

**Embassy of India****Beirut**

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**Work Allocation/Function/Duty of Officers and Officials**

Sr. No.	Name and Designation	Date of Joining	Work allocation/Function/Duty
1	Dr. Suhel Ajaz Khan, Ambassador	21/06/2019	Overall Supervision of the following sections of the Mission: (I) Political, (ii) Commerce, (iii) Culture, (iv) Consular & Community Affairs, (v) Press/ Media & Information, and (vi) Administration, Establishment & Accounts
2	Sh. Sandeep Grover, Second Secretary (HOC)	21/07/2021	Work as Head of Chancery (HOC), Electoral Nodal Officer, First Appellate Authority (FAA) of RTI matters, Incharge of Political, Culture, Press/Media & Information, Administration, Establishment and Accounts.  Supervision of all administrative, financial management, cultural activities of Annual Action Plan, Quick Impact Projects (QIP) etc.
3	Sh. Ajay Kumar, Second Secretary (Consular & Commerce)	30.09.2022	Incharge of Consular and Commerce Section. Supervision of all Consular matters like Passport, Visa, OCI Cards, other Indian Community Welfare, grievance redressal of Indian Community on MADAD portal.  Supervision of Commerce related matters, trade, investment promotion. Liaison with Ministry of Commerce and Industry, various Chambers of Commerce, Trade bodies in Lebanon and promotion of Indian Technical and Economic Cooperation Programme (ITEC).
4	Sh. Santanu Kumar Singh, Third Secretary (Language Trainee)	26/08/2021	To assist HOC in political and culture matters.
5	Sh. Hemant Gautam, Attache(Commerce, Press & Information)	03/02/2021	PS to Ambassador, Handling of Commerce related work, reports and events, Handling of Press and Information related matters.
6	Sh. Gopal Prasad, Attache(Administration & Culture)/DDO	26/08/2021	Supervision of General Administration and Property Section work. Also to work as DDO. Handling all Cultural activities, correspondance with Indian Council of Cultural Relations (ICCR) or any other work assigned from time to time. Handling of RTI as CPIO and CIC portals.
7	Sh. Ritesh Kumar,	24/12/2018	Handling of Mission's Accounts and ITEC files.

	Attache(Accounts, General Administration & ITEC)		
8	Sh. Anil Kumar, Attache(Political) and PS to Ambassador	02/09/2021	PS to Ambassador and assisting HOC in political work.
9	Sh. Samir Kumar Khawas, Assistant Section Officer (Consular)	09/08/2021	Handling of VISA and OCI matters and Indian Community Welfare Fund (ICWF).
10	Smt. Sushma Chawla, PA to Second Secretary (Consular)	02/04/2019	Handling of Passport related matters and attestation of various documents.
11	Sh. Jitendra Kumar, Senior Secretariate Assistant (Establishment)	03/02/2021	Handling all establishment and property related matters. Maintenance of Guard File.
12	Sh. Ajith R. Nair, Security Assistant	06/10/2022	Discharging Security Duties.
13	Sh. Nagina Kumar, Security Assistant	06/06/2019	Discharging Security Duties.
14	Ms. Samar Zinati, Press, Information & Culture Assistant/French Translator (Local)	01/04/2013	To liaison with Lebanese Media, academics and tourism Ministries. Translation work of French or any other jobs assigned from the competent authority from time to time.
15	Ms. Rana Zeitouni, Marketing/Commerce Assistant (Local)	15/02/2016	To liaison with Lebanese Ministry of Commerce, Trade and Investment, Organize business meetings and seminar for market expansion or any other jobs assigned from the competent authority from time to time.
16	Ms. Nariman Yamout, Social Secretary/Administrative Assistant/Arabic Translator (Local)	08/03/2016	To liaison with Lebanese Foreign Office and other Ministries of Lebanon, sending communication to Ministries in Arabic after translation and or any other jobs assigned from the competent authority from time to time.
17	Ms. Nada Nouredine, Consular Assistant (Local)	29/09/2011	To handle the welfare of Indian community work with constant liaison with relevant local authorities and visits to employers, visit to detention centres, jails etc. or any other jobs assigned from the competent authority from time to time.
18	Ms. Baria Al Khatib, Clerk (Consular) (Local)	12/12/1990	Providing assistance to all clerical work in Consular Section or any other jobs assigned from the competent authority from time to time.
19	Ms. Zeinab Hammoud, Consular Clerk/ Administrative Assistant (Local)	08/01/2018	Providing assistance in general administrative work, property maintenance work, calling of quotations, processing of telephone, mobile and rent payment of hired accommodation, or any other jobs assigned from the competent authority

			from time to time.
20	Ms. Aya Hani Hourani (Local)	02/02/2022	Receptionist and Telephone Operator
21	Mr. Abed Mukaddam, Chauffeur (Local)	24/02/2003	Driver of Staff Car D235-2
22	Mr. Hassan Ghazi Osman, Chauffeur (Local)	23/01/2012	Driver of Flag Car D235-1
23	Mr. Davinder Singh, Cleaner (Local)	16/01/2002	General cleaning, upkeep and maintenance of Chancery and Consular Building.  Driver of Office Scooter D235-6 for delivering of letters/dak to various local agencies/Ministries or any other jobs assigned from the competent authority from time to time.
24	Mr. Hardeep Singh, Messenger (Local)	09/05/2019	General cleaning of Chancery and Consular Building or any other jobs assigned from the competent authority from time to time.
25	Mr. Lovely Kumar, Messenger (Local)	01/08/2017	General cleaning of Chancery and Consular Building or any other jobs assigned from the competent authority from time to time.

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