FINANCIAL POLICY

AID ORGANIZATION

Address:

At a glance

Name of the Organization	
Year of Establishment	
Year of Registration	
Legal Status: Social Service Department	
Address: Head office	
Contact Person	
Contact Number	

wnmvei¶Y wb‡`©wkKv

++++++++++++++++++++++++++++++++++++++
+++++++++++++

µg	m~PxcÎ	c„ôv
1.	f~wgKv	1
2.	wnmve e¨e¯'vcbvi bxwZ	1
3.	ev‡RU e¨e¯'vcbv	1
4.	e¨vsK e¨e¯'vcbv	2
5.	A_© e¨e¯'vcYv	3
6.	µq e¨e¯'vcbv	3
7.	wnmve, wnmv‡ei †kªYx wefvM I wewfbœ LvZ	4
8.	wnmv‡ei MÖwnZv Ges `vZv wbY©q	4
9.	wnmve LvZv	4
10.	wnmve msi¶‡bi cÖ‡qvRbxq LvZvcÎ ev wnmve eB	5
11.	ms¯'vi cÖKÖ†íi Avw_©K wnmve weeiYx c×wZ	7

f~wgKv t

AÎ ms¯'vi Kvh©µg MwZkxj, ¯^"QZv I myweb¨¯Í Kivi cvkvcvwk DbœZ wnmvei¶Y I wi‡c©vwUs c×wZi cÖ‡qvRbxqZv Dcjw× K‡i GKwU wnmvei¶Y wb‡`©©wkKv cÖYq‡bi c`‡¶c wb‡q‡Q| wnmvei¶‡Yi wbqgKvbyb, wnmv‡ei wewfbœ w`K WKz‡g›U I wi‡c©vwUs c×wZi Av‡jv‡K G wb‡`©©wkKvwU‡K Pvi fv‡M ‡kªYxweb¨vm Kiv n‡q‡Q|

    K) wnmvei¶Y c×wZ
    L) wnmve, wnmv‡ei †kªYx wefvM I wewfbœ LvZ|
    M) ms¯'vi cÖKí mg~‡ni wnmvei¶‡Yi cÖ‡qvRbxq wnmvecÎ|
    N) ms¯'vi cÖK‡íi Avw_©K wnmve weeibx c×wZ|

wnmvei¶Y e¨e¯'vcbvi bxwZt

ms¯'vi cÖZ¨vwnK Kvh©µg cwiPvjbvi cÖ‡qvR‡b wewfbœegyLx jwRwóK mv‡c©vU I Rbkw³ e¨envi Ki‡Z nq | GRb¨ Kvh©µ‡g Avw_©K e¨e¯'vcbvi A_© eivÏ †Kv_vq Kgv‡Z nq Avevi †Kv_vq evov‡Z nq| myZivs A‡_©i Av`vb cÖ`vY ev A_© Øviv cwigvc‡hvM¨ †Kvb †jb‡`b‡K mywbw`©©ó bxwZ Abyhvqx myô I myk„sLjfv‡e LvZv ev eB‡Z wjwce× Kiv‡K ms¯'vi wnmvei¶Y e¨e¯'vcbv eySv‡e|

wnmve e¨e¯'vcbvi †h mKj wbqgvejx i‡q‡Q Zv ms¯'v AbymiY K‡i cÖ‡qvRb Abymv‡i G mKj cwjwm ev bxwZ¸‡jv‡K wb‡gœi PviwU †¶‡Î cÖ‡qvM Kiv n‡q _v‡K|

    K) evwl©K Avw_©K wee„wZ (ev‡RU) e¨e¯'vcbv|
    L) e¨vsK e¨e¯'vcbv|
    M) A_© e¨e¯'vcbv|
    N) µq-weµq e¨e¯'vcbv, msMÖn I weZiY|

ev‡RU e¨e¯'vcbv t

evwl©K Avw_©K wee„wZ (ev‡RU) n‡"Q ms¯'vi fwel¨r Kg©cwiKíbv Ābyhvqx A_©e¨e¯'vcbv I mvdj¨i PvweKvwV| evwl©K Avw_©K wee„wZ (ev‡RU) cÖbq‡Yi d‡j ms¯'vi wewfbœ Lv‡Zi LiP ev e¨‡qi gvÎv I msMᵃ‡ni †¶Î m¤ú‡K© AeMZ nIqv m¤ ¢e| evwl©K Avw_©K wee„wZ (ev‡RU) Gi gva¨‡g LiP wbqš¿Y I myôfv‡e e¨envi m¤úbœ Kiv n‡q _v‡K|

