

HR Policy

AID ORGANIZATION

Address:

e"e"vcbv bxwZgvjv

1. Kgx© wb†qvMt

Kgx© wb†qvM msµvšl bxwZgvjvi D†ik" n†"Q :

- 1) "vbxqfv†e †hvM", AvZœ wek|vmx, AsMxKvivex gvbyl†`i Kv†Ri my†hvM m„wó Kiv|
- 2) mgv†R MÖnb†hvM"Zv I AwaKvi wb†q `wi`ª gvby†li mv†_ KvR Kivi `„wófsMx I gvbwmKZv Av†Q Ggb e" w³|
- 3) hye†`i Ges bvix cÖv_x©†`i AMÖvwaKvi wfwË†Z wb†qvM Kiv |
- 4) cÖv_x©†`i wb†qvM †hvM"Zvi gva"†g wbiæcY Kiv|
- 5) cÖv_x©†`i †hvM"Zv wbiæc†bi †¶†¶ "QZv eRvq ivLv Ges "RbcÖxwZ ev AvZ;ixqKib welqmg~n cwinvi Kiv|

wewfbœ ^ewkó I my†hvM myweavi wfw³†Z wZb ai†bi wb†qvM e"e"vi gva"†g Kgx© wb†qvM Kvh©µg ev`ievwqZ n†e :

Kgx© wb†qv†Mi cÖKvi†f` : K) cÖKí/Pzw³wfwËK L) LÛKvjxb M) Riæix wb†qvM

K) cÖKí/Pzw³wfw³K wb†qvM: GB wb†qvM e"e"vq cÖKí Abyhvqx wewfbœ †gqv†` eq`< bvix-cyiæel wb†qvM Kiv hv†e| bvix-cyiæel ^elg" `~ixKi†Yi j¶¶" bvix†`i we†kl myweavmn AMÖvaxKvi _vK†e| GB wb†qvM e"e"vq wb†æœv³ cxwZ †g†b Pjv n†e|

wb†qvM KwguU	• wmwbbqi Kg©x wb†qv†Mi †¶¶† GKRb wbe©vnx cwil†`i m`m`mn wZb m`†m"i GKwU wb†qvM KwguU MVb Ki†Z n†e
wb†qvM KwguU Aby†gv`b	• wb†qvM KwguUi MVb Kvh©Kix cwil†`i mfvq Aby†gvw`Z n†Z n†e Ges wbe©vnx cwiPvjK cÖv_x©i wb†qvMc† ms"vi Gi c†¶ cÖ`vb Ki†eb
weÁwß cÖ`vb	• "vbxq ev RvZxq cw†Kvq wb†qvM msµvšZ weÁwß cÖ`vb Kiv
mvgwqK g†bvbqcl	• cÖv_x©†`i wjwLZ I †gšwLK cix¶vi djvdj I AwfÁZvi wfw³†Z cÖv_wgKfv†e wZb gv†mi mvgwqK g†bvbqcl (Appointment) †`qv • g†bvbqb c†† cÖv_x©i KvR `vwqZ; I ¶lgZvmn

<p>g#bvbqb c#i PvKzix wbw#ZKiY c#wμqv c#K#i evB#i my#hvM- myweav PvKzixi tgqv`</p>	<p>Ab`vb` my#hvM-myweav D#jL Kiv </p> <ul style="list-style-type: none"> wZb gvm AwZμvš#i 15w`#bi g#a` PvKzix wbw#ZKiY (Confirm) A_ev wbw#ZKib bv Kiv m#x#K wjwLZfv#e Rvwb#q t`qv Z#e G#i#i mywbw`#K Kvib D#j#L Ki#Z n#e tKvb Kg#x c#K#i evB#i AwZwi³ my#hvM- myweav tfvM Ki#Z cvi#e bv c#K#i kZ# tgVZv#eK PvKzixi tgqv` wbf#ikxj
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L) L# Kvjxb wb#qvM: GB wb#qvM e`e`vq GK eQ#i Kg Ges
gvmK fvZv 2,500 (`yB nvRvi cvPukZ) UvKvi wb#P Ggb
my#hvM-myweavi #fvMKvix L#Kvjxb wb#qv#Mi Ašf~#³ n#e|
L#Kvjxb wb#qvM e`e`vq we#kl K#i bvix#`i wb#qvM we#kl
AM#vwaKv#i mv#_ we#ePbv Ki#Z n#e| wb#x#ev³ cxwZ#Z GB
wb#qvM Kv#Kix n#e|

c#K#i chv#q :

<p>wb#qvM KwgvU MVb</p>	<ul style="list-style-type: none"> c#K#i chv#qi Kg#x mgš^#q wZb m`#m`i wb#qvM KwgvU MVb Ki#Z n#e
<p>Mbgva`g I DcKib e`envi</p>	<ul style="list-style-type: none"> wb#qvM KwgvU `vbxq Ae`vi #c#w#i#Z c#v_x# wbev#P#bi c#Pvibvi Rb` `vbxq MYgva`g I DcKiY e`envi Ki#eb
<p>c#v_x# wbev#Pb c#wμqv AppointUment Letter c#`vb KvRGi `vwqZ; I kZ#mgyn</p>	<ul style="list-style-type: none"> wjwLZ I tgšwLK ev c#v_x#i mv#_ Av#jvPbv mv#t#i c#v_x# wbev#P#bi Pzovš# ZvwjKv ^Zix Ki#eb c#K#i mgš^qK wbe#vnx cwiPvj#Ki Aby#gv`b Appointment Letter mv#t#i c#`vb Ki#eb Appointment Letter Gi mv#_ KvR, `vwqZ; I Ab`vb` kZ#mgyn wjwLZfv#e c#`vb Ki#Z n#e

M) Ri#ix wfw³K: #Kvb Ri#ixKvjxb Ae`vq thgb-c#vK...wZK I
mvgvwRK `~#hv#M, #fvUvi GWz#Kkb I gwBUwis msw#B Bmy`
wfw³K K`vg#cBb BZ`vw` hv wZb gv#mi D#x# bq, Ggb Kg#Kv#
ev`levq#b th me Rbej wb#qvM n#e Zv Ri#ix wfw#K wb#qv#Mi
Aš#f,³ n#e| wb#x#ev³ cxwZ#Z GB wb#qvM Kv#Ki n#e|

<p>mvgwqK wb#qvM</p>	<ul style="list-style-type: none"> we#kl wb#`#k c#K#i mgš^qK ev mswk# e`w³eM# `vbxq chv#q tjvK ev Rbej
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cÖ`vb Pzw³wfwĚK mvgwqK wb†qvM cÖ`vb Ki†Z cvi†eb|

cix¶v
cÖvavb`
cv†e bv

- GB wb†qvM e`e`vq cÖv_x©i wjwLZ ev tgŠwLK cix¶v cÖvavb` cv†e bv eis `vwqZ; cvj†b AvšíwiKZv†K we†kl ,iæZ; t`qv n†e|
- D³ wb†qvM wmxvší cieZx© Kvh©Kix cwil` Gi mfvq Aby†gv`b Ki†Z n†e|

