

## 1. Historical Background

Tribhuvan Village Development Program that had been introduced in 1952, with the advent of democracy is considered as a milestone in local development. The objectives of the program were as follows:

- Disseminate the methods of increasing agriculture production to uplift the living standards of people;
- Construct canal, drinking water well, road, and building in people's participative way;
- Provide social services;
- Raise the awareness among the rural people towards the development by providing training to local village activists, etc.

Nepal has been administratively divided into 14 zones and 75 districts in 2018 B.S. Village, Municipal and District Panchayat were formed and developed as local bodies in village, municipal and district level respectively. District Administrative Plan of 2031 B.S. had integrated local development and local administration into a single organization and established Chief District Officer as a responsible Officer for local development. This system could not remain effective in developing local leadership; in the changed political context of 2036 B.S. and need was felt to create a new responsible organization at the center level to protect, promote and develop local bodies; keeping this in mind, Ministry of Panchayat and Local Development was established in 2037 B.S. The ministry went through the changes in nomenclature and organization structure time and again. After the restoration of multi-party democratic system from the movement of 2046 B.S., the Constitution of Nepal 2047 B.S. in its preamble visualized decentralization as the fundamental board for democratic constitutional framework. This Constitution of the Nepal, in its directive principle, stated "the chief responsibility of the state shall be to maintain conditions suitable to the enjoyment of the fruits to democracy through wider participation of the people in the governance of the country and by the way of decentralization". The interim constitution of Nepal, 2063 B.S., in its national policy, has mentioned about accelerating rural development efforts considering welfare of majority of rural people. Similarly, in the part of National Structure and

Local Self Governance, it is mentioned that, to make conducive environment to exercise the sovereignty of people, decentralization and devolution of authority, sharing of responsibility and revenue among central and agencies related to local self governance and, hence, made commitment on providing authority and resources to the people. To operationalize the policy of decentralization into practice and to facilitate local level development activities through local bodies, the ministry has been entrusted with great responsibilities. On the basis of the fact as mentioned above, objectives for Ministry of Local Development have been set.

## 2 Objectives

### The objectives of the Ministry:

- Develop the local self governance system and strengthen local bodies as capable, effective and responsible institutions
- Develop institutional mechanism and process for the implementation of local and community development programs with focus on deprived people to empower socially and economically through social mobilization and effective people's participation
- Facilitate to mainstream remote areas to the nation building process
- Make institutional arrangements for uplifting the socio-economic status of indigenous/ ethnic, Dalit communities.
- Develop, expand and maintain of local level infrastructure on the basis of people demand at local level to promote access to service delivery
- Provide services and facilities in effective, transparent and accountable manner to promote good governance by enhancing the capacities of local bodies
- Support the national goal of poverty alleviation through decentralization and local development.

## Objectives Stated in the Tenth Plan Related to the scope of the MLD

### Objective relating to the local development:

- Alleviate poverty by making available to an easy access to services and benefits, particularly socially and economically backward areas, caste, nationalities, and groups

### Objective relating to the decentralization:

- Alleviate poverty by involving majority of the people in the decision making process of the governance system, and in empowering them for over all development through self governing process

### Objective relating to the indigenous people and ethnic group:

- Provide development opportunities by empowering the backward people and people of indigenous and ethnic groups who are unable to participate actively in the development mainstream

### Objective relating to the Dalits and neglected communities:

- Empowerment of Dalits and neglected communities on the basis of equality, and enhancement of access to the development efforts

## 3 Scope of the Ministry

*To achieve the above objectives Ministry of Local Development has been entrusted with the following roles and responsibilities based on Government of Nepal (Rules of Business) regulation 2057 B.S.*

- Formulation, implementation, monitoring and evaluation of policies, plans and programs on rural and local governance; remote area development; community development; and water supply and sanitation at local level
- Training, research and investigation related to rural and local governance, remote area development,

community development, and water supply and sanitation at local level.

