

Government of Nepal
काठमाडौं महानगरपालिका
काठमाडौं, नेपाल

सूचीदर्ता व्यवस्थापन प्रणाली

User Manual

Introduction

Pre-Requisites for using the software

The following skills and tools will be required to use the software:

- Internet Connection
- Web Browsers such as Google Chrome, Firefox, Microsoft Edge need to be installed in the machine
- General Computing Skills

Loading the software

Please follow these steps to load the software:

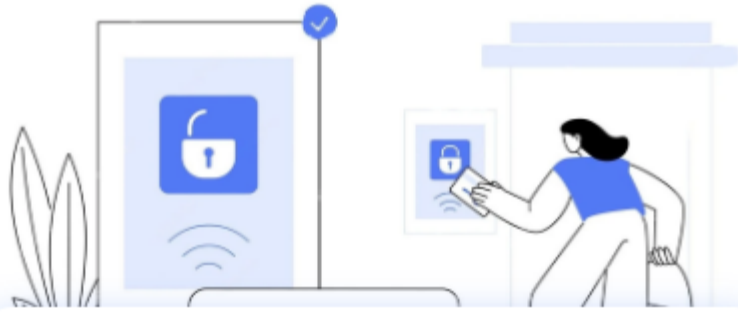
- Check whether you have internet connection or not
- If Yes, Load a web browser such as Google Chrome, Firefox etc.
- On the address bar, Go to **<http://suchidarta.kathmandu.gov.np/>** Press Enter
- You will notice the following Screen



The screenshot displays the official website of the Kathmandu City Government's Suchidarta system. The header features the city's emblem and the text 'काठमाडौं महानगरपालिका' (Kathmandu Metropolitan City) and 'काठमाडौं, नेपाल' (Kathmandu, Nepal). The main heading is 'सूचीदर्ता व्यवस्थापन प्रणाली' (Suchidarta Management System). Below this, a grey box contains the text 'आ.व. २०८१/८२ को लागि सूचीदर्ता विवरण' (Suchidarta details for A.V. 2081/82) and a paragraph in Nepali: 'आफ्नो कम्पनी यस कार्यालयको विवरणमा सूचीदर्ता गर्नको लागि लगइन गर्नुहोस् । यदि लगइन गर्ने युजरनेम र पासवर्ड नभएको रजिष्टर गर्न सक्नुहुनेछ ।' (Log in to register your company details in this office's Suchidarta system. If you don't have a username and password, you can register.)

On the right side, there is a blue sidebar with a 'Sign in' section. It includes an 'Email' field with the placeholder 'Enter email', a 'Password' field with the placeholder 'Enter password', and a 'Remember me' checkbox. A 'Forgot Password?' link is also present. Below these fields is a blue 'Log in' button. At the bottom of the sidebar, there is a link that says 'Don't have an account Register here'.

- Click on Register now button. After then there appears below screen.



Register New User

Full Name

Enter full name

Mobile No.

Enter mobile no.

Email

Enter email

Password

Enter password

Password Confirm

Enter password confirm

Register Me

Already have an account [Goto Login](#)

- Fill the form after then click on register button.
- It requires email verification to login. So, go to email and click on verify email.

Kathmandu Metropolitan, Suchidarta Management System

Hello!

Please click the button below to verify your email address.

[Verify Email Address](#)

If you did not create an account, no further action is required.

Regards,

- After that, when the user registration is verified from the admin side, you will receive a mail, mentioning below shown thing:

Kathmandu Metropolitan, Suchidarta Management System

Hello!

Your login account has been verified successfully. Now you can login into our system.

[Visit application to login](#)

