

**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	09.08.2024	Supervision of Administration, Culture, QIPs, Establishment & Accounts Head of Chancery (HOC), Electoral Nodal Officer, First Appellate Authority (FAA) on RTI matters, Chief Security Officer and Chief Cyber Security Officer.
3.	Sh. Abhay Kumar Toppo, Second Secretary/ PS to Ambassador	22.03.2024	All work related to political matters, Press and Information.
4.	Sh. Ajay Kumar, Second Secretary	30.09.2022	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.
5.	Sh. Radhey Shyam, Attache	13.09.2024	All work related to General Administration and Establishment. Handling all Cultural activities, correspondence with Indian Council of Cultural Relations (ICCR). Handling of RTI as CPIO and uploading the report related to RTI in the CIC portals.
6.	Sh. Anil Kumar, Attache/PS	02.09.2021	PS to Ambassador and all matter related to political.
7.	Sh. Prince Agarwal, Attache	04.10.2023	DDO, GA, ITEC, P&I and Commerce
8.	Sh. Pankaj Mota, Assistant Consular Officer	19.06.2023	Handling of Passport related matters and attestation of documents.
9.	Sh. Sumit Kumar Singhal, Assistant Section Officer	07.02.2025	Handling of VISA and OCI matters. Indian Community Welfare Fund (ICWF) and commerce related matter.

10.	Sh. Rajesh Singh, Assistant Section Officer	03.05.2024	Handling of Mission's Accounts.
11.	Sh. Jitendra Kumar, Senior Secretariat Assistant	03.02.2021	Handling all establishment and property related matters.
12.	Sh. Ajith R. Nair, India Based Security Assistant	06.10.2022	Security Duties.
13.	Sh. Anoop K., India Based Security Assistant	05.12.2022	Security Duties.
14.	Ms. Samar Zinati, French Translator (Local)	01.04.2013	Social Secretary to Ambassador
15.	Ms. Nada Noureddine, Consular Assistant (Local)	29.09.2011	Commerce and ITEC Assistant
16.	Ms. Aya Hani Hourani Receptionist (Local)	02.02.2022	Administrative Clerk
17.	Mr. Sulieman Taljeh, Clerk (Local)	15.05.2024	Receptionist and Administrative clerk
18.	Mr. Houssam Baalbaki, Clerk (Local)	16.10.2024	Consular Clerk
19.	Mr. Abed Mukaddam, Chauffeur (Local)	24.02.2003	Driver of Staff Car D235-2
20.	Mr. Hassan Ghazi Osman, Chauffeur (Local)	23.01.2012	Driver of Flag Car D235-1
21.	Mr. Lovely Kumar, Messenger (Local)	01.08.2017	Messenger
22.	Mr. Hadi Khalil Jaber, Messenger (Local)	15.02.2023	Messenger
23.	Mr. Rajesh Shaikh, Cleaner (Local)	27.11.2024	Cleaning work
