

Embassy of India**Beirut**

Work Allocation/Function/Duty of Officers and Officials

Sr. No.	Name and Designation	Date of Joining	Work allocation/Function/Duty
1	Md. Noor Rahman Sheikh, Ambassador	02.08.2023	Head of Mission
2	Sh. Biju Joseph, Second Secretary/Head of Chancery (HOC)	09/08/2024	Incharge of the Culture related matters, Administration, Establishment & Accounts Work as Head of Chancery (HOC), Electoral Nodal Officer, First Appellate Authority (FAA) of RTI matters, Chief Security Officer and Chief Cyber Security Officer.
3	Sh. Ajay Kumar, Second Secretary (Consular, Commerce & ITEC)	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. All Commerce related matters, trade, investment promotion and ITEC. Liaison with Ministry of Commerce and Industry, various Chambers of Commerce, Trade bodies in Lebanon.
4	Sh. Abhay Kumar Toppo, Second Secretary (Political, ITEC, Press & Information)/PPS	22.03.2024	All work related to political matters, Press and Information.
5	Sh. Gopal Prasad, Attache(Administration & Culture)/DDO	26/08/2021	All work related to General Administration and Property Section. Handling all Cultural activities, correspondence with Indian Council of Cultural Relations (ICCR) or any other work assigned from time to time. Handling of RTI as CPIO and CIC portals.
6	Sh. Anil Kumar, Attache(Political)/PS	02/09/2021	All work related to HOM's office and other political work.
7	Sh. Prince Agarwal, Attache(Accounts, General Administration & ITEC, P&I)	04.10.2023	Booking of air tickets, booking of hotel, empannelment of packers etc and ITEC files. Also, work as DDO.
8	Sh. Samir Kumar Khawas, Assistant Section Officer (Visa & Commerce)	09/08/2021	Handling of VISA and OCI matters and Indian Community Welfare Fund (ICWF) and commerce related work.
9	Sh. Pankaj Mota, ASO (Passport & Consular)	19/06/2023	Handling of Passport related matters and attestation of various documents.

10	Sh. Rajesh Singh, Assistant Section Officer (ASO)		Handling of Mission's Accounts, Bank, Budget, TA Bill, Medical Bill, Salary Bill, No Demand Certificates.
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. Anoop K., Security Assistant	05/12/2022	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 Noureddine, 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 (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	Mr. Sulieman Taljeh, Consular Clerk (Local)	15/05/2024	Providing assistance in preparation of accounts cash book, or any other jobs assigned from the competent authority from time to time. Preparation of Diplomatic Id Cards, IKAMA etc.
20	Ms. Aya Hani Hourani Receptionist (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.
23	Mr. Hadi Khalil Jaber, Messenger (Local)	15/02/2023	General cleaning of Chancery and Consular Building or any other jobs assigned from the competent authority from time to time.
24	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.