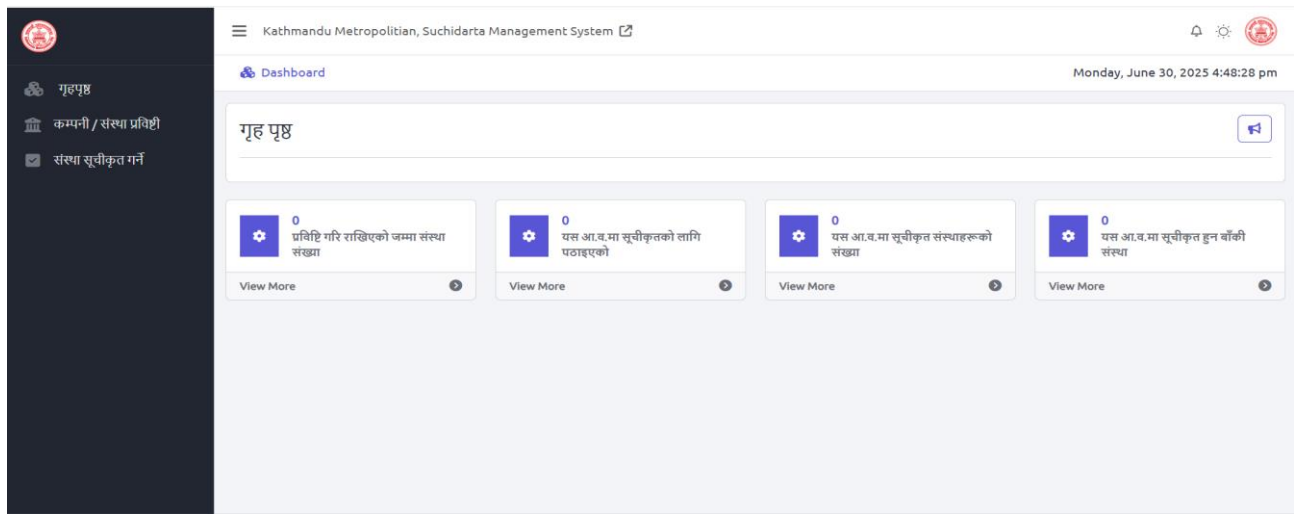
We are really happy that you started to use Kathmandu Municipality, Suchidarta Management System!

Regards,

Kathmandu Metropolitan, Suchidarta Management System

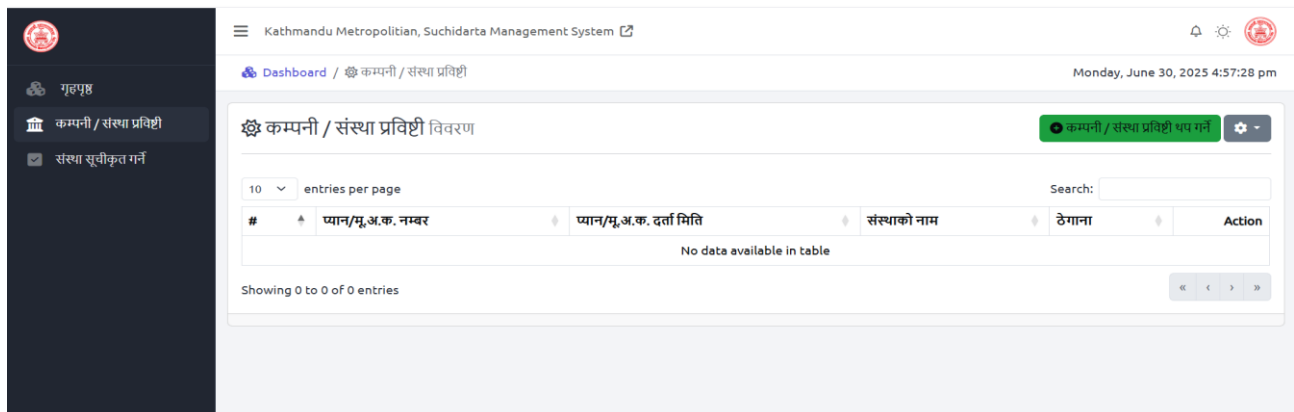
If you're having trouble clicking the "Visit application to login" button, copy and

- After logging in, you will be redirected to the following Home Page




1. कम्पनी / संस्था प्रविष्टि

- Click on "कम्पनी / संस्था प्रविष्टि" in the left sidebar.
- Upon clicking this, the corresponding entry page will open.



1.1 To Add a New Entry

- To add a new company or organization, click on the green button "कम्पनी / संस्था प्रविष्टि थप्नुहोस्" (Add Company / Organization Entry) located at the top right of the page.
- The follow form appears


कम्पनी / संस्था प्रविष्टि थप गर्ने

विवरण

संस्थाको नाम *

ठेगाना *

प्यान/मू.अ.क. नम्बर *

प्यान/मू.अ.क. दर्ता मिति *

मुख्य व्यक्तिको नाम *

मुख्य व्यक्तिको सम्पर्क नम्बर *

सम्पर्क व्यक्ति *

सम्पर्क नम्बर *

ईमेल

कम्पनी / संस्था दर्ता गर्ने निकाय *

कम्पनी रजिष्ट्रारको कार्यालय

कम्पनी / संस्था दर्ताको अवधी

व्यवसाय दर्ता तथा नवीकरण गर्ने संस्था *

व्यवसाय दर्ता तथा नवीकरणको अवधी *

इजाजतपत्र दर्ता तथा नवीकरण गर्ने संस्था (निर्माण कार्यको हकमा)

इजाजतपत्र दर्ता तथा नवीकरणको अवधी (निर्माण कार्यको हकमा)

मालसामान/सेवाको प्रकृति *

कैफियत

+ सेभ गर्ने

1.2 Fill Details:

- Fill in all required information for the company or organization in this form. Fields marked with an asterisk (*) are mandatory.

