

The Immigration Manual, 2008

**Government of Nepal
Ministry of Home Affairs
Department of Immigration
Kathmandu**

The Government of Nepal

Hon'ble Bam Dev Gautam

Deputy Prime Minister and Minister for Home Affairs

Personal Secretariat, Kathmandu, Nepal.

Date: September 2008

Good wishes.

I am glad to know that the Department of Immigration is going to prepare the Immigration Manual, 2065, integrating the Immigration Act, 1992, Immigration Regulation, 1994 and the Immigration Procedures, 2008.

Given the fact that the first contact point of the entry of foreigners into Nepal is immigration and they make their opinion as to Nepal based, inter alia, on the services and facilities they obtain from that point, the role of immigration has become important. Because of some discretionary powers conferred by law to decision makers in certain circumstances, administrative decisions of similar nature have appeared in different forms, and sometimes even been controversial. I am confident that this Manual will, to a large extent, control such instances. There can be no divergence of opinion on that the Immigration Manual, 2008 will be meaningful if it becomes capable of resolving complexities that may arise in the course of transaction of business.

Finally, extending sincere thanks to the Director General and relevant employees of the Department of Immigration for their efforts in the preparation of the Immigration Manual, 2008, I wish full success of the Manual. Thank you.

Sd.

Bam Dev Gautam

Deputy Prime Minister and Minister for Home Affairs

The Government of Nepal
Ministry of Home Affairs

Singhadurbar,
Kathmandu, Nepal

Date: September 2008

Good wishes.

I am pleased to know that the Department of Immigration is going to publish the Immigration Manual, 2008, also covering the Immigration Act, Regulation, and Procedures, with intent to make the discharge of functions simple and easy.

The main objective of the Immigration Manual, 2008, seems to provide an opportunity to deliver quality services to customers by making the immigration related activities objective-oriented and system-centric and to operate the whole immigration system as the thread of delivery by service providers of prompt and transparent services. Each service provider organization operates its activities subject to the ambit of its legal limits. However, there are ample precedents to the effect that difficulties that may arise in the course of performance of work would be tackled with when an effective modus operandi is adopted within the ambit of law while discharging the governmental business. Thus, I am confident that the Immigration Manual will also be directed towards that end.

Extending my sincere thanks to Mr. Nabin Kumar Ghimire, Director General at the Department of Immigration, and other relevant employees, who have performed an active role in the formulation of the Immigration Manual, 2008, I would like to extend good wishes for the success and continuity of this effort. Thank you.

Sd.

Dr. Govinda Prasad Kusum

Secretary

The Government of Nepal
Ministry of Home Affairs
Department of Immigration

Maitighar, Kathmandu

Date: September 2008

Department's words

The Immigration Procedures, 2008 has come into implementation with the approval of the Government of Nepal (Hon'ble Deputy Prime Minister and Minister for Home Affairs). At this juncture, the Department family is proud of making public the Immigration Act, Regulation and Procedures in the form of a manual. In a context where commitment, impartiality, transparency, honesty, accountability and modesty have been adopted as departmental values, I am fully confident that this manual will be an important vehicle to guarantee good governance and transparency and bring about clarity and efficiency in work performance modality. Information as to the modality established in the Procedures will not only define the relationship between the service provider and the consumer but also equally contribute to the mitigation of deformities such as red tapism, irregularity and unnecessary hassles because customers themselves will come at the forefront as a watchdog. The meaning and utility of our efforts will be established only if this can happen.

On behalf of the Department family, I would like to extend our sincere appreciation and gratitude to Hon'ble Deputy Prime Minister and Minister for Home Affairs Mr. Bam Dev Gautam, and Secretary Dr. Govinda Prasad Kusum for good wishes for the success of the Manual. I would also like to extend sincere thanks to all colleagues including Immigration Officer Mr. Dilli Raj Pokharel, who have contributed to the framing of the Procedures.

Sd.

(Nabin Kumar Ghimire)

Director General

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The Immigration Act, 1992

Date of Royal Assent and Publication

Monday, 2 November 1992

The Amending Act:

The Immigration (First Amendment) Act, 1993 Wednesday, 13 October 1993

Act number 30 of the year 1992

An Act made to provide for immigration

Preamble:

Whereas, it is expedient to regulate and control the entry of foreigners into, their presence in, and their departure from Nepal, and to manage the arrival and departure of the citizens of Nepal;

Now, therefore, be it enacted by Parliament in the twenty first year of the reign of His Majesty King Birendra Bir Bikram Shah Dev.

1. Short title and commencement:

- (1) This Act may be cited as the "Immigration Act, 1992".
- (2) It shall commence at once.

2. Definitions:

Unless the subject or the context otherwise requires, in this Act:

- (a) "immigration" means the process of entry of foreigners into, their presence in, and their departure from, Nepal;
- (b) "foreigner" means any person who is not a citizen of Nepal for the time being;
- (c) "passport" means a passport, travel document issued by the government of a country for visiting abroad or similar other permit issued to make such a visit, and this term also includes the laissez passé issued by the United Nations Organization;
- (d) "visa" means the permit issued by the Government of Nepal to a foreigner to enter into and stay in Nepal;
- (e) "Department" means the Department of Immigration established by the Government of Nepal in order to regulate the entry of foreigners into, their presence in, and their departure from, Nepal and to manage the arrival and departure of the citizens of Nepal;
- (f) "Office" means the Immigration Office under the Department;
- (g) "Director General" means the head of the Department;
- (h) "Immigration Officer" means the officer in service in the Department and the Office, and this term also includes the chief of the Office;
- (i) "trekking" means a journey to be made by a foreigner on foot with a night haltage, and this term also include a journey on foot up to the base camp made by a foreigner who proceeds for Himalayan peak expedition;
- (j) "prescribed" or "as prescribed" means prescribed or as prescribed in this Act or in the Regulation framed hereunder.

3. Provisions relating to entry, presence and departure:

- (1) No foreigner shall enter into and stay in Nepal without holding a passport and visa.
- (2) The category and fees for visa and other provisions relating to visa shall be as prescribed.
- (3) A foreigner who intends to trek in the prescribed area of Nepal shall have to obtain, in addition to a visa, the permit as prescribed.
- (4) The fees for trekking and other provisions relating to trekking shall be as prescribed.
- (5) The provisions relating to the entry of foreigners into Nepal and the departure and arrival of the citizens of Nepal from and in Nepal shall be as prescribed.

4. Terms to be observed by foreigners:

- (1) The terms to be observed by the foreigners staying in Nepal shall be as prescribed.
- (2) The terms to be observed by an agency providing service to a foreigner for a visa or trekking shall be as prescribed.

5. Prohibition on using fake passport or visa:

- (1) No one shall give a false statement of his or her name, age, nationality or any other matter, make a false statement or use, or cause to be used, a fake passport or visa.
- (2) No one shall enter into, stay in, and depart from, Nepal by producing a fake passport or visa.
- (3) No one shall cause any foreigner who does not hold a passport and visa issued by the government of a foreign country or by the

competent authority of such government to enter into, make presence in, and depart from, Nepal.

6. Power to examine document and take it into custody:

The Immigration Officer or any employee designated by the Director General, as the case may be, may, at any place and time, examine any documents pertaining to the entry, presence and departure of a foreigner and may take the documents pertaining thereto into his or her custody.

7. Functions, duties and powers of Director General:

The functions, duties and powers of the Director General shall be as follows:

- (a) To regulate, manage and control, or cause to be regulated, managed and controlled, the entry of foreigners into, their presence in, and departure from, Nepal;
- (b) To issue the permit to foreigners for trekking;
- (c) To issue the prescribed visas and extend the validity thereof;
- (c1) To cancel the trekking permit issued pursuant to clause (b) or the visa granted or of which validity extended pursuant to clause (c) in such circumstances as may be prescribed;
- (d) To manage the arrival and departure of the citizens of Nepal;
- (e) To perform, or cause to be performed, other functions in accordance with the directions given by the Government of Nepal from time to time.

8. Investigation of offense relating to immigration:

- (1) In cases where the Department or the Office comes to know directly or indirectly that any offense has been committed or is

likely to be committed in contravention of this Act or the Regulation framed hereunder, the Immigration Officer designated by the Director General shall make investigation into such offense and institute a legal action.

- (2) While investigating into the offense referred to in sub-section (1) or collecting evidence or proofs, the Immigration Officer shall have all such powers as are conferred on the police under the laws in force, including the powers to arrest any person involved in the offense, to search any place in relation to the offense, to take the custody of documents or other articles related with the offense, and to execute a deed of public inquiry. While so investigating, the Immigration Officer may take deposition of the accused, and release him or her on personal bail to make presence on appointed days, release him or her on bail or security on account of reasonable grounds or hold him or her in custody for a term not exceeding twenty five days, with the leave of the Court.

Provided that the Immigration Officer shall have to give information of investigation into the offense to the Director General as soon as he or she commences such investigation.

- (2a) In cases where the accused required to furnish a bail or security pursuant to sub-section (2) fails to furnish such bail or security, he or she may be held in custody.
- (3) While making investigation pursuant to sub-section (2), the Immigration Officer may, in case of necessity, consult the Government Attorney.

9. Power to make deportation:

- (1) After a report has been submitted to the Director General by the Immigration Officer upon having completed the investigation of the offense in accordance with this Act, in the case of a foreigner, the Director General may, on the basis of the report, and upon regulating such matters as are required to be regularized as prescribed, and with the approval of the Government of Nepal, deport such a foreigner from Nepal, disqualifying the foreigner from re-entering into Nepal, with or without prescribing a period.
- (1a) The Director General may, with the approval of the Government of Nepal, issue an order deporting a foreigner who has undergone punishment for the commission of acts contrary to this Act or the Regulations framed hereunder or the laws in force from Nepal, disqualifying the foreigner from re-entering into Nepal, with or without prescribing a period.
- (2) The foreigner who is deported pursuant to sub-sections (1) and (1a) shall not be allowed to re-enter into Nepal during the period of deportation.
- (3) Other provisions relating to deportation shall be as prescribed.

10. Punishment:

- (1) Any person who commits, or causes to be committed, the offense referred to in Section 5 shall be liable to punishment with a fine not exceeding fifty thousand rupees or with imprisonment for a term not exceeding five years or with both.
- (2) Any person who violates, or causes to be violated, sub-section (2) of Section 9 shall, for the first instance, be liable to punishment with a fine not exceeding twenty five thousand rupees or with

imprisonment for a term not exceeding two years, or in cases where such a person then repeats the violations thereof, he or she shall be liable to punishment with a fine not exceeding fifty thousand rupees or with imprisonment for a term not exceeding five years or with both, for each violation.

- (3) Any accomplice of the offense carrying punishment as referred to in sub-section (1) or (2) shall be liable to punishment with half the punishment to be imposed on the principal offender.
- (4) In cases where any person commits any act in contravention of this Act or the Regulation framed hereunder, other than the acts set forth in the sub-sections above, the Director General may impose a fine not exceeding fifty thousand rupees on that person, having also recovered from such a person such amount in question as may be held to be payable by him or her.

11. Appeal:

A party who is not satisfied with the punishment, if any, imposed pursuant to sub-section (4) of Section 10 may file an appeal in the Appellate Court within thirty five days.

12. Government to be plaintiff:

The Government of Nepal shall be plaintiff in a case under this Act.

13. Visa fees not to be levied:

The visa fees shall not be levied for the period of custody in the case of a foreigner who has been held in custody in the course of investigation in accordance with this Act or the laws in force, and, where a case is filed against him or her, for the period commencing from the day of filing the case to that of the delivery of judgment in the case, and in the case of

imposition of punishment of imprisonment on him or her, to the day of completion of service of imprisonment, and in the case of imposition of a fine only, to the day of the payment of the fine.

14. Powers of the Government of Nepal:

(1) The Government of Nepal may make provision for exempting the foreigners of any class, tribe, caste or nationality from the application of all or any of the provisions of this Act or the Regulation framed hereunder, or for the application of only the prescribed terms and conditions to such foreigners.

(2) If the Government of Nepal is of the opinion that any foreigner's entry into, presence in or departure from, Nepal may be detrimental to the national interest, it may prohibit the entry, presence or departure of such a foreigner.

15. Power to delegate authority:

The Director General may delegate any or all of the powers conferred on him or her under this Act to any other officer or employee subordinate to him or her.

16. Institution of action under other laws in force not barred:

Nothing contained in this Act shall be deemed to be a bar to the filing of a case with a court against any person in accordance with other laws in force.

17. Saving of act done in good faith:

No claim of compensation shall be made nor shall any case or other legal action be instituted against any employee for any act done or purported to be done in good faith in accordance with this Act.

18. Powers to frame rules:

The Government of Nepal may frame rules for the accomplishment of the objects of this Act.

19. Repeal and saving:

- (1) The Foreigners Act, 1958 is hereby repealed.
- (2) Any acts done or actions taken under the Foreigners Act, 1958 and the Rules framed thereunder shall be deemed to have been done or taken under this Act.

The Immigration Regulation, 1994

Date of publication in the Nepal Gazette: 6 June 1994

Date of the First Amendment: 4 June 2001

Date of the Fifth Amendment: 16 June 2008

Date of commencement of the Fifth Amendment: 16 July 2008

In exercise of the powers conferred by Section 18 of the Immigration Act, 1992, the Government of Nepal has framed the following rules:

Chapter-1

Preliminary

1. Short title and commencement:

- (1) These rules may be cited as the "Immigration Regulation, 1994".
- (2) This Regulation shall commence on such date as the Government of Nepal may appoint, by a notification in the Nepal Gazette.

2. Definitions:

Unless the subject or the context otherwise requires, in this Regulation:

- (a) "Act" means the Immigration Act, 1992;
- (b) "tourist" means a foreigner who spends at least one night or twenty four hours in Nepal;
- (c) "family" means the husband, wife, father, mother, and dependent child;

- (d) "trekking area" means the area so specified by the Government of Nepal that permission is required to trek there;
- (e) "mission" means any Nepalese embassy, Nepalese consulate general and Nepalese consulate situated abroad, and this term also includes any organization or authority who represents the Government of Nepal abroad temporarily or permanently;
- (f) "agency" means a person, or organization licensed by the Government of Nepal who provides service to foreigners during the period from their arrival and presence to their departure, or an organization arranging for the movement of foreigners;
- (g) "visa year", for the purposes of this Regulation, means the period from 1 January to 31 December of a year.

Chapter - 2

Provisions relating to visas

3. Powers of the Government of Nepal to grant or refuse to grant visa:

- (1) All powers to grant or not to grant a visa to any foreigner shall be vested in the Government of Nepal.
- (2) The Government of Nepal may, on the basis of reciprocity, allow the citizens of any friendly country to enter into Nepal without holding visa.

4. Diplomatic visa:

- (1) Except in cases where a special order has been issued by the Government of Nepal, the diplomatic visa shall be issued to a person who holds a diplomatic passport issued by any country and is recommended by the concerned foreign diplomatic mission for the diplomatic visa, to a person whom the Government of Nepal

considers fit for diplomatic privileges and the family members of such diplomatic passport holder.

- (2) The diplomatic visa shall be issued on the basis of reciprocity and its term may be extended at a time or several times, for the term of assignment in Nepal.
- (3) An application for the diplomatic visa has to be made in the format as referred to in Schedule-1.

Provided that an application as referred to in Schedule-1 is not required to be made if a request or recommendation, accompanied by the details, is made by a foreign diplomatic mission or a body authorized for that purpose.

5. Official visa:

- (1) The official visa shall be granted to the persons whom the Government of Nepal considers fit and their family members, and, on recommendation of the concerned foreign diplomatic mission, to the following foreigners and their family members:
 - (a) Administrative, technical and non-diplomatic staff serving in a residential or non-residential diplomatic mission, consulate for Nepal, and incumbent Nepalese honorary consul generals, consuls and their family members who visit Nepal from foreign countries;
 - (b) Consultant experts who stay in Nepal under an agreement concluded with the Government of Nepal;
 - (c) Employees serving in the Nepal based offices of the United Nations or agencies under the United Nations and persons holding the laissez passez issued by the United Nations;

- (d) Employees serving in international institutions or regional organizations situated in Nepal;
 - (e) Persons to come to participate in any assembly, conference, training or meeting organized by the Government of Nepal or a body owned by the Government of Nepal, or the United Nations Organizations or a regional organization or other agencies thereunder.
- (2) An application for the official visa has to be made in the format as referred to in Schedule-1.

Provided that an application as referred to in Schedule-1 is not required to be made if a request or recommendation, accompanied by the details, is made by a foreign diplomatic mission or a body authorized for that purpose.

6. Tourist visa:

- (1) The tourist visa shall be granted to the foreign tourists who visit Nepal.
- (2) The tourist visa shall be granted for a maximum period of five months in a visa year.
- (3) A tourist who has departed prior to the expiry of the period specified in the visa issued in a visa year shall not be allowed to use the visa by adding the remaining period to another visa year.
- (4) If any foreigner who enters into Nepal towards the end of a visa year desires to spend even the period during which he or she may stay in Nepal with the tourist visa in the other visa year, he or she may use such facility.

Provided that the calculation of the fees for such a period shall be made on the basis of the total period of his or her stay.

- (5) An application for the tourist visa has to be made in the format as referred to in Schedule-1.

7. Study visa:

- (1) The study visa shall be granted to the foreigners, and to their family members, who, after having obtained the approval of the Government of Nepal, come to study, teach or conduct research works in any educational institutions in Nepal.
- (2) Except in the case of the foreigners who come to Nepal to carry out study or research works under scholarship awarded by the Government of Nepal or under a program approved by the Government of Nepal or under an agreement concluded between two universities or the foreigners who come to carry out study from the member states of the South Asian Association for Regional Cooperation or the foreigners who come to pursue study up to the secondary level, the study visa shall be granted to the other foreigners who come to Nepal to carry out study and research work at their own will, only on the submission of either a document indicating the authentic source that they can make yearly expenses of a minimum of three thousand American dollars or Nepalese currency equivalent thereto at a time or on a monthly installment basis during their stay in Nepal, and, in the case of their family members, that they can make yearly expenses of a minimum of two thousand American dollars or Nepalese currency equivalent thereto or a certificate of exchange of foreign currency

equivalent thereto or a document indicating the balance of Nepalese currency equivalent thereto with a local bank.

- (3) The study visa shall be granted for one year at a time. If the study visa has to be granted for a period in excess thereof, its term may be extended by taking into consideration of the study and research progress report of such a person, his or her activities as well as other necessary matters.

Provided that in the case of a person carrying out research or study, such extension of term shall be only for up to the period of research or that of educational degree under study.

- (3a) Notwithstanding anything contained in sub-rule (3), in the case of those who pursue study on technical subjects, the study visa may be granted at one time for up to the period of educational degree in the subject concerned.
- (4) The recommendation of the Ministry concerned has to be submitted for the study visa.
- (5) An application for the study visa has to be made in the format as referred to in Schedule-2.

