

Government of Nepal
Department of Passports

Tripureshwor, Kathmandu
www.nepalpassport.gov.np
(01) 5970330-32

Designation	Name	Room or Counter	Tel.	Ext.
OFFICE OF THE DIRECTOR GENERAL (dg@nepalpassport.gov.np)				
Director General	Mr. Tirtha Raj Aryal	301		1001
Nayab Subba	Ms. Jyotshna Kafle			
Office Assistant	Ms. Kamala Pandey			1021
Office Assistant	Ms. Urmila Ale Magar	Kitchen		
OFFICE OF THE SPOKESPERSON				
Spokesperson	Mr. Shatrudhan Pokharel	302		1002
OFFICE OF THE INFORMATION OFFICER				
Information Officer	Mr. Uttam Ghimire	107		1000
ADMINISTRATION AND MANAGEMENT SECTION (admin@nepalpassport.gov.np)				
Director	Mr. Shatrudhan Pokharel	302		1002
Administration Section (communication@nepalpassport.gov.np)				
Section Officer	Mr. Uttam Ghimire	107		1000
Nayab Subba	Mr. Mahesh Yadav	105	5970325	1005
Nayab Subba	Mr. Subash Magar	110	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. Bidur Khatiwada	312		
Electrician	Mr. Resham Aryal	312		
Office Assistant	Mr. Dhan Raj Shrestha	312		
IT Section (it@nepalpassport.gov.np)				
Director (Information Technology)	Mr. Sunil Kumar K C	205		
Computer Engineer	Mr. Dinesh Adhikari	208		1016
Computer Engineer	Mr. Dhruva Tiwari	208		1016
Computer Engineer	Mr. Bipin Prasain	210		1020
IT Officer	Mr. Nabin Chaulagain	210		1020
Computer Operator	Mr. Aniket Khonama Tharu			
Legal Section				
Section Officer (Law)		304		
District Section (district@nepalpassport.gov.np)				
Section Officer	Mr. Dhananjay Mehta	111		
Nayab Subba	Ms. Pujan Pandey	110		1008
Computer Operator	Ms. Urmila Thapa	110		
Office Assistant	Mr. Raj Kumar Chaudhary	110		
Mission Section (mission.dopmofa@gmail.com)				
Section Officer	Mr. Kiran Kumar Gurung	109		
Nayab Subba	Ms. Asmita Rai	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. Rabindra Rajbhandari	303		1003

Section Officer	Mr. Somesh Thapa	305		
Diplomatic, Official and Service Passport Unit (dop.diplomatic@gmail.com)				
Nayab Subba	Mr. Keshav Raj Panthi	108		
Computer Operator	Mr. Bishnu Kumar Khadka	108		
Central Validation and Investigation Unit				
Section Officer	Mr. Kiran Kumar Gurung	111		
Section Officer	Ms. Srijana Koirala	111		
Section Officer	Mr. Arjun Adhikari	111		
Section Officer	Mr. Dhananjay Mehta	111		
Forensic Unit				
Forensic Officer	Mr. Nagendra Bar Singh Thapa	308		
Assistant	Mr. Raj Kumar Karki	308		
Quality Control and Dispatch Unit				
Nayab Subba	Ms. Sangeeta Bhusal			1022
Computer Operator	Ms. Kalpana Tiwari			
Computer Operator	Ms. Shrijana Dahal			
Computer Operator	Ms. Padma Pathak			
Computer Operator	Ms. Rama Thapa			
Computer Operator	Ms. Kabita Dhital			
Computer Operator	Ms. Amrika Jaishi			
Office Assistant	Ms. Mandira Rupakheti			
Office Assistant	Ms. Sabita Chaudhary			
Office Assistant	Ms. Sharada Khadka			
GRIEVANCE HANDLING AND CO-ORDINATION SECTION				
Grievance Handling Unit				
Section Officer	Mr. Prem Prasad Baral	20		
Section Officer	Ms. Kusum Panta	18		
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. Dhanik Lal Mahto	2/3/4		
Nayab Subba	Ms. Aparajita Pardhe	2/3/4		
Nayab Subba	Ms. Sadhana Regmi	2/3/4		
Nayab Subba	Ms. Chandani Poudel	2/3/4		
Live Enrolment				
Counter A (Room No. 9)				
Computer Operator	Ms. Karuna Aran			
Computer Operator	Ms. Rojina Gautam			
Computer Operator	Ms. Jenisha Kunwar			
Computer Operator	Mr. Rubesh Pujari			
Computer Operator	Mr. Sudarshan Paneru			
Computer Operator	Mr. Prajwol Bist			
Counter B (Room No. 10)				
Computer Operator	Ms. Janaki Kumari Lamichhane			
Computer Operator	Ms. Rina Aryal			
Computer Operator	Ms. Karina Thapa			
Computer Operator	Ms. Bimala Malla			
Computer Operator	Ms. Anusha Shahi			
Computer Operator	Mr. Naresh Bist			
Computer Operator	Mr. Bharat Aryal			
Computer Operator	Mr. Krishna Bahadur Shahi			
Counter C (Room No. 112)				
Computer Operator	Ms. Laxmi Parajuli			
Computer Operator	Ms. Aayusha Khadka			
Local Validation Unit				
Section Officer	Ms. Puja Joshi	211		

Nayab Subba	Mr. Balram Pandey	211		
Nayab Subba	Mr. Bal Krishna Bhandari	211		
Nayab Subba	Mr. Bibek Mishra	211		
Nayab Subba	Mr. Raj Kumar Sah	211		
Nayab Subba	Mr. Anand Chuwai	211		
Passport Distribution Counter				
Counter A (Room No. 12)				
Computer Operator	Ms. Sumitra Shahi			
Computer Operator	Ms. Bhagarathi Devi Pandey			
Office Assistant	Ms. Kopila Pokharel			
Counter B (Room No. 13)				
Computer Operator	Ms. Sabitra Gnawali			
Computer Operator	Ms. Gita Rana Pun Magar			
Office Assistant	Ms. Maya Bist Ayer			
Counter C (Room No. 14)				
Computer Operator	Ms. Kabita Dhital			
Computer Operator	Ms. Laxmi Kumari Chaudhary			
Office Assistant	Ms. Babita Neupane			
Rejection and Pending Unit				
Computer Operator	Mr. Tanka Bikram Lamsal	18		
Computer Operator	Mr. Biroj Gole	18		
Lost Passport Unit				
Computer Operator	Ms. Bipana Regmi	17		
District Verification Counter (alert@nepalpassport.gov.np)				
Computer Operator	Ms. Sita Subedi	1		