid-term Home Leave. The complement of servants was maintained during the period of leave.

(Ravi Arora)
Head of Chancery

Copy to:

- 7) Director of Audit, Indian Accounts, Embassy of India, Washington.
- 8) The Chief Controller of Accounts, MEA, New Delhi.
- 9) PA-II / US (Cash) Sections, MEA, New Delhi.
- 10) Entitlement Section – for issuing the intervening period pay slip of the Officer.
- 11) Shri Sarath Sankar, SS, E/I Lima
- 12) Personal File.

**Embassy of India
Lima - Peru**

The sink faucet of the kitchen of the chancery was not working properly. It could not stop water from coming out even after turning it off. It has to be replaced immediately to avoid water loss.

2. Placed below is the bill of amount 200 Soles from “Quispe Araujo Edgar” services for repair of the kitchen sink faucet. If approved, we may pay an amount of Soles 200 to “Quispe Araujo Edgar” services for the above work via bank transfer.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
25.03.2024

FS & HOC

**Embassy of India
Lima - Peru**

The following are place below for approval for reimbursement:

- 10. Pots and plants for India House – Soles 78
- 11. Taxi charges for purchase of the pots – Soles 12
- 12. Taxi charges for Mr Lenin to purchase of flower for Serpost event on
14.03.2024 – Soles 12

Total = Soles 127

If approved, we may an reimburse the above amount by bank transfer.

(Sarthak Mall)
ASO (GA & Accts)
25.03.2024

FS & HOC

**Embassy of India
Lima - Peru**

The sink waste pipe of Embassy's ladies washroom was choked and poorly damaged due to rusting after its long usage. Also, the sink water tap was broken and not working properly. It has to be replaced immediately to avoid any inconvenience to the personnel of the Embassy.

2. Placed below is the bill from "Quispe Araujo Edgar" services for repair of the ladies washroom on 21.03.2024. The bill includes an amount of Soles 390 for spare parts and Soles 50 for labor. If approved, we may pay an amount of Soles 440 to "Quispe Araujo Edgar" services for the above work via bank transfer.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
21.03.2024

FS & HOC

**Embassy of India
Lima - Peru**

The following items of stationary were purchased yesterday:

S. No.	Items	Price (Soles)
1.	Set of 6 black and 6 red whiteboard markers and 2 dusters	55.60
2.	2 self inking DDO stamp (without name)	130
	Total	185.60

2. The above items were purchase by Mr Luis, Embassy's messenger on the advice of the administration. If approved, we may reimburse Soles185.60 to Mr Luis via bank transfer for purchase of above items.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
21.03.2024

FS & HOC

Dear Sid,

Hope you are doing well and have found your life partner!

Please deposit these two cheques in my canara bank ac.

Will send you back account details on whatsapp.

Your buddy,

Sarthak

Dear Madam,

Please refer to my visiting the school yesterday. Kindly refer to the fee prospectus 2024 shared by you in the email. We need some additional information before processing the case for school empanelment by our Mission:

1. What is a matricula fee? Is it mandatory for all students? Is it to be paid every year?
2. What is the component **“Admission interview with the psychologist”**? Is it a mandatory fee for all students? If yes, what is the amount charged for it? Is it onetime payment ?
3. Some of the fee component includes English support during the academic year. What is this fee about? Is it mandatory for all students? What is the amount being charged for this?
4. What is the name of educational authority recognizing the school?
5. What is the education system / pattern followed?

**Embassy of India
Lima**

Salary in r/o Shri Sarthak Mall for Feb 26 to Feb 29, 2024 may be calculated as follows

Date of arrival in Lima: 26.02.2024
SRE for 2023-24 = 1 USD = 82.89 INR

Basic pay for 4 days = $53600 \times 4 / 29 = 7393$ Rs
FA for 29 days = $(3105 \times 82.89) = 257373.45$ Rs
FA for 4 days = 35500 Rs

Total Salary for 4 days from 26 to 29 Feb in Rs = 42893
Total Salary for 4 days from 26 to 29 Feb in USD = 517.47

If approved, we may pay USD 517.47 to Shri Mall as salary from Feb 26 to Feb 29, 2024

(Sarthak Mall)
ASO (GA & Accts)
21.03.2024

FS & HOC

**Embassy of India
Lima - Peru**

The lights in two washroom's – one of the bedroom and one of the guest room were non functional. The fittings of the light have also come off from the ceilings and walls due to long usage. The lights were replaced at a cost of Soles 268.51 for the raw materials and Soles 220 for labor with a total amounting to 488.51. The work was done by the company Gonzales Services Generales.