Avw_©K evwl©K weeibx (ev‡RU) Gi Kvi‡b ms¯'v †h mKj Li‡Pi †¶Î I wbqgKvbyb Abymib Kiv nq Zv nj-

1. cÖwZwU Li‡Pi †¶‡Î jvBb AvB‡U‡gi evwl©K Avw_©K wee„wZ (ev‡RU) Gi cÖwZ j¶¨ ivLv |

2. jvBb AvB‡Ug Gi cÖv°wjZ evwl©K Avw_©K wee„wZ (ev‡RU) Gi †ekx n‡e bv| Z‡e ms¯'v I `vZv ms¯'vi Aby‡gv`b μ‡g Zv 10% Gi AwaK n‡e bv|

3. 10% Gi †ekx LiP nB‡j Aek¨B m¤ú~iK ev AwZwi³ gÄyixi gva¨‡g ms¯'v Ges `vZv ms¯'vi Aby‡gv`b cÖ‡qvRb n‡e|

4. †Kvb A_© ermi cÖm‡½ hw` †`Lv hvq †h, PjwZ A_© erm‡i wbw`©©ó †Kvb cÖKvi Kg© wefv‡Mi Rb¨ Aby‡gvw`Z e¨q Ach©vß nBqv‡Q wKsev H A_© erm‡ii evwl©K Avw_©K wee„wZ†Z Aš©—f~³ nq bvB, Ggb †Kvb bZzb Kg© wefv‡Mi Rb¨ e¨q wbe©v‡ni cÖ‡qvRbxqZv †`Lv w`qv‡Q,

Ges/ A_ev,
‡Kvb A_© erm‡i †Kvb Kg© wefv‡Mi Rb¨ gÄyixK…Z A‡_©i AwaK A_© H erm‡i D³ Kg© wefv‡Mi Rb¨ e¨wqZ nBqv‡Q, Zvnv nB‡j GB e¨q wbev©‡ni KZ©©„Z¡ cÖ`vbY Kwievi ¶gZv ‡Pqvig¨v‡bi nv‡Z b¨v¯— _vwK‡e Ges ‡Pqvig¨vb †¶ÎgZ GB e¨‡qi AbywgZ cwigvY m¤^wjZ GKwU m¤ú~iK Avw_©K wee„wZ ev AwZwi³ e¨‡qi cwigvY m¤^wjZ GKwU AwZwi³ Avw_©K wee„wZ cwiPvjbv cwil‡` Dc¯'vc‡bi e¨e¯'v Ki‡eb|

5. evwl©K Avw_©K wee„wZ (ev‡RU) cÖÖYq‡Yi mgq wewfbœ jvBb AvB‡U‡gi Li‡Pi c~Y© weeiY _vK‡e|

6. `vZv ms¯'vi mn‡hvMxZvi †¶‡Î Avw_©K evwl©K weeiYx (ev‡RU) cÖÖYq‡Yi c~‡e© AvfgZ I civgk© MÖnY Kiv hv‡e|

<mark>e¨vsK e¨e¯'vcbv t</mark>

Avw_©K wbivcÉvi Rb¨ e¨vsK e¨e¯'vcYv GKwU Ab¨Zg cÖ‡qvRbxq cÖwZôvb | ms¯'v GB e¨e¯'v Abymib Ki‡e| ms¯'vi AbyK,‡j mKj cÖÖKvi Avw_©K Aby`vb bM`/†PK/†c-AW©vi ev

wWwW Gi gva¨‡g msMÖn Kiv n‡e Ges Zv ms¯'vi MVbZvwš¿K
c×wZi gva¨‡g e¨vsK Gi gva¨‡g msMÖn Kiv n‡e|
ms¯'v e¨vsK e¨e¯'vcYvq †h mKj wbqgvejx AbymiY K‡i|

