



भारत का राजदूतावास  
**EMBASSY OF INDIA**  
Tallinn (ताल्लिन)  
Estonia (एस्टोनिया)

No-24/11/09

November 26, 2024

The Embassy of India in Tallinn presents its compliments to the Ministry of Foreign Affairs of the Republic of Estonia and has the honour to inform that the Embassy has six(06) local staff members. The Embassy has been making the all mandatory contributions(social security, unemployment insurance and pension) from their salary.

The Embassy has the honour to request the esteemed ministry to kindly provide information about benefits available to local employees on the points as per Annexure attached. This will help the Embassy to answer queries from local employees.

The Embassy of India in Tallinn avails itself of this opportunity to renew to the Ministry of Foreign Affairs of the Republic of Estonia the assurances of its highest consideration.

**Ministry of Foreign Affairs  
Government of the Republic of Estonia  
Tallinn.**



## **Annexure**

- (I) Does the employee have to work for a minimum period with the Embassy to be eligible for pension etc. and in case of resignation by an employee, are they eligible for payment of terminal benefits such as pension etc.
- (II) Is the employee eligible for severance pay from the employer. If yes, how is the amount calculated
- (III) After resignation, is the employee paid unemployment allowance by the Estonian Government. If yes, what is the duration for which this amount is paid and what is the quantum of the amount.
- (IV) In case of death of an employee, what are the terminal benefits available to their family members.
- (V) At the time of retirement, does the pension amount vary depending on the gross pay of the employee at the time or is the pension only based on the contribution deducted towards pension from the salary of the employee.
- (VI) If employee changes his job, will this effect his/her funds/pension in any way. Will his/her contributions be transferred or are they forfeited.
- (VII) How can the employees check their entitlements as per local labour laws.