

Office of the Vice President

Green House, Lainchaur, Kathmandu

Citizen Charter

S.N	Service	Required Documents	Responsible section/officer	Complain hearing officer	Service Charge	Period of time
1.	Right honorable Vice President formally participates in the program.	Organizing agency's formal letter	Private Secretariat of the Vice President÷ Office of the Vice President	-	-	
2.	.Rt.Honorable Vice President participates as Chief Guest in the functions organized by foreign diplomatic missions/Embassies	1. Letter from Ministry of Foreign Affairs 2. Letter from related organizing agency	Office of the Vice President÷ Personal Secretariat of the Vice President Principal Private Secretary/Under Secretary	-	-	
#	Participation of the Right Honorable Vice President as Chief Guest in various programs organized by different organizations	a. Letter of related organization/request b. Attested registration certificate of the organization (including renewal) copy <input type="checkbox"/> Attested copy of tax clearance or waiver certificate <input type="checkbox"/> Program register <input type="checkbox"/> Name list of Guests	Under Secretary or Personal Secretariat	Joint Secretary	Free	In the case of within the Valley one week÷ For out of Valley 15 days

4	Meeting of Foreign diplomats/or nationals with Rt. Honorable Vice President	<p>a. If from diplomatic agencies letter from Ministry of Foreign affairs</p> <p>b. Request letter from the organizer cfof]hs sf]</p>	Principal Private Secretary/ Under Secretary Personal Secretariat	-	Cost Free	Have to notify one day before
5	Meeting of Nepali nationals /or visitors with Rt. Honorable Vice President	<p>a. Application</p> <p>b. Verbal information in advance</p>	Principal Private Secretary	-	Cost Free	Have to notify one day before
6=	Information related to the office .	<p>a. Letter/application</p> <p>b. Verbal request</p>	Spokesperson/ Joint-Secretary	Secretary	Cost Free	Immediately
7.	Information related to the office ..	<ul style="list-style-type: none"> • Application • Photocopy of citizenship card/photocopy of related organization 	Information officer	Joint Secretary	As per the rules	As per the rules
8.	Meeting with the personnel in the office.	<ul style="list-style-type: none"> • Prior information 	Related Section	Related staff	-	-
9.	Other Services.	<ul style="list-style-type: none"> • Application • Required documents 	Administration and Human resource section chief	Joint Secretary	-	-