1. ms¯'vi MVbZš¿ wewae× Avw_©K e¨e¯'vcYv|
2. cÖK‡íi cÖ‡qvR‡b `vZv ev mn‡hvMx ms¯'vi kZ© Kvh©Kix
   KwgwU KZ©©…K Aby‡gvw`Z n‡q _v‡K|
3. mnvqZvKvix ms¯'vi dvÛ cÖvwßi †cÖw¶‡Z Avjv`v e¨vsK
   wnmve Ly‡j Zv‡Z Rgv Kiv|
4. wnmvei¶K mg¯— wej fvDPvi Bbf‡qP cix¶v K‡i cwi‡kva
   fvDPvi ˆZix Ki‡eb|
5. ‡PK n¯—vš—‡ii c~‡e© h_vh_ Aby‡gv`bKvix KZ…©©K
   ¯ˆ^v¶i Ki‡eb| Z‡e Ae¨kB cwi‡kva fvDPv‡ii gva¨‡g
   MÖnbKvix‡K eywSqv wb‡Z n‡e|
6. e¨vsK ¯ˆ^v¶iKvix cwieZ©©b m¤úwK©Z Z_¨ Kvh©Kix
   KwgwU KZ©„K e¨vsK I mswkó ev mnvqZvKvix
   cÖwZôvb‡K Rvbv‡bv n‡e|
7. 20,000.00 (wek nvRvi) UvKvi Dc‡ii Li‡Pi mg¯— †PK e¨vsK
   wnmv‡ei gva¨‡g cÖ`vb Kiv n‡e| cÖwZwU Li‡Pi mv‡_
   mv‡cvwUs WKz‡g›U †hgb wej, Bbf‡qP, †Kv‡Ukb BZ¨vw¯
   cÖ‡qvRb Ges Zv‡Z cwi‡kva mxj _vK‡Z n‡e| Z‡e avi ev
   cÖ`v‡Yi †¶‡Î bM¯ UvKv †jb‡`b Kiv h¯v‡e|
8. ‡PK eB‡qi KvD›Uvi d‡qj m¤úyb©fv‡e c~iY K‡i Zvjve×
   Ae¨'&vq ivL‡Z n‡e| G‡Z ¯ˆ^v¶iKvixi ¯ˆ^v¶i _vK‡Z n‡e|
   wcQ‡bi cvZvq MÖnYKvixi ¯ˆ^v¶i _vK‡e|
9. ‡Kvb Lvjx †PK cÖ`vY Kiv hv‡e bv| evwZj †PK mxj gvwiqv
   KvD›Uvi d‡q‡ji mv‡_ ivL‡Z n‡e Ges Aby‡gv`bKvix KZ…
   ©©K ¯ˆ^v¶i Ki‡Z n‡e|
10. ÷vd‡`i Rb¨ cÖ‡qvR‡b e¨vsK wnmve †Lvjv n‡e Ges Zv‡`i
    †eZb e¨vsK wnmv‡e Rgv n‡e| Pzw³ wfwËK PvKzixi †¶‡Î
    B&nv cÖ‡hvR¨ n‡e ev G †¶‡Î mxj †eZb fvZv †`Iqv hv‡e|
11. `jxq m`m¨‡`i mÂ‡qi A_© wbR¯^ e¨vs‡K Rgv n‡e, Z‡e
    cÖ‡qvR‡b ms¯'vi wnmv‡e Rgv Kiv hv‡e|

<mark>A_© e¨e¯'vcbv t</mark>

ms¯'v we‡kl Kg©m~Px I cÖKí Kvh©µg Gi Rb¨ e¨vsK †_‡K A_©
Av`vb cÖ`vY QvovI cÖwZwbqZ wKQz wKQz bM¯ Avq I A_© LiP
cÖ‡qvRb n‡q _v‡K| Gi Rb¨ ms¯'v †h mKj e¨e¯'v ev wbqg-Kvbyb
AbymiY K‡i Zv nj wb¤§ic-

1. ‡QvU †QvU LiP †gUv‡bvi Rb¨ wKQz bM¯ A_© ivLv hv‡e|
   Z‡e Zv cÖKí Abyhvqx 10,000.00 (`k nvRvi) UvKvi †ewk
   n‡e bv|