Aby†gv`b
†K>`axq
chv©†q
wb†qvM

K) †K†>`a wewfbœ c†` Kg©x wb†qv†Mi †¶† wk¶vMZ †hvM`Zv I AwfÁZv mæúbœ cÖv_©x†K weÄwßi gva`†g Avnevb Kiv n†e| GB wb†qvM cÖ`v†b Kvh©Kix cwil` Gi m`m`e,,†>`i ga` nB†Z Kgc†¶ 01 (GK) Rb†K wb†q †gvU 03 (wZb) R†bi GKwU wb†qvM KwgwU MVb Ki†Z n†e| KwgwU cÖv_©x†`i wjwLZ I †gŠwLK cix¶v MÖnbv†š— wbev©Pb I wb†qvM cı ms`vi Gi c†¶ wbe©vnx cwiPvjK cÖ`vb Ki†eb| wb†qvM †¶†† bvx cÖv_©x†`i wk¶vMZ †hvM`Zv I AwfRZv AMÖvwaKvi wfwĚ†Z we†klfv†e we†ePbv Kiv n†e|

gvV ch©vq
wb†qvM

kZ©mgyn :

L) Kg©x wb†qv†Mi †¶†† `vbxq Mb`gvb` e`w³†M©i mnvqZvq cÖKí †Kv-AwW©†bUi I `vbxq Kg©x†`i mgš^†q 03-05 m`m` wewkó GKwU wb†qvM KwgwU MVb Kiv n†e| GB KwgwU cÖv_©x†`i wjwLZ I †gŠwLK cix¶v MÖnbv†š— wb†qvM`v†bi e`e`v MÖnb Ki†eb Ges Zv†`i wmxvš—B P,ovš— e†j Mb` n†e| wb†qvM †¶†† bvx cÖv_©x†`i wk¶vMZ †hvM`Zv I AwfRZv AMÖvwaKvi wfwĚ†Z we†kl fv†e we†ePbv Kiv n†e|

- 1| cÖv_©x†`i†K cix¶vq AskMÖn†bi Rb` †Kvb iKg hvZvqvZ fvZv cÖ`vb Kiv n†e bv|
- 2| cÖK†íi †gqv`vbyhvqx Pzw³ wfwĚK wb†qvM cÖ`vb Kiv n†e|
- 3| wb†qvM cÖvwßi c†i Kg©KZ©v/Kg©x†K Aek`B cÖK†íi wbqgvejx Qvovl ms`vi bxwZgvjv h_vh_fv†e cvjb Ki†Z n†e|
- 4| cÖv_©x†K Aek`B evsjv†`†ki bvMwiK n†Z n†e|
- 5| mKj †¶†† †hvM` bvx cÖv_©x†K AMÖvwaKvi t`qv n†e|

2. QywU bxwZgvjvt

GB bxwZgvjvi Dþĭk" nþ"Q:

1) QywU tþqvi cÖwµqv Kgxþ`i KvþQ mnRZi Kiv|

2) QywU tþqvi dþj msMVþbi KvR hvþZ e"nZ bv nq Zv wbwðZ Kiv|

3) wewfbœ ^ewkþôi QywU mæú©þK AeMZKiY|

4) QywUi tþĭþĭ bvix-cyiael (tRŪvi) %oelg" `~ixKiY|

QywUi aiY: cÖþZ"K Kgx© (Rvbyqvix-wWþmæ^i) ch©šĭ eQþi
wbþæv³ LvZwfw³K QywUmg~n tfvM KiþZ cviþeb

K) %obwggwĚK QywU-12 w`b, L) Hw"QK QywU-3 w`b, M)
tgwWþKj-10 w`b, N) tgUvibvj-06 gvm, O) tcUvibvj-10 w`b

%obwggwĚK QywU	• %obwggwĚK QywU mKj Kgx©i Rb" eva"Zvg~jK
mvßvwnK QywU	• iĭevi mvßvwnK QywU wnþmþe weþewPZ nþe
miKvi tNvwIz QywU	• GQvov th tKvb miKvi tNvwIz QywU msMVþbi Kgx©þ`i QywU wnþmþe weþewPZ nþe
%obwggwĚK QywU GKUvbw nþe bv	• %obwggwĚK QywU GKUvbw 7(mvZ) w`b ch©šĭ tþqv hvþe Ges Aš—Z: `yB w`b c~þe© RvbvþZ nþe
QywU tþqvi cxwZ	• QywUi Rb" wbav©wiZ QywU dþg© mswkøó DaŸ©Zb Kg©xi mycvwikµþg Abyþiva KiþZ nþe
g"vUviwbwU/ c"vUviwbwU QywU	• g"vUviwbwU/c"vUviwbwU QywUi tþĭþĭ AšĭZ: 45 w`b c~þe© QywU msµvšĭ welþq RvbvþZ nþe
webv tþvwUþk Abyþcvw`Z	• hw` tKn webv tþvwUþk GKvavþi 3 (wZb) w`b Awdm ev Kg©`þj Abyþcvw`Z _vþK, tmþĭþĭ PvKzix wbqwgZKiY nþe bv Ges tKvb Avw_©K myþhvM myweav cvþebv
tþvb/ tþgevBj/d"v· ev Ab" tKvb gva"þg	• Gifc tþĭþĭ AšĭZ GKw`þbi gþa" msMVbþK tþvb ev Ab" tKvb gva"þg Abyþcvw`wZ mæc©þK AewnZ KiþZ nþe
mvßvwnK ev miKvix QywU	• QywUKvjxb mgþqi gþa" hw` tKvb mvßvwnK ev miKvix QywU _vþK, Zþe Zv Abyþgvw`Z QywUi gþa" QywU wnmvþe Ašĭ©f~ ³ ev weþewPZ nþe
	• msMVþbi ^vþ_© th tKvb mgþq Abyþgvw`Z QywU evwZj Kivi ĩgZv msMVb msiĩb Kþi
	• cÖwZ eQþii QywU D ³ eQþi DcþfvM KiþZ nþe QywU cieZ©x eQþi mshy ³ Kiv ev QywUi wewbgþq Avw_©K myweav t`qv nþe bv

- Abyþgvw`Z QywU evwZj • tfgUvibvj/þcUvibvj QywU PvKzix Rxeþb `yevi cÖþZ`K Kgx© jvf Kiþeb|
- QywU DcþfvM • hw` tKvb Kviþb mšlvþbi msL`v `yRb t_þK n«vm cvq, tm t¶¶þ cieZx©þZ Avþiv GKevi Abyifc tfgUvibvj/þcUvibvj QywU jvf Kiþeb|
- PvKzix Rxeþb `yÖevi
- GKevþii AwaK tfgUvibvj/ þcUvibvj QywU

3. PvKzix Pzw³ msi¶¶Y I Ae`nwZ bxwZgvjvt

Dþik`

- 1) PvKzixi Pzw³ msi¶¶Y I evwZj cÖwµqv mæúþK© aviYv jvf Kiþe|
- 2) PvKzix t_þK Ae`vnwZ tþqv I cvlqvi wewfbœ welq mæúþK© AewnZ nþe|
- 3) PvKzix ev `vwqZj cvjþbi t¶¶þ Dfq cþ¶i tþZi `^”QZv wbwðZ nþe|

Pzw³ msµvší • PvKzixi Pzw³i tggv` AwZevwnZ nþj `^vfvweKfvþeB PvKzix/wbavwiZ `vwqþZji AvbyôvwbK mgvwß NUþe| Gi Rb` tKvb cÖKvi tþvwUk cÖ`vb Kiv nþe bv|

cybivq PvKzix wbþqvM weMZ w`þbi cvidiþgÝ • PvKzixi tggv` bevqb ev cyb:Pzw³ bv nlqv ch©ší cybivq PvKzix wbþqvM Kvþ©Ki nþe bv|
 • Pzw³ bevqbKvþj, hw` cÖKþí myþhvM avþK, mswkøó Kgx©i weMZ w`þbi cvidiþgÝ weþklfvþe weþePbv Kiv nþe|