8. Non-tourist visa:

- (1) The non-tourist visa shall be granted to the following foreigners and their family members:
 - (a) Foreigners involved in such social or economic development activities as approved by the Government of Nepal and financed by governmental institutions of foreign friendly nations;

- (b) Foreigners having obtained recommendation from the Ministry of Foreign Affairs to serve for organizations run by foreign missions located in Nepal;
- (c) Foreign representatives having obtained recommendation from the Ministry of Information and Communications to serve for foreign newspapers and news agencies;
- (d) Foreigners having obtained recommendation from the concerned Ministry to serve as attendants of the foreigners having obtained diplomatic or official visas;
- (e) Foreigners having obtained permission from the Government of Nepal to work on remuneration basis in any firms/companies/associations/industries or enterprises within Nepal;
- (f) Foreigners having obtained recommendation from the Ministry concerned to serve for any international air organizations located in Nepal;
- (g) Foreign importers visiting Nepal from third countries on the recommendation of foreign governmental agencies or federation of commerce and industries or chambers of commerce of foreign countries,
- (h) Foreigners who have marital relation with the citizens of Nepal and furnish the marriage registration certificate;
- (h1) Foreigners who are of Nepalese origin or foreign passport holding offspring of Nepalese father or mother who come to Nepal to visit any relative or the father, mother, brother or sister of foreigners who have marital relation with the

citizens of Nepal who come to Nepal to visit him or her, producing a recommendation setting out the relation issued by the concerned mission;

Explanation: For the purposes of this clause, the term "relative" means a person within the three generations of father or mother.

- (i) Foreigners who come to Nepal to work, on the recommendation of the concerned Ministry, pursuant to an agreement or understanding agreed upon at the governmental or non governmental level;
- (j) Foreigners having obtained recommendation of the concerned Ministry to conduct feasibility study of any industry or enterprise, for a period not exceeding six months;

Provided that the foreigners as referred to in this clause shall have to submit a document showing the source of investment, qualification of, and description relating to experience of, the investor, along with the visa application form.

- (k) Group leaders of foreigners making application, accompanied by recommendation of the concerned Ministry, for making tourists' group tour in Nepal;
- (k1) Foreigners who have obtained recommendation of the concerned Ministry and come to work for non-governmental organizations pursuant to agreements

concluded with the Social Welfare Council or the concerned Ministry;

- (1) Such foreigners as may be considered fit by the Government of Nepal.
- (2) The non-tourist visa shall be issued for a period not exceeding one year at a time, and its term may be extended as per necessity.
- (3) Deleted.
- (4) An application for the non-tourist visa has to be made in the format as referred to in Schedule-2.

Provided that the foreigners as referred to in clause (h) shall have to make an application in the format as referred to in Schedule-2(a).

9. Business visa:

- (1) The business visa shall be granted to the following foreigners and their family members on the recommendation of concerned agency:
 - (a) Foreigners having obtained a license to make investment in any trade or industrial enterprises within Nepal or authorized representatives of such trade or enterprises;
 - (b) Foreigners having obtained a license to make investment in order to carry on export trade from Nepal;
 - (c) Foreigners who visit Nepal from third countries, purchase and export goods manufactured in Nepal or make a purchase order for exports.

- (2) Except as otherwise provided for in this Regulation, the business visa shall be issued for a period not exceeding five years at a time; and its term may be extended as per necessity.
- (3) An application for the business visa has to be made in the format as referred to in Schedule-2.

10. Transit visa:

- (1) The transit visa shall be granted for one day to the foreigners, whose air tickets are confirmed and who enter into Nepal to spend a night in the course of going to another country through the airport of Nepal or to the foreigners who are traveling by an aircraft which has made an emergency landing at the airport of Nepal owing to any cause.
- (2) An application for the visa as referred to in sub-rule (1) has to be made in the format as referred to in Schedule-3.

10A. Non-residential Nepalese visa:

- (1) If any foreigner of Nepalese origin residing in a foreign country intends to reside in or carries on trade or business in or carries out study, teaching or research work in any subject in Nepal, the non-residential Nepalese visa may be granted to such a foreigner and his or her family members.
- (2) An application for the visa as referred to in sub-rule (1) may be made in the format as referred to in Schedule-3A through a Nepalese mission situated abroad or directly to the Department.
- (3) The visa as referred to in sub-rule (1) may be granted for a period not exceeding ten years at one time, and its term may be extended as per necessity.

- (4) The format of the non-residential Nepalese visa shall be as referred to in Schedule-3B.

11. Residential visa:

- (1) The residential visa shall be granted to the following foreigners who intend to spend life in Nepal, and their family members:
- (a) Persons who are of international reputation;
 - (b) Persons who are capable of rendering outstanding contribution to the economic, social and cultural development of Nepal;
 - (c)¹
 - (d) Persons who make an investment of a minimum of one hundred thousand US dollars or convertible foreign currency equivalent thereto in an industrial enterprise of Nepal at a time;
 - (e) Any foreigners who intend to spend life in Nepal without carrying on any business.
- (2) The mission which makes a recommendation for the residential visa to the foreigner as referred to in the clauses other than clause (d) of sub-rule (1) shall send the recommendation along with the application filled up by such foreigner to the Department through the Ministry of Foreign Affairs.
- (3) A foreigner who intends to obtain the residential visa under clause (e) of sub-rule (1) shall have to submit a document proving the source that he or she shall make a lump sum annual expenditure of

¹ Repealed by the First Amendment.

twenty thousand US dollars or convertible foreign currency equivalent thereto in Nepal, and a foreigner who intends to get the visa renewed shall have to submit an evidence showing that he or she has spent the said amount in lump sum or at several times, along with the said document.

- (4) A foreigner who intends to obtain the residential visa shall have to submit an application, in the format as referred to in Schedule-4, to the Department or the concerned mission.
- (5) The format of the residential visa shall be as referred to in Schedule 4(a).

12. Visa issuing, regulating and renewing authority:

- (1) The following visa shall be granted, regulated and renewed by the following authority:

Category of visa	Visa issuing, regulating and renewing authority
(a) Diplomatic visa	The Ministry of Foreign Affairs, Provided that the mission or the Immigration Office at the entry point may issue the diplomatic visa (as an entry visa) for a period not exceeding thirty days.
(b) Official visa	The Ministry of Foreign Affairs, Provided that the mission or the Immigration Office at the entry point may issue the official visa (as an entry visa) for a period not exceeding thirty days.

(c) Tourist visa	<p>(1) The mission or the Immigration Office at the entry point for the entry visa for fifteen days, thirty days and ninety days in a visa year,</p> <p>(2) The Director General for the extension of the term of visa and regulating of visa of the foreigners who have already entered into Nepal.</p> <p>Provided that if it is within a period of one hundred fifty days at the time of departure, the Immigration Officer may regularize the visa for a period not exceeding fifteen days at a departure point.</p>
(d) Study visa	The Director General,
(e) Non-tourist visa	<p>(1) In the case of foreigners as referred to in clause (g) of Rule 8, the Nepalese embassy or permanent Nepalese diplomatic mission situated abroad or the Director General.</p> <p>(2) In the case of foreigners as referred to in clause (1) of Rule 8, the Director General with the approval of the Government of Nepal.</p> <p>(3) In the case of foreigners as referred to in the other clauses of Rule 8, the Director General.</p>
(f) Business visa	The Director General,

(g) Transit visa	The Immigration Officer,
(h) Residential visa	For a period of first one year, the Department with the approval of the Ministry of Home Affairs, and the Department for renewal.
(i) Non-residential Nepalese visa	For the first time, the mission or the Director General, with the approval of the Ministry of Home Affairs, and the Department for renewal. However, the Department on the recommendation of the Department of Industries, in the case of the foreign investors as referred to in clause (d) of sub-rule (1) of Rule 11, and their dependent family members.

- (2) The Ministry of Foreign Affairs shall, on a monthly basis, furnish the Department with the details setting out the names, nationalities, passport numbers and visa periods of the persons to whom visas have been granted pursuant to clauses (a) and (b) of sub-rule (1).
- (3) The Ministry of Foreign Affairs shall, on a monthly basis, furnish the Department with the details of revenue collected while issuing visas by the missions pursuant to the clauses other than clauses (a) and (b) of sub-rule (1).
- (4) If a recommendation for a visa is received from the concerned agency, the Department shall make a decision relating to visa

generally within a period of seven days from the date of registration of such a recommendation.

13. Power to refuse to issue visa or to grant permission to enter into Nepal:

Notwithstanding anything contained elsewhere in this Regulation, it may be refused to issue a visa to any of the following foreigners or the Immigration Officer may, at the entry point, refuse to permit them to enter into Nepal:

- (a) Whose passports and visas seem to be doubtful;
- (b) Who have been deported from or who have been prohibited from entering into Nepal for having committed any acts contrary to the Act or this Regulation;
- (c) Who have already spent the period allowed for their stay pursuant to this Regulation;
- (d) Travel documents of those foreigners who intend to enter into Nepal seem to be doubtful.

14. Power to prohibit departure from Nepal:

The Department or Immigration Office may prohibit any of the following persons from departing from Nepal:

- (a) One who does not hold valid passport and visa to enter into the countries which one intends to enter into;
- (b) One about whom information, with the reason therefor, is received from any competent authority for prohibiting one from departing from Nepal.

15. Points of entry or departure:

The points of entry and departure for the purpose of foreigners entering into or departing from Nepal by obtaining a visa shall be as set forth in Schedule-5.

16. Arrival and departure forms to be filled up:

- (1) Every foreigner who enters into or departs from Nepal shall have to fill up the arrival or departure form, as the case may be, as referred to in Schedule- 6 and Schedule-6(a), respectively, and submit such a form to the Immigration Office.
- (1a) Every citizen of Nepal who departs from Nepal or enters into Nepal using an international airport shall have to fill up the departure form or the arrival form, as the case may be, in the format as referred to in Schedule-6(b) and Schedule-6(c), respectively.
- (2) On the basis of the forms submitted pursuant to sub-rule (1), the Immigration Office shall, on a daily basis, prepare the foreigners' arrival records in the format as referred to in Schedule-7 and their departure records in the format as referred to in Schedule-7(a), and forward the same to the Department.

17. Certification of arrival and departure:

Every person who enters into Nepal or departs from Nepal shall get his or her entry or departure certified at his or her entry or departure point. In the case of a person who fails to get his or her arrival or departure so certified, if that person makes an application, accompanied by the reason therefor, the Department may, if it deems reasonable after making investigation into the matter, certify the arrival or departure.

18. Documents required to be shown:

In cases where the employees of the Department or offices thereunder, and the authorized employee of the District Administration Office, police employee and border administration employee, in a place where such employees are not available, require any foreigner to show his or her passport, visa, trekking permit and documents relating thereto, such a foreigner shall have to show such documents immediately.

19. Requirement to register presence and give notice of change in address:

- (1) The foreigners who have got permission to stay in Nepal for a period exceeding six months in visas other than the tourist visa shall, for the purpose of registration of their presence, have to fill up details in the format as referred to in Schedule-7(b) and submit the same to the Department or the office designated by the Department; and the Department or the office designated by the Department shall have to maintain records thereof in the format as referred to in Schedule-7(c) and provide the presence registration certificate as referred to in Schedule-7(d) to them. In the case of extension of the term of visa, renewal of the presence registration certificate has also to be made.
- (2) If a foreigner makes a change in his or her residential address in Nepal as mentioned in the application made for the issuance of visa or the extension of its term or the details submitted for the purpose of registration of presence, the foreigner, if he or she is one who has obtained the presence registration certificate, shall have to give a notice containing his or her name, passport number and new address as well, to the Department or the office issuing the registration certificate, and if he or she has not obtained such

presence registration certificate, to the Department or Office or local police office.

- (3) If a foreigner having stayed in Nepal for a period of more than one hundred twenty days goes to any other place in Nepal to spend more than three days, the foreigner shall have to get his or her presence, along with the details specifying his or her name, passport number and address as well, registered with the local police office of that place.

20. Restriction to work:

- (1) A foreigner who has obtained a visa as a tourist or his or her family member pursuant to this Regulation shall not be allowed to work, whether in consideration for remuneration or not, in any industry, business, enterprise or organization during his or her stay in Nepal.
- (2) A foreigner who has obtained a visa pursuant to this Regulation shall not be allowed to carry out any work other than that for which purpose he or she has obtained the visa.

21. Notice to be given for cancellation of visa:

In cases where a foreigner who has obtained a visa of any category other than the tourist visa becomes unable to spend the term of the visa granted to him or her due to any reason, the concerned foreigner or the chief of office concerned with his or her business shall have to give a notice to the visa issuing authority within seven days for the cancellation of such a visa.

22. Regularization of visa:

In cases where any foreigner is held in custody in the course of action in accordance with the laws in force or official information of such custody is received or his or her presence in Nepal until the settlement of a legal action, if any, instituted against him or her is necessary, the Department shall regularize his or her visa, recording the matter, in accordance with the provisions set forth in the Act. Such a foreigner may be deported or sent back from Nepal normally within a period of seven days of the date of his or her release from custody or of the settlement of legal action, as the case may be.

23. Power to change visa category:

In cases where a foreigner having entered with a visa of any category makes, after the discharge of the function for which he or she has obtained the visa, an application for a visa of other category, the authority as referred to in Rule 12 may, subject to the provisions of the Act and this Regulation, grant the visa of other category to such a foreigner.

24. Power to make recommendation for and issue visa provisionally:

- (1) In cases where it takes time to make recommendation for the study, non-tourist and business visa, the concerned Ministry may, upon mentioning the same matter, make recommendation for the issuance of the study, non-tourist and business visa provisionally for a period not exceeding three months.
- (2) In cases where it takes time for the foreigner as referred to in sub-rule (1) (h) of Rule 8 to submit the marriage registration certificate, the Department may, on the basis of recommendation

made by the authority or embassy of the concerned country, issue the non-tourist visa for a period not exceeding three months.

25. Power to issue travel permit:

The Department may issue the travel permit to a foreigner who is not in a position to obtain a new passport because of the loss or destroy of his or her passport in a manner that it cannot be used or expiration of its validity period or otherwise, for the purpose of departing from Nepal.

Provided that, in the case of a person who holds the diplomatic or official passport, the Ministry of Foreign Affairs shall issue such travel permit.

26. Transfer of visa:

In cases where any foreigner obtains the travel permit pursuant to Rule 25 or obtains a new passport owing to the loss or expiration of the validity period of the old passport, the Ministry of Foreign Affairs, in the case of the diplomatic or official visa, and the Department, in the case of the other visas, may transfer the visa to the passport or travel permit.

27. Application for extension of term of visa:

An application has to be made in the format as referred to in Schedule-8 for the extension of the term of a visa other than the diplomatic and official visa.

28. Circumstances where visa may be cancelled:

(1) The Department may cancel a visa of any foreigner in the following circumstances:

(a) If he or she fails to produce an international health certificate as and when required to do so;

- (b) If he or she becomes insane;
- (c) If he or she is found to have absconded after committing any serious criminal offense;
- (d) If he or she is found to be suffering from any contagious or communicable disease;
- (e) If his or her presence seems to cause an adverse impact on peace and security of Nepal or mutual harmony between the people of Nepal;
- (f) If his or her conduct is found suspicious or if he or she carries out, or causes to be carried out, any undesirable activity;
- (g) If his or her presence seems to result in an adverse impact on the social and culture environment in Nepal;
- (h) If he or she violates, or causes to be violated, the Act, this Regulation and other law in force;
- (i) If he or she carries out any other act which is not in consonance with the purpose for which the visa was issued or the purpose for which the visa was obtained ends prior to that time;
- (j) Where it is recommended by the concerned body for the issuance of a visa of other category than that issued or an application is made for a visa of such other category, and it is then required to cancel the existing visa for the purpose of issuing a new visa to such a foreigner.

- (2) In the event of cancellation of a visa pursuant to sub-rule (1), the fees paid for the same shall not be refunded.

29. Fees:

- (1) The visa fees or other fees to be charged for the issuance of a visa for the entry into or presence in Nepal, for the extension of visa or for the regularization of the visa of a foreigner who has overstayed or for the issuance of travel permit or for the transfer of visa shall be as prescribed in Schedule -9.

Provided that the children below the age of ten years shall be exempted from the visa fees.

- (2) The visa fees chargeable for the citizens of those countries which charge visa fees higher or lower than the fees prescribed under sub-rule (1) shall be based on reciprocity.

30. Provision on facility of single entry or multiple entry:

- (1) While issuing a visa pursuant to this Regulation, the facility of single entry and multiple entry may also be granted.
- (2) The facility granted pursuant to sub-rule (1) shall remain valid only until the entry validity period of the visa, in the case of a visa issued by the mission, and until the validity period of the visa in the case of a visa issued by the Office or Department.

Provided that the total period of stay of the foreigner who has obtained such facility shall not exceed the period of stay in Nepal as mentioned at the time of issuance of the facility except in cases where other facility is obtained or the validity period extended.

31. Exemption from visa fees:

While issuing visas to the following persons for their entry into or presence in Nepal or while extending the term of their visas, they may be exempted or remitted from the visa fees in the following circumstances:

- (a) Foreigners who hold the diplomatic or official visa;
- (b) Foreigners who come to participate in a conference, assembly, training or meeting organized by the Government of Nepal or a body owned by the Government of Nepal or the United Nations Organization or a regional organization or any other international institution or bodies thereunder;
- (c) Renowned persons of a country which has diplomatic relations with Nepal;
- (d) Citizens of any country on the basis of reciprocity;
- (e) Descendants of the Nepalese parents or either of their parents is a citizen of Nepal, who are below the age of 16 years and hold foreign passports;
- (f) Citizens of Nepali origin until they depart to foreign countries after they have obtained passports for the first time from Nepal-based foreign missions;
- (g) Persons who come under a scholarship provided by the Government of Nepal or who come to participate a program approved by the Government of Nepal or persons who are exempted from the visa fees pursuant to an agreement concluded with the Government of Nepal;
- (h) For persons who are unable to depart from Nepal due to the cancellation of flight, for the period until they depart by another flight;

- (i) In cases where a foreigner is compelled to stay for a period more than that specified in the visa due to a circumstance beyond his or her control or where it is regularized pursuant to sub-rule (1) of Rule 29.

31 A. Authority to exempt visa fees:

The following authority may exempt or remit the visa fees on the following conditions:

(a)	In the case of circumstance referred to in clauses (a), (b) and (c) of Rule 31	The Ministry of Foreign Affairs; the Nepalese missions situated abroad and the Immigration Officer while issuing the diplomatic or official visa as an entry visa.
(b)	In the case of circumstance referred to in clauses (e) and (f) of Rule 31	The Director General.
(c)	In the case of circumstance referred to in clauses (d) and (g) of Rule 31	The Director General on the recommendation of the concerned Ministry.
(d)	In the case of circumstance referred to in clause (h) of Rule 31	The Immigration Officer.
(e)	In the case of circumstance referred to in clause (i) of Rule 31	
	(1) For one week	The Director General or the Immigration Officer.
	(2) For a period exceeding one week	The Ministry of Home Affairs.

Chapter - 3

Trekking

32. Application to be made for trekking permit:

A foreigner who intends to trek in any trekking area requiring permit to trek there shall have to make an application to the Department in the format as referred to in Schedule-10 for the trekking permit, and in the case of group trekking, the trekking agency shall have to make an application to the Department in the format as referred to in Schedule-10(a) for such permit.

33. Issuance of trekking permit:

After receiving an application as referred to in Rule 32, the Department may issue the trekking permit to the trekkers in the format as referred to in Schedule-11, not exceeding the validity period of visa of the concerned foreigner.