2. wnmvei¶‡Yi myweav‡_©   ‡QvU †QvU K‡qKwU LiP GK mv‡_ K‡i bM` eB‡Z †iKW©© Kiv hv‡e|
3. h_vh_ KZ…©c‡¶i Aby‡gv`b e¨ZxZ †Kvb LiP Kiv hv‡e bv|
4. wnmvei¶K bM` Li‡P †Kvb Aby‡gv`b Kwi‡Z cvi‡e bv|
5. cÖwZwU Li‡Pi mv‡_ wej ev Bbf‡qP ivL‡Z n‡e Ges cÖwZwU wej ev fvDPv‡i Seal (wmj) cÖ`vb Ki‡Z n‡e|
6. Aby‡gv`bKvixi Abycyw¯'‡Z `vwqZ¡cÖvß e¨w³i ¯^c‡¶ gv‡m me©vwaK 10,000.00(`knvRvi) LiP Ki‡Z cvi‡e|
7. cÖ‡qvRbxq AMÖxg †`Iqvi weavb _vK‡e| wbe©vnx cwiPvjK I Kvh© wbe©vnx cwil‡`i Aby‡gv`b mv‡c‡¶ we‡kl cÖ‡qvR‡b 06 (Qq) gv‡mi AMÖxg cÖ`vY Kiv hv‡e|
8. mKj Avw_©K WKz‡g›Um wnmv‡ei eB, wi‡c©vU, `vZv ms¯'v I AÎ ms¯'v †hŠ_ mn‡hvMxZvi gva¨‡g m¤úv`b Ki‡e|
9. `vZv ms¯'v I mswkó KZ…©c‡¶i Pvwn`v Abyhvqx Avw_©K wee„wZ mieivn Kiv hv‡e|
10. ms¯'vi wbR¯^ cÖK‡íi ‡¶Î Avw_©K e¨e¯'vcYv ms¯'vi wbe©vnx KwgwUi wm×všÍ †gvZv‡eK cwi‡kvwaZ n‡e|

µq e¨e¯'vcbv t

A‡_©©i AcPq †iv‡a µq †¶Î mveavbZv Aej¤^b Ki‡Z n‡e| †m w`K mg~n j¶¨ †i‡L ms¯'v ‡h me wbqg ev c×wZ Abymib Ki‡e-

1. 15,000.00 (c‡bi nvRvi) UvKvi Dc‡i µq Kivi †¶‡Î KwgwU MVb Kwi‡Z nB‡e| 3/5 m`m¨ wewkó KwgwU‡Z ms¯'vi mvaviY m¤úv`K e¨ZxZ Kvh©Kix KwgwU 1 Rb m`m¨, mvaviY cwil‡`i 1 Rb m`m¨ I `vwqZ¡cÖvß GKRb Kg©KZ©v wb‡q MVb Kiv n‡e| wbe©vnx KwgwU Aby‡gv`b wb‡q µq KwgwU cwiPvwjZ n‡e|
2. cÖwZwU µq Gi †¶‡Î GKwU µq wiKz‡Rkb _vK‡e Ges cÖKí e¨e¯'vcK/Kg©m~Px mgš^qKvix KZ…©©K ˆZix K‡i Zv Aby‡gv`bKvixi ¯^v¶wiZ n‡Z n‡e Ges Pvwb`vcÎ ˆZix Ki‡Z n‡e|
3. 15,001.00 (c‡bi nvRvi GK) UvKv †_‡K 200,000.00 (`yB jÿ) UvKvi ch©š—  µq n‡j Kgc‡¶ wZbwU ¯úU ‡Kv‡Ukb MÖnb Ki‡Z n‡e Ges Zv‡Z µq KwgwU Aby‡gv`b jvM‡e|
4. 200,000.00 (`yB jÿ) UvKvi Dc‡i µq‡ii †¶‡Î †Lvjv `ic‡Îi gva¨‡g Kgc‡¶ wZbwU ‡Kv‡Ukb MÖnb Ki‡Z n‡e Ges µq KwgwU KZ…©©K Aby‡gvw`Z n‡Z n‡e| GKwU Zzjbvg~jK weeiYx‡Z D"Pg~j¨ I wbgœ g~j¨ wba©viY K‡i Zv‡Z Aby‡gv`b Ki‡eb|
5. µq msµvšÍ mKj KvMRcÎ wej cwi‡kv‡ai m‡½ mshy³ _vK‡e Ges cÖwZwU ¯^v¶wiZ n‡e|

