

Government of Nepal
Department of Passports
Tripureshwor, Kathmandu
www.nepalpassport.gov.np
(01) 5970330-32

Designation	Name	Room Or Counter No	Tel.	Ext.
OFFICE OF THE DIRECTOR GENERAL (dg@nepalpassport.gov.np)				
Director General	Mr. Tirtha Raj Aryal	301		1001
Nayab Subba/PA	Mr. Bal Krishna Bhandari			1010
Office Assistant	Ms. Kamala Pandey			1021
Office Assistant	Mr. Rubesh Pujari	Kitchen		
OFFICE OF THE SPOKESPERSON				
Spokesperson	Mr. Lekhnath Gautam	302	5970324	1002
OFFICE OF THE INFORMATION OFFICER				
Information Officer	Mr. Dev Doot Dhakal	107		1000
ADMINISTRATION AND MANAGEMENT SECTION (admin@nepalpassport.gov.np)				
Director	Mr. Lekhnath Gautam	302	5970324	1002
Administration Section (communication@nepalpassport.gov.np)				
Section Officer	Mr. Dev Doot Dhakal	107		1000
Nayab Subba	Mr. Mahesh Yadav	105	5970325	1005
Computer Operator	Mr. Pramesh Khanal	105		1005
Office Assistant	Ms. Bimala Giri	105		1005
Office Assistant	Ms. Kalpana Bastola	105		1005
Account Section				
Account Officer	Mr. Tulsi Prasad Acharya	309		
Accountant	Ms. Pramila Rawal Khanal	309		
Office Assistant	Mr. Dipendra Kami	309		
Store Section (store@nepalpassport.gov.np)				
Nayab Subba	Mr. Balram Pandey	312		
Electrician	Mr. Resham Aryal	312		
Office Assistant	Mr. Raj Kumar Chaudhary	312		
IT Section (it@nepalpassport.gov.np)				

Computer Engineer	Mr. Bipin Prasain	210		1020
IT Officer	Mr. Nabin Chaulagain	210		1020
Legal Section				
Section Officer (Law)	Ms. Pratima Bhusal	304		
District Counter (district@nepalpassport.gov.np)				
Nayab Subba	Mr. Tanka Bahadur Rai	110		1008
Computer Operator	Ms. Urmila Thapa	110		
Office Assistant	Mr. Dhan Raj Shrestha	110		
Mission Counter (mission.dopmofa@gmail.com)				
Nayab Subba	Ms. Yasoda Adhikari	109		1012
Computer Operator	Mr. Abhishek Paudel	109		1012
Transportation and Vehicles				
Driver	Mr. Netra Bahadur Magar			
Driver	Mr. Shiva Prasad Bhusal			
Driver	Mr. Rupak Shrestha			
Driver	Mr. Som Prasad Nepal			
Driver	Mr. Sanu Gharti Magar			
PRODUCTION AND COORDINATION SECTION				
Director	Mr. Moti Bahadur Shrees	303		103
Diplomatic, Official and Service Passport Unit (dop.diplomatic@gmail.com)				
Nayab Subba	Mr. Keshav Raj Panthi	108		
Computer Operator	Mr. Kamal Timilsina	108		
Computer Operator	Mr. Bishnu Kumar Khadka	108		
Central Validation and Investigation Unit				
Section Officer	Ms. Richa Bhattarai	111		
Section Officer	Mr. Kiran Kumar Gurung	111		
Section Officer	Mr. Bhuwan Prasad Bhatta	111		
Section Officer	Mr. Somesh Thapa	305		
Section Officer	Mr. Dhananjay Mehta	111		
Section Officer	Mr. Suvash Yadav	111		
Forensic Unit				
Forensic Officer	Mr. Nagendra Bar Singh Thapa	308		
Assistant	Mr. Raj Kumar Karki	308		

Quality Control and Dispatch Unit				
Nayab Subba	Mr. Manoj Singh			1022
Computer Operator	Mr. Manish Parajuli			
Computer Operator	Mr. Dipendra Thapa			
Computer Operator	Ms. Kalpana Tiwari			
Computer Operator	Ms. Sabitra Gnawali			
Computer Operator	Ms. Laxmi Parajuli			
Computer Operator	Ms. Jamuna Karki			
Computer Operator	Ms. Sumitra Shahi			
Office Assistant	Ms. Mandira Rupakheti			
Office Assistant	Ms. Sabita Chaudhary			
Office Assistant	Ms. Sharada Khadka			
GRIEVANCE HANDLING AND CO-ORDINATION SECTION				
Director	Mr. Ramesh Kumar Charmakar	20		1004
Section Officer	Ms. Shruti Kadariya	22		
Grievance Handling Unit				
Section Officer	Mr. Purak Adhikari			
Public Relation/Inquiry				
Office Assistant	Ms. Parasdevi Sharma Regmi	Gate 3		
Token Distribution & Queue Management				
Office Assistant	Mr. Padam Bahadur Lamsal			
Verification Counter				
Nayab Subba	Mr. Arendra Maharjan	4		
Nayab Subba	Mr. Bidur Khatiwada	2		
Nayab Subba	Mr. Subash Magar	4		
Nayab Subba	Mr. Sangam Khatri	3		
Nayab Subba	Mr. Binod Khanal	2		
Global IME Bank Counter (Counter: 5, 6, 7, 8)				
Live Enrollment Counter				
Counter A (Room No. 9)				
Computer Operator	Ms. Karuna Aran			
Computer Operator	Ms. Rojina Gautam			
Computer Operator	Ms. Jenisha Kunwar			

Computer Operator	Ms. Amrika Jaishi			
Computer Operator	Ms. Chandrika Dangi			
Computer Operator	Ms. Bandana Pokharel			
Counter B (Room No. 10)				
Computer Operator	Ms. Shrijana Dahal			
Computer Operator	Ms. Janaki Kumari Lamichhane			
Computer Operator	Ms. Padma Pathak			
Computer Operator	Ms. Bipana Regmi			
Computer Operator	Ms. Karina Thapa			
Computer Operator	Ms. Laxmi Chaudhary			
Computer Operator	Ms. Anusha Shahi			
Counter C (Room No. 112)				
Computer Operator	Ms. Rama Thapa			
Local Validation Unit				
Section Officer	Mr. Om Kumar Bhandari	212		
Section Officer	Mr. Arjun Ghimire			
Section Officer	Mr. Kunjan Sah	212		
Nayab Subba	Mr. Janak Singh	212		
Nayab Subba	Ms. Ayusha Khanal	212		
Esewa Counter (Room: 11)				
Passport Distribution Counter				
Counter A (Room No. 12)				
Computer Operator	Ms. Eljina Mote			
Office Assistant	Ms. Kopila Pokharel			
Counter B (Room No. 13)				
Computer Operator	Ms. Samikshya Thapa			
Office Assistant	Ms. Mina Thapa			
Counter C (Room No. 14)				
Computer Operator	Ms. Rina Aryal			
Computer Operator	Mr. Aniket Khonama Tharu			
Computer Operator	Mr. Naresh Bist			
Office Assistant	Ms. Babita Neupane			
NID Counter (No. 16)				

Rejection and Pending Unit				
Computer Operator	Mr. Tanka Bikram Lamsal	18		
Computer Operator	Mr. Biroj Gole	18		
Lost Passport Unit				
Computer Operator	Mr. Bharat Aryal	17		
District Verification Counter (alert@nepalpassport.gov.np)				
Computer Operator	Ms. Sita Subedi	1		