Ae`nwZ MÖnb • þKvb Kg©x th tKvb mgþq (Pzw³ Abyhvqx) Ae`nwZ wbþZ cvþib, Zþe ZvþK wjwLZfvþe AšÍZ: 45 w`b c~þe© mswkøó mgš^qþKi gva`þg wbe©vnx cwiPvjKþK RvbvþZ nþe|

45 w`þbi gþa` Ae`nwZ PvBþj weMZ w`þbi cvidiþgÝi tKvb mvwU©wdþKU cvþeb bv eis ZvþK 30 w`þbi tþZb/fvZv msMVYþK mgc©Y KiþZ nþe|

Ae`nwZ • UvþM©U Abyhvqx `vwqZj cvjþb ci ci `yÖevi

- cÖ`vb (†Kvb mywbw` ©ô Kvib Qvov) e`_© n†j|
- wZb w`†bi • AvPibMZ wel†q gvV ch©v†q ev th †Kvb Kg©x
 †bwU†k ch©v†q †Kvb Awf†qvM Dc`'vwcZ n†j Ges ev`—†e
 `vwqZi †_†K Zv cÖgvwbZ n†j 3 (wZb) w`†bi †bwU†k
 Ae`nwZ `vwqZi †_†K Ae`nwZ †`qv hv†e| G†¶†¶
 cyb:wb†qv†Mi †Kvb my†hvM _vK†e bv|
- tjb†`tbi †¶†¶ A`^"QZv • msMV†bi Avw_©K tjb†`tbi †¶†¶ A`^"QZv
 cÖgvwbZ n†j Aš—Z 7(mvZ) †_†K 1(GK) gv†mi
 †bvU†k PvKzix †_†K Ae`vnwZ †`qv hv†e| D†j-
 wLZ †¶†¶ †Kvb Kgx©†K †Kvb cÖKvi cyb:
 wb†qv†Mi my†hvM _vK†e bv|
- msMVb • msMV†bi wfZ†i msMVb we†ivax Kg©KvÛ
 we†ivax cwiPvjbv Ki†j ev Gi mv†_ msxú,,³ _vK†j Ges Zv
 Kg©KvÛ cÖgvwbZ n†j|
- G Qvovl th • msMV†bi cÖ`Ë bxwZgvjv mxc©†K wb†R ÁvZ
 mKj Kvi†b nlqv m†ËI GKvaxKevi fsM Ki†j|
- wb†qvM • wg`v KvH©© cÖwZ†e`b I wej fvDPvi Dc`'vcY I
 evwZj n†Z cieZx©†Z Zv wg`v cÖgvwbZ n†j|
- cv†i • AvPi†b hv msMV†bi fveg~wZ© I `^v_© webó
 n†j|
- `vZv ms`vi AswMKvi ev NGO ey`†ivi A_© Qvo
 †Kvb Kvi†b cvlqv bv †M†j|

4. ågb msµvš— bxwZgvjvt

GB bxwZgvjvi D†¶k` n†"Q:

- 1) åg†bi D†¶k` wbwðZKib|
- 2) åg†bi c~†e© I c†i wewfbœ cÖwµqv/cxwZ mæú©†K
 AeMwZKiY
- 3) åg†bi Avw_©K my†hvM-myweav mæú©†K AeMwZKiY|
- 4) åg†bi gva`†g KvH©µg†K Av†iv MwZkxj Kiv|

ågb c~†e© • cÖ†Z`K Kgx©†K åg†bi c~†e© Zvi mswkó
 cwiKíbv Kg©KZ©vi gva`†g ågb cwiKíbv Aby†gv`b Ki†Z
 n†e| (dg© c~ib c~e©K)

ågb wej Rgv • ågb †kl nlqvi mvZ w`†bi g†a` mswkó Da©Zb Kgxi
 mycvwikµ†g ågbwej GKvD†Y Rgv w`†Z n†e|

ågb wUwKU • ågb we†ji ms†M jÂ, evm, †U^ab BZ`vw`i wUwKU
 mshy³Kib Aek`B mshy³ Ki†Z n†e|

hvZvqvZ LiP • hvZvqvZ cÖK...Z LiP cÖ`vb Kiv n†e|

Aa©-†ejv I

- c~b© tejev ågb
 - ågb hw` 6 (Qq) N>Uvi AwaK Ges 10 N>Uvi Kg Ges ivwîhvcb bv nþj Zv Aa©-tejev ågb wnþmþe weþewPZ nþe Ges 10N>Uvi AwaK I ivwîhvcb nþj Zv c~b©tejev ågb wnþmþe cwiMwbZ nþe|
- ågb fvZv
 - Avnvi eve` ågþbi Rb` cÖþZ`K Kgx© Aa©tejev 120.00 UvKv I c~b©tejev 220.00 UvKv nvþi `wbK fvZv cvþeb| (Gi Rb` þKvb fvDPvi cÖ`vb KiþZ nþe bv)
- Avevmþbi þ¶þí
 - msMVb Avevmþbi e`e`v Kiþj, Gþ¶þí þKvb Kgx©þK Avevmb wej ev fvZv cÖ`vb Kiv nþe bv|
- Avevmb fvZv
 - msMVþbi Gi~c e`e`v ev AvþqvRb bv _vKþj tmþ¶þí Kgx©þK Avevmb wej cÖ`vb KiþZ nþe hv þKvb Ae`vq cÖwZ w`b 300.00 UvKvi Dþx© nþZ cviþe bv| Gi Dþx© nþj evKx Ask Zv e`w³MZfvþe cwiþkva KiþZ nþe|
- ågb cÖwZþe`b
 - ågb weþji msþM ågb cÖwZþe`b mswkó Daÿ©Zb Kgx©þK wej mycvwiþki wbwgþË cÖ`vb KiþZ nþe|
 - ågb wej mswkøó Daÿ©Zb Kgx© Ges wnmve hvPvB, evwZj Ges Abyþgv`þbi Rb` mycvwiþki ¶gZv msi¶¶Y Kþi|
- mycvwiþki ¶gZv msi¶¶Y
 - ågb þkþl 21 w`þbi gþa` þKvb wej GKvDþÿ Dc`vwcZ bv nþj, Zv þKvb Ae`vq cwiþkva Kiv hvþe bv Ges Zv evwZj eþj Mb` nþe|
- ågb þkþl 21 w`þbi gþa`
 - 2,500.00 UvKvi Dþx© þh þKvb wej GKvDÿ þcwq þPK ev þPþKi gva`þg cwiþkva KiþZ nþe|
 - ågb cwiKíbv dg©, ågb wej dg©, ågb cÖwZþe`b
- wej GKvDÿ þcwq þPK ågþbi Rb` cÖþhvR` dg©
 - DþjøwLZ bxwZgvjv Abyhvqx myþhvM myweav,þjv hw` þKvb Kviþb wbr`^ msMVb ev Ab` msMVb Øviv cÖ`vb Kiv nq tm þ¶þí þKvb Kgx© GB myþhvM myweavi AvlZvf,³ nþe bv|
- hv AvlZvf,³ nþe bv
 - DþjøwLZ bxwZgvjv Abyhvqx myþhvM myweav,þjv hw` þKvb Kviþb wbr`^ msMVb ev Ab` msMVb Øviv cÖ`vb Kiv nq tm þ¶þí þKvb Kgx© GB myþhvM myweavi AvlZvf,³ nþe bv|

