

**Updated on 03 March**

Designation	Name	Tel. No.	Ext.	Fax. No.	R.No
Director General	Mr. Sushil Kumar Lamsal	4416010	106	4412297	1
Nayab Subba	Mr. Lawa Subedi		205		1
Nayab Subba	Mr. Pradip Sagar Giri		105		1
Office Assistant	Ms. Tara Adhikari		105		1
<b>(Administration and Management Section, Email: administration@dopmofa.gov.np)</b>					
Director	Mr.Prakash Mani Poudel	4416023	251	4423951	51
<b>(MRP- Production, Distribution and Co-Ordinagion Section)</b>					
Director	Ghana shyam Lamsal	4212026	264		64
<b>(MRP- Form Collection, Verification and Grievance Handling Section, Email:</b>					
Section Officer	Lekhath Gautam	4424366	217	4424366	17
Section Officer	Mr. Jit Bahadur Karkee	4416003	249		49
Nayab Subba	Mr. Laxman Bahadur Tamang	4416003	250		50
Nayab Subba	Mr. Tanka Bahadur Rai		250		50
Computer Operator	Ms. Kalpana Tiwari		250		50
Office Assistant	Ms.Radha Basnet		250		50
Office Assistant	Mr.Deependra Kami		250		50
<b>(Store, Email: store@dopmofa.gov.np)</b>					
Nayab Subba	Mr. Bishwa Prasad Paneru	4212726	240		40
Office Assistant	Mr. Ram Nepali		240		40
Office Assistant	Mr. Raj Kumar Chaudhari		240		40
<b>(Account Section , Email: account@dopmofa.gov.np)</b>					
Account Officer	Ms. Anu Khanal	4416020	241		41
Accountant	Mr. Narendra Kami		247		47
<b>(Legal Section)</b>					
Section Officer	Mr. Gopi Krishna Regmi	4416014	266		66
<b>(Forms Collection Section, Emails: collectiona/b/c@dopmofa.gov.np)</b>					
Section Officer	<b>Mr. Bhuwan Psd Bhatta</b>	Counter A	<b>237</b>		
Section Officer	<b>Mr. Bhuwan Ojha</b>	Counter B	<b>206</b>		
Section Officer	<b>Mr. Arjun Ghimire</b>	Counter C	<b>238</b>		
Section Officer	<b>Mr. Amar Rai</b>	Counter D	<b>237</b>		
Section Officer	<b>Ms. Aruna Ghising</b>	Counter E	<b>206</b>		
<b>Live EnrollmentCounters H</b>					
Nayab subba	Mr. Madan Lama Thing	Live Enrollment	210		
Computer Operator	Ms. Anupa Adhikari	Live Enrollment			
Computer Operator	Ms. Mina Gyawali	Live Enrollment			
Computer Operator	Mr. Narayan Ghimire	Live Enrollment			
Computer Operator	Mr. Sachin Shah	Live Enrollment			
Computer Operator	Mr. Keshav Thapa	Live Enrollment			
<b>Live Enrollment Counters F</b>					
Nayab Subba	Ms. Karishma Adhikari	Live Enrollment	211		
Computer Operator	Ms. Sampannata Shrestha	Live Enrollment	212		
Computer Operator	Mr. Durgesh Maharjan	Live Enrollment			
Computer Operator	Ms. Padma Pathak	Live Enrollment			
Computer Operator	Mr. Manish Parajuli	Live Enrollment			
Computer Operator	Ms. Nimmi Rehman	Live Enrollment			
<b>(Emergency Counter A, Email: emra@dopmofa.gov.np)</b>					
Section Officer	Mr. Kunjan sah	4251657	221		21
Naya Subba	Mr. Ram Binaya Ray		220		20