- Demarcation and mapping of VDCs, municipalities, and districts
- Coordination of local development programs
- Local human resource development and mobilization of people for participation
- Work as a focal point for international relations on local governance and development
- Works concerning Coordination and work as a focal ministry among the Local Bodies
- Vital event registration related work
- Activities related to rural development
- Policy formulation, program implementation and monitoring relating to decentralization
- Appropriate technology development
- Local infrastructure and agriculture road construction and maintenance
- Mule trail and suspension bridge construction
- Works related to deprived, disadvantage and ethnic groups
- Social security related program
- Monastery management and development
- Solid waste management, resource mobilization and environment improvement

## 4 Principles and Policies of LSGA

The following principles and policies will be followed by Nepal Government for the development of Local Self Governance system in accordance with the guidance on decentralization mentioned in the interim constitution of the Nepal, 2063.

- Devolution of power to Local Bodies to make them capable and efficient in local self-governance.

- Development of institutional mechanism and functional structure in Local Bodies capable of bearing responsibilities.
- Devolution of power to Local Bodies to collect and mobilize resources required to discharge function, duty & responsibilities.
- Orient Local Bodies towards establishing the civil society based on democratic process and people's participation
- Make an effective mechanism for Local Bodies to be accountable to the people for the development of local leadership.
- Encourage the private sector to participate in local self-governance in the task of providing basic service for sustainable development.

## 5 MLD Organizational structure:

### 5.1 Organizational structure:

Organogram of the Ministry has been included in Annex-1.

### 5.2 Different Local Bodies facilitated from the ministry

- District Development Committees	75
- Municipalities (Total)	58
• Metropolitan City	1
• Sub-metropolitan Cities	4
• Municipalities	53
- Village Development Committees	3915

### ***Department, Academy, Commission, Committees and Center under MLD***

- Department of Local Infrastructure Development and Agriculture Road (DoLIDAR)
- Local Development Training Academy (LDTA)

- National Foundation for Development of Indigenous Nationalities (NFDIN)
- Remote Area Development Committee (RADC)
- Monastery Management and Development Committee (MMDC)
- Solid Waste Management and Resource Mobilization Center (SWMRMC)
- Neglected, Suffered and Depressed Class Upliftment Development Board (NSDCUDB)
- National Dalit Commission (NDC)
- Local Body Fiscal Commission (LBFC)
- Secretariat of Decentralization Implementation and Monitoring Committee

## 6 Functions of Divisions and Sections

### 6.1 General Administration Division

Functions concerning:

1. Organizational structure of the ministry and institutions working under the ministry
2. Personnel administration
3. Human resource development
4. Management auditing of the ministry and institutions working under the ministry
5. Annual budget formulation (recurrent) and its administration
6. Auditing and clearance of misappropriation of the budget
7. Internal security and interior management of the ministry
8. Management, mobilization and monitoring of grants in kind
9. Procurement, storage and management of goods for ministry

10. Internal implementation guidelines for coordination/contact among divisions/sections and committee/commission/academy under ministry
11. Personnel meeting arrangement
12. Establishment of coordination/liaison mechanism among various divisions/committees/commissions and institutes
13. Documentation of policy decisions made under the division
14. Disposal of unusable old documents related to the division
15. Supervision and administration of managerial aspects of fiscal, administrative and physical status of ministry and institutions under it
16. Governance reform/change unit.

#### **6.1.1 Personnel Administration Section (1)**

Functions concerning:

1. Recruitment, placement, transfer, promotion and retirement of personnel at the ministry and institutions under it
2. Reward and departmental punishment to the personnel
3. Retirement benefits (pension, gratuity, medical treatment, provident fund etc.) for employees
4. Job description, trimester and annual performance evaluation of employees at the Ministry and those working under it
5. Organizational structure of the Ministry and institutions under it
6. Manpower Supply/management for the Ministry as well as institution working under it
7. Record keeping/updating of employees
8. Management audit and necessary directives to the personnel working under the ministry
9. Preliminary judgment

10. Governance reform/change unit
11. Organizational behaviors/disciplines of employees and reward & punishment
12. Delegation of authority
13. Administrative/ financial disciplines

#### **6.1.2 Personnel Administration Section (2)**

Functions concerning:

1. Management of physical infrastructure, vehicles, computer, fax, telephone, typewriter, photocopy, electricity, water, sanitation etc as required to the ministry
2. Protection and documentation of physical assets of ministry and government institutions under it
3. Integrated documentation of letters and documents coming to and from the ministry
4. Supply of required stationery (papers, pens, ink etc) for daily work to the ministry
5. Documentation and proper distribution management of materials of grants in kind
6. Fixation of standard and norms for repairing works
7. Store management and supervision
8. Cleaning and security measures of the ministry
9. Proceedings on petitions/focal point for commission of abuse of authority

#### **6.1.3 Human Resource Development Section**

Functions concerning:

1. National and international training plans, programs and policies for the career development of the personnel working under the ministry
2. Seminar, workshop, short-term training for elected representatives of local bodies

3. Formulation and implementation of human resource development program for smooth operation of specified roles of ministry, department and institutions under it
4. Monitoring and supervision of completed trainings
5. Coordination of trainings conducted by other ministries and agencies
6. Work as a liaison unit of Local Development Training Academy
7. Support to increase knowledge and familiarize with new technologies to staffs by providing opportunities to participate in seminar, workshop, exhibition, talk program and interaction program
8. Work as a liaison section of human resource development program
9. Develop standard criteria for nominating for training and study abroad
10. Organizational development
11. Correspondence for visa to associated foreign citizens and volunteers
12. Formulation of human resource development policy
13. Collection of training report conducted abroad

#### **6.1.4 Financial Administration Section**

Functions concerning:

1. Authorization letters of grant budget to the local bodies, department and projects
2. Monitoring of financial aspect of the grants
3. Monitor auditing of local bodies and provide directives for sensitive misappropriation
4. Clarify the required articles in Local Bodies (Financial Administration) Regulation
5. Capacity enhancement of local bodies' staffs working in financial administration

6. Study and review of financial working procedure of local bodies
7. Budget release and providing authorization for expenditure to institutions under the ministry
8. Documentation of financial advance and misappropriation, clarify audit objections through settlement of arrears and keeping up-to-date records of these activities
9. Prepare consolidated financial statement of income and expenditure and submit for Internal and final auditing
10. Formulation of annual budget (recurrent), budget release and expenditure management
11. Provide directives to institutions under the ministry related to financial administration
12. Budget management in the ministry for logistic support
13. Strengthen financial administration section of local bodies by preparing action plan
14. Make functional linkage between the financial administration section of the ministry and local bodies
15. Take action on misappropriation on the basis of analyzed information and field observation
16. Prepare report with analysis on misappropriation status, administrative and program expenditure and its ratio and internal sources etc.
17. Other tasks as mentioned in the financial administration act and regulation

#### **6.2 Local Self Governance Coordination Division**

Functions concerning:

1. Capacity building and institutional strengthening of Local Bodies; and policy, planning and implementation of local resource mobilization for Local Bodies.

2. Boundary of Local Bodies (including re-structuring and fixation of Center).
3. Implementation, Monitoring and Evaluation of Local Self-Governance Act and its Regulations and amendment and formulation of local self-governance related legislation as per the need.
4. Make an effort for Decentralization and Self-Governance at local, national and international level and linkages, networking, contact and coordination with those institutions.
5. Financial source (mobilization and sharing of tax, revenue) and grant administration related to Local Bodies.
6. Contact and coordination with different Committees and Programs as designated.
7. Decentralization Implementation and Monitoring Committee, its Working Committee and Fiscal Commission Secretariat.
8. Population management, social security and vital event registration.
9. Record of Local Officials (elected/nominated), functions related with such vacant positions, and coordination with Local Bodies for the record management of national minorities (*Adibasi, Janajati*), oppressed and backward communities and women elected and nominated at the Local Bodies.
10. Functions relating to classification, organization and positions of Local Bodies.
11. Disposal of unusable old documents related to Division.
12. Collection and preparation of summary of the decisions related with the Division.

