

Government of Nepal
Ministry of Foreign Affairs
Department of Passports

Tripureshwor, Kathmandu

☎ 015970330

Designation	Name	Telephone		
OFFICE OF THE DIRECTOR GENERAL (dg@nepalpassport.gov.np)				
Director General	Mr. Lakshuman Khanal			-
Nayab Subba	Mr. Suresh Raj Regmi			-
Office Assistant	Ms. Kamala Pandey			-
Office Assistant	Mr. Rubesh Pujari			-
OFFICE OF THE SPOKESPERSON				
Spokesperson	Mr. Ramesh Kumar Charmakar	5970324/9851352001	1002	
OFFICE OF THE INFORMATION OFFICER info@nepalpassport.gov.np				
Information Officer	Mr. Dev Doot Dhakal		1000	-
ADMINISTRATION & MGMT SECTION (admin@nepalpassport.gov.np,communication@nepalpassport.gov.np)				
Director	Mr. Lekhnath Gautam	5970324	1002	-
Section Officer	Mr. Dev Doot Dhakal	5970325	1000	-
Nayab Subba	Mr. Mahesh Yadav		1005	-
Computer Operator	Mr. Pramesh Khanal		1005	-
Office Assitant	Ms. Bimala Giri		1005	-
Office Assistant	Ms. Kalpana Bastola		1005	-
GRIEVANCE HANDLING AND SERVICE FACILITATION				
Director	Mr. Ramesh Kumar Charmakar			
Section Officer	Ms. Shruti Kadariya			
PRODUCTION AND COORDINATION SECTION				
Director	Ms. Moti Bahadur Shrees			
Section Officer	Mr. Somesh Thapa			
Central Validation and Investigation Unit				
Section Officer	Ms. Richa Bhattarai			
Section Officer	Mr. Kiran Kumar Gurung			
Section Officer	Mr. Bhuwan Prasad Bhatta			
Section Officer	Mr. Dhananjaya Mehta			
Section Officer	Mr. Subhash Yadav			
Local Validation Unit				
Section Officer	Mr. Om Kumar Bhandari			
Section Officer	Mr. Arjun Ghimire			
Section Officer	Ms. Kunjan Shah			
Nayab Subba	Mr. Janak Singh			
Nayab Subba	Ms. Yasoda Adhikari			

Nayab Subba Ms. Ayusha Khanal

Verification Unit

Nayab Subba Mr. Balkrishna Bhandari

Nayab Subba Mr. Subash Magar

Nayab Subba Mr. Arendra Maharjan

Nayab Subba Ms. Sunita Lakandri

Nayab Subba Mr. Bidur Khatiwada

Nayab Subba Mr. Sangam Khatri

Nayab Subba Mr. Binod Khanal

District Unit (dcdopmofa@gmail.com) district@nepalpassport.gov.np

Nayab Subba Mr. Tanka Bahadur Rai

Nayab Subba Ms. Sarita Manandhar

Computer Operator Ms. Urmila Thapa

Office Assistant Mr. Dhan Raj Shrestha

Mission Unit (mission.dopmofa@gmail.com)

Nayab Subba Mr. Hari Prasad Prasain

Computer Operator Mr. Abhishek Poudel

Diplomatic, Official and Service Passport Unit

Nayab Subba Mr. Keshav Raj Panthi

Computer Operator Mr. Kamal Timilsina

Quality Control and Dispatch Unit

Nayab Subba Mr. Manoj Singh

Computer Operator Mr. Manish Parajuli

Computer Operator Mr. Dipendra Thapa

Computer Operator Ms. Sabitra Gnawali

Computer Operator Ms. Anusha Shahi

Computer Operator Ms. Laxmi Parajuli

Office Assistant Ms. Mandira Rupakheti

Office Assistant Ms. Sabita Chaudhary

Office Assistant Ms. Sharada Khadka

Account Section

Account Officer Mr. Tulsi Prasad Acharya

Accountant Ms. Pramila Rawal Khanal

Office Assistant Mr. Dipendra Kami

Store Section

Nayab Subba Mr. Shreejal Pokharel

Nayab Subba Mr. Balram Pandey

Electrician Mr. Resham Aryal

Office Assistant Mr. Raj Kumar Chaudhary

IT Section (it@nepalpassport.gov.np) info@nepalpassport.gov.np

Computer Engineer Mr. Bipin Prasain
IT Officer Mr. Nabin Chaulagain

Legal Section

Section Officer (Law) Ms. Pratima Bhusal

Service Facilitation Section

Section Officer Mr. Purak Adhikari

Rejection and Pending Unit

Computer Operator Mr. Tanka Bikram Lamsal
Computer Operator Mr. Biroj Gole

Lost Passport Unit

Computer Operator Mr. Bharat Aryal

District Verification Counter (alert@nepalpassport.gov.np)

Computer Operator Ms. Sita Subedi

Public Relation/Inquiry

Computer Operator Ms. Chandrika Dangi
Office Assistant Ms. Parasadevi Sharma Regmi

Token Distribution & Queue Management

Office Assistant Mr. Padam Bahadur Lamsal

Forensic Unit

Forensic Officer Mr. Nagendra Bar Singh Thapa
Assistant Mr. Raj Kumar Karki

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

Live Enrollment Counter**Counter A (Room No. 10)**

Computer Operator Ms. Kalpana Tiwari
Computer Operator Ms. Padma Pathak
Computer Operator Ms. Bipana Regmi
Computer Operator Ms. Karina Thapa
Computer Operator Ms. Laxmi Chaudhary
Computer Operator Ms. Jamuna Karki
Computer Operator Ms. Shrijana Dahal

Counter B (Room No. 9)

Computer Operator Ms. Karuna Aran
Computer Operator Ms. Rojina Gautam

Computer Operator	Ms. Jenisha Kunwar
Computer Operator	Mr. Bikash Rai
Computer Operator	Ms. Janaki Kumari Lamichhane
Computer Operator	Ms. Amrika Jaishi
Computer Operator	Ms. Bandana Pokhrel

Counter C (Room No. 112)

Computer Operator	Mr. Bishnu Kumar Khadka
Computer Operator	Ms. Rama Thapa

Passport Distribution Counter

Counter No. 12 (A-I)

Computer Operator	Ms. Sumitra Shahi
Computer Operator	Ms. Eljina Mote
Office Assistant	Ms. Kopila Pokharel

Counter No. 13 (J-Q)

Computer Operator	Ms. Samikshya Thapa
Office Assistant	Ms. Mina Thapa

Counter No. 14 (R-Z)

Computer Operator	Ms. Rina Aryal
Computer Operator	Mr. Aniket Khonama Tharu
Computer Operator	Mr. Ganesh Raj Upadhyay
Office Assistant	Ms. Babita Neupane