Computer Operator	Ms. Susmita Pokharel		220		20
Computer Operator	Ms. Namuna Koirala		220		20
Office Assistant	Ms. Mina Thapa		220		20
<b>(Emergency Counter B, Email: emrb@dopmofa.gov.np)</b>					
Section Officer	Mr. Dhananjay Mehata	4212772	223		23
Nayab Subba	Ms. Manisha Sharma Aryal		223		23
Computer Operator	Mr. Abhisek Paudel		223		
Computer Operator	Mr. Biplov Karki		223		23
Office Assistant	Ms. Kamala Pandey		223		23
<b>(Emergency Counter C, Email: emrc@dopmofa.gov.np)</b>					
Section Officer	Mr. Ganesh Prasad Adhikari	4220167	227		27
Nayab Subba	Ms. Pujan Pandey		226		26
Computer Operator	Ms. Sita subedi		226		26
Computer Operator	Ms. Buddha Kumari Gurung		226		26
Office Assistant	Mr. Dhan Raj Shrestha		226		26
<b>(Counter B+H (Eastern Development Region) + Mid and Far Western Region) Email: countera/b/c@dopmofa.gov.np)</b>					
Section Officer	Mr. Jimson Rumdali Rai	4220485	268		68
Nayab Subba	Mr. Anil Rana		268		68
Nayab Subba	Mr. Arjun Adhikari		258		58
Computer Operator	Mr. Tanka bikram Lamsal		267		67
Computer Operator	Ms. Rama Thapa		258		20
Computer Operator	Ms. Renuka Gautam		267		67
Office Assistant	Ms. Babita Neupane		258		58
Computer Operator	Ms. Nilam Kumari Mahato		258		58
Office Assistant	Ms. Parasa Devi Sharma		267		67
<b>(Counter D +G(Western Development Region), Email: counterd@dopmofa.gov.np)</b>					
Section Officer	Ms. Richa Bhattarai	4220475	255		55
Nayab Subba	Ms. Gita Ghimire		256		56
Nayab Subba	Mr. Bimalesh Kumar Mishra		254		54
Computer Operator	Ms. Suchana Devkota		257		57
Computer Operator	Ms. Rojina Gautam		254		54
Computer Operator	Ms. Sandhya Poudyal		257		57
Office Assistant	Ms. Bimala Giri		257		547
Computer Operator	Ms. Anita Ghimire		254		
<b>Official/Diplomatic Passport Section</b>					
Nayab Subba	Mr. Yadav Koirala		260		60
Computer Operator	Mr. Sagar Adhikari		260		60
<b>Mission Section</b>					
Section Officer	Mr. Surya Bahadur Thapa	4220108	246		21
Nayab subba	Mr. Kishori Sharan Yadav		245		26
Computer Operator	Ms. Ajita Dhakal		245		45
Computer Operator	Mr. Ganesh Prasad Tiwari		244		44
Computer Operator	Ms. Saroja Basnet		244		45
Computer Operator	Ms. Apsara K C		244		45
Office Assistant	Ms. Rina Aryal		245		45
<b>(Verification , Amendment and Authentication, Email: verification@dopmofa.gov.np)</b>					
Section Officer	Ms. Janaki Ojha	4220813	219		19
Nayab subba	Mr. Sunita Lakandri	4424418	216	4411028	16
Nayab subba	Mr. Khagendra Bardewa		219		19
Computer Operator	Mr. Kamal Timalisina		216		16
Office Assistant	Ms. Sabita Chaudhary		216		16
<b>(Scanning+Data Entry Unit, Email: data entry@dopmofa.gov.np)</b>					
Section Officer	Mr. Kul Bahadur Magar	4215294	203		
Nayab Subba	Mr. Sangam Khatree		203		
Computer Operator	Mr. Dipendra Thapa		203		
<b>(Validation, Email: validation@dopmofa.gov.np)</b>					
Nayab Subba	Jhuplul Pun		203		

Computer Operator	Ms. Samridhi Malla		203		
Computer Operator	Mr. Sagar K C		203		
Computer Operator	Mr. Suman Kharel		203		
Computer Operator	Ms. Meera Thapa		203		
Computer Operator	Mr. Hari Krishna Shrestha		203		
Computer Operator	Ms. Shrijana Dahal		203		
Computer Operator	Mr. Pramesh Khanal		203		
Computer Operator	Mr. Vinod Bhandari		203		

#### Quality Checking and Packaging

Nayab Subba	Ms. Sarswati Joshi		277		
Computer Operator	Ms. Samridhi K.C.		277		
Computer Operator	Ms. Nirmala Sharma		277		
Computer Operator	Mr. Dikesh Singh Lama		277		

#### Token Distribution

<b>Nayab Subba</b>	Mr. Subhash Magar				
Computer Operator	Mr. Nabindra prajapati				

#### Technical Desk

Electrician	Mr. Suresh Tiwari		111		69
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#### (Public Relation, Email: pr@dopmofa.gov.np)

Computer Operator	Ms. Usha Adhikari		201		201
Computer Operator	Ms. Kalpana Lamsa.l		201		201

#### (Archive Management Unit)

<b>Nayab subba</b>	Mr. Dipendra Psd Sah		261		65
Computer Operator	Ms. Shamjana Poudel Khanal		261		65
Computer Operator	Ms. Samikshya Thapa		261		65
Computer Operator	Ms. Hira Aryal		261		65
Computer Operator	Ms. Januki Kumari Lamichhane		261		65
Computer Operator	Ms. Bandu Paudel		261		65
Office Assistant	Ms. Sita Aryal Regmi		261		65

#### Lost PP Registration

Computer Operator	Ms. Karuna Aran Bharati		202		2
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#### Kitchen

Office Assistant	Mr. Ram Prasad Pokharel		104		42
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#### IT Unit

Computer Engineer	Mr. Suresh Karki		248		48
Computer	Mr. Sujan Pandey		248		48

#### Security

Police Gurung sir	Mr. Ram Kumar Gurung		gate		
Security Main Gate	ASI Duty Officer		gate		

#### Miscellaneous

Police	Mr. Nagendra Sing Thapa		263		63
Police	Mr. Bhim Prasad Poudel		263		63
Police, Main Gate	Mr. Pradeep Bhattarai		253		
Canteen	Mr. Purushottam Nepal		204		

#### BAIDESHIK ROJGAR

Information officer	Mr. Maya Tuladhan		200		
Information officer	Mr. Santosh Pantha		200		

#### Drivers

	Mr. Bir Krishna Maharjan				
	Mr. Netra Bahadur Magar				
	Mr. Shiva Prasad Bhusal				
	Mr. Umesh Bogati				
	Mr. Rupak Shrestha				