2. If approved, we may pay an amount of Soles 488.51 to Gonzales Services Generales through bank transfer.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
20.03.2024

FS & HOC

Amb

**Embassy of India
Lima**

Placed below is a medical bill in r/o Ms Jahanavi Singh, spouse of Shri Sarthak Mall, ASO for reimbursement. Details are as under:

One Consultation on 03.05.2024	– 400 Soles
Medicines	– 1817.10 Soles
Total	– 2217.10 Soles

2. The consultation was taken by Mission's panel doctor and the medicine were purchase on the advice of the doctor. If approved, we may reimburse an amount of 2217.10 Soles to Shri Mall via bank transfer.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
07.05.2024

FS & HOC

**Embassy of India
Lima**

Placed below is a medical bill in r/o Sarath Sankar, SS for reimbursement. Details are as under:

One Consultation on 06.05.2024	– 400 Soles
Medicine	- 145.50 Soles
Total	– 545.50 Soles

2. The treatment was taken on the advice of a panel doctor. We may reimburse an amount of 545.50 Soles to Shri Sankar for the said treatment.

Submitted for approval please.

(Sarthak Mall)
ASO (GA & Accts)
10.05.2024

FS & HOC

No. LIM/432/1/2024
Embassy of India
Lima - Peru

Vide noting on pre-page, Ambassador has approved a payment of Bs. 790 from the ICWF to the office of Honorary CG in Bolivia towards reimbursement for providing financial support to Mr RippuYadav, who was stranded in Bolivia.

2. It is submitted that we do not have a Boliviano A/c and also we do not have official rate of exchange for Boliviano currency which is required for making of ICWF payment voucher.

3. It is therefore proposed that we may reimburse an amount equivalent to **114.32 USD** (at current market conversion rate: 1 USD = 6.91Bs) to the office of Honorary CG in Bolivia from our ICWF A/c.

Submitted for approval please.

Sarthak Mall
ASO (GA & Accts)
20.03.2024

FS (Cons) & HOC

AMB

**Embassy of India
Lima**

Placed below is due and drawn for the salary of Shri Sarthak Mall, ASO. Shri Mall was relieved from MEA w.e.f. 15.02.2024 (A/N) and travelled for Lima on 26.02.2024. He reached Lima on 26.02.2024 and joined E/I Lima on 27.02.2024 (F/N).

2. If approve we may pay Shri Sarthak Mall's salary for the MEA period 1-15 Feb, 2024, and intervening period from 16 – 25 Feb, 2024 as per the calculation sheets placed below.

(Sarthak Mall)
ASO (GA & Accts)
19.03.2024

FS & HOC

Drawing and Disbursing Officer
Embassy of India
Lima – Peru

No. LIM/ADM/551/14/2019
Embassy of India
Lima

20 March, 2024

OFFICE ORDER

It has been observed that consumption of colour toners / cartridges has recently gone up substantially. We need to economize on this by printing in colour only when absolutely necessary for functional reasons. All colleagues are, therefore, requested to set their printers in default black and white printing mode accordingly.

(Ravi Arora)
FS & HOC

Copy to:

- 1. Ambassador – for kind information**
- 2. All locally recruited staff members**

Embassy of India
Lima

STATIONERY REQUISITION PROFORMA

The following items of stationery may kindly be provided to the undersigned:

S. No.	Items	Quantity required	Quantity Issued

Signature: _____

Name of the Official / Officer:

Date:

Approval of the Reporting Officer for issuing the above-mentioned items of stationery.

Signature: _____

Name of the Reporting Officer:

Date:

ASO (GA & Accts)

Annexure – I

S. No.	Designation	Sanctioned Strength	Pay Scale (Amount in INR)
1.	Ambassador	1	144200 - 218200
2.	First Secretary (Sr. PPS)	1	78800 - 209200
3.	Second Secretary	1	67700 - 208700
4.	Second Secretary (PPS)	1	67700 - 208700
5.	Assistant Section Officer	1	44900-142400

Embassy of India
Lima

Subject: Visit of Shri Naveen Singhvi, Principal Director to participate in International Organizations of Supreme Audit Institution (INTOSAI) Task Force meeting held in Lima, Peru.

Ref O/o CAG Financial Sanction No. 509-GE-I/IR5624/48-2021/Vol-IV/09 dated 07.02.2024 on the subject mentioned above.