5. mfv ev̄levq̄b bxwZgvjvt

GB bxwZgvjvi D̄ik̄ n̄"Q - Kvh©Kix cwil̄`i Gi t̄ŋt̄i

- 1) msMV̄bi mKj Kvh©µg m̄xú©̄K KvhKix cwil̄` m`m̄"̄i AewnZ Kiv|
- 2) wewfbœ Kvh©µg ev̄levq̄bi c̄~̄e© Kvh©Kix cwil̄`i wm̄xvší Pzovší wm̄xvší ev̄ gZvgZ MÖnY Kiv|
- 3) msMV̄bi wf̄Zi | evB̄i "̄^"QZv | mykvmb wbwðZ Kiv|

t̄K>`̄xq Awd̄mi t̄ŋt̄i;

- 1) Kvh©Kix cwil̄`i w`K wb̄`©kbv ,̄jv t̄KvwW©̄bUi chv©̄q̄ AewnZKiY Ges cieZx© c`̄ŋc MÖnY|
- 2) gvwmK/^ĠgvwmK Ḡ"vKkb cwiKíbv wbwðZKiY|
- 3) cwiKíbv ev̄levq̄b "̄vbxq mgm̄"v ,̄jv wPwýZKiY|

cÖKí Kvhv©jq t̄ŋt̄i;

- Uv̄M©U Abyhvqx Kvh©µ̄gi AMÖMwZ hvPvB | mgm̄"vi t̄ŋt̄i ,̄jv wPwýZKiY|
- cieZx© gv̄mi gvV chv©̄q̄ Kg©cwiKíbv e"w³MZ/`̄jxq chv©̄q̄ wbwðZKiY|
- wewfbœ t̄ŋt̄i AwfÁZv | Z_ "̄ wewbgq|

cÖKí cwil̄`i
Riæix mfv

- ms"̄vi cÖKí cwil̄`i mfv ^ĠgvwmK wfwĚ̄Z AbywôZ n̄e|

t̄K>`̄xq

- t̄Kvb Riæix wel̄q̄ Av̄jvPbvi j̄ŋ"̄ 24 N>Uvi t̄bvŪk Riæix mfv AvnȲvb Kiv hv̄e|

Awd̄mi Kgx©
mfv

- cÖwZgv̄m cÖ_g m̄βv̄ni ḡa"̄ t̄cÖvMÖv̄gi AMÖMwZi Dci ĠKw`b e"̄vcx cÖKí t̄Kv-

cÖKí
Kvh©vj̄qi
mfv

- AwW©̄bUi mgš^̄q̄ t̄Kw>`̄q̄ mfv AbywôZ n̄e|
- cÖwZgv̄mi t̄kl m̄βv̄n cÖKí t̄Kv-AwW©̄bUi Zv̄`i gvV ch©̄qi Kg©xt`i mgš^̄q̄ Kvh©µ̄gi wewfbœ welhv` m̄xc̄K© mfv KiZt t̄iRȳjkbmn t̄K>`̄a t̄cÖib Kīeb|

mfvi Av̄jvPbv |
wm̄xvšímg~n

- mfvi Av̄jvPbv | wm̄xvšímg~n we"̄lvwiZ Z_ "̄ m̄x^w̄jZ n̄Z n̄e Ges cÖKí wfwĚK_vK̄Z n̄e|

me©vwaK
,iæZi cÖ`vb

- th̄nZz gvV ch©v̄qi mdjZv/wedjZv Av̄jvPbvi gva"̄ḡ mgvavb wbwðZ Kiv m̄x̄e, t̄m̄nZz cÖKí t̄Kv-AwW©̄bUi G wel̄q̄ me©vwaK ,iyZi cÖ`vb Kīeb|

d̄jv-Avc

- d̄jv Av̄ci gva"̄ḡB G"̄Kkb c̄q>U me©t̄ŋt̄i mvdj"̄ AR©b Kiv m̄x̄e weavq Gi ,ifZi mK̄j Abyaveb KīZ n̄e|

6. Awdm PjvKvjxb bxwZgvjv

- GB bxwZgvjvi D†ĭk̄ n†"Q-
- Awdm PjvKvwjb mgqm~wP mᄁú©†K AewnZKib;
- AvPib msμvš— wel†q AewnZKiY;
- wbR wbR `vwqZ; mᄁú†K© AewnZKiY;

Awdm mgqm~wP	• Awdm mgqm~wP †g†b Pjv Awdm mgqm~wP †Kw>`ᄁq I cÖKí Awd†mi †¶†ĭ `vbxbq my†hvM-myweav†K cÖvavb` w`†q ^Zix Kiv
mgqm~wPi evB†i	• Uv†M©U Abyhvqx j¶ĭ AwR©Z bv n†j j¶ĭ c~i†bi wbwg†Ě mgqm~wPi evB†i KvR Kivi my†hvM cÖ†Z`K Kg©x cv†eb, Z†e G Rb` †Kvb AwZwi ³ Avw_©K myweav cv†eb bv
Dcw`wZ LvZvq `^v¶i	• Dcw`wZ LvZvq `^v¶i Kiv Ges †`wi n†j Gi Kvib mswkøó DaŸ©Zb Kg©x†K AeMZ Kiv
mβv†ni †kl w`e†mi d†jvAvc	• mβv†ni †kl w`e†mi weKv†j Dcw`Z Kgx©†i wb†q GKmv†_ e†m weMZ mβvn I cieZx© mβv†ni Kvh©μg d†jvAvc Kiv
gy†g>U †evW©	• cÖ†Z`K Kgx©i AvMgb I Mgb (cÖKí GjvKvi g†a` I evB†i) gy†g>U †ev†W© wj†L ivLv
cÖ†Z`†Ki †LvRLei	• cÖ†Z`K Kgx©i Kg©KvŪ wel†q cÖ†Z`†Ki †LvRLei ivLv hv†Z A†b` wR†Ám Kiv gvĭ mᄁ†ve` Z_ cÖ`vb Kiv mᄁ†e nq
cÖwZgv†mi †kl mβv†n	• cÖwZgv†mi †kl mβv†n GK w`b e`vwc mswkøó Kgx©†i weMZ gv†mi Uv†M©U Abyhvqx Kvh©μg chv©†jvPbv Kiv GB chv©†jvPbvi gva`†g Kvh©μ†gi wedjZv_†jv wKfv†e D†Ěvib Kiv hvq Ges cieZx© gv†mi `^-`^ Kvh©μg Pzovšĭ Kiv
cwiKíbv dg© c~iY	• cÖwZ gv†mi 2 Zvwi†Li g†a` weMZ gv†mi Kvh©μg I AvMvgx gv†mi Kvh©μg cwiKíbv wbav©wiZ d†g© c~iY c~©eK cÖavb Awd†m †cÖiY Kiv
†W< LywQ†q ivLv cwi"QbœZv	• Awdm †k†ĭ `^-`^ †W< ,wQ†q ivLv
we`y`r I cvwbi AcPq	• me©†¶†ĭ cwi"QbœZv eRvq ivLv
	• we`y`r I cvwbi AcPq †iva Kiv G `vwqZ; cÖ†Z`K Kg©x†K wbR wbR D†`v†M cvjb Kiv
	• we†kl ev Rifix wm×všĭ †bqvi †¶†ĭ AvbyôvwbK ev AvbyôvwbK `jxq Av†jvPbvi Av†jvPbvi gva`†g wm×v†šĭ DcwbZ †bqv evÂbxq
	• Awd†mi e`eüZ DcKiY mKj Kg©xi Rb` Db¥y ³

