

Department Of Passport

Narayanhiti, Kathmandu

As of July 29, 2018

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Office of Director General (Email: dg@dopmofa.gov.np)

Email address

Designation	Name	Tel. No.	Ext.	Fax. No.	R.No	
Director General	Mr.Ram kaji khadka	4416010	106	4412297	1	ramkaji05@yahoo.com
Nayab subba	Ms. Karishma Adhikari	4416010	105		1	karishmaadhikari5@yahoo.com
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(Administration and Management Section, Email: administration@dopmofa.gov.np)						
Director	Rajendra Pandey	4416023	251	4423951	51	pandeyrajen@gmail.com
(MRP- Production, Distribution and Co-Ordinagion Section)						
Director	Mr.Tirtharaj Aryal	4212026	264		64	taryal@gmail.com
(MRP- Form Collection, Verification and Grievance Handling Section, Email: directorverification@dopmofa.gov.np)						
Director		4424366	217	4424366	17	
(Administration Section, Email: administration@dopmofa.gov.np)						
Section Officer	Mr. Ganesh Prasad Adhikari	4416003	249		49	
Nayab Subba	Mr.Uttam Ghimire	4416003	250		50	
Computer Operator						
Office Assistant	Ms. Bimala Giri	4416003	250		50	
(Store, Email: store@dopmofa.gov.np)						
Nayab Subba	Mr. Yadav Koirala	4212726	240		40	
Office Assistant	Mr. Ram Nepali		240		40	
Office Assistant	Mr. Raj Kumar Chaudhari		240		40	
(Account Section , Email: account@dopmofa.gov.np)						
Account Officer	Ms. Anu Khanal	4416020	241		41	khanalanu5@gmail.com
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Office Assistant	Mr.Deependra Kami		247		47	
(Legal Section)						
Legal Officer			266		66	
(Forms Collection Section, Emails: collectiona/b/c@dopmofa.gov.np)						
Nayab subba	Mr.Anup Bhandari	Counter 1	211			anupgalaxy@gmail.com
Nayab Subba	Mr. Rebanta Bahadur K.C	Counter 2	207			rebantakc@gmail.com
Naya Subba		Counter 3	208			
Nayab subba	Mr. Saurav Neupane	Counter 4	206		19	
Nayab Subba	Mr. Sarad Dhungana	Counter 5	210			dhunaganasarad@gmail.com

Live Enrollment Counters H 213					
Section Officer Mr. Ranjan Yadav		Live Enrollment	213		
Computer Operator	Ms. Kamal Timilsina	Live Enrollment	213		
Computer Operator	Ms. Sita chaulagain	Live Enrollment			
Computer Operator	Mr. Janaki Lamichhane	Live Enrollment			
Computer Operator	Ms. Jamuna Karki	Live Enrollment			
Computer Operator		Live Enrollment			
Live Enrollment Counters F 212					
Nayab Subba	Mr. Pradip Sagar Giri	Live Enrollment	212		
Computer Operator	Ms. Sandhya Paudel	Live Enrollment			
Computer Operator	Ms. Shumitra Shahi	Live Enrollment			
Computer Operator	Ms. Nirmala Khanal	Live Enrollment			
Computer Operator	Mr. Tanka Bikram Lamsal	Live Enrollment			
Computer Operator	Ms. Susmita Pokharel	Live Enrollment			
(Emergency Counter A, Email: emra@dopmofa.gov.np)					
Section Officer	Mr. Shree Krishna Silwal	Counter A	221		
Naya Subba	Ms. Pujan Pandey		222		
Computer Operator	Ms. Kalpana Tiwari		220		
Office Assistant	Ms. Mina Thapa		220		
(Emergency Counter B, Email: emrb@dopmofa.gov.np)					
Section Officer	Ms. Ashu Basnet		223	23	
Nayab Subba	Ms. Geeta Ghimire		223	23	geetaanzalee@gmail.com
Computer Operator	Ms. Namrata Bista		223	23	
Office Assistant	Ms. Sharada Khadka		223	23	
(Emergency Counter C, Email: emrc@dopmofa.gov.np)					
Section Officer	Ms. Shruti Kadariya		227	27	
Nayab Subba	Mr. Subhash Magar		226	26	
Computer Operator	Ms. Shanghai Thebe		226	26	
Office Assistant	Ms. Yam kumari sapkota		226	26	
District Coordination Counter					
Section Officer	Ms. Janaki Ojha	4220485	268	68	ojha.janaki81@gmail.com
Nayab Subba	Mr. Usha Adhikari		254	54	
Nayab Subba	Ms. Sunita Lakandri		267	67	
Computer Operator	Ms. Padma Pathak		267	67	
Computer Operator	Ms. Karuna Aran Bharati		257	57	
Computer Operator	Mr. Manish Parajuli		256	56	