### **6.2.1 Local Bodies Support Section**

Functions concerning:

1. Institutional strengthening, program implementation, supervision and monitoring of DDCs and VDCs

2. Collection and analysis of decisions made by DDCs and District Councils and provide necessary policy instructions to them
3. Structure of Local Bodies and fixing of their boundaries and Centers
4. Coordination and contact with different national, international and regional organizations related with local bodies in the course of implementation of different programs
5. Policy, planning and implementation of programs related with community development and social mobilization.
6. Institutional development, management and mobilization of NGOs, CBOs and Users' Groups.
7. Support the programs implemented for the upliftment of targeted communities and function as a focal section for these programs.
8. Set standards and distribute Government grants (including minimum and additional grants) to DDCs and VDCs and perform functions related with Constituency development.
9. Provide feedback to the programs to be implemented by NGOs/INGOs.
10. Coordination with Local Bodies for recording of Local Officials (elected/nominated); functions related with vacant positions; and record management of National Minorities (*Adibasi, Janajati*), Oppressed and backward communities and women elected and nominated at the Local Bodies.

### **6.2.2 Decentralized Action Plan Coordination Section**

Functions concerning:

1. Policy and plan related to Institutional strengthening of Local Bodies and local resource mobilization
2. Secretariat of Decentralization Implementation and Monitoring Committee and Decentralization Implementation and Monitoring Working Committee

3. Directions on policy matters of self governance to local bodies from Government of Nepal
4. Contact, conduction and management on special programs
5. Suspending and dissolving of local bodies
6. Contact, cooperation and coordination between local bodies and line ministries
7. Support on coordination and inter-linkage with/among the local bodies
8. Subject matters to be delegated to committees, institutions and authorities by Government of Nepal
9. Classification of local bodies
10. Formulation of act, rules and its amendment; and formulation and operation of Local Service and sectoral sections
11. Support on making availability of fiscal resources and means to DDCs and VDCs
12. Revenue policy, its implementation and monitoring, revenue sharing and conflict management of local bodies

### **6.2.3 Population and Vital Registration Management Section**

Functions concerning:

1. Vital Registration Management (Birth, Death, Marriage, Migration and Divorce).
2. Policy formulation, action plan preparation for Vital Registration.
3. Data collection, analysis and report publication of Vital Registration.

4. Create awareness on importance and compulsion of Vital Registration by mobilizing local bodies, officials and NGOs.
5. Planning, implementation, monitoring and evaluation of vital registration program to make it effective
6. Management and operation of social security program (Budgeting, fund request, budget allocation and release to the districts).
7. Clarify on acts and regulations in order to make scientific documentation; to provide statistical and legal basis; and to validate the registered statistics. In addition to this, manage physical infrastructure; awareness promotion; and keep computerized data through a means of awareness creation and orientation.

### **6.3 Municipal Management Division**

Functions concerning:

1. Institutional development, fiscal and administrative strengthening of municipalities
2. Resource mobilization and coordination
3. Support on infrastructure development and service delivery
4. Support on formulating of periodic and annual plan of the municipalities
5. Policy formulation, coordination, monitoring and evaluation of environment and sustainable development
6. Coordination among Divisions and Sections
7. Appropriate weightage system, amendment and its implementation as well as revision for grant allocation

8. Representation on subjects related to municipal development fund and environmental issues of municipalities
9. Support on policy formulation
10. Efficiency evaluation of municipalities
11. Preparation of the summary of the decisions related to the Division and disposal of unusable old documents.

### **6.3.1 Municipal Management Section**

Functions concerning:

1. Policy formulation, planning and implementation for institutional development of municipalities
2. Municipal grant (including revenue) sharing and monitoring
3. Record, distribution, audit of local development fund and work related to reserve fund
4. Provide feedback on decisions made by the municipal council; studying the minutes; and conflict management
5. Prepare basic points for amendment of acts and regulations
6. Subject related to take loan by municipalities for municipal development; management of land within the municipalities (including barren land); and related to selling of fixed assets
7. SAARC summit, other conferences and ceremonies
8. Foreign technical volunteer demanded by municipalities and monitoring on it
9. Identification, mobilization, coordination of internal resources of municipalities; and maintaining fiscal and administrative discipline
10. Formulation, classification and management of municipalities