Rifix wm×vší _vK†e| DcKiYmg~n wba©vwiZ `vb †_†K G†b
 mKj†K e`envi Ki†Z n†e Ges e`envi †k†l Zv
 Awd†mi e`eýZ h_v`v†b ††L w`†Z n†e|
 DcKiY • Awd†mi e`eüZ DcKib †Kvb Ae`vq Awd†mi
 evB†i ev wbR evox†Z e`envi Kiv hv†e bv|
 DcKib Awd†mi • Dx©Zb Kg©xi AeZ©gv†b wmwbgvwiwU I
 evB†i e`envi AwfÄZv we†ePbvq cieZ©x Kg©x D³ c†`
 Dx©Zb fvicÖvß wn†m†e `vwqZ; cvjb Ki†e| G†††† GKwU
 Kg©xi ZvwjKv †Kw>`ªq Awdm cÖwZ eQi (Rvbyqvix
 AeZ©gv†b gv†m) cÖYqb I mieivn Ki†e|

7. cÖwk¶Y PjvKvjxb bxwZgvjv

GB bxwZgvjvi D†k` n†Q-

- cÖwk¶Y†K myôy I KvH©Kixfv†e ev`levqb Kiv|
- cÖwk¶Y†Y mæú,,³ Kgx©†`i `vwqZ; mæú©†K m†PZb Kiv|
- cÖwk¶Yv_x©†`i mv†_ mæú©K mæú©†K m†PZb Kiv|
- cÖwk¶Yv_x©†`i mv†_ mæú©K e,,w× I AvZ;wek|vm m,,,,wó Kiv|

cÖwk¶Yv_x©†`i G `yÖai†bi cÖwk¶Y AbywôZ n†e:

Bb-nvDR: hv cÖwk¶Y †K†>`ª ev`levwqZ n†e Ges GKvwaK w`b
 n†j AsknMÖnYKvix†`i†K cÖwk¶Y †K†>`ª Ae`vb Ki†Z n†e|

gvV chv©q: G†††† cÖwk¶Y,†jv KwgdwbwU chv©†q AbywôZ
 n†e Ges AskMÖnYKvix†`i cÖwk¶Yb †K†>`ª ivw†hvcb Ki†Z n†e bv|

Bb-nvDR • `vwqZ;cÖvß cÖwk¶Y†K†K Aek`B cÖwk¶Y †K†>`ª
 cÖwk¶Y Ae`vb Ki†Z n†e|

KvwiKzjv†gi • cÖwk¶Y†Yi 7(mvZ) w`b c~†e© cÖwk¶Yb
 mgq KvwiKzjvg ^Zixc~eK© mgš^q KvQ †_†K
 KvwiKzjvg wbwðZ Ki†Z n†e|

KvwiKzjvg • KvwiKzjv†gi tj-AvDU (Lay-out) †_†K KvwiKzjvg
 ^Zix ^Zix cÖwµqvq AbwfÁ I `¶ mn†hvwMKgx©†`i
 AskMÖnb wbwðZ Ki†Z n†e Ges
 mn†hvwMKgx©†`i†K c~bvsMfv†e mn†hvwMZv
 cÖ`vb Ki†e|

DcKib ^Zix I • cÖÖwk¶Y iiæi c†e© cÖÖwk¶Yb DcKib ^Zix I µq
 µq `vwqZ;cÖvß e`w³ msMV†bi bxwZgvjv Abyhvqx
 wbwðZ Ki†e|

Kgx©e,,†>`i • cÖwk¶Y PjvKvwjb mg†q Ab`vb`
 mn†hvwMZv mn†hvMxKgx©e,,>` we†kl `vwqZ; cvj†bi Rb`
 weQvbvi gvbwmKfv†e cÖ`Z _vK†eb|

cvVv#eb|

8. Kgx©i AvPiY welqK bxwZgvjv

GB bxwZgvjvi D#ik" n#Q- cÖ#Z"K ch©v#qi Kgx©#`i g#a" k^axv
I m#svb e,,wx Kiv|

- cÖ#Z"K Kgx© `vbxq KwgdwbwUi mv#_ mym#úK© eRvq ivLv|
- AvPi#bi ^iæc m#ú#K© mKj Kgx©#`i#K AewnZ Kiv|
- msMV#b KvR Kivi myôz cwi#ek m,,wó Kiv|

m#sva#bi #¶#î • mKj chv©#qi Kgx© G#K A#b"i cÖwZ m#svb #i#L
e"envi I AvPib Ki#eb| cÖ#Z"K ÓAvcwbÓ e#j
mvavibZ: m#svab Ki#eb|

#hvMv#hvM
eRvq ivLv • Dwîô e"w³e#M©i (miKvix/ #emiKvix) mv#_
mym#úK© I #hvMv#hvM eRvq ivL#eb|

wU#g KvR Kivi
cwi#ek m,,wó • `#j KvR Kivi cwi#ek I gvbwmKZv m,,wó Ki#eb
Ges Zv eRvq ivL#eb|

wm#vší
MÖn#bi #¶#î • mnKgx©#`i mv#_ wm#vší MÖn#bi #¶#î
AskMÖnbg~jK cÖwµqv eRvq ivL#eb|

Z_ wewbgq • Dbœqb welqK I cÖ#qvRbxq Z_ mnKgx©#`i
mv#_ AvbyôvwbK ev AbvbyôvwbKfv#e Z_
wewbgq Ki#eb|

bvix
mnKgx©#`i
wbivcËv • bvix mnKgx©#`i hvZvqvZmn Ab"vb" wbivcËvi
welqwU cÖvavb" mnKv#i we#ePbv Ki#eb|

wbR e"w³Z; • me©#¶#î wbR e"w³Z; eRvq ivLv| msMV#bi
RbwcÓqZv I Kvh©µg weNœ nq Ggb KvR #_#K
wb#R#K weiZ ivLv|

e"w³MZ Kv#R
Kg©x#K • #Kvb Kg©x e"w³MZ Kv#R Ab" #Kvb Kg©x#K
e"envi Ki#e bv ev e"eüZ n#e bv|

9. Kgx© g~j"vqb bxwZgvjvt

GB bxwZgvjvi
D#ik" n#Q- • Kgx©#`i wbR wbR `¶Zv,Ávb I AvPibMZ
welq,#jv chv©#jvPbv Kiv|

Kg©x©
g~j"vqb • Kgx©#`i weMZ w`#bi fyj/µwUmg~n
m#kva#bi Rb" my#hvM m,,w÷ Kiv|
• cÖÖ#Z"K Kgx©#K GKRb Dbœqb m#ú#`
cwibZ Kiv

wjwLZ
tgŠwLKfv#e • cÖwZ eQi wW#m#^i gv#mi #kl w`#K Kg©x©
g~j"vqb Kvh©µg cwiPvwjZ n#e|