- For example:

- Enter details such as Organization Name, Address, PAN/VAT No., Main Person's Name, etc.
- Make selections from dropdown options like कम्पनी रजिष्ट्रारको कार्यालय (Company Registrar's Office).

1.3 To Save:

- After filling all information, click the green "+ सेभ गर्ने" button at the bottom left of the form.

Upload Required Documents

- After clicking + सेभ गर्ने, the following screen appears:

आवश्यक आधारभुत कागजात विवरण

प्यान/मू.अ.क. नम्बर	प्यान/मू.अ.क. दर्ता मिति	संस्थाको नाम	ठेगाना
7808755	2078-10-10	test	test area

Not Uploaded

संस्था दर्ताको प्रमाणपत्र (Required Document)

Upload संस्था दर्ताको प्रमाणपत्र

Not Uploaded

PAN / VAT दर्ताको प्रमाणपत्र (Required Document)

Upload PAN / VAT दर्ताको प्रमाणपत्र

Not Uploaded

पालिकामा दर्ता प्रमाणपत्र (भएमा)

Upload पालिकामा दर्ता प्रमाणपत्र (भएमा)

- You will see the आवश्यक आधारभूत कागजात विवरण (Required Basic Document Details) page.
- Here, you need to upload the necessary documents. Documents marked (Required Document) are mandatory.
- To upload each document, click the "Upload [Document Name]" button below its title.
- After you click on an "Upload [Document Name]" button the following screen appears:

आवश्यक आधारभुत कागजात

प्यान/मू.अ.क. नम्बर	प्यान/मू.अ.क. दर्ता मिति	संस्थाको नाम	ठेगाना
7808755	2078-10-10	test	test area

Upload संस्था दर्ताको प्रमाणपत्र

(यो कागजात अनिवार्य छ)

कृपया कागजातको साइज 1MB भन्दा कम राख्नुहोस् र कागजातको फर्म्याट JPG, PNG वा PDF मा हुनु पर्नेछ । कागजातको साइज सानो बनाउनको लागि तलको लिङ्कको प्रयोग गर्न सक्नुहुनेछ ।
[Visit to compress your document.](#)

संस्था दर्ताको प्रमाणपत्र छनोट गर्नुहोस्

Choose File

No file chosen


Upload Files

1.4 Choose File:

- Click the "Choose File" button to select the document from your computer.

Note: The system requires the document size to be 1MB भन्दा कम (less than 1MB) and in JPG, PNG वा PDF (JPG, PNG or PDF) format. If needed, you can use the provided link "Visit to compress your document."


1.5 Upload Files:

- After choosing your file, click the "Upload Files" button to upload the document to the system.
- After uploading all documents click on return back  button.

1.6 Manage Existing Entries

- You can view and manage Company / Organization details

1.6.1 Edit an Entry:

- Click on  the next to the record you want to Edit.
- The following Form appears:

कम्पनी / संस्था प्रविष्टि सम्पादन

संस्थाको नाम *

test

ठेगाना *

test area

प्यान/मू.अ.क. नम्बर *

7808755

प्यान/मू.अ.क. दर्ता मिति *

2078-10-10

मुख्य व्यक्तिको नाम *

Main test

मुख्य व्यक्तिको सम्पर्क नम्बर *

9860440506

सम्पर्क व्यक्ति *

Mr. Test

सम्पर्क नम्बर *

9745575849

ईमेल

test@gmail.com

कम्पनी / संस्था दर्ता गर्ने निकाय *

कम्पनी रजिष्ट्रारको कार्यालय

कम्पनी / संस्था दर्ताको अवधी

2 years

व्यवसाय दर्ता तथा नवीकरण गर्ने संस्था *

Test organization

व्यवसाय दर्ता तथा नवीकरणको अवधी *

3 years

इजाजतपत्र दर्ता तथा नवीकरण गर्ने संस्था (निर्माण कार्यको हकमा)

Test 2 organization

इजाजतपत्र दर्ता तथा नवीकरणको अवधी (निर्माण कार्यको हकमा)