Computer Operator	Ms. Babita Neupane		256		56	
Office Assistant	Ms. Kopila Pokharel		257		57	
Office Assistant	Ms. Sita Aryal Regmi		267		67	
Official/Diplomatic Passport Section						
Section Officer	Mr. Amar Rai	4215294	260		60	civilpersonelamar@gmail.com
Computer Operator	Mr. Abhisek Paudel		260		60	
Mission Section						
Section Officer	Mr. Amar Rai	4423951	246			civilpersonelamar@gmail.com
Nayab subba	Sangam Khatree		245		45	
Computer Operator	Ms. Samikshya Thapa		245		45	
Computer Operator	Ms. Kalpana Bastola		244		45	
(Verification , Amendment and Authentication, Email: verification@dopmofa.gov.np)						
Section Officer	Ms. Ranjita Dahal		216	4411028	16	
Nayab Subba	Mr. Dipendra Pd. Sah		224	4411028	24	dashingdeepen321@outlook.com
Computer Operator	Ms. Sita Subedi		224		24	
Computer Operator	Ms. Rojina Gautam		225		25	
Office Assistant	Ms. Sabita Chaudhary		224		24	
(Scanning+Data Entry Unit, Email: data entry@dopmofa.gov.np)						
Section Officer	Khuman Singh Tamang		203			
Nayab subba	Mr. Anil Rana		203			anil.rana2071@gmail.com
Computer Operator	Ms. Anupa Adhikari		203			
(Validation, Email: validation@dopmofa.gov.np)						
Computer Operator	Ms. Rama Thapa		203			
Computer Operator	Ms. Nimmi Rehman					
Computer Operator	Ms. Rina Aryal		203			
Computer Operator	Mr. Sachin Shah					
Computer Operator	Ms. Srijana Dahal		203			
Quality Checking and Packaging						
Computer Operator	Mr. Pramesh Khanal		277			
Computer Operator	Ms. Shanta Acharya		277			
Computer Operator	Ms. Sabitra Gyawali		277			
Token Distribution						
Computer Operator	Mr. Tanka bikram Lamsal		208			
Office Assistant	Mr. Padam Bdr. Chhetri		208			
Technical Desk						
Electrician	Mr. Suresh Tiwari		240		40	
(Public Relation, Email: pr@dopmofa.gov.np)						

Computer Operator					
Computer Operator					
Computer Operator	Mr. Dipendra Thapa		201		
(Archive Management Unit)					
			245		
Computer Operator			258		
Computer Operator					
Office Assistant					
Computer Operator					
Office Assistant					
Lost PP Registration					
Computer Operator	Ms. Rojina Gautam		225	25	
Kitchen					
Office Assistant	Mr. Dhana Raj Shrestha		104	42	
IT Unit					
Computer Engineer	Mr. Bipin Prasain		248	48	prasainvpn@gmail.com
IT Officer	Mr. Nabin Chaulagain		111		nabinchaulagain50@gmail.com
Computer	Mr. Sujan Pandey		248		
Security Main Gate - Police					
Police	Ms. Bijay Thapa		gate		
Police Gurung sir	Mr. Rajan Shrestha		gate		
Security Main Gate	ASI Duty Officer		gate		
Miscellaneous					
Police	Mr. Nagendra Sing Thapa		263	63	
Police	Mr. Bhim Prasad Poudel		263	63	
Canteen					
Canteen	Mr. Balaram dai	Canteen	204		
Oberthur Technologies					
	Mr. Sujan Gongol				
	Mr. Bhuwan Bhuju				
	Mr. Madhaba Ghimire				
Drivers					
	Mr. Bir Krishna Maharjan				
	Mr. Netra Bahadur Magar				
	Mr. Shiva Prasad Bhusal				
	Mr. Umesh Bogati				
	Mr. Rupak Shrestha				