34. Power to fix maximum number of trekkers:

- (1) The Government of Nepal may, on a yearly basis, fix the maximum number of foreigners who may be permitted to trek in any trekking area within Nepal.
- (2) In the event of the number being fixed pursuant to sub-section (1), the Department shall not issue the trekking permits exceeding that number.
- (3) The Government of Nepal may make necessary provisions for the purposes of the management of records of trekkers who trek in areas that do not require the trekking permit.

35. Requirement to trek only along prescribed route:

No foreigner shall trek along any route other than the route specified in the permit issued pursuant to Rule 33 or enter into any prohibited area. Any trekking agency shall not make foreigners trek along any route other than that specified in the permit or take them into any prohibited area.

36. Power to change trekking area:

In cases where it is not possible to trek in the area for which trekking permit has already been obtained, owing to a natural calamity or a circumstance beyond control, and an application, accompanied by adequate reasons, is made, the Director General may change the trekking permit to another area carrying the same fees on the condition that it has to be used within the same financial year.

37. Circumstances where permit may be cancelled:

- (1) The Department may cancel the trekking permit issued to any foreigner in the following circumstances:
 - (a) If the visa is cancelled pursuant to Rule 28;
 - (b) If one treks along a route or in an area other than the route and area as specified in the trekking permit;
 - (c) If one fails to maintain the conduct and fulfill the terms as set forth in Rule 41;
 - (d) If one fails to observe the other terms as set forth in the trekking permit;
 - (e) If one contravenes the provisions set forth in the Act and this Regulation.

- (2) The fees paid for the trekking permit which is cancelled pursuant to sub-rule (1) shall not be refunded.

38. Facilities to be provided to citizen of Nepal who accompanies trekker:

- (1) A tourist or team making trekking or trekking agency shall have to make such personal accident insurance of the citizen of Nepal who accompanies the tourist or team as may be prescribed by the Government of Nepal, prior to commencing trekking.
- (2) A tourist or team making trekking shall have to provide the citizen of Nepal who accompanies the tourist or team facilities including daily remuneration, necessary clothes and equipment in such an amount as may not be less than the amount fixed by the Government of Nepal.
- (3) If a person of whose insurance is required to be procured pursuant to sub-rule (1) is engaged in work prior to procuring such insurance and sustains injury or gets any of his or her organs amputated or dies in an accident, the tourist or agency or team making trekking shall have to provide him or her or his or her nearest successor with compensation in such a sum as is equivalent to the amount to which he or she would have been entitled if his or her personal accident insurance had been procured.

39. Trekking permit fees:

The trekking permit fees shall be as specified in Schedule-12. Provided that the Department may exempt the following foreigners from the trekking permit fees:

- (a) A foreigner holding a diplomatic visa;
- (b) Where an agreement is concluded with the Government of Nepal, which provides for the exemption of any fees, and a foreigner who is associated with the agreement and requests for the trekking permit for the purpose of visiting the area related with his or her functions;
- (c) A foreigner who is associated with the plan and program of the Government of Nepal and whose working place is within the trekking area;
- (d) A child who is under the age of ten years and go to trek with his or her father or mother;
- (e) A foreigner who is recommended by the Ministry of Home Affairs to enjoy exemption of fees.

Chapter - 4

Conduct and terms to be upheld at the time of entry and departure

40. Stamp to be affixed on passport at departure and entry points:

Every citizen of Nepal who holds a passport and departs from Nepal to a foreign country or enters from a foreign country into Nepal shall have to get the stamp affixed on his or her passport by the Immigration Office at his or her departure and entry points.

41. Conduct and terms to be maintained and observed by foreigners:

Every foreigner who enters into, stays in, makes trekking in, or departs from, Nepal shall maintain and observe the following conduct and terms, in addition to the provisions set forth in the Act and this Regulation:

- (a) Not to enter into any trekking area without holding the permit;
- (b) Not to take part in politics;

- (c) Not to hold or use such articles or not to do such acts as are prohibited by the laws in force;
- (d) Not to carry out, or cause to be carried out, any activity contrary to local customs and usages;
- (e) To observe the directions given by the competent authority in the trekking area;
- (f) To provide such details relating to identification, photo image, thumb impressions and documents relating to the entry, stay/presence or departure as may be required by the Office at the time of entry, stay/presence or departure.

42. Conduct and terms to be maintain and observed by agencies:

Every agency shall maintain and observe the following conduct and terms, in addition to the other provisions set forth in the Act and this Regulation:

- (a) A Nepalese or foreign company or organization or pilot operating an aircraft or a driver driving a motor vehicle or similar other vehicle taking or carrying passengers from or into Nepal shall have to provide beforehand a manifesto of the foreign or Nepalese passengers being taken from or carried into Nepal by the vehicle, and crew members and helpers of the vehicle, while making arrival and departure.
- (b) No agency shall carry such foreigners who do not hold valid passports, who have been deported, or who have been prohibited from entering into.
- (c) If the persons whose entry is prohibited pursuant to this Regulation are carried in, it shall be the liability of the party

carrying them to return them back at such time as may be directed by the Department or the Office.

- (d) No agency shall keep a foreigner who does not hold passport, visa or permit at its hotel or house on rent or provide him or her with any service.
- (e) Every agency shall have to submit a monthly record of the foreigners who are living with it or to whom it has provided service to the Department within the first week of the next month.
- (f) Every agency who has taken custody of the persons deported by or whose entry is refused by other countries shall have to hand over such persons, accompanied by the concerned documents, to the Immigration Office.

Chapter-5

Miscellaneous

43. Special provision relating to mountaineers:

- (1) If the foreigners who have obtained the expedition permit need to go to a trekking area in the course of going to and coming back from the mountains permitted for mountaineering, they shall have to obtain the trekking permit.

Provided that it is not required to pay the fees for such a permit.

- (2) The foreigners who go for mountaineering shall have to pay the visa fees also for the period of mountaineering.

Provided that the period of mountaineering shall not be counted for the purpose of the term of tourist visa.

44. To stay at place specified by Department:

- (1) A foreigner who has to be sent back or deported pursuant to the Act or this Regulation shall have to stay at such place as specified by the Department until he or she departs from Nepal and such a foreigner himself or herself shall have to bear the expenses incurred in his or her departure from Nepal.
- (2) The deportation order shall be in the format as referred to in Schedule-13.

44A. Power to frame procedures:

The Ministry of Home Affairs may frame and enforce necessary procedures in order to accomplish the objects of the Act and this Regulation and make immigration related affairs effective and transparent.

45. Language of forms:

The forms prescribed by this Regulation may, as per necessity, also be printed and used in the English language.

46. Power to make alteration in or amendment to Schedules:

The Government of Nepal may, by a notification in the Nepal Gazette, make necessary alteration in or amendment to the Schedules.

47. Repeal and saving:

- (1) The Foreigners Regulation, 1976 is hereby repealed.
- (2) Notwithstanding anything contained in the Trekking and Rafting Regulation, 1981, this Regulation shall govern the matters relating to trekking.

- (3) The matters set forth in this Regulation shall be governed by this Regulation, and other matters not set forth herein shall be governed by the laws in force.

Schedule- 1

(Relating to Rules 4(3), 5(2) and 6(5))

Application form for diplomatic visa, official visa and tourist visa

Photograph

To,

The Excellency Ambassador/Consul/Consul General
Director General/Immigration Officer.

Whereas, I need to visit or would like to visit Nepal;

Now, therefore, I request for the issuance of the diplomatic visa/ official visa/
tourist entry visa. My details are as follows:

1. Name and surname:
2. Nationality:
3. Place of birth:
4. Date of birth:
5. Permanent address:
6. Temporary address in Nepal:
7. Occupation:
8. Passport number:
9. Date of issue of passport:

10. Validity period of passport:
11. Purpose of visit to Nepal:
12. Period of stay in Nepal: Day.....WeekMonth
13. Country to be departed to:
14. Source of expenditure to be incurred during stay in Nepal (state amount in foreign currency):
15. Number of previous visits to Nepal:
16. Year and month of the last visit to and period of stay in Nepal:
17. If you are holding a passport of another country issued in your name, passport number and country:

Date:

Applicant's signature:

For official use only

1. Category of visa:
2. Reasons for gratis, if any:
3. Entry visa number:
4. Date of expiry of visa:
5. Date of issue of visa:
6. Visa sticker number:

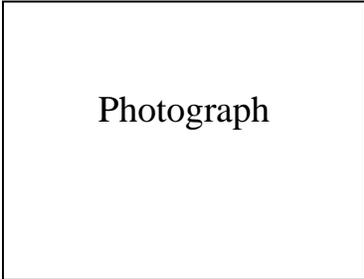
Visa issuing authority:

Also mention the immigration code number, if it is issued at the entry point.

Schedule- 2

(Relating to Rules 7(5), 8(4) and 9(3))

Application form for study visa, non-tourist visa and business visa



Photograph

To,

The Director General,

Department of Immigration.

Whereas, I need to have the study/non-tourist/business visa;

Now, therefore, I request for the issuance of the visa as requested. My details are as follows:

1. Name and surname:
2. Nationality:
3. Place of birth:
4. Date of birth:
5. Permanent address:
6. Temporary address in Nepal:
7. Occupation:
8. (a) Passport number: (b) Date of issue of passport:
(c) Validity period of passport:

9. (a) Date of entry into Nepal: (b) Place:
10. Total period of stay in Nepal:
11. Last visa number:
12. (a) Date of expiry of last visa: (b) Category of visa:
13. Reason for application for visa now:
14. Period of stay in Nepal if the requested visa is issued:
15. Body / field to be involved in while staying in Nepal:
16. (a) Whether it is required to pay local tax or not:
(b) If it is required to pay, whether paid or not (attach evidence thereof):
17. Number of family members:
18. If the requested visa is issued, the source of expenses to be incurred in Nepal:
19. What are the grounds for issuance of the visa requested:
20. Other details, if any, to be specified:
21. Attached documents:
 - (a) Recommendation of the concerned body:
 - (b) Work permit:
 - (c)
 - (d)

Date:

Applicant's signature:

For official use only

1. Date of decision to issue visa:

2. File number:
3. Visa sticker number:
4. Category of visa:
5. Visa fees:
6. Bill number:
7. Date of issuance of visa:
8. Date of expiry of visa:
9. Others, if any:

Immigration Officer

Code number

Schedule-2 (a)

(Relating to proviso to Rule 8 (4))

To,

The Director General,

Department of Immigration.

Whereas, I have been duly married to, a citizen of Nepal and obtained the marriage certificate;

Now, therefore, I hereby apply for the non-tourist visa as per law. My details are as set out below:

1. Name and surname:
2. Nationality:
3. Date of birth:
4. Address:
5. Passport number:
6. Date of expiry of validity of passport:
7. Occupation:
8. Date of entry:
9. Entry visa number:
10. Validity period of visa:
11. (a) Name of Nepalese citizen's spouse:
(b) Address:
(c) Citizenship certificate number:

12. District where the marriage registration certificate has been obtained from,
and date of its issuance:
13. Period of visa requested for:
14. Attached documents:
 - (a)
 - (b)
 - (c)
 - (d)

Date:

Applicant's signature:

The Nepalese party making signature covenanting that the above details are true and correct, that he/she is my husband/wife and that I shall be liable to the consequences according to the Nepal law if the details are held to be otherwise.

Date:

Name:

Signature:

Schedule - 3

(Relating to Rule 10(3))

Application form for transit visa

To,

The Excellency Ambassador / Consul General / Consul /

The Director General/ Immigration Officer.

Whereas, I need the transit visa;

Now, therefore, I hereby request for the issuance of transit visa by collecting the chargeable fees. My details are as follows:

1. Name and surname:
2. Nationality:
3. Place of birth:
4. Date of birth:
5. Permanent address:
6. Occupation:
7. Passport number:
8. Date of issue of passport:
9. Date of expiry of passport:
10. Reasons for making request for transit visa:
11. Name of country to visit via Nepal:
12. Address of Nepal in transition period:

13. Attached documents (if any):

(a)

(b)

14. Period of transit visa requested: Date from to (....days)

Date:

Applicant's signature:

For official use only

1. Period of transit visa:

2. Visa number:

3. Visa sticker number:

4. Non-gratis /gratis:

5. Reasons for gratis, if it is gratis:

6. Date of issue of visa:

Visa issuing authority:

Also specify the immigration code number, if it is issued at the entry point.

Schedule - 3(a)

(Relating to sub-rule 2 of Rule 10A.)

Application form for non-residential Nepalese visa

To,

The Excellency Ambassador/Consul General/Consul/

Director General.

Whereas, I need the non-residential Nepalese visa;

Now, therefore, I hereby request for issuing the visa to me. My details are as follows:

1. Name and surname:
2. Nationality:
3. Place of birth:
4. Permanent address:
5. Address in Nepal:
6. Occupation:
7. (a) Passport number:
(b) Date of issue :
8. Date of expiry of previous visa (if already entered into Nepal):
9. (a) Total period of previous stay in Nepal:
(b) Area involved in while staying in Nepal:

10. Reasons and grounds for requesting non-resident Nepalese visa:

11. Number of family members:

12. Other matters, if any, required to be set out:

13. Documents attached:

(a)

(b)

(c)

Date:

Applicant's signature:

Schedule 3 (b)

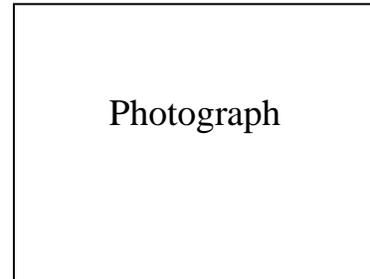
(Relating to sub-Rule 4 of Rule 10(a))

The Government of Nepal

Ministry of Home Affairs

Department of Immigration

Format of the non-residential Nepalese visa



1. Name and surname:
2. Nationality:
3. Place of birth:
4. Permanent address:
5. Address in Nepal:
6. Occupation:
7. Passport number:
8. Date of decision of issue of non-residential Nepalese visa:
9. Date of issue of non-residential Nepalese visa:
10. Date of expiry of non-residential Nepalese visa:

Date:

Immigration Officer:

Code number:

Renewal of visa

Serial number	Validity period of visa		Date of renewal	Immigration Officer's signature, and code number
	From	To		

Schedule - 4

(Relating to Rule 11 (4))

Application form for residential visa

To,

The Excellency Ambassador/Consul General/Consul/
Director General.

Whereas, I am desirous of spending life in Nepal;

Now, therefore, I hereby request for the issuance of residential visa to me. My details are as follows:

1. Name and surname:
2. Nationality:
3. Place of birth:
4. Permanent address:
5. Address in Nepal:
6. Occupation:
7. (a) Passport number: (b) Date of issue:
8. Date of expiry of previous visa (if already entered into Nepal):
9. (a) Total period of previous stay in Nepal:
(b) Area involved in while staying in Nepal:
10. Grounds for requesting for residential visa:
(a) If reputation has been earned, area thereof:

- (b) To which field do you intend to render contribution in Nepal:
- (c) Whether investment of more than one million US dollars has been made at a time:

Others:

(i)

(ii)

(iii)

- 11. Number of family members:
- 12. Other matters, if any, required to be set out:
- 13. Documents attached:

(a)

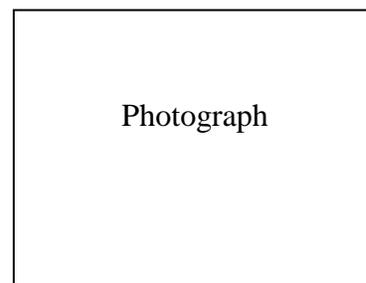
(b)

(c)

Date:

Applicant's signature:

Schedule 4 (a)
(Relating to Rule 11 (5))
The Government of Nepal
Ministry of Home Affairs
Department of Immigration
Residential visa



1. Name and surname:
2. Nationality:
3. Place of birth:
4. Permanent address:
5. Address in Nepal:
6. Occupation:
7. Passport number:
8. Date of decision of issue of residential visa:
9. Date of issue of residential visa:
10. Date of expiry of residential visa:

Date:

Immigration Officer:

Code number:

Renewal of visa

Serial number	Validity period of visa		Date of renewal	Immigration Officer's signature, and code number
	From	To		

Schedule 5

(Relating to Rule 15)

Points of entry or departure

The points of entry and departure for the foreigners required to obtain visas to enter into shall be as follows:

- (a) Kakarvitta, Jhapa
- (b) Tribhuvan International Airport, Kathmandu
- (c) Kodari, Sindhupalchok
- (d) Birgunj, Parsa
- (e) Belahiya, (Sunauli) Rupendehi
- (f) Jamunah, Nepalgunj, Banke
- (g) Mohana, Dhangadhi, Kailali
- (h) Gadda Chauki, Mahendranagar, Kanchanpur

15. Address in Nepal, and phone number:

16. Intended period of stay:days/months

17. Purpose of visit:

Official/Business/Trekking/Expedition/Pilgrimage/Holiday /Rafting/
Conference/Meeting/ Study, Research/Employment/ Others

18. Date of entry:

Signature:

Schedule – 6(a)

(Relating to Rule 16(1))

Departure form for foreigners

For the purpose of Office Number

1. Name and surname:
2. Nationality:
3. Sex: Male/Female
4. Date of birth:
5. Passport number:
6. (a) Entry visa number:
 (b) Date of expiry of visa:
7. Means of departure: By air/ by land:
8. Flight number:
9. Next port of arrival:
10. Period of stay in Nepal:
11. Date of departure:

Signature:

Schedule– 6(b)

(Relating to Rule 16(1a))

Departure form for citizens of Nepal

Name and surname:		
Date of birth: Year/Month/Day		Sex: ▪ Male ▪ Female
Passport number:	Date of issue:	Place of issue:
Purpose of visit:		
▪ Government business ▪ Sports ▪ Religious	▪ Medical treatment ▪ Trade ▪ Holiday	▪ Study/training ▪ Assembly/seminar ▪ Others
Flight number:	Country to visit:	First port of departure:
Period to stay abroad:	Day(s)	Month(s) Year(s)
Date of departure:	Year/Month/Day	
Signature:		

Schedule – 6(c)

(Relating to Rule 16(1a))

Arrival form for citizens of Nepal

Name and surname:		
Date of birth: Year/Month/Day		Sex: ▪ Male ▪ Female
Passport number:	Date of issue:	Place of issue:
Date of expiry of passport:		
Address in Nepal:		
Airlines and flight number:	Country visited:	Last port of call:
Period stayed abroad:	Day(s)	Month(s) Year(s)
Date of arrival:	Year/Month/Day	
Signature:		

Schedule -7

(Relating to Rule 16 (2))

Arrival records

Office:

Date of arrival:

Flight number:

SN	Passport number	Nationality	Sex	Name and surname	Address in Nepal	Category of entry visa	Visa number	Period of visa	Remarks

Prepared by:

Certified by:

Immigration code number:

Immigration code number:

Date:

Date:

Schedule -7(a)
(Relating to Rule 16 (2))
Departure records

Office:

Date of arrival:

Flight number:

SN	Country to visit	Nationality	Passport number	Sex	Name and surname	Address in Nepal	Entry visa number	Last visa number	Expiry of last visa	Date of arrival	Remarks

Prepared by:

Certified by:

Immigration code number:

Immigration code number:

Date:

Date:

12. Details of family members who are dependent on you or accompany you in Nepal:

SN	Name and surname	Age	Passport number and its validity	Validity period of visa	Relation

Date:

Signature:

For the purpose of Office:

Registration number:

Date:

Schedule -7(c)
(Relating to sub-rule (1) of Rule 19)

Records of stay/presence

1. Registration number and date:
2. Name and surname:
3. Nationality:
4. Passport number:
5. Category of visa and its validity period:
6. Number of family members accompanying:
7. Details of the change as notified a change in the presence registration details:
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
8. Validity period:
9. Details of renewal:

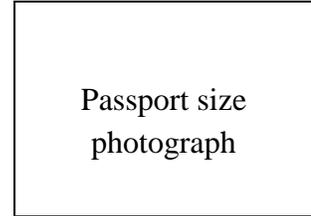
Previous validity period	Date of renewal	Extended validity period	Employee's signature

Schedule -7(d)

(Relating to sub-rule (1) of Rule 19)

Presence registration certificate

Registration number:



1. Name and surname:
2. Nationality:
3. Passport number and its validity period:
4. Category of visa obtained:
5. Validity period of visa:
6. Name of relevant organization:
7. Number of family members staying in Nepal:

.....
Certified by

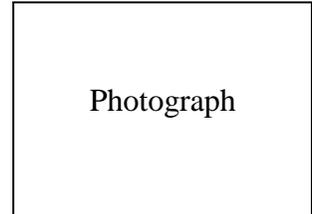
Details of renewal:

Date	Validity period	Certifier's signature

Schedule - 8

(Relating to Rule 27)

Application form for extending validity period of visa



To,

The Director General,

Department of Immigration.