11. Recording of annual income and expenditure of municipalities and publication of annual reports
12. Administration of tax subsidy on vehicles and other goods purchased by municipalities
13. Membership fee for international organizations
14. Focal point to line ministry and Municipal Association of Nepal (MuAN)
15. Capacity enhancement for management improvement and its monitoring
16. Evaluate the efficiency of municipalities

### **6.3.2 Municipal Planning Section**

Functions concerning:

1. Support on preparation of municipal profile, resources maps and set the vision for municipal development
2. Support for periodic, annual and local planning; land development and its progress collection; and monitoring and evaluation of the municipalities
3. Coordination on urban planning process and activities
4. Urban development planning of emerging town settlements
5. Provide feedback and suggestions of the ministry related to urban planning issues
6. Policy related on people participation
7. Municipal development fund
8. Focal section of Rural –Urban partnership program, urban development strategies; and work related to UDLE and town development programs
9. Contact and coordination with donors, national and international organizations related to municipal and urban planning
10. Coordination on guidelines, budget ceiling and review on urban development planning



11. Collection, study and analysis of Audit reports of municipalities
12. Collection and analysis of annual budget and program of municipalities
13. Creation, classification and alteration of boundary of municipalities
14. Arrangement of foreign volunteers for municipalities on the basis of demand

### **6.3.3 Environmental Management Section**

Functions concerning:

1. Formulation of policies, plan, guideline, implementation, study, monitoring and evaluation for the rural, urban, community environmental management and sustainable development
2. Recommend environmental impact assessments of projects under the ministry.
3. Integration of environmental aspects in planning cycle and environment assessment.
4. Facilitation of solid waste management and sanitation plan, policy and its implementation
5. Environmental awareness, protection and its usages in Rural, Urban and community level.
6. Capacity building in terms of environment friendly plan formulation and implementation in local bodies and NGOs, community and private sector institutions.
7. Collection of data related to environment and facilitate EMIS (Environment Management Information System) at local and central level
8. Implementation and monitoring of environment pollution and management guidelines and set standards at local level.
9. Activate Municipalities and local bodies in management of greeneries and open places.
10. Linkages and coordination with local and international institutions for environmental promotional efforts.

11. Environmental degradation, risk and disaster management and mitigation.
12. Focal point of Solid Waste Management and Resource Mobilization Center (SWMRMC), Public Garden, City Hall Development Committee, Padampur Transfer Program, Pokhara Environment Improvement project, Kathmandu Valley Mapping Program and other environment and sustainable development projects.
13. Collection of acts, rules and bylaws related to environmental management

### **6.4 Planning and Foreign Aid Coordination Division**

Functions concerning:

1. Periodic and annual budget and program of the ministry and institution under it.
2. Provide policy guidance in formulation of development projects
3. Coordination of rural development projects
4. Formulation of foreign aid support policy
5. Provide comment and suggestions on different project proposal on behalf of the ministry.
6. Coordination with donor agencies
7. Establishment of coordination system among divisions, department and sections
8. Study, research and analysis of policy matters on foreign aid
9. Preparation of project documents of projects/programs
10. Priority setting of the projects

11. Disposal of unusable old documents related with the Division
12. Preparation of summary of the decisions related to the Division and its dissemination to the concern divisions/ sections and documentation as well

#### **6.4.1 Planning and Foreign Aid Coordination Section**

Functions concerning:

1. Formulation and approval of annual work plan and budget of department, projects and related organizations under the ministry
2. Provide policy feedbacks/guidance in context of implementation of development projects
3. Provide budget ceiling to the institutions under the ministry
4. Inform about the approval of projects/programs to the concerned agencies
5. Identification of donor agencies for foreign aid and coordination and management of foreign assistance
6. Coordination and implementation of integrated rural development projects
7. Study, research and analysis on policy matters of foreign aid
8. Policy formulation on handover of goods received from foreign support and technical assistance
9. Formulate foreign assistance policy and setting of priorities for local development coordinating with Ministry of Finance
10. Priority setting of the projects
11. Planning and programming of projects/programs run under the foreign assistance
12. Manage divisional budget for getting coordination of programs

