

## Embassy of India

Oslo

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### Office Order

#### Subject: Distribution of Work among India-based Officers & Staff

In supersession of earlier Office Orders, the following will be the distribution of work among India-based Officers and Staff in the Mission with immediate effect.

1. **Ambassador's Office:**  
Ms. Priyanka, PA to Ambassador
  - IT related issues  
Ms. Tara Arora, PA to Ambassador
  - Community Affairs
2. **Shri V.Venkataraman, Minister (Pol & Eco) & HOC**
  - Overall coordination of the work relating to all the Wings
  - Political, Economic and Commerce
  - Defence collaboration
  - S&T collaboration
  - Administration
  - Chief Security Officer (CSO)
  - RTI Appellate Authority
3. **Shri S. Magesh Kumar, Second Secretary (Cons.)**
  - Passport,
  - Visa
  - Consular and OCI/PIO
  - ICWF
4. **Shri Harbhajan Singh, Second Secretary (PPS)**
  - Minister(HOC)'s office
  - Cyber Security
  - RTI related matters, Central Public Information Officer (CPIO)
  - Community Affairs
5. **Shri Om Prakash Meena, Attaché (Admn) & DDO**
  - Administration
  - Establishment
  - Property
  - DDO
  - Protocol
  - Audit

6. **Shri Saurabh Anand, ASO (Admn.)**
  - Administration
  - Political
  - Diplomatic Bag
  - IT security and IT procurement
  - Protocol
7. **Shri Alok Kumar Shandilya, ASO (Visa)**
  - Visa
  - OCI/PIO matters, EC & PCC
8. **Shri Vipin Anand, ASO (Cons.)**
  - Passport
  - Consular matters
9. **Shri Neeraj, ASO (Accounts)**
  - Accounts and Audit
  - Establishment and Procurement
  - Property
  - Protocol
  - Matters relating to Banks and Payments.
10. **Shri Prem Chand, Chauffeur**
  - Driving of staff car
11. **Shri Sudhir Nauni, Security Assistant**
  - Chancery security

Futher, In addition to the distibuted work, all officers concerned will carry out additional duties as and when assigned by the competent authority.

  
(Acquino Vimal)  
Ambassador  
28.08.2023

All concerned