The Chief of Protocol,

Ministry of Foreign Affairs.

I hereby request that the validity period of my visa be extended gratis or by collecting the chargeable visa fees. My details are as follows:

1. Name and surname:
2. Nationality:
3. Place of birth:
4. Date of birth:
5. Permanent address:
6. Temporary address in Nepal:
7. Occupation:
8. (a) Passport number: (b) Date of issue: (c) Date of expiry:
(d) If you hold a passport of any other country, passport number and name of the country:
9. (a) Place of issue of entry visa : (b) Date:

10. (a) Date of expiry of last visa: (b) Visa sticker number:
11. Total period of stay in Nepal this year:
12. Category of visa requested:
13. Duration of visa requested: Date :FromTo Days
14. Please specify if single entry, double entry or multiple entry visa is requested:
15. Reasons for extending the validity of visa:
16. Amount set aside for stay in Nepal (in foreign currency):
17. Date of departure from Nepal:
18. Point of departure:
19. Next port of call:
20. Whether return air/bus ticket is confirmed or not:
21. Attached documents:
 - (a)
 - (b)
 - (c)

Date:

Applicant's signature:

Schedule - 9

(Relating to Rule 29)

Visa fees

Visa fees:

- 1. Fees to be levied while issuing the tourist visa by the mission and Office at the entry point:**
 - (a) For the visa of fifteen days with multiple entry facility, twenty five US dollars or other convertible foreign currency equivalent thereto.
 - (b) For the visa of thirty days with multiple entry facility, forty US dollars or other convertible foreign currency equivalent thereto.
 - (c) For the visa of ninety days with multiple entry facility, one hundred US dollars or other convertible foreign currency equivalent thereto.
 - (d) Notwithstanding anything contained in clauses (a) and (b), no visa fees shall be levied on those who are holders of passports issued by the member countries of the South Asian Association for Regional Cooperation, for the visa of which term does not exceed thirty days.

- 2. Fees to be levied while extending the validity of or regulating the tourist visa:**
 - (a) For the extension of the validity, Nepalese currency equivalent to two US dollars per day.
 - (b) In the event of the multiple-entry facility being so requested as to remain valid only for the extended period of validity, Nepalese currency equivalent to additional twenty US dollars in addition to the fees as referred to in clause (a).

- (c) In the event of regulating the visa of a foreigner who has stayed without extending the validity of the tourist visa, Nepalese currency to be set by three US dollars per day shall be charged, in addition to the normal fees chargeable while extending the validity of visa pursuant to this Regulation.
- (d) In the case of a foreigner who has overstayed without extending the validity period of visa in excess of the period of 150 days allowed to stay in the tourist visa, the fees set forth in clause (c) of serial number 2 and a fine imposable pursuant to Section 10(4) of the Act shall also be chargeable in addition.
- (e) Notwithstanding anything contained in clause (a) of serial number 2, while calculating the visa fees for the purposes of the extension of the tourist visa, the fees chargeable for fifteen days shall be levied if the period is less than fifteen days and the fees set forth in clause (a) of serial number 2 shall be levied if the period is more than fifteen days.

3. Fees to be levied while extending the validity of or regulating the study visa:

- (a) If the study visa for thirty days is to be issued at the time of entry, thirty US dollars or other convertible foreign currency equivalent thereto.
- (b) In issuing or extending the validity of the study visa, Nepalese currency equivalent to twenty US dollars per month in the case of students who are studying under the degree program and their dependent family members, and Nepalese currency equivalent to fifty US dollars per month, in the case of students who are studying under the non-degree program and their dependent family members.

- (c) While issuing the multiple entry study visa to the students from Bangladesh to pursue study and their dependent family members, Nepalese currency equivalent to fifteen US dollars per year shall be levied on the basis of reciprocity.
- (d) While issuing the multiple entry study visa to the students from the Maldives to pursue study and their dependent family members, Nepalese currency equivalent to twenty five US dollars per year shall be levied on the basis of reciprocity.
- (e) While issuing the multiple entry study visa to the students from Bhutan to pursue study and their dependent family members, Nepalese currency equivalent to ten US dollars per month shall be levied on the basis of reciprocity.
- (f) Notwithstanding anything contained in clause (b) of serial number 3, visa fees shall not be levied while issuing the study visa to the students from Sri Lanka and Pakistan on the basis of reciprocity.

Provided that while issuing the study visa to the family members of these students, the visa fees of Nepalese currency equivalent to ten US dollars per month shall be levied.

- (g) While issuing the study visa to the dependent family members of those foreigners who come to Nepal under teacher exchange programs between Nepal based universities and foreign universities and who are decided to obtain the gratis study visa, Nepalese currency equivalent to ten American dollars per month shall be levied.
- (h) In the case of the other foreigners who come to carry out teaching and research work and their dependent family members, Nepalese currency equivalent to forty US dollars per month shall be levied.

4. Fees to be levied while issuing or extending the validity of the non-tourist visa:

- (a) While issuing the non-tourist visa for thirty days at the time of entry, thirty US dollars or other convertible foreign currency equivalent thereto shall be levied.
- (b) In the case of foreigners of Nepalese origin and foreign passport holding children of Nepalese father or mother, Nepalese currency equivalent to five US dollars per month shall be levied.
- (c) In the case of journalists and their dependent family members, Nepalese currency equivalent to ten US dollars per month shall be levied.
- (d) In the case of foreigners who serve being directly involved in any office or project of the Government of Nepal and their dependent family members, Nepalese currency equivalent to twenty US dollars per month shall be levied.
- (e) In the case of a foreigner who gets married to a citizen of Nepal, Nepalese currency equivalent to ten US dollars per month shall be levied.
- (f) In the case of the father, mother, brother or sister of a foreigner who has matrimonial relation with a citizen of Nepal who comes to visit the foreigner or in the case of other foreigner who comes for the purpose of visiting his or her relative, Nepalese currency equivalent to fifteen US dollars per month shall be levied.
- (g) In the case of the Chinese citizens who have obtained work permit to work in a contract with the Government of Nepal or a body fully owned by the Government of Nepal or who have been residing in

Nepal by carrying on any business before 1989, Nepalese currency equivalent to twenty US dollars per month shall be levied.

- (h) In the case of the other foreigners, Nepalese currency equivalent to sixty US dollars per month shall be levied.
- (i) Notwithstanding anything contained in clause (e) of serial number 4, in the case of a foreign woman who has matrimonial relation with a male citizen of Nepal who has already obtained the gratis visa pursuant to the Foreigners Regulation, 1976 prior to the commencement of the Immigration Regulation, 1994, visa fees shall not be levied until such matrimonial relation exists.

5. Fees to be levied while issuing or extending the validity of the business visa:

- (a) While issuing the visa for a period of less than one year to foreigners who make personal investment of more than ten million rupees and their dependent family members or to authorized representatives of their organizations, Nepalese currency equivalent to ten American dollars per month shall be levied for the multiple entry business visa, Nepalese currency equivalent to one hundred US dollars for the issue of the multiple entry business visa annually, and Nepalese currency equivalent to three hundred US dollars for the multiple entry business visa for five years.
- (b) While issuing the visa for a period less than one year to foreigners who make personal investment of ten million rupees or less than that and their dependent family members or to authorized representatives of their organizations, Nepalese currency equivalent to thirty US dollars per month shall be levied for the multiple entry business visa, Nepalese currency equivalent to three hundred US dollars for the

issue of the multiple entry business visa annually, and Nepalese currency equivalent to one thousand US dollars for the multiple entry business visa for five years.

(c) In the case of the foreigners who purchase and export goods manufactured in Nepal or who make purchase order, the visa fees as referred to in clause (a) of serial number 5 shall be levied.

(d) Notwithstanding anything contained in clauses (a) and (b) of serial number 5, visa fees shall not be levied while issuing the multiple entry business visa to foreigners who make personal investment of ten million rupees or more than that and their dependent family members or to authorized representatives of their organizations.

(e) The visa fees referred to in clause (b) of serial number 5 shall be levied in the case of experts who come for the purposes of technology transfer and their dependent family members.

6. Fees to be levied while issuing the transit visa:

Five US dollars or convertible foreign currency equivalent thereto.

7. Fees to be levied while issuing or extending the validity of the non-residential Nepalese visa:

Nepalese currency equivalent to one hundred US dollars per year shall be levied for the multiple entry visa, and Nepalese currency equivalent to twenty five US dollars per year, in the case of students who come to pursue study.

8. Fee to be levied while issuing or renewing the residential visa with multiple entry facility:

- (a) Nepalese currency equivalent to two hundred US dollars shall be levied for the first time, and Nepalese currency equivalent to one hundred US dollars per year, in the case of its renewal.
- (b) In the case of the foreigners referred to in clause (e) of sub-rule (1) of Rule 11 of the Regulation, Nepalese currency equivalent to seven hundred US dollars shall be levied for the first time, and Nepalese currency equivalent to one thousand two hundred US dollars per year, in the case of its renewal.
- (c) Notwithstanding anything contained in clause (b) of serial number 8, in the case of the foreigners who have been residing in Nepal by obtaining the residential visa pursuant to clause (e) of sub-rule (1) of Rule 11 of the Immigration Regulation, 1994 prior to the commencement of the First Amendment, 2008 to the said Regulation, Nepalese currency equivalent to one hundred US dollars per year shall be levied as the visa renewal fees.

9. Fees to be levied while regulating the visas of those foreigners who have stayed without getting the validity of business, study and non-tourist visas extended:

- (a) In view of the fact that a visa recommended is issued with effective only from the date of registration of the recommendation for the business, study and non-tourist visas, in the case of a foreigner who has been staying without getting extending the validity period of visa, cent percent additional fees to the fees leviable pursuant to this Regulation for the visa in which the foreigner has stayed previously shall be levied for the period during which the foreigner has stayed without getting the validity of visa extended if a recommendation is received from the concerned body again for the same visa. Provided

that if the previous visa is the tourist visa, fees equivalent to the fees leviable for the extension of the validity of or regularizing the tourist visa as set forth in serial number 2 shall be levied if it is within the period of one hundred fifty days.

- (b) If a recommendation is not received again pursuant to clause (a) of serial number 9, fees equivalent to the fees leviable for the extension of the validity of or regularizing the tourist visa as set forth in serial number 2 shall be levied if it is within the period of one hundred fifty days, and a fine shall also be levied pursuant to sub-section (4) of Section 10 of the Act if it is beyond that period.

10. Fees to be levied where single entry and multiple entry facility has to be obtained in a visa other than the tourist visa:

Nepalese currency equivalent to twenty and sixty US dollars for the single entry and multiple entry facility, respectively.

11. Other fees:

- (a) While issuing the tourist visa to a foreigner who enters without obtaining visa from the point of entry, Nepalese currency equivalent to the fees leviable pursuant to this Regulation plus an additional fifty percent amount thereof shall be levied.
- (b) While issuing the travel permit, Nepalese currency equivalent to thirty US dollars shall be levied.
- (c) While certifying the arrival or departure or transferring a visa, Nepalese currency equivalent to two hundred US dollars shall be levied.

(d) Notwithstanding anything contained in clause (a) of serial number 11, while issuing the entry visa by the Department to a foreigner (other than one below ten years of age) who enters into Nepal without obtaining visa from the point of entry and who is exempted from the entry visa fees pursuant to this Regulation, Nepalese currency equivalent to the fees referred to in clause (a) or (b) or (c) of serial number 1 shall be levied, and while regularizing the visa of a foreigner who is exempted from the visa fees pursuant to this Regulation or a decision of the Government of Nepal and stays without extending the validity of visa, a fine may be imposed on the guardian of a foreigner below 16 years of age and on the passport holder in the case of a foreigner who is above 16 years of age, pursuant to sub-section (4) of Section 10 of the Act.

12. Calculation of visa fees:

While calculating the period for the purposes of calculating the visa fees except for the tourist visa, the fees shall be so calculated that the visa fees shall be levied for up to fifteen days if the visa period is less than fifteen days and for one month if it is more than fifteen days but less than one month.

13. Fees leviable in the case of foreigners who stay without renewing the residential visa:

In renewing the visa of a foreigner who has stayed without renewing the residential visa, additional fees of Nepalese currency equivalent to thirty American dollars per month shall be levied, in addition to the fees leviable pursuant to this Regulation.

14. Fees leviable in the case of foreigners who stay without extending the validity of non-residential Nepalese visa:

In renewing the visa of a foreigner who has stayed without extending the validity of non-residential Nepalese visa, additional fees of Nepalese currency equivalent to ten US dollars per month shall be levied, in addition to the fees leviable pursuant to this Regulation.

Schedule-10

(Relating to Rule 32)

Application form for trekking permit

To,

The Director General,

Department of Immigration.

Whereas, I intend to trek in the following area of Nepal;

Now, therefore, I hereby make this application, setting out the following details. I hereby covenant that if the permit is granted to me to trek in the area mentioned herein, I shall trek, subject to the laws in force and the Immigration Regulation, 1994.

1. Particulars of tourist:

Name and surname:

Nationality:

Date of birth:

Permanent address:

Occupation:

Temporary address:

Passport number:

Date of issue of passport:

Place of issue of entry visa:

Date of expiry of visa:

2. Object of trekking:

3. Area of trekking:

4. Route of trekking:

5. Period of trekking: (Date) From todays.

6. Place to begin trekking:

7. Place to end trekking:
8. Estimated expenditure for trekking: (Mention in convertible foreign currency)

Date:

Applicant's signature:

Note: If the route map to the above-mentioned place is required, it has to be submitted along herewith.

Schedule-10(a)

(Relating to Rule 32)

Application form for trekking permit through agency

Subject: Request for issuance of trekking permit.

To,

The Director General,

Department of Immigration, Kathmandu.

Whereas, the following tourists intend to go trekking through our licensed trekking agency;

Now, therefore, I/we hereby request that the trekking permit be issued to them. A sum of Rs. is accompanied herewith for the fees for permit.

I/we have charged / shall charge a total of Rs. as the service fees for trekking (mention in convertible foreign currency). I/we shall get them to trek only in the specified area and only along the specified route, by observing all the terms and conditions as contained in the Act and the Regulation.

The details of tourists are as follows:

SN	Name and surname	Nationality	Passport number and validity thereof	Place of issue of entry visa and date	Arrival point and date	Date of expiry of visa	Area of trekking and trekking period from...to..., days	Place to begin and end trekking	Remarks
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Copy to:

The Tax Office,District.

Authorized person of licensed agency:

The Nepal Rastra Bank,

Name and surname:

Foreign Exchange Division.

Signature:

Note: The reference copies of the Tax Office and the Nepal Rastra Bank have to be submitted to the Department of Immigration.

Schedule-11

(Relating to Rule 33)

The Government of Nepal

Ministry of Home Affairs

Department of Immigration

Trekking permit

Pursuant to Rule 33 of the Immigration Regulation, 1994, this permit is hereby issued to the following tourist(s) to trek in the following area (except the restricted places in that area) from.....to (date).

1. Name and surname:
2. Nationality:
3. Permanent address:
4. Temporary address in Nepal:
5. Passport number:
6. Validity of Nepalese visa (mention the date):
7. Area permitted for trekking:
8. Route specified for trekking:
9. Place to begin trekking:
10. Place to end trekking:
11. Name of a trekking agency, if trekking is made through the agency:
12. Trekking permit number:

Date:

Immigration Officer:

Code number

Note:

- (1) Trekking in any area or along any route except the specified area or route shall be deemed to be a violation of law.
- (2) The trekking permit has to be kept along with the trekker while trekking.
- (3) The trekking permit has to be shown to the immigration employees or police if they so require.

Schedule-12

(Relating to Rule 39)

Trekking permit fees

1. Fees to be levied for trekking in upper Mustang area and upper Dolpa area:

Five hundred American dollars or other convertible foreign currency equivalent thereto for each person for the first ten days, and fifty American dollars or other convertible foreign currency equivalent thereto for each person thereafter.

2. Fees to be levied for trekking in Manaslu area:

(a) Seventy American dollars or other convertible foreign currency equivalent thereto for each person each week from September to November; and ten American dollars or other convertible foreign currency equivalent thereto for each person each week thereafter.

(b) Fifty American dollars or other convertible foreign currency equivalent thereto for each person each week from December to August; and seven American dollars or other convertible foreign currency equivalent thereto for each person each week thereafter.

3. Fees to be levied for trekking in Humla (Simikot-Yari area):

Fifty American dollars or other convertible foreign currency equivalent thereto for each person each week; and seven American dollars or other convertible foreign currency equivalent thereto for each person each day thereafter.

4. Fees to be levied for trekking in Kanchanganga and lower Dolpa area:

Ten American dollars or other convertible foreign currency equivalent thereto for each person each week.

5. Fees to be levied for trekking in Gaurishankar and Lamabagar area:

Ten American dollars or other convertible foreign currency equivalent thereto for each person each week for trekking in Gaurishankar and Lamabagar area of Dolakha District.

6. Fees to be levied for trekking in Chhekampar and Chuunchet area:

For issuing the trekking permit for Chhekampar, Chuntet Village Development Committee (Sirdibas-Lokpa-Chumling-Chhemkampar-Nile-Chhule) area of Gorkha district, thirty five American dollars or other convertible foreign currency equivalent thereto for each person for the first eight days from September to November, and twenty five American dollars or other convertible foreign currency equivalent thereto for each person from December to August.

7. Fees to be levied for trekking in the other trekking areas:

Such amount in American dollars or other convertible foreign currency equivalent thereto as may be specified by the Government of Nepal by a notification in the Nepal Gazette, for trekking in the areas other than the areas mentioned above.

