

Government of Nepal
Ministry of Foreign Affairs
Department of Passports

Tripureshwor, Kathmandu

☎ 015970330-32

Designation	Name	Telephone	Ext
OFFICE OF THE DIRECTOR GENERAL (dg@nepalpassport.gov.np)			
Director General	Mr. Surendra Kumar Yadav	5970329	1001
Nayab Subba/PA	Ms. Hridaya Lamsal		1010
Office Assistant	Ms. Kamala Pandey		1010
OFFICE OF THE SPOKESPERSON			
Spokesperson	Mr. Sharad Raj Aran	5970327	1002
OFFICE OF THE INFORMATION OFFICER			
Information Officer	Dr. Damaru Ballav Poudel	5970323	1003
ADMINISTRATION AND MANAGEMENT SECTION (communication@nepalpassport.gov.np)			
Director	Mr. Sharad Raj Aran	5970327	1002
Section Officer	Mr. Khaga Raj Pandeya		
Nayab Subba	Mr. Uttam Prasad Neupane	5970325	1005
Computer Operator	Mr. Pramesh Khanal		1005
Office Assitant	Ms. Bimala Giri		1005
Office Assistant	Ms. Kalpana Bastola		1005
Account Section		5970326	1006
Account Officer	Mr. Tikaram Sharma		
Accountant	Ms. Nirmala KC		
Store Section			
Nayab Subba	Mr. Kul Chandra Aryal		
Nayab Subba	Mr. Suresh Raj Regmi		
Electrician	Mr. Resham Aryal		
Office Assistant	Mr. Raj Kumar Chaudhary		
Transportation and Vehicles			
Office Assisstant	Mr. Dipendra Kami		
Driver	Mr. Netra Bahadur Magar		
Driver	Mr. Shiva Prasad Bhusal		
Driver	Mr. Rupak Shrestha		
Driver	Mr. Som Prasad Nepal		
Driver	Mr. Sanu Gharti Magar		
Grievance Handling Unit			

Section Officer	Mr. Sabin Bhattarai		1020
IT Section (it@nepalpassport.gov.np)			
Computer Engineer	Mr. Bipin Prasain		1020
IT Officer	Mr. Nabin Chaulagain		1020
Technician	Mr. Biroj Gole		1020
Central Validation and Investigation Unit			
Section Officer	Ms. Ranjita Dahal		1011
Section Officer	Ms. Dhana Kumari Joshi		
Section Officer	Mr. Dilli Prasad Acharya		
Section Officer	Mr. Deepak BK		
Section Officer	Mr. Saroj Bhattarai		
Section Officer	Ms. Komal Baral		
Forensic Unit			
Forensic Officer	Mr. Nagendra Bar Singh Thapa		
Local Validation Unit			
			1009
Section Officer	Mr. Khimanand Bhusal		
Section Officer	Mr. Bhoj Raj Bhusal		
Section Officer	Mr. Kumar Bahadur Shrestha		
Section Officer	Mr. Bharat Khanal		
Section Officer	Mr. Ronal Rai		
Section Officer	Mr. Sujan Lamichhane		
Diplomatic, Official and Service Passport Unit			
Computer Operator	Mr. Kamal Timilsina		
Legal Section			
Section Officer (Law)	Ms. Supriya Silwal		
Public Relation/Inquiry			
		(1024, 1025, 1026)	
Office Assitant	Mr. Krishna Hari Ghimire		
Office Assistant	Ms. Kopila Pokharel		
PASSPORT ISSUANCE, DISTRICT AND MISSION			
Director	Dr. Damaru Ballav Poudel	5970323	1003
Director	Ms. Durapada Sapkota		
District Counter (dcdopmofa@gmail.com)			
		5970328	1008
Nayab Subba	Mr. Deepak Sharma		
Nayab Subba	Mr. Keshab Raj Pokharel		
Computer Operator	Ms. Karuna Aran		
Computer Operator	Ms. Sita Chaulagain		
Office Assistant	Mr. Dhan Raj Shrestha		