13. Prepare strategic plan for the ministry
14. Prepare project documents of projects/programs run under the ministry and on the basis of these, formulate annual program and budget
15. Coordinate with line ministry and other agencies in order to send timely budget ceiling to the districts

#### **6.4.2 Monitoring and Evaluation Section**

Functions concerning:

1. Establishing indicators for monitoring and evaluation
2. Regular monitoring and evaluation of the projects/programs based on set indicators
3. Collection and analysis of progress reports
4. Submit the agendas in Ministerial Level Problem Solving Committee in order to solve the problems found during implementation
5. Maintain documentation of annual and periodic projects; review of programs on trimester and annual basis and take necessary action on found problems; and keep record of local level review and submit it for problem solving, if needed.
6. Monitor the performance of sections and submit the findings to the staff meetings.
7. Make database and information on irregularities, if any, of projects/programs

#### **6.4.3 Information, Publication and Documentation Section**

Functions concerning:

1. Information collection, storage and documentation
2. Publish the required publication by coordinating with all the divisions and sections of the ministry
3. Geographic Information System (GIS)
4. Reporting to parliament meeting

5. Establishment, operation and management of the library
6. Assist in information flow related to the ministry (including spokesman)
7. Prepare and publish comparative report reflecting financial regularities and performance of local bodies in a regular basis
8. Networking of computers within the ministry
9. Facilitate on ICT for development to the ministry and local bodies
10. Publication and extension of best practices of local bodies

### **6.5 Legal Advice Section**

Functions concerning:

1. Amendment of acts/rules and preparation of bill related to the ministry
2. Provide legal opinion to the Ministry
3. Publication of notice in the Nepal Gazette and similar matters.
4. Proceedings of the writ petition and appeal filed against the Ministry.
5. Proceedings of petition, appeal filed against the decision made over the service and facility of the employees of the local Bodies.
6. Coordinate for legal opinion on the treaty, agreement, memorandum of understanding to which the Ministry will be a party.
7. Rules, constitution order and bylaws of the corporation, committee under the Ministry.
8. Preparation of summary note of the opinion provided by the section and the matter concerned with the Section.
9. Disposal of unusable old documents concerning with the Section.

## **7 Major Programs and Projects under MLD**

### **Government of Nepal Funded Programs and Projects:**

- Social Security (For senior citizens, incapable, disabled and widows) Program
- Upliftment of Indigenous Nationalities and Praja Development Program
- Local Development Training Academy (LDTA)
- Remote and Special Area Development Program
- Monastery Management and Development Program
- Neglected, Suffered and Depressed Class Upliftment Development Board (NSDCUBD) Program
- National Dalit Commission
- Local Body Fiscal Commission
- Solid Waste Management Program
- Local Bodies Grants (DDCs, Municipalities and VDCs)
- Secretariat of Decentralization Implementation and Monitoring Committee
- Rural Water Supply and Sanitation Project
- Agriculture and Local Level Roads Project
- Participation based Development Program
- Rural Road Maintenance Fund
- Constituency Development Program
- District Transport Master Plan Road Construction Fund

### **UN Supported Projects**

- Decentralized Local Governance Support Program (DLGSP) (funding by UNDP and Norway) – 66 districts
- Rural Urban Partnership Program (RUPP) – 25 municipalities
- Community Owned Primary Education (COPE) – 6 Districts and 10 –municipalities
- Public Private Partnership for Urban Environment (PPPUE) – 10 municipalities
- Decentralized Financing and Development Program (DFDP) – 20 districts
- Decentralized Action for Children and Women (DACA)W) – 15 districts
- Population and Reproductive Health Integrated Project (PARHI) - 6 districts

### **IFAD funded Projects**

- Western Uplands Poverty Alleviation Project (WUPAP) – 8 districts

### **WFP/ GTZ/DFID supported Projects**

- Rural Community Infrastructure Works Program (RCIW) – 25 districts

### **World Bank Funded Project:**

- Rural Access Improvement and Decentralize Program (RAIDP) – 20 districts

### **Asian Development Bank funded projects**

- Decentralized Rural Infrastructure and Livelihood Project (DRILP) – 20 districts
- Governance Reform Program (GRP) – at the center level