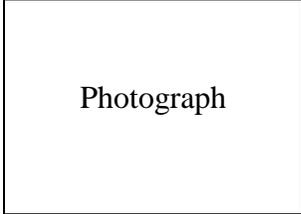
8. Payment of fees in Nepalese currency:

Notwithstanding anything contained in serial numbers 1, 2, 3, 4, 5, 6 and 7, the Indian citizens may pay the fees in Nepalese currency equivalent to the American dollars as mentioned in the respective serial number.

Schedule -13

(Relating to Rule 44 (2))

Deportation Order



Mr....., age of.....years,
Citizen of....., passport number....., date of issue.....

Whereas, the following act committed by you is a violation of the immigration laws and the Nepal laws in force;

Now, therefore, this notice is hereby issued, by virtue of the decision of, that pursuant to Rule 44(2) of the Immigration Regulation, 1994, you have been deported from Nepal, disqualifying you from re-entering into Nepalfromto

Act committed:

.....
.....

Immigration Officer

The Immigration Procedures, 2008

Approved by the Government of Nepal (Honorable Deputy Prime Minister and Minister for Home Affairs level) on 3 September 2008

In exercise of the powers conferred by Rule 44A. of the Immigration Regulation,1994, the Ministry of Home Affairs has framed the following immigration procedures:

Chapter-1

Preliminary

1.1 Short title and commencement:

- (1) These procedures may be cited as the "Immigration Procedures, 2008".
- (2) These Procedures shall commence forthwith.

1.2 Definitions:

Unless the subject or the context otherwise requires, in these Procedures:

- (h) "Act" means the Immigration Act, 1992;
- (i) "Regulation" means the Immigration Regulation, 1994;
- (j) "Director General" means the head of the Department.

1.3 Foundation/source of guidance:

The Immigration Act, 1992 and the Immigration Regulation,1994 shall remain as the foundation/source of guidance of these Procedures.

Chapter - 2

Provisions relating to functions, duties and powers

2.1 Powers of the Government of Nepal:

- (a) The Government of Nepal may make provision for exempting the foreigners of any class, tribe, caste or nationality from the application of all or any of the provisions of the Act or the Regulation framed hereunder, or for the application of only the prescribed terms and conditions to such foreigners.
- (b) If the Government of Nepal is of the opinion that any foreigner's entry into, presence in, or departure from, Nepal may be detrimental to the national interest, it may prohibit the entry, presence or departure of such a foreigner.
- (c) All powers to grant or not to grant a visa to a foreigner shall be vested in the Government of Nepal.
- (d) The Government of Nepal may, on the basis of reciprocity, allow the citizens of a friendly country to enter into Nepal without holding visa.

2.2 Functions of the Department of Immigration:

- (a) To provide foreigners with necessary Nepalese visa;
- (b) On receipt of application for the extension of the validity of the Nepalese visa granted, to make such extension;
- (c) To certify the arrival and departure of citizens of Nepal or foreigners so request;
- (d) To issue the trekking permit to foreigners for trekking in specified areas;
- (e) To cancel the trekking permit or visa;

- (f) To monitor, manage and control the presence/stay of foreigners in Nepal;
- (g) To manage the arrival of the citizens of Nepal into Nepal and their departure from Nepal;
- (h) To investigate into immigration offenses of fake passport or fake visa, re-entry into Nepal during the period of deportation, and carrying people in an illicit manner and file cases;
- (i) To ascertain the authenticity of the persons who have been deported by or whose entry is rejected by foreign countries and their documents, and file cases or close their case files, as required;
- (j) To deport those foreigners who have already served punishment or who have committed acts in contravention of the Immigration Act and the Immigration Regulation, with or without specifying the period;
- (k) To update the records of the deported foreigners;
- (l) To investigate into and take action for any other acts contrary to the Immigration Act and the Immigration Regulation.

2.3 Functions, duties and powers of the Director General:

- (a) To regulate, manage and control, or caused to be regulated, managed and controlled, the entry of foreigners into, their presence in, and departure from, Nepal;
- (b) To issue the permit to foreigners for trekking;
- (c) To issue the prescribed visas and extend the validity thereof;

- (d) To cancel the trekking permit issued pursuant to clause (b) or the visa granted or of which validity extended pursuant to clause (c) in such circumstances as may be prescribed;
- (e) To manage the arrival and departure of the citizens of Nepal;
- (f) To perform, or cause to be performed, other functions in accordance with the directions given by the Government of Nepal from time to time.

2.4 Functions, duties and powers of the Immigration Offices:

- (a) To issue the diplomatic visa, official visa, tourist visa and transit visa;
- (b) To refuse to issue a Nepalese visa to a foreigner whose passport and visa seem to be doubtful or to refuse his or her entry into Nepal;
- (c) Not to allow a person who does not hold a valid passport and visa of the country of visit (if there is no on-arrival visa system) to make departure;
- (d) To refuse to issue a Nepalese visa to a foreigner who is deported from Nepal or who is prohibited from entering into Nepal pursuant to the Immigration Act or Immigration Regulation or to refuse the entry of such a foreigner into Nepal;
- (e) To affix the arrival or departure seal by sticking the corresponding sticker on the passport of each person who departs or enters through the point;
- (f) To have the disembarkation and embarkation forms filled up in the prescribed formats.

2.5 Long-term vision of immigration:

"An efficient harmony between the immigration regulation and the tourism promotion:

Transparent and professional immigration based on optimal management with information technology."

2.6 Mission of immigration:

- (a) To support the security system of the nation through the process of regulation of immigration;
- (b) To deliver services in an impartial and effective manner by establishing the management as a center of excellence;
- (c) To establish a transparent and effective system and build a paperless immigration in order to guarantee the highest satisfaction of the consumers.

2.7 Departmental values:

- Commitment,
- Impartiality,
- Transparency,
- Honesty,
- Accountability, and
- Politeness.

Chapter-3

Provisions relating to arrival and departure

3.1 Procedures to be followed while giving permission to the citizens of Nepal to make departure:

- (1) The ordinary procedures to be followed while giving the departure permission to all citizens of Nepal shall be as follows:
 - (a) To obtain from the passenger his or her passport, embarkation form, and travel boarding pass if at the departure point of air route.
 - (b) To ascertain whether the passport and the visa of the country of destination, if that country does not issue visa on arrival, are valid or not.
 - (c) To inspect whether all details of the embarkation form are filled up or not.
 - (d) To ascertain whether the passenger in question is a person whose departure is prohibited or not.
 - (e) If all details are correct and in order, to give departure permission by sticking the departure sticker and affixing the departure seal, as well.
- (2) In the case of those citizens of Nepal who go for the following purposes, the departure permission has to be given also examining the following matters, in addition to following the above-mentioned procedures:
 - (a) In the case of students who go to study abroad:
 - Valid passport and purpose mentioned/concerned visa,
 - I-20 letter or admission letter or letter of the concerned educational institution,
 - Air ticket to the final destination.

- (b) In the case of the citizens of Nepal who go for foreign employment:
- Valid passport and purpose mentioned/concerned visa,
 - Air ticket to the final destination,
 - Labor permit by the Government of Nepal.
- (c) In the case of the citizens of Nepal who go for institutional purpose:
- Invitation letter,
 - Two-way air ticket,
 - Any document showing institutional association,
 - Valid passport and valid visa.
- (d) In the case of the citizens of Nepal who go for tourism or other purposes:
- Valid passport and visa relating to travel purpose,
 - Two-way air-ticket,
 - A letter setting out all details of the sponsor individual or organization or an evidence showing the conversion of a minimum of 500 (five hundred) American dollar or foreign currency equivalent thereto, which is to be carried in person.
- (e) In the event of departing person being a minor:
- Whether the guardian is accompanying the minor or a certified deed of consent is available or not,

- In the case of an adopted son or daughter, formal document of the relevant governmental body.
- (3) If the submitted passport or visa or travel related other document is not valid or seems to be doubtful, to segregate such a passenger, initiate investigation process and not to give departure permission to him or her.

3.2 Procedures to be followed while giving arrival permission to the citizens of Nepal:

- (1) To obtain the passport and arrival form from the arriving person,
- (2) To ascertain whether the passport is valid or not, and to initiate separate investigation if it seems to be invalid,
- (3) To inspect whether all details of the arrival form are filled up or not,
- (4) If the person in question seems to be a person in respect of whom a most wanted/red corner notice has been issued, to give a notice to the security body,
- (5) To give arrival permission by sticking the arrival sticker and affixing the arrival seal, as well, on the passport.

3.3 Procedures to be followed while giving permission to foreign citizens to enter into Nepal:

- (1) In the case of the foreigners who apply for on arrival visa:
 - To obtain the visa application form and passport,
 - To examine whether the passport is valid or not, and to initiate separate investigation in accordance with the Act if the passport seems to be invalid,

- If the passport is found to be valid, to examine the visa application form and ascertain whether the applicant is eligible to obtain the visa requested or not. If the tourist visa is requested, to ascertain whether the duration of stay in Nepal in a visa year is 159 days or not,
 - To ascertain whether the foreigner applying for visa is a foreigner who has come within the period of his or her deportation from Nepal previously or a foreigner in respect of whom a red corner notice has been issued by the INTERPOL or not. If he or she is the foreigner deported, not to allow him or her to enter within the period of deportation, and if he or she is the foreigner subjected to the red corner notice, to hand over him or her to the security body and give information thereof to the Department,
 - If, upon the examination, the foreigner appears to be eligible to obtain visa, to issue the visa by sticking the visa sticker and affixing the seal, as well, with certification by the officer and collecting the fees as per law,
 - In issuing the visa or fixing the visa expiration date, it should be so issued or fixed that the term of tourist visa does not exceed 150 days in one visa year.
- (2) In the case of foreigners who have obtained visas from the missions:
- To obtain the passport and arrival/departure form,

- To examine the validity of the passport; and to initiate separate investigation in accordance with the Act if the passport seems to be doubtful,
- To inspect whether all details of the arrival/departure form are filled up or not,
- To ascertain whether the foreigner making entry is a foreigner who has come within the period of his or her deportation from Nepal previously or a foreigner in respect of whom a red corner notice has been issued by the INTERPOL or not. If he or she is the foreigner deported, not to allow him or her to enter within the period of deportation and immediately send back him or her by affixing the seal "USED" to the visa obtained from the mission; and if he or she is the foreigner subjected to the red corner notice, to hand over him or her to the security body and give information thereof to the Department,
- If it appears to be in order upon the examination, the office is to give entry permission by detaching the arrival form and maintaining records, writing the visa expiration date on and affixing the seal and arrival sticker to the visa sticker issued by the mission and stitching the departure form to the passport itself.

3.4 Procedures to be followed while giving permission to foreign citizens to depart Nepal:

- To obtain the passport containing the departure card and the boarding pass (in the case of departure from airport).

- To inspect whether all details of the departure card are filled up or not,
- To examine whether the passport is valid or not,
- To inspect whether the Nepalese visa is valid until the day before the day of departure or not,
- If the visa is not valid, to regularize it subject to the Regulation,
- To give departure permission by retaining the departure form and affixing the departure sticker and departure seal to the passport,
- To certify the departure form by mentioning the departure sticker number on it,
- If the departing foreigner is a minor or is alone, to examine the document assigning all responsibilities of travel arrangements to the airlines.

3.5 Procedures on certification of arrival and departure:

If the entry/departure of any person is omitted to be certified at the entry or departure point, the Department shall follow the following procedures for the certification of arrival and departure:

- To obtain the application form. The application for certification has to be accompanied by a reliable evidence out of the following documents:
 - (a) Air ticket/authentic document setting out the date of travel/boarding pass.
 - (b) Passport.
- If it appears that the applicant has entered into by air, to examine whether his or her name is included in the passenger manifesto.

- To examine whether his or her passport contains the departure seal of the last foreign immigration point of the entry into Nepal or not, or to check the seal of arrival in other country.
- If, on the examination of the received documents, this entry into or departure from Nepal is proved, to certify the arrival and departure by collecting the fees leviable pursuant to the Regulation.

Time required for delivery of service:

- If an application is made by 1 p.m., on the same day, and if it is made after 1 p.m., no later than 12 o'clock on the following day, and within a maximum of three hours.

Decision making authority:

The Director.

Fees leviable for certification:

As set forth in the Regulation.

Chapter-4

Procedures relating to the extension of validity of, and regularization of, tourist visa and issue and renewal of other visas

4.1 (a) Procedures relating to the extension of the validity of tourist visa:

- To obtain the passport and the application form (along with one passport size photograph).
- To examine the passport and the application form and ascertain whether the validity of visa can be extended or not. In this process, particularly the matter that the term of tourist visa should not

exceed 150 days in a visa year is to be paid special attention to. If it appears that the term cannot be extended, information thereof should be given to the applicant immediately.

- If it appears that the term of visa can be extended, to register the application form and decide to extend the term of visa and implement the decision by collecting the fees in accordance with the Regulation.
- If the applicant by the application form applies for the multiple entry facility, to affix the corresponding visa sticker to the passport and certify it by also collecting the fees for the same and return the passport to the applicant.
- If the applicant applies for the extension of the term of visa for a period not exceeding 150 days at one time, to extend the term.
- Any applicant other than a foreigner who is associated or affiliated with institutional purpose has to be present in person to have the extension of the term of visa.

(b) Authority to extend or decide to extend the term of tourist visa:

- In the case of a foreigner who is holding another category of visa but now applies for the extension of the term of tourist visa, the Director.
- In the case of a foreigner who stays for a period exceeding 150 days, thereby violating the Immigration Act and Immigration Regulation, the Director General.
- For the extension of the term of tourist visa within 150 days, the Immigration Officer in the Section.

(c) **Maximum time to make decision on application for the extension of term of visa:**

A maximum of two hours.

(d) **Fees for extension of the term of visa:**

In accordance with the Regulation. While calculating the fees, such calculation shall be made as per such buying rate of the American dollars applicable for the day in question as determined by the Nepal Rastra Bank.

4.2 Procedures to be followed upon receiving application for other visas except for the extension of the term of tourist visa:

- (1) To obtain an application form with a photograph affixed thereunto and examine it, and register it if all the documents as required by the Procedures seem to be attached with it. If any required document is not found attached, to immediately inform the applicant to submit the application by attached such required document, and return the form to the applicant.
- (2) To examine whether a recommendation of the concerned body (in the case of one in respect of whom it is required), and work permit (in the case of one in respect of whom it is required) are attached with or not; and issue the visa requested for only with effect from the date of registration of the recommendation with the Department.
- (3) In the event that the permit or validity period of visa mentioned in the work permit and the recommendation is different, to issue the visa only for the period set forth in the work permit.

- (4) Prior to entering into the stage of decision making, to ascertain whether the entry facility is requested again or not.
- (5) If a foreigner who requests for a visa to work for remuneration or as a volunteer or who requests for the business visa files the visa application from accompanied by a recommendation of the concerned body and it appears that the term of visa issued to him or her is remaining, to cancel his or her previous visa with effect from the date of filing of the form by him or her.
- (6) After the examination of the application form, to enter into the process of making decision to or not to issue the visa; and after a decision to issue the visa, to affix the visa sticker and the seal to the passport and certify it by also collecting the fees for the same and return the passport to the applicant.

4.3 Procedures to be followed while issuing the study visa:

- (1) To issue the study visa to the foreigners who come to study, teach or conduct research works in any educational institutions, and to their family members. However, if a recommendation is received from the study visa for the purpose of preparation class, situation study and preliminary survey, the study visa should not be issued.
- (2) To issue the study visa for one year at a time. If the study visa has to be issued for a period in excess thereof, to issue the visa only for up to the period of research or that of educational degree under study, also having regard to the period of study under degree program or tenure of teaching contract and the period of work permit and action plan of research, and on the conditions that progress of research has to be furnished in every four months. In

issuing such visa, priority is to be given to the issuing of visa to the foreigners who pursue technical subjects outside the valley for up to the period of educational degree under study.

(3) The Regulation provides that recommendation for provisional visa can be made only if it takes time for decision making for the recommendation of visa. So, provisional study visa will be issued only if it takes time for the internal management collection of data or details and this matter is clearly mentioned in the recommendation of the Ministry.

(4) To issue the study visa to a foreigner who intends to be involved in teaching in consideration for remuneration or as a volunteer only if a working permit issued by the Ministry of Home Affairs as well as a recommendation by the concerned Ministry is received. However, the working permit is not required for issuing the study visa to the following foreigners:

(a) Foreigners who are in service in educational institutions established with agreement entered into with the Government of Nepal;

(b) Researcher foreigners;

(c) Foreign students.

(5) **Documents to be submitted to obtain the study visa:**

- Two sets of application form with a photograph affixed thereunto;
- Evidence of admission to the concerned educational institution;

- Recommendation of the Ministry concerned for the issue of the study visa;
- Document showing bank balance with a local bank as provided for in sub-rule (2) of Rule 7 of the Regulation (only in the case of those in respect whereof provision to this effect is made by the Regulation);
- One photocopy of passport and last visa;
- Work permit letter of the Ministry of Home Affairs in the case of those foreigners whom work permit is required;
- In the case of foreigners who apply for visa for the purpose of teaching, a photocopy of appointment letter or contract/agreement.

(6) Visa fees:

The fees as set forth in Schedule-9 of Rule 29 of the Immigration Regulation shall be collected while issuing the study visa. The fees shall be calculated as per such buying rate of the American dollars applicable for the day in question as determined by the Nepal Rastra Bank.

(7) Period for the issue of visa or making decision thereon:

If an application, accompanied by the recommendation of the Ministry concerned, is made by 1 p.m., on the same day, and if it is made after 1 p.m., no later than 12 o'clock on the following day.

(8) Authority to issue or renew the study visa:

- In the case of a foreigner who applies for a provisional visa or for study under a non-degree program or who is to be subject to fine, the Director General.
- In the case of a foreigner who applies for visa for the purpose of teaching, research and study under a degree program, the Director.

4.4 Procedures to be followed while issuing the non-tourist visa:

- (1) The following foreigner who is to work in Nepal shall have to obtain the work permit from the Ministry of Home Affairs:

Matters requiring the work permit:

- (a) A foreigner who come to serve for the Government of Nepal or an organization fully owned by the Government of Nepal, by way of tender;
- (b) Each foreigner who intends to apply for the non-tourist visa to work in any firm or company or organization;
- (c) Each foreigner who intends to work by obtaining the non-tourist visa on the ground of marriage or relation; for this purpose, a foreigner may make an application, accompanied by a letter of the relevant organization, to the Department; and the Department shall have to submit it to the Ministry of Home Affairs for decision on work permit and do accordingly as sanctioned.

Matters not requiring the work permit:

- (a) A foreigner who serves, as an advisor or expert, for the Government of Nepal or an organization fully owned by the Government of Nepal;
- (b) A foreigner having obtained recommendation from the Ministry of Foreign Affairs to serve for an organization run by a foreign mission located in Nepal;
- (c) A foreigner having obtained permission from the Ministry of Information and Communications to serve for a foreign newspaper and news agency/organization and been recommended by the same Ministry/concerned department for visa;
- (d) A foreigner having obtained recommendation from the concerned Ministry to serve as a helper of a foreigner having obtained the diplomatic or official visa;
- (e) A foreigner having obtained recommendation from the Ministry concerned to serve for any organization (body such as an international air organization) established by an agreement concluded with the Government of Nepal;
- (f) A foreigner who applies for the non-tourist visa for a period of three months or less than that;
- (g) Foreigners who make an application, accompanied by recommendation of the concerned Ministry, to make a group tour of tourists in Nepal;
- (h) Such other foreigners who have been specified as not requiring the work permit of the Government of Nepal.

