

Department Of Passports

Narayanhiti, Kathmandu					
Exchange : 4416011-15 Fax: 4412297, 4423951 , 4424366, 4411028					
www.nepalpassport.gov.np, communication@nepalpassport.gov.np,					
Office of Director General (Email: dg@dopmofa.gov.np)					
Designation	Name	Tel. No.	Extension No.	Fax. No.	Room No
Director General	Mr.Ram kaji khadka	4416010	106	4412297	1
Nayab subba	Ms. Karishma Adhikari	4416010	105		1
Office Assistant	Ms. Kamala Pandey		105		1
(Administration and Management Section, Email: administration@dopmofa.gov.np)					
Director	Mr.Prakash Mani Poudel	4416023	251	4423951	51
(MRP- Production, Distribution and Co-Ordination Section)					
Director	Mr.Tirtharaj Aryal	4212026	264		64
(MRP- Form Collection, Verification and Grievance Handling Section, Email:					
Director		4424366	217	4424366	17
(Administration Section, Email: administration@dopmofa.gov.np)					
Section Officer	Mr. Bhuwan Ojha	4416003	249		49
Nayab Subba	Mr. Pradeep Sagar Giri	4416003	250		50
Computer Operator	Ms. Kalpana Tiwari	4416003	250		50
Office Assistant	Ms. Bimala Giri	4416003	250		50
Office Assistant					
(Store, Email: store@dopmofa.gov.np)					
Nayab Subba	Mr. Laxman Bahadur Tamang	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
Accountant	Mr. Narendra Kami		247		47
Office Assistant	Mr.Deependra Kami		247		47
(Legal Section)					
Section Officer	Mr. Gopi Krishna Regmi	4416014	266		66
(Forms Collection Section, Emails: collectiona/b/c@dopmofa.gov.np)					
Nayab subba	Mr.Anup Bhandari	Counter 1	207		
Nayab Subba	Mr.Sarad Dhungana	Counter 2	208		
Nayab Subba	Mr. Subhash Magar	Counter 3	209		
Nayab subba	Ms. Pujan Pandey	Counter 4	210		19
Nayab Subba	Mr. Sangam Khatree	Counter 5	211		
Live Enrollment Counters H 213					
Nayab subba	Mr. Anil Rana	Live Enrollment	213		
Computer Operator	Ms, Sita chaulagain	Live Enrollment			
Computer Operator	Ms. Susmita Pokharel	Live Enrollment			
Computer Operator	Mr. Abhisek Paudel	Live Enrollment			23
Computer Operator	Ms. Anupa Adhikari	Live Enrollment			
Computer Operator	Mr. Saraswoti timalisina	Live Enrollment			
Computer Operator		Live Enrollment			
Live Enrollment Counters F 212					
Nayab Subba	Mr.Saurav Nyaupane	Live Enrollment	212		
Computer Operator	Mr. Nabindra prajapati	Live Enrollment			
Computer Operator	Ms.Sampannata Shrestha	Live Enrollment			
Computer Operator	Ms. Tara g.c	Live Enrollment			
Computer Operator	Ms.Nirmala sharma	Live Enrollment			