### **SWISS (SDC) Supported Projects**

- Trail Bridge Sub Sector Program (TBSSP) – 60 districts
- District Road Support Program (DRSP) – 6 districts
- LILI/LISP

### **Finland Supported Projects**

- Rural Village Water Resource Management Project (RVWRMP) -9 districts
- Strengthening Environmental and Administration Management at Local Level –Nepal (SEAM-N) – 2 districts and 3 municipalities

### **DFID Supported Program**

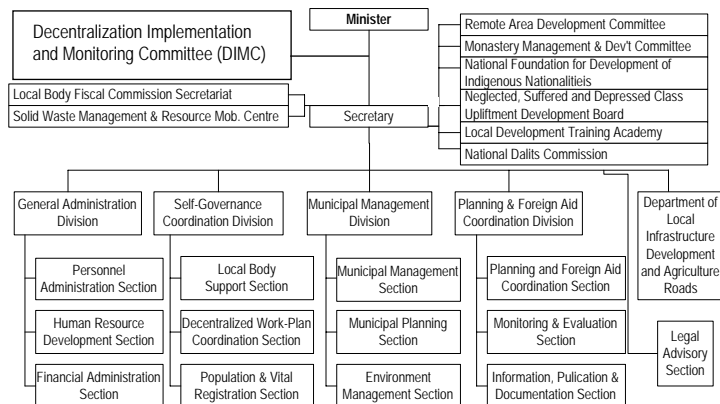
- Rural Access Program (RAP) – 6 districts

### **Canadian Supported Project**

- Community Environmental Awareness and Management Project (CEAMP) – 4 districts

## Annexes

### 1 Organogram of the Ministry of Local Development



### 2 Present and Former Secretaries of MLD

S. N.	Name	Deputed Date	Transfer / Retirement Date
1	Mr. Ram Narayan Shrestha	2037-3-23	2040-7-27
2	Mr. Mukti Prasad Kafle	2041-1-6	2043-9-17
3	Mr. Santa Bahadur Rai	2043-9-18	2044-9-9
4	Mr. Bhakta Bahadur Koirala	2044-9-10	2045-7-30
5	Mr. Dharma Bahadur Thapa	2045-8-1	2047-10-17
6	Mr. Padma Raj Subedi	2047-10-20	2049-7-20
7	Dr. Bhola Nath Chalise	2049-7-24	2051-11-19
8	Mr. Khagendra Basnyat	2051-11-23	2052-2-2
9	Mr. Bishow Raj Regmi	2052-2-3	2054-10-4
10	Mr. Sambhu Sharan Prasad Kayastha	2055-1-1	2055-2-26
11	Mr. Keshav Raj Rajbhandari	2055-2-27	2056-4-6
12	Mr. Uday Raj Soti	2056-4-7	2059-1-22
13	Mr. Krishna Prasad Adhikari	2059-3-10	2059-8-23
14	Mr. Khem Raj Nepal	2059-9-10	2061-3-3
15	Mr. Bal Krishna Prasai	2061-7-10	2061-11-19
16	Mr. Dolakh Bahadur Gurung	2061-11-24	2062-07-12
17	Mr. Yuba Raj Pandey	2062-07-13	2063-04-27
18	Mr. Bhagabati Kumar Kafle	2063-04-29	To date

(25)

### 3 Staffing Profile - Gazetted

#### Gazetted Staff Members

S.N.	Position	Class	Service/ Group	No.
1	Secretary	Gazetted Special Class	-	1
2	Joint Secretary	Gazetted Class I	Administration	4
3	Under Secretary	Gazetted Class II	Administration	12
4	Under Secretary	Gazetted Class II	Administration/Account	1
5	Under Secretary	Gazetted Class II	Legal	1
6	Section Officer	Gazetted Class III	Administration	18 6*
7	Demographer	Gazetted Class III	Economic Planning & Statistics	1
8	Account Officer	Gazetted Class III	Administration/Account	3
			Total	47