- (2) Since the Marriage Registration Act, 2028 does not provide for the post marriage in Nepal, the non-tourist visa shall be issued on the ground of marriage, based on the marriage registration certificate, if it is certified by the concerned embassy that the marriage has been concluded.
- (3) If a foreign woman who is married to a citizen of Nepal intends to keep with her a child below 16 years of age born from her first foreign husband, the non-tourist visa shall be issued as if the child were the dependent family of that woman.
- (4) In the case of a foreign woman who is married to a citizen of Nepal and whose husband has died or in the case of one whose Nepalese husband or wife is not in a position to make presence in the Department, the non-tourist visa shall be issued also on the basis of identification made by the mother-in-law/father-in-law/major son/daughter/brother-in-law.
- (5) **Documents to be submitted to obtain the non-tourist visa:**
- (a) 1. Documents to be submitted to obtain the non-tourist visa on the ground of marriage:
- Two sets of application form with a photograph affixed thereunto;
 - Photocopy of the marriage registration certificate;
 - Photocopy of the Nepalese citizenship certificate of the citizen of Nepal out of the married couple;
 - Photocopy of the page of passport containing the personal details and the last visa;

- In the case of marriage solemnized outside Nepal, an official letter certifying marriage issued by the concerned embassy.
2. While obtaining the renewal of this visa, submission of two sets of the application form with a photograph affixed thereunto and photocopy of passport and the last visa, only, shall suffice.
- (b) 1. Documents to be submitted to obtain the non-tourist visa on the ground of relationship:
- Two sets of application form with a photograph affixed thereunto;
 - Application by the Nepalese relative;
 - Photocopy of the citizenship certificate of the Nepalese relative;
 - Photocopy of the passport and the last visa;
 - Photocopy of the relationship certificate indicating the relationship between the passport holder and the Nepalese relative;
 - In the case of the Chinese citizen of Tibetan origin an authentic document setting out that the passport holder is the relative of the citizen of Nepal, issued by the local body/District Administration Office or Nepal-based Chinese Embassy;
 - In the case of the relative of a foreigner who has matrimonial relationship with the citizen of Nepal, the

recommendation setting out the relationship issued by the concerned embassy.

2. While obtaining the renewal of this visa, two sets of application form with a photograph affixed thereunto and photocopy of the passport and last visa must be submitted.
3. In order to obtain the non-tourist visa on the ground of relationship, the Nepalese relative has to be present in person and submit the application, along with the identification.

(c) Documents to be submitted to obtain the non-tourist visa on the ground of journalism or to obtain its renewal:

- Two sets of application form with a photograph affixed thereunto;
- Photocopy of the certificate of press representative issued by the Department of Information;
- Recommendation letter issued by the Ministry of Information and Communications or Department of Information;
- Application by the Nepalese relative;
- Photocopy of the citizenship certificate of the Nepalese relative;
- Photocopy of the passport and the last visa.

(d) Documents to be submitted to obtain the non-tourist visa on other grounds or to obtain its renewal:

- Two sets of application form with a photograph affixed thereunto;

- Photocopy of the work permit/contract or agreement or appointment;
 - Recommendation letter issued by the concerned Ministry for visa;
 - Working permit issued by the Ministry of Home Affairs in the case of one requiring the working permit;
 - Photocopy of the passport and the last visa.
- (e) Documents to be submitted to obtain the temporary non-tourist visa:
- Two sets of application form with a photograph affixed thereunto;
 - Recommendation letter issued by the concerned Ministry/department for visa;
 - Photocopy of the passport and the last visa;
 - If the matter is related with marriage registration, recommendation letter issued by the office of marriage registration authority.
- (6) To make decision to or not to issue the non-tourist visa by requiring the document indicating the source of investment, details relating to the qualification and experience of the investor, among other things, from the foreign investor who has obtained recommendation for the non-tourist visa for a maximum period of six months for doing a feasibility study of an industry or business.
- (7) **Visa fees:**

The fees as set forth in Schedule-9 of Rule 29 of the Immigration Regulation shall be collected while issuing the non-tourist visa. The fees shall be calculated as per such buying rate of the American dollars applicable for the day in question as determined by the Nepal Rastra Bank.

(8) Term of visa:

For a maximum period of one year as per the recommendation/work permit.

(9) Period for the issue of visa:

If an application is made by 1 p.m., on the same day, and if it is made after 1 p.m., no later than 12 o'clock on the following day.

(10) Authority to issue or renew the study visa:

- For the issuance of the temporary non-tourist visa or non-tourist visa for the first time on the ground of relationship or otherwise or imposition of fine, the Director General.
- For the issuance or renewal of the non-tourist visa to the Chinese citizen of Tibetan origin for the purpose of visiting his or her relative, the Director General.
- For the issuance of the non-tourist visa on the ground of journalism and renewal of other visa, the Director.

4.5 Procedures to be followed while issuing or extending the validity of the business visa:

- (1) While issuing the business visa, for the first time, to a foreigner who makes a personal investment of ten million rupees or less and to his or her dependent family member or the authorized

representative of an organization making such an investment, the business visa shall be issued for the validity period not exceeding six months in spite of the recommendation for a period of one year or more. The visa shall be issued for the remaining recommended period upon receipt of the progress report of up to six months, and also carrying out inspection/monitoring, as required. No recommendation is required to be obtained for this. In the case of investment of more than that amount, the visa shall be issued, for the first time, for a maximum period of one year, on the basis of recommendation, and, thereafter, it shall be issued for up to five years at a time if it appears that the business has fully come into operation or progress achieved as planned.

- (2) Not to allow the business visa to be used for any purpose other than that for which it has been obtained.
- (3) Even the dependant family member of the business visa holder is not allowed to be engaged in any activity other than that business and volunteer social service.
- (4) Generally, the business visa with a validity period of five years may be issued despite that the validity period of passport is one year or more. After the obtaining of another passport upon the expiry of the validity of passport, the visa should be transferred by collecting the fee as per the Regulation.
- (5) (a) Documents required for the issue of the business visa:
 - Two sets of application form with a photograph affixed thereunto;

- Photocopy of the certificate of registration of the company with the Company Registrar's Office;
 - Photocopy of the provisional/permanent accounts number registered for the tax purpose;
 - Where share is invested for business purpose, photocopy of the share certificate;
 - Photocopy of the industry registration certificate;
 - Recommendation made by the concerned Ministry/department for visa;
 - Photocopy of the passport and the last visa;
 - Personal details of investor, setting out his or her financial source, qualification and experience, as well.
- (b) Documents required for the extension of validity of the business visa (where one-year visa has been issued):
- Two sets of application form with a photograph affixed thereunto;
 - Photocopy of the tax clearance certificate;
 - Recommendation made by the concerned Ministry/department;
 - Photocopy of the passport and the last visa.

(6) Period for the issue of visa:

If an application is made by 1 p.m., on the same day, and if it is made after 1 p.m., no later than 12 o'clock on the following day.

(7) Visa fees:

The fees as set forth in Schedule-9 of Rule 29 of the Immigration Regulation.

(8) Authority to issue or renew visa:

- For the issuance of the temporary business visa or business visa for the first time, the Director General.
- From the second time, the Director.

4.6 Procedures to be followed while issuing the transit visa:

- (1) If a foreigner who enters into Nepal to spend a night in the course of going to another country through the airport of Nepal makes an application with a photograph affixed thereunto, accompanied by the air ticket, the visa shall be issued for one day by collecting the fees as per the Regulation.
- (2) If the foreigner who has so obtained the transit visa is found to have not departed from Nepal within the period of visa, the visa shall be regularized by collecting the fees applicable in the case of regularization of visa or extension of its validity, as provided for in the Regulation.

4.7 Procedures to be followed while issuing the non-residential Nepalese visa:

- (1) A foreign who intends to obtain or renew the non-residential Nepalese visa for the purpose of carrying on business has to submit a recommendation of the Federation of Nepal Chamber of Commerce and Industry.
- (2) A foreign who intends to obtain or renew the visa for the purpose of carrying out study, teaching or research has to submit a

recommendation of the concerned university/educational institution.

(3) Documents to be submitted to obtain the non-residential Nepalese visa:

- Two sets of application form with a photograph affixed thereunto;
- Photocopy of certified document indicating that he or she is a person of Nepalese origin or recommendation by the concerned embassy to that effect or photocopy of certificate of relationship with the citizen of Nepal;
- Photocopy of the citizenship certificate of the citizen of Nepal if the visa is requested for on the ground of relationship with the citizen of Nepal;
- Fitness certificate;
- Photocopy of the passport and the last visa.

(5) **Visa fees:**

The fees as set forth in Schedule-9 of Rule 29 of the Immigration Regulation.

(6) **Validity period of visa:**

A maximum period of ten years at a time.

(7) **Period for the issue of visa:**

- Within one day of the date of receipt of the decision of the Government of Nepal to issue the visa for the first time.

- If an application is made by 1 p.m. for the renewal/extension of the validity period, on the same day, and if it is made after 1 p.m., no later than 12 o'clock on the following day.

(8) Authority to issue visa:

- For the issuance of visa for the first time, the mission or the Director General, on recommendation of the Ministry of Home Affairs.
- For the renewal/extension of validity, the Director General.

4.8 Procedures to be followed while issuing the residential visa:

- (1) If a person of international reputation applies for the residential visa, the visa may be issued also upon obtaining information through the Nepalese mission related with his or her country about to which sector he or she has rendered contribution in his or her country.
- (2) If an application is made for the residential visa on the ground of having rendered or possibly rendering special contribution to the economic, social and cultural prosperity of Nepal, information has to be collected from the concerned Ministry/field in relation to the contribution made by him or her while in Nepal and recommendation by the mission related with his or her country has also to be submitted.
- (3) While renewing the residential visa obtained by a foreigner who intends to spend his or her life without carrying on any business, an analysis may be made as to what contribution has been made to

the social sector out of a yearly expenditure equivalent to 20,000 (twenty thousand) American dollars.

(4) Documents to be submitted to obtain the residential visa:

(1) (a) Documents to be submitted by a person of international reputation or a person who has rendered or is likely to render special contribution to the economic, social and cultural prosperity of Nepal in order to obtain the residential visa:

- Two sets of application form with a photograph affixed thereunto;
- Letter relating to character;
- Recommendation along with a no-objection issued by the government or mission of the concerned country;
- If application is made through the mission, a fitness certificate issued by a recognized doctor in his or her country or a fitness certificate issued by the Tribhuvan University Teaching Hospital in Nepal;
- A bio-data containing full details of grounds or activities of the acquisition of international reputation or detailed description showing: what contribution has he or she made and in which sector in Nepal? or on which grounds can or she make such contribution?
- Photocopy of the passport and the last visa.

(b) Documents to be submitted to renew the residential visa obtained pursuant to clause (1)(a):

- Two sets of application form with a photograph affixed thereunto;
 - Letter relating to character;
 - A fitness certificate issued by the Tribhuvan University Teaching Hospital;
 - Photocopy of the passport and the last visa;
 - Detailed description of the contribution he or she has rendered and achieved made while in Nepal in the last year.
- (2) (a) Documents to be submitted by a foreigner who intends to spend life in Nepal without carrying on any business in order to obtain the residential visa:
- Two sets of application form with a photograph affixed thereunto;
 - Certified document setting out the permanent/regular source of his or her annual income (equivalent to at least 20,000 American dollars a year);
 - A bank balance equivalent to at least 20,000 American dollars;
 - Letter relating to past character;
 - Recommendation along with a no-objection issued by the government or embassy of the concerned country;
 - A fitness certificate issued by the Tribhuvan University Teaching Hospital;

- Evidence that he or she has crossed the age of sixty years or if he or she is below sixty years, certified document issued by the government or mission of the concerned country that he or she is a retired person;
- Photocopy of the passport and the last visa.

(b) Documents to be submitted to renew the residential visa obtained pursuant to clause (2)(a):

- Two sets of application form with a photograph affixed thereunto;
- Detailed description showing the expenditure of 20,000 American years by him or her in the last year;
- Evidence showing the continuity of his or her source of income;
- Details of contribution, if any, rendered by him or her to any sector in Nepal in the last year;
- Photocopy of the passport and the last visa.
- Detailed description of the contribution he or she has rendered and achieved made while in Nepal in the last year.

(3) Documents to be submitted to obtain or renew the residential visa on the ground of making a lump sum investment of at least one hundred thousand American dollars or convertible foreign currency equivalent thereto in an industrial enterprise:

- Two sets of application form with a photograph affixed thereunto;

- Recommendation made by the concerned Ministry/department for visa;
- Photocopy of tax clearance certificate (for renewal);
- Photocopy of industry registration certificate;
- Photocopy of the passport and the last visa.

(5) Visa fees:

The fees as set forth in Schedule-9 of Rule 29 of the Regulation.

(6) Period for the issue of visa:

- Within one day of the date of receipt of the decision of the Ministry of Home Affairs to issue the visa for the first time.
- If an application is made by 1 p.m. for the renewal of the validity period, on the same day, and if it is made after 1 p.m., no later than 12 o'clock on the following day.

(7) Validity period of visa:

A maximum period of one year at a time.

(8) Authority to issue/renew visa:

For the issuance of visa for the first time, the Director General of the Department, with the approval of the Ministry of Home Affairs; and for the renewal of visa, the Director General.

Chapter-5

Procedures to be followed while issuing the trekking permit

- 5.1 While issuing the trekking permit to those trekkers who go to Mansarobar via Simikot of Humla to Yari to Hilsa and come back through the same route, the fees of at least twelve days shall be

calculated and collected considering the total trekking period as a trekking program of the same package. Provided that in the case of those who go to Mansarobar but do not come back through the same route, the fees of at least seven days shall be collected for the trekking of the one-way route.

5.2 While calculating the trekking fees for the trekking permit in those areas open for trekking through group and agency only, the fees shall be collected by calculating the same only for the period of trekking in the areas requiring the trekking permit.

5.3 Documents to be submitted to obtain the trekking permit:

- Two sets of application form with a photograph affixed thereunto;
- Application (in the pad of agency);
- Agency registration certificate (subsequent to the renewal, it will suffice to make payment once a year);
- License issued by the Tourism Industry Division to carry on the trekking business (subsequent to the renewal, it will suffice to make payment once a year);
- License issued by the Nepal Rastra Bank to carry on foreign exchange (subsequent to the renewal, it will suffice to make payment once a year);
- Trekking program schedule;
- Permanent accounts number registration certificate (subsequent to the renewal, it will suffice to make payment once a year);
- Manifesto of trekkers;

- Photocopies of trekkers' passports and last visas;
- Guarantee letter of agency;
- Bond of agency;
- Photocopy of voucher of payment of the revenue as prescribed into Sa. Aa. 163643 of the Nepal Rastra Bank, cash receipt or voucher of payment of amount to the accounts section;
- One passport size photograph of trekker;
- Document relating to the evidence of personal accident insurance of the foreign citizen going for trekking and the citizen of Nepal who accompanies the foreign citizen.

5.4 If any of the following foreigners has to go to a trekking area, the Director General may exempt him or her from the trekking permit fees and from the provision requiring to make trekking on group through an agency:

- A foreigner holding a diplomatic visa;
- Where an agreement is concluded with the Government of Nepal, which provides for the exemption of fees, and a foreigner who is associated with the agreement and requests for the trekking permit for the purpose of visiting the area related with his or her functions;
- A foreigner who is associated with the plan and program of the Government of Nepal and whose working place is within the trekking area.

Provided that while applying for the trekking permit, such a foreigner has to submit a recommendation letter of the concerned mission/Ministry along with the other documents.

5.5 If an application, accompanied by the documents referred to in clause 5.3 is received, the documents shall be examined and return it to the concerned agency if any document or other description is missing, asking it to produce such document or description; and if all the required documents and other details are in order, the application shall be registered and channel it for decision making if the required fee has been deposited in the bank. Following the decision, the trekking permit shall be prepared and sealed and issued to the agency.

5.6 Calculation of trekking permit fees:

The fees as set forth in Schedule-12 of Rule 29 of the Regulation.

5.7 Period for the issue of the trekking permit:

A maximum of three hours.

5.8 Authority to issue the trekking permit:

- In the case of a decision to issue gratis trekking permit, the Director General.
- In the other cases, the Immigration Officer with the decision of the Director.

Chapter-6

Procedures relating to investigation into and action on immigration offences

6.1 In relation to the persons deported by foreign countries and sent back to Nepal:

(1) Obligation and working procedure of the Immigration Office:

- 1.1 Prior to receiving documents, the Immigration Office shall carry out a preliminary inquiry, based on the available documents, as to whether the person deported by a foreign country and sent back to Nepal is a citizen of Nepal or not, whether he or she is to be allowed to enter into Nepal or not.
- 1.2 If it appears from the inquiry referred to in clause 1.1 that such person is a citizen of Nepal or a person who is to be allowed to enter into Nepal, to receive the documents and person from the concerned airlines. If that person is not found to be a citizen of Nepal, not to receive that person and then the custody of that person shall remain with the concerned party.

For this purpose, if the visitor uses the travel document of the concerned country, to take such preliminary statements from him or her as to answer the following questions.

His or her name, surname, address, age and occupation, and his or her father's and grand-father's name:

Whether he or she has obtained citizenship certificate or passport or not. If yes, where, when and how he or she has obtained it. Description setting out its number and date.

Where is the passport obtained previously? What is its condition? After obtaining the passport, how did he or she obtain visa of which country? Which point did he or she depart from and to which destination?

Why he or she has now been returned back to Nepal from abroad?

1.3 The person inquired into pursuant to clause 1.2 shall, along with the following details and the travel permit, if any, and other documents, as well, be sent to the Department for further action (other than a person who holds valid Nepalese passport):

- Where has the person come from and by which airlines?
- What documents related to him or her are attached therewith?
- What is the reason cited for his or her deportation?
- If the passport is attached, situation or condition revealed from the preliminary inquiry as to the passport and visa and other matters set forth therein.

(2) Obligation and working procedure of the Immigration Office:

2.1 To receive the person and documents sent by the Immigration Office and maintain records thereof and make a separate file.

2.2 The Director General is to designate the investigation officer for further investigation into that matter.

2.3 Functions to be performed by the investigation officer;

2.3.1 To study the documents forwarded by the Office.

- 2.3.2 To require the person to produce other documents, if any, he or she possess in relation to his or her identity or foreign travel, and study and examine such documents.
- 2.3.3 To examine whether the person is a citizen of Nepal or a person who is to be allowed to enter into Nepal and whether the travel documents held by him or her are authentic or not.
- 2.3.4 To take deposition of the person.
- 2.3.5 If, subsequent to the study of the details recorded in the deposition and the documents, there is a situation that the authenticity of the visa obtained by him or her to visit abroad can be inquired immediately, to inquire the concerned mission.
- 2.3.6 If, based on the study and analysis of the responses of the concerned mission, if it has been inquired pursuant to clause 2.3.5, and other documents and also the deposition of the said person, the received documents seem to be fake or doubtful, and if it appears to produce him or her before the case trying authority for the extension of time limit to detain him or her or to demand a bail from him or her, to submit a report setting out the matter to the Director General.
- 2.3.6 Where a bail is demanded but the person is not able to furnish the bail, to send him or her for detention in accordance with the laws in force; and if he or she furnishes the bail, to proceed the investigation of the case

by releasing him or her on a personal bail to appear on the appointed days.

