

No. BAL/551/1/2019
Consulate General of India
Bali

Subject: Work distribution in CGI, Bali.

In supersession of all existing orders on the subject, the following shall be the work distribution in this Post with effect from 01 January 2025:

S.No.	Name of Officer	Duties allocated	Remarks
1.	Shri Lawlesh Kumar, Vice Consul	Administration, Accounts, Establishment & DDO CPIO	
2.	Shri Ravindra Kumar, Vice Consul	CPV Security related matters.	
3.	Ms. Ruchika Bisht, PS	- PS to CG; VC (Commerce/Events) - Custody of political files; - Uploading of data on non-consular matters on OCS & other online portals; - Maintenance of Post's website, Social Media - Weekly reports.	
4.	Ms. Ni Putu Wulan Widasari, Translator cum Interpreter	- Social Secretary to CG; - Updating guest list and mailing list; - Liaison with local authorities & Indian diaspora; - Assist VC/Administrative Clerk on incoming visits; - Newsletter, Social media; - Scholarships (TO be handed over to SVCC).	
5.	Ms. Ni Putu Ardilayanti, Marketing Executive	- Interpreter/Translator; - All Commerce related work including preparation of commercial reports & tourism report; - Managing business inquiries including fraud cases; - Commercial publicity; - India Trade Portal; - Assist VC in organizing events.	Standby for CPV & Admin
6.	Mr. Nanda Yanuaraca, Marketing Assistant	- Analysis/Translation of local language; newspapers for Daily newspapers- Designing for social media posts/posters & certificates etc.; - Library; - Any other work allocated by CG office.	To handle calls on general lines in the absence of the Messenger

7.	Ms. Ni Nyoman Widya Prabandari, Consular Clerk	- CPV & ICWF; - Submission of periodic consular reports & correspondence on all consular issues; - Maintaining Consular register and list of Indians under CGI, Bali jurisdictions.	Standby for Community Welfare issues
8.	Mr. Kadek Atma Rama, Community Welfare Clerk	- Accounting & Administration; - Community Affairs; - All issues related to Indian in distress; - Protocol arrangements	Standby for CPV
9.	Mr. Ida Bagus Dama Wisnumurti Palguna, Administrative Clerk.	- Establishment, Accounting and Administration.	
10.	Mr. I Gusti Agung Ngurah Ray Mahendra, Messenger	Duties of Messenger	Will also man the reception desk and attend to telephone calls on the general lines
11.	Mr. I Wayan Suiantara, Chauffeur	Duties of Chauffeur	

2. It may be noted that the officials may be allocated duties other than that indicated above, in exigencies of service.

(Dr. Shashank Vikram)
Consul General
01 January 2025

To:

1. All officials as listed above
2. Director, SVCC, Bali.