2 years



मालसामान/सेवाको प्रकृति *

Test nature

कैफियत

Test

Save



अद्यावधिक मिति : 27 minutes ago, थप गरिएको मिति : Monday, June 30, 2025 5:34 PM

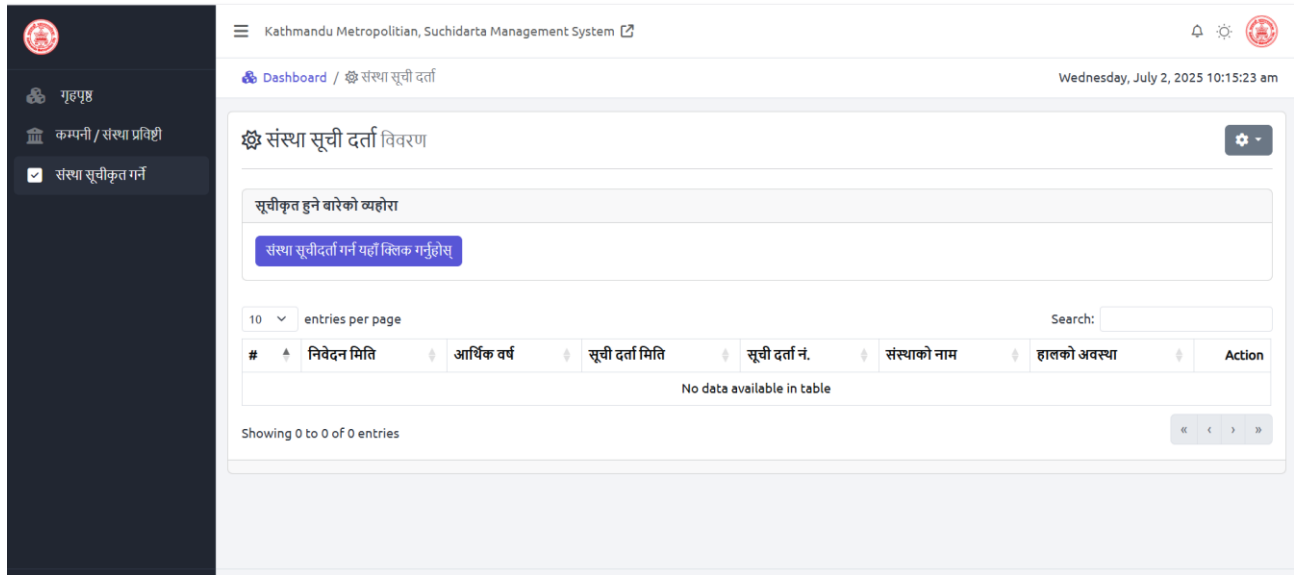
- Make necessary changes
- After that Click on Save button.