The criteria and grounds for the determination of amount of bail shall be as follows:

- (a) Authenticity of the documents received and of the said person as well.
- (b) The citizenship certificate, voter identity card, passport, the land ownership registration certificate or authentic identity card clearly showing that he or she is a citizen of Nepal.
- (c) Any other authentic documents to the satisfaction of the investigation officer.
- (d) To proceed action to release him or her against the guarantee of a reliable person in the event of the submission of genuine documents as referred to in clauses (a), (b) and (c) above, and to detain him or her by extending the time limit in accordance with the Act or release him or her against a bail and with a personal bond to make presence on the appointed days if reliable documents are not produced or if the documents produced appear to be doubtful.

2.3.8 Subsequent to the decision, as mentioned above, to release him or her against a bail and with a personal bond to make presence on the appointed days, prior to the final decision thereon, and prior to filing case if it is required to file it, the investigation officer shall have to perform the following functions:

- (a) To write to the concerned body about the authenticity of the citizenship certificate, passport or other documents presented by him or her and obtain their responses.
- (b) To send the doubtful documents (passport, visa, addition, deletion of details, etc.) to a laboratory for scientific test and obtain a report from the laboratory.

2.3.9 After the completion of the examination of the authenticity, examination and other action, within the time-limit in the case of detention by extending the time limit, and normally within three months in the other cases, to make a submission to the case trying authority or the decision making authority to file case or make decision. The submission shall be submitted to the Director General in the following format:

- 1. Description of case:
 - 1.1 Subject
 - 1.2 Name, surname and address of the concerned person:
 - 1.3 Body to be forwarded to for action:
 - 1.4 Attached documents/evidence:
 - (a) Passport number:
 - (b) Citizenship number:
 - (c) Others:
 - 1.5 Statements of the concerned person:
 - 1.6 Amount of bail furnished:
- 2. Description of investigation;

- 2.1 Acts done in the course of investigation:
- 2.2 Matters revealed from investigation:
- 3. Existing situation:
 - (a) On person bail and not failing to make presence on the appointed days:
 - (b) Having failed to make presence on the appointed days:

Dear sir,

Based on the above details, I have submitted for the decision as follows:

(a).....

(b).....

(c)

2.4 As it will be done accordingly in relation to the matter in which case has been filed with the case trying authority pursuant to sub-clause 2.3.9, in the case of bail furnished, to settle the issue of bail as ordered/instructed by the case trying authority.

2.5 Where it is submitted to the Director General for decision and it appears that the concerned person has not failed to make presence on the appointed days and it is proved from the available evidences that he or she is a citizen of Nepal and the collected details seem to be true, to acquit him or her of the case and write to the financial administration section to refund the amount of bail.

- 2.6 While making acquittal of the case pursuant to clause 2.5, the ground of the acquittal has to be mentioned clearly.
- 2.7 If the person fails to make presence on the appointed days or to present other grounds clearly, to make necessary decision to impose a fine on him or her in accordance with the Immigration Act and write to the financial administration section to realize it from the amount of bail furnished.
- 2.8 To close the files of those matters settled and obliterate their records.
- 2.9 To submit four monthly reports to the Ministry of Home Affairs, setting out the relevant matters in relation to the cases filed with the case trying authority, and the following details in relation to the matters decided by the Director General.
1. Number of remaining cases in the previous four monthly period;
 2. Number of new cases filed in the period of report;
 3. Number of cases filed with the case trying authority;
 4. Details of cases decided by the Director General.

SN	Matter of case	Defendant's name, surname and address	Matter revealed from investigation	Summary of decision made	Investigation officer's name	Director General's name

5. Number of cases yet to be settled:

6.2 Procedures to be followed in relation of a person whose departure is denied and who is sent for necessary action and a person whose entry has been denied and sent back to Nepal:

1. Subject to the provisions contained in the Immigration Act and the Immigration Regulation, the obligations and working procedures as set forth in clause 6.1 "In relation to the persons deported by foreign countries and sent back to Nepal" shall be followed also in relating to that mentioned in clause (b).
2. In addition to those set forth in the said clause, the obligations and working procedures to be followed in relation of a person whose departure is denied and who is sent for necessary action and a person whose entry has been denied and sent back to Nepal shall be as follows:

2.1 Obligation and working procedure of the Immigration Office:

- 2.1.1 To examine and analyze whether the passport and visa held by the person going abroad through the point of departure of Nepal are genuine or not.
- 2.1.2 To examine the documents as set by the relevant procedures as to the purpose for which he or she is going to the relevant country.
- 2.1.3 Special regard shall be had to the following matters, in the course of examination of the passport and visa:
 - Whether the passport and visa contain security signs or not.

- Whether the photograph has been changed in the passport or not.
- Whether the passport contains the seal of arrival in Nepal and whether the continuity and validity of visa exist for presence in Nepal or not.
- To examine whether the passport or visa contains any correction, there is continuity of signature, there is uniformity in the color of ink used, any detail is added, any page is changed, page stitching is in order, lamination is in order, there is uniformity in the color of pages of passport, the date of birth is corrected and there is continuity of seal or not.
- To examine whether the visa is genuine or not.

2.1.4 Following examination referred to in sub-clause 2.1.3, to submit the matter to the Department for necessary action, along with the concerned person, along with the matter revealed from the preliminary examination, and the passport/visa/other documents relating to travel.

2.1.5 To forward the person who has departed from Nepal but whose entry is denied and sent back to Nepal, to the Department for necessary investigation and action, and other documents relating to travel are also to be forwarded along with the person.

2.1.6 In a case where the departure of a person is to be denied because of the fact that despite all documents being order but not sufficient or the adequacy of the documents

presented before the Immigration Officer is not established to the satisfaction of the Officer, to give information thereof to that person, and arrange for maintaining records thereof.

2.2 Obligation and working procedure of the Immigration Office:

2.2.1 To write a letter to the concerned body as to the authenticity of either the passport or visa or both, labor permit and other documents, and obtain response.

2.2.2 To send the submitted evidence to a laboratory for scientific test and obtain a report from the laboratory.

2.2.3 If a document other than the passport or visa used to make travel seems to be doubtful, to forward it to the pertinent competent authority for action in accordance with the laws in force.

2.2.4 If the passport or visa or other document used to make travel seems or proved to be genuine, to follow the following procedures:

(a) In the case of one who is investigated on custody, to send the case file to the district government attorney office to make a decision not to institute the case.

(b) In the case of one who is released against bail and bond to make presence on the appointed days, the investigation officer is to submit the case file, accompanied by his or her opinion, to the Director General for closing the case file; and subsequent to the decision by the Director General, to write to the

financial administration section to refund the amount of bail furnished.

- (c) If it is to certify the arrival in Nepal in the passport, to, to so certify by collecting the fees as prescribed, and return the passport in the case of a citizen of Nepal, and in the case of a foreigner, to cause him or her to make necessary travel arrangement on his or her own and depart from Nepal to a foreign country or to the country from which he or she entered into Nepal previously.

6.3 Procedures relating to deportation:

- (1) A person to be deported shall have to stay in such place as specified by the Department, and bear the expenses to be incurred in departing from Nepal, on his or her own.
- (2) While deporting a foreigner who has been punished for the commission of an act in contravention of the Immigration Act, Regulation or laws in force for the following period, a submission has to be made to the Ministry of Home Affairs and deport him or her after a decision is made by the Ministry to that effect.

1.	Homicide case; narcotic drugs case	10 years
2.	Attempt to homicide; child sexual offense	7 years
3.	Proselytizing; arms and ammunition; rape; sexual offense; fake passport and fake visa	5 years
4.	Suspicious conduct; foreign exchange and currency counterfeiting; illegal trafficking in	3 years

	persons	
5.	Cheating; revenue leakage	2 years
6.	Some public offenses; and trekking in prohibited area without permission	1 year
7.	Violation of deportation order (additional)	1 year
8.	In the case of a foreigner who has overstayed for more than one year without visa	
	Overstay from 1 to 2 years	1 year
	Overstay from 1 to 2 years	2 years
	Overstay from more than 2 years	3 years
9.	Other cases that those mentioned above	Form 1 year to 3 years in view of the nature of offense
10.	Having overstayed for less than one year without visa	To so depart him or her from Nepal that he or she is not allowed to come to Nepal within that visa year

- (3) The details relating to a foreigner who is departed pursuant to clause (2) have to be forwarded to all Immigration Offices and the Police Headquarters, as well.

Chapter-7

Immigration Code of Conduct

7.1 Definitions:

In this Code of Conduct:

- (a) "Code" means the Immigration Code of Conduct;
- (b) "Act" means the Immigration Act, 1992;
- (c) "Regulation" means the Immigration regulation, 1994;
- (d) "Ministry" means the Ministry of Home Affairs;
- (e) "Office" means the Immigration Office;
- (f) "member" means any employee of the Department and the Office.

7.2 Conduct to be observed by member:

It shall be the duty of each member to observe the Code as follows:

- (1) Each member shall remain committed to maintain high standard of professional specialty and effortful to accordingly apply knowledge and skills to the discharge of duties.
- (2) Each member shall, to the extent possible, avoid conflicts with other members or with customers.
- (3) Each member shall remain polite, cooperative and user friendly with customers and behave with other members and customers respectfully.
- (4) Each member shall benefit each other by having mutual exchange of knowledge, skills and experiences gained by him or her, in order to enhance the effectiveness of work performance.
- (5) Each member shall maintain high level of sensitivity about and towards gender relative issues, inter-cultural understanding and harmony and respect for human rights.

- (6) Each member shall not do any act which is contrary to the Act, Regulation, Immigration Procedures and this Code or which raises a question over his or her duty and competency nor shall he or she be involved, directly or indirectly, in any such act.
- (7) No member shall provide any legal suggestion and consultancy of any kind to the parties to a case which is related with immigration offense and is under consideration.
- (8) Each member shall so perform his or her functions as to elevate the prestige and image of the Government of Nepal, Department and Office, as to stand right in public/social audit and as to enhance the confidence of customers.
- (9) In the course of discharge of service delivery, each and every matter in question, doubtful passport or visa or other document shall be the matters of reporting to the immediate supervisor; and it shall also be the duty of the management to arrange for the recording of such reporting.
- (10) Each member shall remain aware about the obligation entrusted to each office-bearer, and shall be conscious of so performing duties as not to influence the obligation of or encroach the power of each other.
- (11) There are no matters of personal concern or interest or interest with customers in the course of service delivery other than those functions specified by the Act, Regulation, Immigration Procedures and this Code.

- (12) If, in the course of service delivery, a matter of public concern conflicts with a matter of personal concern, the matter of public concern shall be the matter of priority of the member.
- (13) No member shall receive any kind of economic benefit, donation or gift from any customer.
- (14) Each member shall perform and discharge his or her duty and obligation being free from any kind of undue influence or pressure and shall be independent to make decisions, subject to the Act, Regulation and Immigration Procedures.
- (15) A member, other than the competent authority, shall not furnish advice or make decision on a case which is directly or indirectly related with him or her.
- (16) Each member, who is to discharge duties in close contact with customers, shall be in the prescribed uniform while discharging the duties; and office and individual sanitation shall be a matter of obligation of the member.
- (17) Each member shall remain committed to the establishment and development of a prompt, transparent and effective management.
- (18) Each member shall give full opportunity to customers or parties to a case to present their case or defend themselves in the course of service delivery or decision.
- (19) Each member shall treat all customers equally; and it shall be the duty of each member to so discharge functions that no customer does feel that any other customer has received more preference than he or she has received, except for the customers who are accorded preference by the State or laws in force.

- (20) No member shall disclose such information as required to be kept confidential in the course of performance of functions or duties to another person whether for personal benefits or not.
- (21) No member shall use governmental means, vehicle, communication equipment or resource in any purpose other than the purpose related with governmental functions or in any manner that is not commensurate with his or her office or in such a manner as to entail deviation from the duties.
- (22) Each member shall remain committed to abide by the decisions, policies and directives of the Government of Nepal, Ministry and Department.
- (23) Each member shall refer a problem that is not or cannot be settled by him or her in the course of service delivery to the higher authority.
- (24) Each member who joins as a member of immigration shall be able to deliver service in the English service and have obtained computer knowledge.
- (25) Each member shall communicate any secret information received from any source whatsoever in relation to immigration to the chief.
- (26) Working hours specified for each member shall be the matter for compulsory compliance.
- (27) A member who is entrusted to carry out managerial work shall be relieved of his or her duty only after the hand over of his or her responsibility.

- (28) No member shall use prohibited articles such as liquors within working hours.
- (29) Each member shall remain active and committed to establish departmental values.
- (30) A member is allowed to deliver a written or oral advice and speech and do a study and research work on any subject in which he or she has gained expertise without prejudicing the immigration activities.
- (31) A member is allowed to take part in a competition open for all and receive a prize, medal, certificate and honor.
- (32) No member shall make any kind of unauthorized commitment or promise on behalf of the immigration except without consent of the decision making authority.
- (33) Each member shall always remain committed to acquire the long-term vision and mission of the immigration and obtain the highest outcomes in tune with the specified working scope.

7.3 Appraisal:

The Department and Office shall, at least once a year, appraise the observance and practical aspects of this Code.

7.4 Monitoring:

Monitoring as to whether this Code has been observed or not shall be carried out by the secretary in the Ministry in the case of the Head of Department, by the Head of Department in the case of the chief of office and by the concerned chief of office in the case of the other employees.

7.5 Grounds of evaluation and action:

- (1) This Code shall be an important ground for the supervisor and reviewer to evaluate the performance of each member.
- (2) A member who acts in contravention of this Code shall be subject to punishment on the basis of reformatory, deterrent and punitive concepts.

Chapter-8

Procedures to be followed on various matters, and policy matters

8.1 Provisions relating to minor who accompanies guardian entering into Nepal:

If a child who is below 10 years of age and whose name is mentioned in the guardian's passport accompanies the guardian to enter into Nepal, the child's name has to be mentioned below the arrival or visa sticker to be provided to the guardian, by indicating the plus mark therein. In the case of a child above 10 years of age, a separate visa sticker has to be issued, also mentioning the child's name.

8.2 Provisions relating to minor who accompanies guardian departing from Nepal:

If a child who is below 10 years of age and whose name is mentioned in the guardian's passport accompanies the guardian to depart from Nepal, departure permission has to be given by indicating the plus mark near the visa sticker. In the case of a child above 10 years of age, a separate departure has to be provided on the basis of the separate visa sticker provided to him or her.

8.3 To issue stay permission without affixing visa sticker on passports of Taiwanese nationals:

While issuing the tourist visa to a Taiwanese national, the visa shall be issued on stay permission without affixing the visa sticker to his or her passport. The duration of visa issued has to be mentioned in the passport; and the stay permission of a Taiwanese national departing from Nepal has to be taken back and sent to the Department.

8.4 To allow Indian citizens to make travel on the basis of the following document:

- Passport, or
- Driving license with photograph, or
- Identity card with photograph issued by a governmental body, or
- Ration card with photograph, or
- Voter identity card with photograph, or
- Registration certificate issued by the Indian embassy to the Indian citizen staying in Nepal, or
- Ad hoc/temporary identity card issued by the Indian embassy to the Indian citizen in the event of exigency, or
- Document with photograph and setting out identity, issued by the sub-divisional magistrate or authority thereabove.

8.5 To send foreigner whose arrival is not certified to contact with the Department:

Any kind of new arrival or departure of a foreigner who has arrived in Nepal but whose arrival has not been certified shall be restricted; and such a foreigner has to be sent, along with a letter, to the Department for certification of the matter omitted to be certified.

8.6 To send foreigner whose departure is not certified to contact with the Department:

A foreigner who has arrived in and departed from Nepal but such departure has not been certified and he or she has arrived or departed again has to be sent, along with a letter, to the Department for the certification of departure omitted to be certified. Any kind of new arrival or departure of that foreigner shall be restricted without certification of such departure.

8.7 Transfer of visa:

(a) While transferring visa from old passport to new passport:

- To obtain an application with affixation of photograph thereon for the transfer of visa.
- To examine the authenticity of the visa on the old passport, and submit for decision, if it appears to be true. Subsequent to the decision, to transfer visa by collecting the fees as specified in the Regulation.

(b) While transferring visa to new passport or travel permit on loss of passport:

- To obtain an application with affixation of photograph thereon for the transfer of visa.
- Upon receipt of application, to examine the authenticity by obtaining the following documents, and make a submission for decision. Subsequent to the decision, to transfer visa by collecting the fees as specified in the Regulation.

- Photocopy of the old passport and last visa or details pertaining thereto.
- Police report on the loss of passport.

In order to ascertain the authenticity of these documents, visa application form and other details have to be obtained from the Immigration Office at the point of entry or authority extending the validity.

(c) Period required to transfer visa:

- A maximum of one year for the act as referred to in clause (a).
- From two hours to two days, in maximum, for the act as referred to in clause (b).

(d) Authority to make decision on visa transfer:

- Director

8.8 To issue other visa to Taiwanese national:

While issuing a visa to a Taiwanese national for a governmental and business work, the Director General is to issue visa for the first time, with the approval of the Ministry of Home Affairs; and the Director General may extend the validity of the visa.

8.9 Not to issue on-arrival visa on travel document:

On-arrival visa is not to be issued to any foreigner who has obtained travel document in the capacity of refugee, other than a person who appeared as a citizen of Nepal previously. He or she shall be allowed to enter only when he or she has obtained a visa from the abroad based

Nepalese mission. On-arrival visa is to be issued to other foreigner holding travel document.

8.10 Not to allow the departure of any foreigner whose visa is not regularized.

8.11 To convert the status of other visa into tourist visa:

If a foreigner staying under another visa applies for the tourist visa either on the expiration of that visa or by canceling the existing visa, the Director may issue the tourist visa subject to the limit of the prescribed period of stay allowed by the Regulation. Provided that if a foreigner who has stayed under the business visa for a period exceeding one year is to get the term of the tourist visa extended, the foreigner has to submit the tax clearance certificate.

8.12 To obtain information about character:

While extending/renewing the visa of a foreigner who has stayed for a period exceeding six months under other visa, other than a foreigner who has stayed under the tourist visa and for a period less than six months' period, information has to be obtained from the national bureau of investigation about the character of the foreigner. If information of undesirable activity of the foreigner is received, the visa may be canceled even though it has already been issued.

8.13 Issue of entry visa by the Department:

- (a) In the case of a foreigner who, being not able to obtain the entry visa at the point of entry for various reasons, applies to the Department for the entry visa, the entry visa is to be issued, upon examining the following documents/evidences, and collecting the fees in accordance with the Regulation:

- The departure seal of other country;
 - Air ticket/boarding pass/luggage ticket setting out the name;
 - Passenger manifesto;
 - Name of land route, if any, and train/bus ticket showing the points of departure and arrival;
 - Failing the above documents, receipt of conversion of foreign currency by him or her in his or her name, indicating the name and date thereof;
 - Bill showing the purchase of goods in the country of the latest departure or bill issued by a hotel in that country indicating the name and date.
- (b) If it appears that the foreigner entering into Nepal as mentioned in clause (a) has entered into Nepal through elsewhere than the point of entry specified by the Regulation, the entry visa is to be issued by collecting the fees, additional fees and fine, as well, as set forth in the Regulation.
- (c) **Authority in Department to issue the entry visa:**
The Director General.