Computer Operator	Ms.Sujata gautam	Live Enrollment			
(Emergency Counter A, Email: emra@dopmofa.gov.np)					
Section Officer	Ms. Aruna Ghising	Counter A	221		
Naya Subba	Mr. Rambabu Nepal		222		
Computer Operator	Ms. Raj Pokhrel		220		
Computer Operator	Mr. Keshav Thapa		220		20
Office Assistant	Ms. Mina Thapa		220		
(Emergency Counter B, Email: emrb@dopmofa.gov.np)					
Section Officer	Mr. Kunjan sah		223		23
Nayab Subba	Ms. Gita Ghimire		223		23
Computer Operator	Mr.Durgesh Maharjan		223		23
Computer Operator	Ms. Renuka Gautam		267		67
Office Assistant	Ms.Radha Basnet		223		23
(Emergency Counter C, Email: emrc@dopmofa.gov.np)					
Section Officer	Ms. Janaki Ojha		227		27
Nayab Subba	Mr. Bimalesh Kumar Mishra		226		26
Computer Operator	Ms. Anita Ghimire		258		58
Computer Operator	Mr. Pramesh Khanal		226		26
Office Assistant	Ms. Yam kumari sapkota		226		26
(Counter B+H (Eastern Development Region) + Mid and Far Western Region)					
Email: countera/b/c@dopmofa.gov.np)					
Section Officer	Mr. Ganesh Prasad Adhikari	4220485	268		68
Nayab Subba	Mr.Uttam Ghimire		254		
Computer Operator	Ms. Padma Pathak		267		
Computer Operator	Ms. Shamjana Poudel Khanal		267		67
Computer Operator	Ms. Samikshya Thapa		256		56
Computer Operator	Ms. Rojina Gautam		256		67
Computer Operator	Ms. Babita Neupane		256		56
Office Assistant	Ms. Kalpana Bastakoti		267		67
Office Assistant					
(Counter D +G(Western Development Region), Email: counterd@dopmofa.gov.np)					
Section Officer	Mr. Ganesh Prasad Adhikari	4220485	268		68
Nayab Subba	Mr. Sunita Lakandri				
Computer Operator	Ms. Rama Thapa		257		
Computer Operator	Ms. Bandu Paudel				
Office Assistant	Ms. Tara Adhikari		257		57
Computer Operator	Official/Diplomatic Passport Section				
Nayab Subba	Mr. Yadav Koirala		260		60
Computer Operator	Mr. Ganesh Prasad Tiwari		260		60
Mission Section					
Section Officer	Mr.Bharat khalal	4251657	246		46
Nayab subba					
Computer Operator	Ms. Sita subedi		226		26
Computer Operator	Mr. Suman Kharel				
Office Assistant	Mr. Dhan Raj Shrestha				
(Verification , Amendment and Authentication, Email: verification@dopmofa.gov.np)					
Section Officer	Mr. Arjun Ghimire		216	4411028	16
Nayab Subba	Ms. Usha Adhikari		216	4411028	
Computer Operator	Ms. Sandhya poudyal		219		19
Computer Operator	Ms. Shrijana Dahal				19
Computer Operator	Mr. Kamal Timalisina		216		16

Office Assistant	Ms. Sabita Chaudhary		216		16
(Scanning+Data Entry Unit, Email: data entry@dopmofa.gov.np)					
Section Officer	Mr. Amar Rai		203		
Computer Operator	Mr. Dipendra Thapa		203		
(Validation, Email: validation@dopmofa.gov.np)					
Computer Operator	Mr. Manish Parajuli		203		
Computer Operator	Mr. Sachin Shah		203		
Computer Operator	Ms. Nimmi Rehman				
Computer Operator	Ms. Namuna Koirala		203		
Computer Operator	Ms. Rina Aryal		203		
Computer Operator			203		
Quality Checking and Packaging					
Nayab Subba	Mr. Dipendra psd Sah		277		
Computer Operator	Mr. Dikesh Singh Lama		277		
Computer Operator	Ms. Samriddhi Malla		277		
Computer Operator	Ms.Nirmala Panday		257		57
Computer Operator	Mr. Sagar K C		203		
Token Distribution					
Computer Operator	Mr. Tanka bikram Lamsal				
Computer Operator	Mr. Narayan Ghimire				
Technical Desk					
Electrician	Mr. Suresh Tiwari		111		69
(Public Relation, Email: pr@dopmofa.gov.np)					
			201		
Computer Operator	Ms. Karuna Aran Bharati		201		201
Computer Operator	Ms. Apsara K.C		201		
Office Assistant	Ms. Sita Aryal Regmi		250		50
(Archive Management Unit)					
Nayab subba	Ms. Saroja Basnet		245		
Computer Operator	Ms. Januki Kumari Lamichhane		258		
Computer Operator	Mr. Hari Krishna Shrestha		258		
Computer Operator	Ms.Shanta Acharya		258		58
Computer Operator	Ms.Binuta Mahat				
Computer Operator					
Lost PP Registration					
Computer Operator					
Kitchen					
Office Assistant	Mr. Ram Prasad Pokharel		104		42
IT Unit					
Computer Engineer	Mr. Bipin prasain		248		48
IT Officer	Mr. Nabin chaulagain		111		
Computer	Mr. Sujan Pandey		248		
Security Main Gate - Police					
Police	Ms.Punima kumari chand		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				