• GB g~j"vqb cÖwµqvq cÖ#Z"K Kgx© cÖ#Z"K#K

g~j"vq#bi t#i#i wjwLZ (di#gU Abyhvqx) I tgŠwLKfv#e g~j"vqb
wel#qi Ki#eb|
cÖvavb"

g~j"vq#bi • g~j"vq#bi gva"tg Kgx©i weMZ eQ#ii Uv#MU©
D#ik" Abyhvqx Kvh©µg ,Ávb, `¶Zv, ^"QZv AvPib I
g~j"vqb cxwZ Ab"vb"#"i mv#_ mn#hvwMZvi welqwU cÖvavb"
cv#e|

- g~j"vq#bi wfwË#Z Kgx©i fwel"r `vwqZi cvjb
wKiæc n#e Zv wb©av©wiZ n#e|
- GB g~j"vqb cxwZ AskMÖnYg~jK cÖwµqvq
ev`levwqZ n#e|

10. cÖÖKí cÖYqb bxwZgvjv

GB bxwZgvjvi D#ik" n#"Q:

- cÖÖK#íi welq I cÖbqb cÖwµqv#K AskMÖnYg~jK Kiv|
- cÖK#íi g#a" Z,,bg~j#"i Askx`vixZi wbwðZ Kiv|
- cÖK#íi `vbxq mæú` AwaK cwigv#b e"nZ nq Zv wbwðZ Kiv|
- cÖKí cÖbq#bi `wi`^a gvby#li ^v_©#K cÖvavb" t`qv|
`vbxq • cÖKí cÖYq#Y `vbxq RbM#Yi kw³, ¶gZv I
RbMYB g~j `vbxq mæc` Dbæq#bi g~j Drm wn#m#e
Drm ,iyZi jvf Ki#e|

teR jvBb • AskMÖnYg~jK cÖwµqv Abymi#b GjvKvi teR
mv#f© jvBb mv#f© Kiv n#e|

cwiKíbv • cwiKíbv cÖYq#bi Rb" Dwíó RbM#bi AskMÖnb
cÖYq#b Ges msMV#bi mwnZ mæc,,³ m`m#"i mgš^#q
Kg©kvjv Kg©kvjvi gva"tg cÖKí cÖYqb Kiv n#e|

RbAskMÖn#Y • G cÖms#M RbAskMÖnY cxwZ#K AwaK
AMÖvwaKvi AMÖvwaKvi t`qv n#e |

`vwqZi I ¶gZv

wbe©vnx cwiPvjK Gi `vwqZi t

K) miKvix, te-miKvix I Avš—R©vwZK A_©vr mKj ch©v#q
wewfbæ cÖwZôvb I msMV#bi mwnZ #hvMv#hvM i¶v Kiv
|

- L) cÖKíí `vwqZ; wbqvwRZ †Kv-AwW©‡bUi‡`i‡K
wbqwgZ Z`viK Kiv |
- M) evrmwiK cÖwZ‡e`b | AwWU msµvš— hveZxq Kvh©µg
wbqwgZ Z`viK Kiv |
- N) cÖKí cÖYq‡b ev‡RU ^Zix‡Z mn‡hvMxZv Kiv |
- O) e`vswKs tjb-‡`tb mnvqZv Kiv |
- P) bZzb cÖKí cÖYqb cwiKíbvq D‡`vM MÖnb Kiv |
- Q) Kg©KZ©v ch©v‡q ÷vd wb‡qv‡M mnvqZv Kiv |
- R) gvV cwi`k©b | DbœqbgyjK Kvh©µg cwi`k©b Kiv |
- S) wbe©vnx cwil‡`i mæš vwbZ m`m`e„‡`i mwnZ mgš^q
mvab Kiv | mfvi Av‡qvRb Kiv |
- T) Kg©KZ©v/Kg©x‡`i `¶Zv e„wxi j‡¶` †`‡k-we‡`‡k
cÖwk¶‡Yi e`e`v Kiv |
- U) Kg©KZ©v/Kg©Pvix‡`i mivmwi cwiPvjbv Kiv |
- V) †cÖv‡R± Abyhvqx ^`bw>`b Kv‡Ri AMÖMwZ hvPvB Kiv |
- W) Daÿ©Zb Kgx© wb‡qv‡Mi e`e`v Kiv |

¶gZv

- K) wb‡qvM KwgwUi wmxvš`i †gvZv‡eK ÷vd wb‡qvM Kiv |
- L) Kg©KZ©v/Kg©xi Kv‡R Ae‡njv/Awbqg RwbZ Kvi‡b ms`vi
wewa Abyhvqx cÖ‡qvRbxq e`e`v †bqv |
- M) Kg©KZ©v‡`i hveZxq QywU gÄyi Kiv |
- N) wewfbœ cÖKíí Avw_©K ‡jb-‡`b Z`viK | cwiPvjbv Kiv |
- O) Kg©KZ©v/Kg©xi Kv‡‡h© Ae‡njv RwbZ Kvi‡b AewnZ Kiv |
- P) Kg©KZ©vi QywU gÄyi Kiv |
- Q) cÖKíbyhvqx AMÖMwZ mæú‡K© hvPvB Kiv |

`vwqZ;

- K) cÖKíí `vwqZ; wbqvwRZ †KvAwW©‡bUi‡`i gvV ch©v‡q
wbqwgZ Z`viK Kiv |
- L) miKvix | †emiKvix ch©v‡q wewfbœ cÖwZôvb | msMV‡bi
mv‡_ †hvMv‡hvM | mgš^q i¶v Kiv |
- M) evwl©K cÖwZ‡e`b | wnmve wbKvk cix¶v msµvš—
hveZxq welq Z`viK Kiv |
- N) Kg©x‡`i evwl©K g~j`qb ev`levqb Kiv |
- O) cwiKíbv | ev‡RU cÖbq‡b ‡KvwW©‡bUi‡`i mn‡hvMxZv Kiv
|
- P) gvV cwi`k©bmn DbœqbgyjK Kvh©µg Z`viK Kiv |
- Q) wewfbœ mgx¶v, †mwgbvi | Kg©kvjv Av‡qvRb | myôz ev`
—evqb Kiv |
- R) wewfbœ †cÖvMÖv‡gi mv‡_ mgš^q i¶v Kiv Ges gvwmK |
^ÎgvwmK mfvi Av‡qvRb Kiv |
- S) gvV ch©v‡q gvwmK Ges ^ÎgvwmK mfvi Dcw`Z †_‡K
cÖ‡qvRbxq wdWe`vK †`qv |