8.14 To issue travel permit:

- (a) **The following procedures are to be followed while issuing the travel permit as provided for in the Regulation:**
- To obtain an application with a photograph affixed thereunto;
 - To obtain one photograph for the travel permit;

- To collect evidences and documents supporting the regularity/continuity of his or her visa (details of visa issued by the point of entry or details of extension of validity, among others);
- To require him or her to submit document/evidence, if any, showing his or her nationality and collect such document/evidence;
- Police report in the event of loss of passport;
- If his or her nationality and regularization of his or her Nepalese visa are confirmed from the said evidence, then a decision to issue the travel permit is to be made and the travel permit issued by collecting the fees as referred to in the Regulation; and the validity of visa is also to be maintained from the old visa or by re-extending its validity or regularizing it.

(b) Period required to issue the travel permit:

A maximum of one day.

(c) Decision making authority:

Director.

8.15 To give receipt to agency (airlines or concerned body):

The Immigration Office is to receive the persons who have been deported from other countries or whose entry denied and sent back being in the custody of an agency and give a receipt clearly indicating the name, surname and post of the receiver to the agency, and initiate further action.

8.16 Facility of visa fees exemption to the passport holders of SAARC member countries:

While issuing the tourist visa to the passport holders of the SAARC member countries at the point of entry, visa fees are not to be collected for a period not exceeding thirty days only once in a visa year. The fees as referred to in the Regulation are to be collected while extending the validity of or regularizing the visa.

8.17 Report to be made:

- (a) Each Immigration shall make a monthly report to the Department on the following matters no later than ten days of the expiration of a month:
- Description of foreigners whose entry into Nepal is denied (name, surname, passport number, nationality, whether visa obtained or not, reason for the denial of entry, etc.);
 - Description of persons whose departure from Nepal is denied (name, surname, passport number, nationality, in the case of a foreigner, whether his or her visa is regularized or not, reason for the denial of departure, etc.);
 - Arrival statistics of foreigners entering into Nepal (according to nationality).
- (b) The Department shall, on a four monthly and yearly basis, submit a comprehensive report to the Ministry of Home Affairs, covering, in particular, the following matters, no later than fifteen days of the expiry of the period:
- Total number of tourist arrivals;

- Revenue collection;
- Extension of validity of visa and number of visas issued, except the tourist visa;
- Number of cases disposed;
- Number of deportations;
- Number of trekking permits issued;
- Other major functions performed during the period;
- Basic problems and expectations with the Ministry.

(c) The Offices shall make reports to the Department on a four monthly and yearly basis, covering the matters set forth in sub-clause (b), no later than ten days of the expiry of the period.

8.18 To deliver service on first come first service basis:

Upon receipt of an application accompanied by all the required documents, service has to be delivered to customers on the first come first service basis. To this end, the Department may adopt necessary system including the token system.

8.19 Major matters required to be included in the memorandum to be submitted for decision:

Any memorandum to be submitted for decision on the issuance of any visa or other matters must clearly contain the following matters, among others, and the concerned section chief shall be responsible for this management:

- Subject;
- Applicant's demand;

- Grounds for applicant's demand, claim (main documents as attached):
- Passport number;
- Last visa number and type of visa:
- Fees to be paid by him or her upon decision as applied for:
- Opinion of the section chief (mention the basis of opinion and legal provisions, as well).

8.20 Record management:

1. Management of records of decision:

(a) The personal secretary of the Director General is to maintain the central decision records:

- For the management of records of the policy decisions made by the Government of Nepal or Ministry or Department, such decisions are to be registered with the personal secretary of the Director General and central decision records prepared accordingly.
- The format of decision registration records to be maintained by the personal secretary shall be as follows:

- (1) Serial number:
- (2) Subject:
- (3) Concerned section:
- (4) Decision maker:
- (5) Date of decision:

- (6) Short description of decision:
- (7) Signature of personal secretary registering the file:
- (8) Signature of the employee of section receiving the file, and date thereof.

Subsequent to such registration, the personal secretary is to write down the registration number in the file and hand it over to the section.

(b) The section of Department is to maintain separate records of decision:

- After the file accompanied by the decision is sent back by the decision maker, the section concerned is to implement the decision and prepare and manage a separate decision record. It shall be the duty of the chief of section concerned to so manage records, and the Director is to monitor it.
- The format of decision registration records to be maintained by the section shall be as follows:
 - (1) Serial number:
 - (2) Subject:
 - (3) Name of person related with the subject:
 - (4) Name of organization related with the subject:
 - (5) Decision maker:
 - (6) Date of decision:

- (7) Short description of decision:
- (8) Revenue collected: Fees..... Fine.....
Total.....
- (9) Accounts receipt number of receipt of fees:
- (10) Whether decision has been implemented or not:
- (11) Signature of registering person:
- (12) Certifying officer's signature and date:

2. Management of records by the Immigration Office:

2.1 Management of sticker records and consumption records:

- The Office is to maintain records of received visa or stickers clearly indicating, inter alia, the visa or arrival/departure sticker number received from the Department and the number to and from of the issued stickers, the name of recipient employee and the day thereof.
- The employee presently in-charge of the desk is to prepare a daily record of consumption of sticker indicating the number of sticker consumed and the day thereof, out of the stickers received by him or her.

It shall be the duty of the Chief of Office to monitor whether records have been so maintained or not.

2.2 Management of arrival, departure forms:

- (a) The employee presently in-charge of the desk, after the completion of his or her duty, is to number the arrival and departure forms received from the arriving and departing persons, hand over them to the employee responsible for the management of records of the Office and get that employee to sign in the register mentioning the receipt of the forms.

It shall be the duty of the Chief of Office or the employee to whom he or she has delegated authority in writing to monitor whether the number of arrival and departure forms so records have been so handed over and the number of stickers used tally or not.

- (b) Statistical analysis is to be made according to nationality on the basis of the arrival and departure forms.

2.3 To maintain records of foreigners whose visa is regularized:

The Office is to establish and systematically maintain the following records of the foreigners who have overstayed and reported for departure and whose visa has been regularized:

Serial number:

Name and surname:

Nationality:

Passport number:

Validity of the last visa:

Period of overstay:

Fees collected:

Certifier's signature:

3. Records management by the Department:

3.1 Records of extension of validity of visa and visa except the tourist visa:

The concerned section is to establish and systematically maintain the records of the foreigners who have extended the validity of the tourist visa and obtained the other visas, according to their nationality and category of visa, and the statements of revenue received for the same.

3.2 The law section in the Department is to prepare an inventory of cases and classify cases and maintain separate records of the cases to be decided by the Director General and those to be filed in the court.

3.3 The law section is prepare a separate register of the matters in which bail has been demanded and maintain records as follows:

- Serial number:
- Subject:
- Concerned person:
- Bail demanded: Rs.
- Date of decision:
- Decision made on the case, and date thereof:

- Condition of bail (Fully recovered; fine and remaining refunded/refunded):
- Date on which letter is sent to the accounts:
- Records certified by:

3.4 After the foreigners who stay in Nepal for a period exceeding six months have obtained the certificate after having registered their presence, the presence registration description is to be recorded and maintained according to the category of visa.

8.21 Compromise entered into in court is not recognized as the marriage registration certificate:

A compromise entered into by any foreign man and a Nepalese woman or vice versa in a court thereby covenanting that they have no dispute between them and they would cohabit as the husband and the wife is not to be recognized as the marriage registration certificate for the purpose of visa.

8.22 Monitoring:

The chief of section or office concerned is responsible for the monitoring of the process of performance of work by the employees of that section or office and of the effectiveness of their performance; the Director is responsible for the monitoring of the performance of work by the chief of section or office; and the Director General is responsible for the overall monitoring.

8.23 Management of registration and dispatch of letters:

It shall be the duty of the employee in service in the registration and dispatch section to submit, for the purpose of obtaining order on letters

received by the Department/Office subsequent to their being registered, the letters to the Director General and the Chief of Office, in the case of Office, two times a day, namely 12 o'clock and 3 o'clock (immediately in the case of most immediate letters), and to immediately hand over them to the section after an order is made on them. Letters to be dispatched are to be classified as the most immediate, immediate and ordinary and dispatched according to that classification. The officer looking after administration is responsible for the monitoring of this work.

8.24 Period for the discharge of functions:

The period for the implementation of the letters received for implementation and decision making on the matters to be decision is as follows:

Director General	A maximum of half an hour
Director	A maximum of half an hour
Letter marked with forthwith	Forthwith implementation
Most immediate	A maximum of five hours
Immediate	On the same day
Ordinary	In the case of those matters requiring the collection of details, within two days of the collection of details, and in the other cases, a maximum of three days.

8.25 Period for the disposal of documents:

Provision is to be made to dispose or safely retain as follows the following documents held by various sections and Immigration Offices, subject to the Governmental Documents Disposal Rules, 1971:

Documents to be disposed

SN	Sections of Department of Immigration	Type of document	Period
1.	Administration	(a) Application form (entry extension)	After 2 years
		(b) Arrival/departure certificate from	After 1 year
		(c) Stay order form	After 1 year
		(d) Departure related documents (more than 150 days old)	After 1 year
		(e) Application form for travel document	After 2 years
		(f) Application form for visa transfer	After 1 year
		(g) Relating to refugees through UNHCR	After 2 years
		(h) Relating to gratis visa received from the Ministry of Foreign Affairs and abroad-based mission	After 1 year
2.	Tourist visa	(a) Original copy of visa extension form	After 2 years
		(b) Photocopy of token receipt	After 1 year

		provided to tourist	
		(c) Photocopy of cash receipt	After 2 years
		(d) Document on correspondence relating to visa extension	After 2 years
		(e) Records books	After 10 years
3.	Non-tourist visa	(a) Documents other than the memoranda not in action	After 3 years
		(b) Documents other than recommendation by the concerned body, relationship certification, marriage registration, certificate and citizenship certificate contained in the file in action	After 3 years
		(c) Various registers relating to the non-tourist visa	After 10 years
4.	Agency	(a) Application form for trekking	After 1 year
		(b) Other documents relating to trekking permit	After 1 year
		(c) Letters and correspondences made in relation to trekking	After 1 year
		(d) Trekking related registers	After 10 years
5.	Accounts	(a) Letters of transfer, dispatch and posting of employees	After 3 years
		(b) Cash receipts-already audited	After 3 years

6.	Store	(a) Visa stickers and stickers which have been canceled by the section, Immigration Offices and missions, which are not to be used, which have duplicate numbers and which have been returned because of not containing number	After 1 year
		(b) Requisition forms relating to uniform	After 3 years
		(c) Purchase order	After 3 years
		(d) Entry report	After 3 years
		(e) Requisition forms relating to stickers and visa stickers	After 3 years
		(f) Letters relating to stickers and visa stickers and miscellaneous letters	After 3 years
		(g) Entry/departure cards, arrival/departure cards received from Immigration Offices	After 2 years
7.	Immigration Offices	(a) Entry/departure cards, and arrival/departure cards	After 2 years
		(b) Visa application forms and bank vouchers-already audited	After 3 years
		(c) Visa extension forms	After 2 years

		(d) Cash receipts-already audited	After 3 years
		(e) Labor permit related documents	After 2 years

Documents not to be disposed but to be retained safely

SN	Sections of Department of Immigration	Type of document
1.	Administration	(a) Employee attendance registers
		(b) Decisions and circulars of the Government of Nepal
2.	Case	(a) Documents contained in case-file including deposition, report, examination report
		(b) Case registers
		(c) Policy decision related files
3.	Accounts	(a) Bank cash book
		(b) Budget sheet
		(c) Advance ledger
		(d) Deposit ledger
		(e) Revenue ledger
4.	Non-tourist	(a) Memoranda relating to non-tourist visa (business, marriage, study, relation)
		(b) Non-tourist visa related recommendation
		(c) Memoranda, copies of citizenship certificate,

		marriage registration contained in matrimonial and relationship visa files (which in operation)
		(d) Memoranda, copies of citizenship certificate, relationship certificate contained in relationship visa files (which in operation)
		(e) Various visa files and registers which are in operation
5.	Store	(a) Ledgers of inventories not to be consumed up
		(b) Transfer forms of inventories not to be consumed up
		(c) Land-ownership registration certificate of governmental buildings held in the name of the Department and Offices
		(d) Blue books of governmental motor vehicles, and policy decisions of the Government of Nepal relating to the establishment, organization and terms of reference of the Department
		(e) Receipt ledgers of uniform
6.	Registration and dispatch	(a) Registration and dispatch registers
7.	Immigration Offices	(a) Employee attendance registers
		(b) Registration and dispatch registers

8.26 Implementation of SAARC visa exemption scheme:

1. The office-bearers/personalities to be included in the SAARC visa exemption scheme shall be selected by a decision of the SAARC Council of Ministers. The list of office-bearers/personalities approved by the SAARC Council of Ministers shall be an integral part of these Procedures.
2. The SAARC visa exemption shall remain valid for a period of one year at a time, and the period of stay each year shall not exceed thirty days.
3. The validity period of SAARC visa exemption scheme for participants in the meeting/activity of SAARC member countries shall be one month.
4. The specimen of signature of the office-bearers to issue the SAARC travel endorsement sticker shall be as received through the SAARC Secretariat.
5. Information relating to the SAARC travel endorsement sticker issued by the SAARC member countries shall be obtained through the SAARC Secretariat on a quarterly basis.
6. The Department/Office shall receive the procedures/guidelines of the SAARC visa exemption scheme through the Ministry of Home Affairs.
7. The SAARC visa exemption sticker shall be issued through the Ministry of Foreign Affairs, and all Immigration Offices shall recognize it for the purpose of entry, stay and departure.

8.27 To issue departure permission to refugees in Nepal:

If a refugee who is staying in Nepal and to whom the Government of Nepal has issued the travel permit is to go outside Nepal and makes an

application, then the Department may, on examination of the recommendation made by the Ministry of Home Affairs for travel permit, visa of the country of destination and authenticity of travel permit, among others, direct the Immigration Office at the point of departure to issue departure permission to the refugee. The Department shall also send a photocopy of the decision along with this direction. It shall be the duty of the Office, upon receipt of such direction, to issue the departure permission as per the direction.

8.28 Provision of citizen charter:

The Office and Department shall have to provide for a citizen charter mentioning, inter alia, the functions, required evidence and details, time required for the discharge of functions, required fees, authority to discharge functions and grievance handling authority, subject to the Act, Regulation and these Procedures. The chief of office/head of Department shall be responsible for monitoring whether work has been performed in accordance with the citizen charter.

8.29 Management of use of stickers:

1. Each Office/section has to manage records showing which number of sticker has been used for what purpose and how much revenue has been collected for the same. The officer concerned is to be responsible for the certification of such records.
2. In the case of defaced, torn out stickers and those incapable of being used, the Office/section is to make a submission, stating that matter, and accompanied by its opinion, for the purpose of cancelation thereof; and the Director General is to cancel such

stickers and make necessary arrangement for their disposal in accordance with the Documents Disposal Rules.

3. The chief of mission may cancel those stickers which are defaced, torn out and not capable of being used by maintaining the records thereof; and the mission has to give information also indicating the number of the stickers so canceled to the Department.
4. A mission has to provide the following statements of use of stickers and revenue collected therefrom to the Department on a monthly basis:

Name of mission:

Month of reporting:

Statement of stickers	Number of total stickers received	Number of stickers consumed in last month	Total revenue collected from use of stickers	Number of remaining stickers	Remarks
15-day					
30-day					
90 day					

Statements prepared by: Signature and post

Date:

Certifier's signature and post:

Date:

8.30 Power to amend the date of trekking:

In the event of inability to make trekking on the date set forth in the trekking permit owing to a circumstance beyond control while on trekking after obtaining the trekking permit, the concerned chief district officer may, on receipt of an application to that effect, amend the date of trekking, without exceeding the period of permit. The chief district officer has to give information of such amendment to the Department.

8.31 Visa not required for the day of departure:

No foreigner is required to obtain visa for the day of departure from Nepal. If the visa as of the day before the day of departure seems to be valid, the Office has to give departure permission to such a foreigner.

8.32 To issue study/non-tourist visa as entry visa:

If it is directed by the Department to issue the study or non-tourist visa as the entry visa to a foreigner, the Office has to issue the study or non-tourist visa by collecting the fees leviable as per the Regulation.

8.33 To act as good governance unit:

A three-member working group consisting of the Director, the officer responsible for the administration section and the officer responsible for the law/case section shall act as a good governance unit for the purpose of making recommendation for making the existing modalities of work performance of the immigration more effective, systematic and transparent and for making institutional, procedural or legal reforms. This unit has to meet once at least in every three months and submit its appraisal or recommendation to the Director General.

8.34 Grievance management:

If any grievance is to be made in relation to the performance of work by, or the behavior of, any employee of the Department or Office, such

grievance may be made to the chief of section concerned, in the case of an assistant employee, to the Director or chief of office in the case of the chief of section, to the Director General, in the case of the Director or chief of office and to the secretary at the Ministry of Home Affairs, in the case of the Director General. The authority to hear grievance has to do necessary investigation, decision and action for the management/handling of grievance.

8.35 Provision of help desk:

The Department/Office shall provide for a help desk for the purpose of disseminating required information and rendering assistance to customers. The officer responsible for the administration section shall monitor the process of work performance of this desk.

8.36 Provision of information officer:

With a view to guaranteeing the right to information, the Director, in the case of the Department, and the chief of office, in the case of the Office, shall act as the information officer or spokesperson for the purpose of disseminating information other than such information as required to be kept confidential.

8.37 Details to be made public:

The Department/Office shall make public the following details on a four monthly basis, for information to all:

- Number of arrivals;
- Number of departures;
- Number of tourist visa issued (in the case of the Office)
- In the case of the Department, following additional details:

- Number of non-tourist visa issued;
 - Number of business visa issued;
 - Number of residential visa issued;
 - Number of non-residential Nepalese visa issued;
 - Number of study visa issued;
 - Number of tourist visa of which validity has been extended;
 - Number of trekking permit issued.
- Amount of revenue collected;
 - Total expenditure of this period;
 - Such other details as deemed necessary for making public.

8.38 Action for the violation of Procedures:

- (1) The observance of, and corresponding effective implementation of, the Procedures shall be the ground of evaluation of performance of each and every employee.
- (2) Action shall be taken against an employee who does not pursue the Procedures, by adopting the reformative, deterrent and punitive policies according to the gravity of offense. The process of departmental action has to be initiated on this ground.

8.39 Power to remove difficulties:

If there arises any confusion in the pursuance of the Procedures in the course of performance of functions, the Director General shall have powers to so remove such confusion that it is not contrary to the objective and spirit of the Procedures.

If there arises any difficulty with the discharge of functions owing to the Procedures, it has to be done as sanctioned by the Ministry of Home Affairs; and such sanction shall be considered to be an integral part of these Procedures.

8.40 Repeal and saving:

- (1) The Immigration Procedure, 2003 is hereby repealed.
- (2) The matters set forth herein in shall be governed by these Procedures, subject to the Act and Regulation; and the other matters shall be governed by the laws in force.