1.6.2 View Full Details of an Entry:

1. Click on the **Monitor Icon** next to the record you want to **View Full Details**.

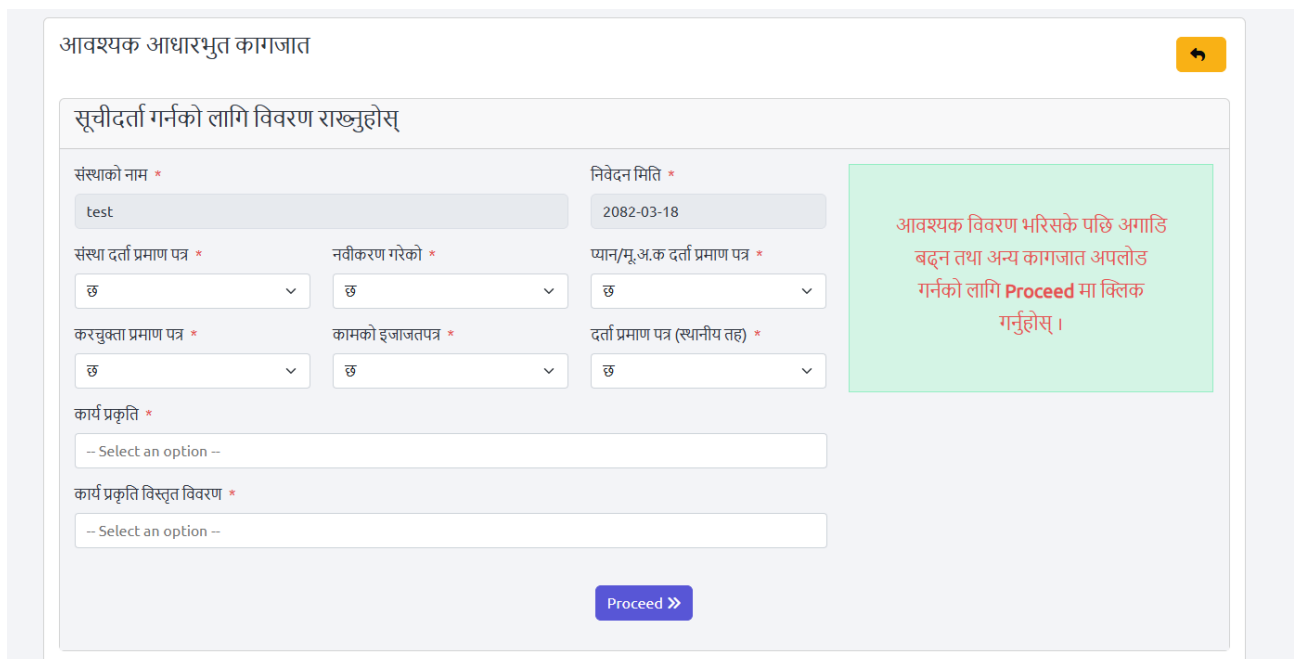
2. संस्था सूचीकृत गर्ने

- This section guides you on how to register an organization for listing.
- Click on **संस्था सूचीकृत गर्ने** in the left sidebar. The following screen appears:



2.1 Fill Organization Listing Registration

- On this page, click the button **संस्था सूचीकरण दर्ता भर्नुहोस्** (Fill Organization Listing Registration). This is to start a new listing registration.
- The following form appears when you click on it.



- Fill in all the required details in this form. Fields marked with an asterisk (*) are mandatory (अनिवार्य).
- After filling the required details, click the Proceed >> button to move forward or upload other documents.

2.2 Upload Additional Documents & Submit Listing

- After clicking **Proceed >>**, the following screen appears:

अन्य आवश्यक कागजात अपलोड गर्ने

सूचीदर्ता गर्नेको लागि आवश्यक कागजात राख्नुहोस्

सूचीदर्ता गर्ने संस्थाको नाम
test

निवेदन मिति
2082-03-18

नवीकरण गरेको
छ

करचुक्ता प्रमाण पत्र
छ

दर्ता प्रमाण पत्र (स्थानीय तह)
छ

सूचीदर्ता गर्नेको लागि छनौट गरेको कार्य विवरण
गैर सरकारी संघ/संस्था
• गैर सरकारी संघ/संस्था

आवश्यक कागजात अपलोड गर्ने

संस्था दर्ताको प्रमाणपत्र
View File

PAN / VAT दर्ताको प्रमाणपत्र
View File

कर चुक्ताको प्रमाणपत्र * ☒
Choose File No file chosen

कात्तो सूचिमा नभएको स्वचोषको पत्र * ☒
Choose File No file chosen

अडिट रिपोर्ट * ☒
Choose File No file chosen

पातिकासा दर्ता प्रमाणपत्र (भएमा) ☐
Choose File No file chosen

INGO Registration ☐
Choose File No file chosen

सूचीदर्ताको विवरण पेश गर्ने

- On this page, you can review previously entered details on the left and upload additional required documents on the right.
- To upload a document, click the "Choose File" button next to the relevant document type (e.g., करचुक्ता प्रमाण पत्र (Tax Clearance Certificate), अडिट रिपोर्ट (Audit Report)).
- Fields with an asterisk (*) are mandatory.
- After uploading all necessary documents, click the blue button सूची विवरण पेश गर्ने (Submit Listing Details) at the bottom to finalize and submit the listing registration.

2.3 Listing Status and Verification

- After clicking सूची विवरण पेश गर्ने (Submit Listing Details):

- You will be redirected to the संस्था सूची दर्ता page. A "New संस्था सूची दर्ता Added" success message will appear at the top.

New 'संस्था सूची दर्ता' Added

संस्था सूची दर्ता विवरण

सूचीकृत हुने बारेको व्यहोरा

संस्था सूचीदर्ता गर्न यहाँ क्लिक गर्नुहोस्

10

▼

entries per page

Search:

#	निवेदन मिति	आर्थिक वर्ष	सूची दर्ता मिति	सूची दर्ता नं.	संस्थाको नाम	हालको अवस्था	Action
12528	2082-03-18	2081/82			test	Not Verified	

Showing 1 to 1 of 1 entry

«

<

1

>

»

- Your newly added entry will be listed in the table, showing हालको अवस्था (Current Status) as Not Verified.
- The entry will be shown as Verified only after an administrator checks and verifies it.