cÖÖKí cwiPvjK/†Kv-AwW©‡bUi

`vwqZi

- 1| cÖKí †Kv-AwW©‡bUi-Gi mvwe©K mn‡hvMxZvq I
ZËveav‡b cªKí ev̄́levq‡b c`‡¶lc MÖnY|
- 2| cÖK‡í mswkøó Kg©x wb‡qvM Kiv|
- 3| ÷vd‡`i hveZxq QywU gÄyyi Kiv|
- 4| mswkøó Kgx©‡`i KvRKg© miRwg‡b Z`viK Kiv|
- 5| ev‡RU Abyhvqx A_©-e`q Kiv|
- 6| 5000/- UvKvi gvjvgvj †Kv‡Uk‡bi gva`‡g µq Kiv|
- 7| gvjvgv‡ji ÷K †iwRóvi i¶Yv‡e¶b Kiv |
- 8| mswkøó Kgx©‡`i ‡Uªwbs Gi e`e`v Kiv|
- 9| `vZv ms`vi Pvwn`vbyhvqx cÖwZ‡e`b ^Zix Kiv|
- 10| cÖ‡R‡±i evwl©K cÖwZ‡e`b ^Zix Kiv|
- 11| Kgc‡¶ 20w`b gvV cwi`k©b Kiv|
- 12| cÖKí msµvš́ hveZxq Z_`vejx wbR `vwq‡Zi msi¶Y
Kiv|
- 13| gwbuwis Gi e`e`v MÖnY Kiv Ges †mabyhvqx c`‡¶lc
MÖnY Kiv|
- 14| cÖK‡íí wnmve msµvš́ hveZxq `vwqZi cvjb Kiv|
- 15| Kg©x‡`i Kv‡h©` Ae‡njvq cÖ‡qvRbxq Ges Awdwmqvj
wbqg I bxwZgvjv fs‡Mi Kvi‡b Kvib `k©vbmh h_vh_
e`e`v MÖnb Kiv|
- 16| `vbxq miKvix/‡emiKvix ms`vi gvV ch©`v‡q
wb‡qvwrZ Kg©KZ©v/ Kg©Pvix‡`i mwnZ my`úK© I
†hvMv‡hvM i¶v Kiv|
- 17| mswkøó w`em cvj‡b D‡`vM MÖnb Kiv|
- 18| mswkøó `vZv ms`vi cÖwZwbwa‡`i mwnZ †hvMm~ÎZv
i¶v Kiv|
- 19| cÖKí mswkøó †Kvb mgm`v `ayZ mgvav‡b †KškjMZ
Kvh©`Kix e`e`v MÖnb Kiv|
- 20| cÖwk¶Y Av‡qvRb I cÖwk¶K wn‡m‡e mnvqZv cÖ`vb
Kiv|

¶gZv:

- 1| mKj cÖKí ev̄́levq‡b mvwe©K `vwqZ ;cvjb Kiv|
- 2| `vbxq Kg©x‡`i wbqš́Y Kiv|
- 3| Kg©x‡`i Kv‡R mnvqZv Kiv|
- 4| gvwmK mfvi Av‡qvRb Kiv|
- 5| †cÖvMÖv‡gi hveZxq wnmve-wbKvk `vbxqfv‡e msi¶Y
Kiv Ges mswkó `ßi cÖav‡bi gva`‡g wnmve wefv‡M
Rgv Kiv|

- 6| tU^awbs/lqvK©kc mgqvbyhvqx Av†qvRb Kiv Ges ev⁻levqbmⁿ msw[¶]ß cÖwZ†e[`]b mswkøó `ßi cÖavb†K AewnZ Kiv|
- 7| Rifix wfw^Ë†Z ^bwgw^ËK QywU gÄyi Kiv|
- 8| gv†m Kgc†¶ 20w[`]b cÖKí cwi[`]k©Y Kiv|
- 9| ms⁻vi mæú[`] mgyn myôfv†e msi¶Y Kiv|
- 10| Kv†Ri Review[`]wnZv mswkó †cÖvMÖvg †Kv-AwW©†bU†ii wbKU cÖ[`]vb Kiv|
- 11| ⁻vbxq miKvix/†emiKvix ms⁻vi mwnZ †hvMv†hvM/mgš[^]q I †bUlqvK© i¶v Kiv|
- 12| wewfbœ w[`]em D[`]&hvc†b e⁻v †bqv I mn†hvMxZv Kiv|
- 13| ⁻vbxqfv†e Kg©x (mⁿvqK) wb†qv†M mⁿvqZv cÖ[`]vb Kiv|
- 14| wewfbœ cÖK†í Av†qv^wRZ cÖwk¶†b cÖwk¶K wn†m†e mⁿvqZv cÖ[`]vb Kiv|
- 15| ⁻æZ mgm⁻v mgvav†b †KškjMZ Kv^h©⁻“Kixe⁻v MÖnY Kiv|
- 16| F†Yi cÖ⁻Ë UvKv h^{_}vh^{_}fv†e/Lv†Z e⁻q n†q†Q wKbv, Zv w^bwðZ Kiv|
- 17| cÖK†íi gw^bUwis Kv^h©⁻“µ†g mⁿvqZv cÖ[`]vb Kiv|

wdbv^Y †Kv-AwW©†bUi

v^wqZⁱ:

- 1| cÖK†íi Avw^{_}©K †jb-†[`]b wbqš^zY I msi¶Y Kiv |
- 2| e⁻vcb bxwZgvjv Abyhvqx wewfbœ cÖK†íi A^{_}©⁻ ^⁻wbK wfw^Ë†Z Statemnt Z⁻viK Kiv|
- 3| mswkøó e⁻vs†Ki mv†^{_}mgš[^]q Kiv|
- 4| Avw^{_}©K msµvš^í wel†q ⁻vZv ms⁻vq/cvU©bvi†⁻i mv†^{_}†hvMv†hvM mgš[^]q i¶v Kiv|
- 5| ^ÍgvwmK Avw^{_}©K cÖwZ†e[`]b ^Zix c[~]e©K wUg g⁻v†bRv†ii Kv†Q Dc⁻v^cY Kiv|
- 6| ^ÍgvwmK cÖwZ†e[`]b ⁻vZv/cvU©bvi ms⁻vq †cÖi†Yi e⁻v Kiv|
- 7| cÖK†íi Avw^{_}©K mKj bw^{_}c^í msi¶b Kiv|
- 8| Af⁻š^íwib Ges evwl©K AwW†Ui Av†qvRb Kiv|
- 9| GbwRI welqK ey⁻†ivi Fund relavant Gi hveZxq ⁻v^wqZⁱ cvjb Kiv|

¶gZ^v:

- 1| †h †Kvb wej ev fvDPvi Aby†gv⁻†bi Rb⁻ mycvwik Kiv|
- 2| wej Aby†gv⁻†bi †¶†^í wej ms†kvabx ev evwZj Kiv|

- 3| gvV chv©‡q Kvh©µg cwi`k©b c~e©K wej fvDPvi hvPvB Kiv|
- 4| cÖK‡íi Avw_©K welq,‡jv mæú‡K© mswkó e`w³‡i †bvWUk ev AewnZ̄ Kiv|

gwbUixs Awdmvi/†cÖvMÖvg Awdmvi **`vwqZ; I KZ©e`**

- 1) mswkøó †cÖvMÖvg †KvAwW©‡bUi‡K mve©¶wbKfv‡e mn‡hvwMZv Kiv|
- 2) gvV cwi`k©bmn cÖKí Abyhvqx †cÖvMÖvg myôfv‡e ev`levqb Kiv Ges cÖwZ‡e`b cÖ`vb Kiv|
- 3) gwbUwis Gi Kv‡R gwbUwis †mj‡K m‡ee©vZfv‡e mn‡hvMxZv Kiv Ges Pwn`v Abyhvqx mwVK/wbf,©j Z` mgqgZ cÖ`vb Kiv|
- 4) Da©eZb KZ©„c¶ KZ©©©„K Av‡ivwcZ mKj `vwqZ; h_vh_fv‡e cvjb Kiv Ges Pwn`v Abyhvqx mwVK/wbf,©j Z` mgqgZ cÖ`vb Kiv|
cÖK‡íi gvwmK, ^lgvwmK,evwl©K cÖwZ‡e`b ^Zix‡Z mn‡hvMxZv Kiv|
`vZv ms`nvi Pwn`v Abyhvqx cÖwZ‡e`b ^Zix‡Z mn‡hvMxZv Kiv|
wewfbæ cÖKí Av‡qvWRZ cÖwk¶‡b cÖwk¶K wnmv‡e mnvqZv cÖ`vb Kiv|
- 5) wewfbæ †cÖvMÖv‡gi Kg©x‡`i mv‡_ †hvMv‡hvM i¶v K‡i cÖKí ev`levq‡b mgš^q mvab Kiv|
- 6) `¶Zve„wx i j‡¶ ms`v KZ...©K Av‡qvWRZ wewfbæ cÖwk¶Y,lqvK©k‡c AskMÖnb Kiv|
- 7) mswkøó w`em cvj‡b mn‡hvMxZv Kiv|
- 11) Kv‡Ri Reew`wnZv mswkøó †cÖvMÖvg †KvAwW©‡bUimn Da©Zb KZ©©©„c¶‡K cÖ`vb Kiv|
- 12) wbqwgZfv‡e Gwiqv Awd‡mi mwnZ †hvMv‡hvM i¶v Kiv I gvwmK mfvq AskMÖnY Kiv|