Mission Counter (mission.dopmofa@gmail.com)	5970322	1012
---	---------	------

Nayab Subba	Mr. Prem Prasad Baral
-------------	-----------------------

Computer Operator	Mr. Abhishek Poudel
-------------------	---------------------

Quality Checking and Packaging Unit	1022
-------------------------------------	------

Nayab Subba	Mr. Rambol Acharya
-------------	--------------------

Computer Operator	Mr. Dipendra Thapa
-------------------	--------------------

Computer Operator	Ms. Shrijana Dahal
-------------------	--------------------

Computer Operator	Ms. Sabitra Gnawali
-------------------	---------------------

Computer Operator	Ms. Sumitra Shahi
-------------------	-------------------

Computer Operator	Ms. Nirmala Khanal
-------------------	--------------------

Computer Operator	Ms. Laxmi Parajuli
-------------------	--------------------

Computer Operator	Mr. Bikash Rai
-------------------	----------------

Passport Distribution Counter

Counter A

Computer Operator	Ms. Amrika Jaishi
-------------------	-------------------

Office Assistant	Ms. Sabita Chaudhary
------------------	----------------------

Office Assistant	Ms. Sharada Khadka
------------------	--------------------

Counter B

Computer Operator	Ms. Rojina Gautam
-------------------	-------------------

Office Assistant	Ms. Mina Thapa
------------------	----------------

Counter C

Computer Operator	Ms. Rama Thapa
-------------------	----------------

Office Assistant	Ms. Mandira Rupakheti
------------------	-----------------------

Office Assistant	Ms. Parasdevi Sharma Regmi
------------------	----------------------------

GRIEVANCE HANDLING AND CO-ORDINATION SECTION

Director	Ms. Durpada Sapkota
----------	---------------------

Director	Ms. Sujani Rana	5970324	1004
----------	-----------------	---------	------

Token Distribution & Queue Management

Section Officer	Mr. Ronal Rai
-----------------	---------------

Nayab Subba	Mr. Prem Bahadur BK
-------------	---------------------

Office Assistant	Mr. Padam Bahadur Lamsal
------------------	--------------------------

Verification Counter

Nayab Subba	Ms. Jina Adhikari
-------------	-------------------

Nayab Subba	Mr. Tejendra Regmi
-------------	--------------------

Nayab Subba	Mr. Anup Bhandari
-------------	-------------------

Nayab Subba	Mr. Xenim Adhikari
-------------	--------------------

Nayab Subba	Mr. Saroj Paneru
-------------	------------------

Nayab Subba	Mr. Shreejal Pokharel
Nayab Subba	Ms. Kalpana Bhandari
Nayab Subba	Ms. Laxmi Pokharel
Nayab Subba	Ms. Sarita Manandhar

Live Enrollment Counter

Counter A

Computer Operator	Ms. Kalpana Tiwari
Computer Operator	Ms. Janaki Kumari Lamichhane
Computer Operator	Mr. Bishnu Kumar Khadka
Computer Operator	Ms. Bipana Regmi
Computer Operator	Ms. Bandana Pokharel
Computer Operator	Ms. Karina Thapa
Computer Operator	Ms. Laxmi Chaudhary
Computer Operator	Mr. Bharat Aryal

Counter B

Computer Operator	Mr. Manish Parajuli
Computer Operator	Ms. Reena Aryal
Computer Operator	Ms. Samikshya Thapa
Computer Operator	Ms. Yam Kumari Sapkota
Computer Operator	Ms. Anusha Shahi
Computer Operator	Ms. Namrata Bista
Computer Operator	Ms. Eljina Mote
Computer Operator	Ms. Chandrika Dangl

District Verification Counter (verifydopmofa123@gmail.com)

Computer Operator	Ms. Padma Pathak	1016
-------------------	------------------	------

Rejection and Pending Unit

Computer Operator	Mr. Aniket Khonama Tharu
-------------------	--------------------------

Lost Passport Unit

Computer Operator	Mr. Tanka Bikram Lamsal
-------------------	-------------------------

MRP Unit, Narayanhiti

Section Officer	Mr. Chakra Kumar Subedi
Computer Operator	Ms. Sita Subedi
Computer Operator	Ms. Jamuna Karki
Computer Operator	Ms. Urmila Thapa
Office Assistant	Ms. Babita Neupane