\* Deputed from other agencies

### 4 Staffing Profile- Non Gazetted

#### Non-Gazetted Staff Members

S.N.	Position	Class	Service/ Group	No.
1	Nayab Subba (Senior Assistant)	Non-Gazetted Class I	Administration	22
2	Supervisor	Non-Gazetted Class I	Administration	5
3	Accountant	Non-Gazetted Class I	Administration /Account	8
4	Artist	Non-Gazetted Class I	Miscellaneous	1
5	Computer Operator	Non-Gazetted Class I	Miscellaneous	2
6	Kharidar (Junior Assistant)	Non-Gazetted Class II	Administration	8
7	Sub-Accountant	Non-Gazetted Class II	Administration	6
8	Telegram Operator	Non-Gazetted Class II	Technician	1
9	Telephone Operator	Non-Gazetted Class II	Technician	2
10	Guestenor Operator	Non-Gazetted Class II	Technician	1
11	Typist	As per speed	Administration	8
12	Driver (Light)	Classless	Technician	6
13	Peon	Classless	Miscellaneous	16
			Total	86

(26)

## 5 Extra Staff Members (Fazil)

S.N.	Position	Class	Service/ Group	No.
1	Assistant Trainer	Non-Gazetted Class I		1
2	Assistant Trainer	Non-Gazetted Class II		9
3	Typist (Senior)	As per speed		2
4	Electrician	Non-Gazetted Class II		1
5	Driver	Classless		1
6	Peon	Classless		3
			Total	17

## 6 Contact Numbers and Email Addresses

### E-mail address of Honorable Ministers' Office

Minister: min@mld.gov.np;  
 State Minister: smin@mld.gov.np; and  
 Assistant Minister: amin@mld.gov.np

## 7 Telephone Numbers and Email of Divisions and Sections

S.N.	Position	Division/Section	Telephone/ Fax/e-mail
1	Secretary	-	T: 5524535/F: 5522045 e: secretary@mld.gov.np
2	Joint Secretary	General Administration Division	T: 5525148 e: admindiv@mld.gov.np
3	Joint Secretary	Self-Governance Coordination Division	T: 5524280 e: govdiv@mld.gov.np
4	Joint Secretary	Municipal Management Division	T: 5521873 e: mundiv@mld.gov.np
5	Joint Secretary	Planning & Foreign Aid Coordination Division	T: 5536170 e: plandiv@mld.gov.np
6	Under Secretary	Personnel Administration Section	T: 5522046/F: 5526428 e: personnel@mld.gov.np and internal@mld.gov.np
7	Under Secretary	Legal Advisory Section	T: 5521585 e: law@mld.gov.np

8	Under Secretary	Human Resource Development Section	T: 5526079/F: 5526079 e: hrd@mld.gov.np
9	Under Secretary	Financial Administration Section	T: 5521063/F: 5521063 e: finance@mld.gov.np
10	Under Secretary	Local Body Support Section	T: 5522015/F: 5549722 e: lbss@mld.gov.np and rdcn@mld.gov.np
11	Under Secretary	Decentralized Work-Plan Coordination Section	T: 5524280 e: decentral@mld.gov.np and dimwc@mld.gov.np
12	Under Secretary	Population & Vital Registration Section	T: 5541058 e: vitalevent@mld.gov.np
13	Under Secretary	Municipal Management Section	T: 5526437/F: 5552226 e: municipal@mld.gov.np
14	Under Secretary	Municipal Planning Section	T: 5537691 e: munplan@mld.gov.np
15	Under Secretary	Environment Management Section	T: 5548514 e: env@mld.gov.np
16	Under Secretary	Planning and Foreign Aid Coordination Section	T: 5532172 e: planning@mld.gov.np
17	Under Secretary	Monitoring and Evaluation Section	T: 5525992/F: 5534076 e: monitoring@mld.gov.np
18	Under Secretary	Information, Publication and Documentation Section	T: 5544403/F: 5544403 e: ipd@mld.gov.np and info@mld.gov.np
19	Telephone Exchange		5521727, 5521728, 5521731