†U^awbs †Kv AwW©‡bUi **`vwqZ; I KZ©e`**

- 1| mv‡K©‡ji †dwmwj‡UUi‡`i ZZ;veavqb Kiv I civgk© †`qv|
- 2| mv‡K©‡ji G`vKkb c‡q>U ev`levq‡b mnvqZv cÖ`vb Kiv|
- 3| G`vKkb c‡q>U ev`levq‡tbi †¶‡í `vbxq mæú` P,ovší e`env‡i AskMÖnYKvix I †dwmwj‡UUi‡`i Dxzx Kiv|
- 4| †dwmwj‡UUi‡`i mnvqZvq mv‡K©j wbe©vPb eiv|
- 5| Gwiqv †Kv-AwW©‡bUi‡K Zvnvi GjvKvaxb ms`vihveZxq cÖKí ev`levq‡b GKwbófv‡e mn‡hvMxZv Kiv|

- 6| mv†K©†ji mfvq Dcw`Z †_†K FY MÖnY Ges Av`vq mæú†K© civgk© cÖ`vb Kiv|
- 7| cÖKí wfwËK gvwmK cÖwZ†e`b ^Zixi †¶† Gwiqv †Kv-AwW©†bUit†K h_vh_fv†e DcvË mieivn Kiv|
- 8| wewfbæ †cÖvMÖv†gi K̄g©x†`i mwnZ †hvMv†hvM i¶v K†i cÖKí ev`levq†b mgš^q Kiv|
- 9| †K>`ª †_†K Gwiqv ch©v†q mKj Dx©Zb Kg©KZ©vi Av†ivwcZ wb†`©k cvj†b Zrci_vKv|
- 10| gvV ch©v†qi mKj cÖKvi Z`“(†jvb, cvVvMvi, †µwWU BDwbqb, †qvUvi †mwb†Ukb BZ`vw` msµvší) mgqgZ Gwiqv Awdm Z_v †K†>`ª mieivn Kiv|
- 11| ms`vi AvlZvaxb mg`í MÖæ†ci wnmve wbKv†ki wbivcËv weavb Ges mgqgZ AwWU mæúv`b Kiv|
- 12| `¶Zv e„wxi †¶¶“ ms`v KZ...©K Av†qvwrZ wewfbæ †qvK©kc cÖwk¶†Y AskMÖnY Kiv|
- 13| `ªZ mgm`v †gvKvwejvi Rb“ †KškjMZ Kv h©“Kix e`e`v MÖnb Kiv|
- 14| cÖK†íi Pvwn`vbyhvqx cÖ†qvRbxq civgk© cÖ`vb Kiv|
- 15| mv†K©†ji mÂq I FY Kv h©µg Z`viKmn gyj-`vwqZ; cvjb Kiv|

†dwm†j†UUi/mnvqK `vwqZ; I KZ©e`

- 1| mv†K©†ji cÖv_wgKfv†e AskMÖnbKvix wbe©vP†b mnvqZv Kiv|
- 2| msMV†bi wbqgvbyhvqx mv†K©j cwiPvjbv Kiv I Bmy`wfwËK G`vKkb c†q>U wbe©vP†b AskMÖnYKvix†`i mn†hvMxZv Kiv|
- 3| AskMÖnYKvix†`i gwbUwis cÖwµqvq mn†hvMxZv Kiv|
- 4| `vbxq I †jvKR m`ú` e`env†ii †¶† AskMÖnYKvix†`i Dxzx mn†hvMxZv Kiv|
- 5| mieivnK...Z DcKiYmgyn wbR `vwq†Z; `^-hZ†b msi¶Y Kiv|
- 6| AskMÖnYKvix†`i g†a` †bZ...Z; m„wó†Z mnvqZv Kiv|
- 7| wbqwgZfv†e Gwiqv Awd†mi mwnZ †hvMv†hvM i¶v Kiv I gvwmK mfvq AskMÖnY Kiv|

.ifZ;c~Y© msMv

Kg©x

Kg©x ejþZ AÎ ms⁻vq G Kg©iZ teZb ev mæšvwbcÖvß c~Y©Kvjxb ev LÛKvjxb `vwqZ;cÖvß mKj e⁻w³þK eySvþbv nþqþQ| ms⁻vi e⁻e⁻vcbv KvVvþgv Abyhvqx wewfbœ c`gh©v`vq `vwqZ;cÖvß cÖ^aþZ⁻K e⁻w³B cÖv_wgKfvþe Kg©x wnþmþe weþewPZ nþe| Gþ¶þî bvix-cyiael þKvb `elg⁻ _vKþe bv|

Dwĭó RbþMvôx

Dwĭó RbþMvôx ejþZ AÎ ms⁻v- hvþ`i wbþq Ges hvþ`i Rb⁻ Dbœqb Kvh©µg cwiPvjbv Kþi þmme `wi⁻a, wbcxwoZ, ⁻^v¶inxb bvix-cyiael, wKþkvi-wKþkvix | wkiþ`i wbþ`©k Kiv nþqþQ|

weþkl RbþMvôx

G Qvovl Gþ`i Av_©-mvgvwRK | ¶lgZvqþbi jþ¶⁻ mgvþRi wewfbœ þckvi e⁻w³eþM©i mg_©b Av`vq | mnþhvwmZv GKvš— Rifix| G aiþbi wewfbœ þckvi e⁻w³eM© A_©⁻vr bvMwiK mgvR Dbœqb cÖwµqvq RwiZ nþj - Zvivi AÎ ms⁻vi KvþQ weþkl RbþMvôx wnþmþe weþewPZ nþe|

Kvh©Kix cwil`

AÎ ms⁻v-Gi Gw·wKDwUf þevW©þK wbþ`©k Kiv nþqþQ| AÎ ms⁻v-Gi Dbœqb Kg©KvÛ cwiPvjbv iþ¶þî þevW© Ae þRbvþij-i wm×vš | Abyþgv`bB Pzovší eþj M,,nxZ nþe| Zþe msMVþbi cwiKíbv cÖbqb, Kg© þKŠkj wba©vib | bxwZgvjv cÖbqþbi þ¶þî Kg©xþ`i AskMÖnb | mycvwikmg~n ev⁻levqb Gw·wKDwUf þevW© wbwðZ Kiþe Ges wbe©vnx cwiPvjK AÎ ms⁻v-Gi mvwe©K e⁻e⁻vcbv Kg©KvþÛi Rb⁻ mivmwi wbev©nx cwil` -Gi KvþQ `vwqZ;kxj Ges Review`wn _vKþe|