2. Shri Singhvi will arrive in Lima on 12.03.2024 at 2000 hrs and will depart from Lima on 17.03.2024 at 2010 hrs. As per the Sanction referred above, the date of the official visit is from 13.03.2024 to 15.03.2024. The officer will check-in hotel on 12.03.2024 and check-out on 16.03.2024 (check-out time 1200 hrs). We may calculate DA admissible to the officer as under:

Duration	Rate (USD)
12.03.2024 2000 hrs to 13.03.2024 2000 hrs	125
13.03.2024 2000 hrs to 14.03.2024 2000 hrs	125
14.03.2024 2000 hrs to 15.03.2024 2000 hrs	125
15.03.2024 2000 hrs to 16.03.2024 1200 hrs	125
Total	500
Total payable after deducting 10 % for breakfast charges	450

3. If approved, we may withdraw DA of USD450/- in cash from our bank USD account by debiting appropriate head (as provided in the aforementioned Sanction) and hand over to Shri Singhvi on his arrival in Lima.

Sarthak Mall
ASO
11.03.2024

FS & HOC

Embassy of India
Lima

Subject: Request for postpaid mobile connection for official use.

The undersigned official joined the EoI/ Lima w.e.f. 27.02.2024 (F/N). The official is handling Cipher and Protocol related works in the Mission which requires substantial liaising beyond office hours. For this, the official needs a mobile connection for liaising associated with these works. The official is not availing any landline telephone connection at his residence. It is requested that, a cheap postpaid mobile connection (without mobile handset/device) may be provide to the undersigned by the Chancery. The monthly rental of the connection may also be reimbursed by the Chancery under appropriate head.

Sarthak Mall
ASO
11.03.2024

FS & HOC

Placed below is a medical claim in respect of Shri Sarthak Mall, ASO. An amount of Soles 400/- may be approved for reimbursement to the official.

Sarthak Mall

FS & HOC

Embassy of India
Lima

Subject: Settlement of TA bill on transfer from MEA Hqrs to Lima.

Placed below is a TA bill for transfer from MEA HQ New Delhi to Lima, in respect of Shri Sarthak Mall, ASO for settlement and reimbursement. The amount due to the official may be calculated as follows:

S. No.	Particulars	Amount Claimed	Amount admissible
1.	Tickets from Delhi to Lima with 1 pc baggage (23 Kgs)	Nil – Tickets provided by MEA HQs	N.A (original boarding passes and baggage tags attached)
2.	Accompanied baggage charges for 1 pc (23 Kgs)	Nil – included in the ticket	N.A.
3.	Accompanied baggage charges for 2 pc (2*23 Kgs)	Rs.19,928/-	Rs.19928/- (receipts attached)
4.	90 % of unaccompanied baggage charges	NIL – Paid from TA advance of 90% (Rs.520,273)	N.A (receipts attached)
5.	10 % of unaccompanied baggage charges	Rs.57,808/-	Rs.57,808/- (receipts attached)
6.	Charges for transportation of 1200 Kgs of personal effects from Ghaziabad to hometown Lucknow	Rs.31,360/-	Rs.31,360/- (receipts attached) Distance – 530 Kms, Rate – Rs.62.5 per Km 530 X 62.5 = Rs.33,125/-
7.	Total amount admissible		Rs.1,09,096/-

2. If approved, an amount of Rs. 1,09,096/- may be reimbursed to Shri Sarthak Mall and the his transfer TA claim may be settled.

Sarthak Mall
ASO (GA & Accts)

FS & HOC

This is a standalone computer. Please do not connect it to internet.
Please do not insert any USB storage devices.

Esta es una computadora independiente. Por favor, no lo conecte a Internet.
No inserte ningún dispositivo de almacenamiento USB.

USD A/c Chancery -----200-3000157403
Soles A/c Chancery ----200-3000157390
USD A/c ICWF -----200-3000688450
BCP Bolivia USD A/c----201-51041095-2-43

Embassy of India
Lima

Ref attached note from Comm. Wing dated 13.11.2024 regarding payment of Soles 2360 to Ms Acelga Producciones for Architect services and attached note dated 14.11.2024 regarding payment of 50% amount (= Soles 11210/-) to the same vendor towards rising 20 stalls for the Namaste Peru Fair.

2. When the invoice was received for the payment towards the Architect service, it was observed that the quotation was only of 2006 soles but inadvertently we have paid Soles 2360 to Acelga Producciones for Architect services.

3. In view of the above, if approved, we may deduct the extra 354 soles paid to the Acelga Producciones from the balance payment to be paid i.e. from the 50% balance payment towards raising the 20 stalls. Accordingly, one payment vr of Soles 11210 may be paid from the Market Expansion Activities and one receipt vr of 354 Soles may be made from the Publicity head for recovering the excess payment. Therefore, actual bank transfer will be made for Soles 11210 – Soles 354 = Soles 10856.

Submitted for approval please.

Sarthak Mall
ASO (Accts)
25.11.2024

HOC