6.

wnmve, wnmv‡ei †kªbx wefvM I wewfbœ LvZ t

MMMMMMMMMMMMMM -Gi wbR¯^ I cÖK‡íi Kvi‡b †eZb/fvZv cY¨ µqmn hveZxq Li‡Pi '†¶‡Î Avw_©K Av`vb cÖ`v‡Yi Rb¨ †jb‡`‡bi cÖ‡qvRb nq | wnmve n‡"Q Avw_©K †jb‡``b ¸wj‡K GKwÎKiY ev †kªbxKiY, hv‡Z wbw`©ó mg‡q H wbw`©ó wnmv‡ei Ae¯'v m¤ú‡K© Rvbv hvq|

wnmve‡K wZbwU †kªYx‡Z fvM Kiv n‡q‡Q|
1. ‡hgb ms¯'v ev cÖwZôvbMZ wnmve|
2. m¤úwËMZ wnmve †hgb UvKv, †PK, ¯'vei, Avmevc⁪, hvbevnb BZ¨vw`|
3. Avq I e¨q wnmve (Avq- Puv`v/Aby`vb MÖnb, gybvdv, mvwfm© PvR© Ges e¨q- we‡klZ †eZb fvZv, mb¥vbx fvZv, hvZvqvZ wej, Awdm/evox fvov, hveZxq Awdm I cÖK‡íí cÖ‡qvR‡b µ‡qi Rb¨ Avw_©K LiP)|

wnmv‡ei MÖwnZv Ges `vZv wbY©q t

cÖwZwU Avw_©K †jb‡`‡b Kgc‡¶ `ywU c¶ _v‡K| GKc¶ MªwnZv ev †WweUi Ab¨c¶ `vZv ev †µwWUi| MÖwnZv ev `vZv wbY©‡qi †¶‡Î wb‡gœi m~Îwu e¨envi n‡e|
1. e¨w³i ev cÖwZôv‡bi wnmve t e¨w³ ev cÖwZôvb wKQz MÖnY Ki‡j MÖwnZv Ges wKQz cÖ`vb Ki‡j `vZv ev mnvqZvKvix|
2. m¤úwËi wnmve t m¤úwË Avm‡j Zv MÖwnZv Ges m¤úwË P‡j †M‡j Zv `vZv|
3. Avq-e¨q t e¨q n‡e †WweU ev MÖwnZv Ges Avq n‡j ‡µwWU ev `vZv|
{MÖwnZv ev `vZv wbY©‡qi D`vnibt †Kvb mnvqZvKvix cÖwZôvb n‡Z 50,000.00(cÂvk nvRvi) UvKvi †PK cvIqv wM‡q‡Q G‡¶‡Î `ywU c¶ we`¨vgvb| GK c¶ `vZv cÖwZôvb †PK cÖ`vb K‡i‡Q Aci c¶ ‡PK MÖnbKvix cÖwZôvb| myZvivs †PK ev UvKv MÖnbKvix n‡"Q MÖwnZv ev †WweUi Ges `vZv n‡"Q ‡µwWUi|}

wnmve LvZvt

ms¯'v Zvi myweavgZ wnmvecⁱ i¶ibv‡e¶‡bi Rb¨ Ges wbqš¿‡bi Rb¨ wnmv‡ei LvZ wb¤§wjwLZ fv‡e msiⁱb Ki‡e|

K) m¤úwËi wnmve †KvWt

µwg K bs	wnmve †KvW	wnmv‡ei LvZ	m¤¢ve¨ wnmve weeiY
1	01	bM` I e¨vsK wnmve	bM` I e¨vsK ‡jb‡`b

L) `vq wnmve †KvWt

µwgK bs	wnmve †KvW	wnmv‡ei LvZ	m¤¢ve¨ wnmve weeiY
1	01		

M) Av‡qi Drm mg~‡ni Rb¨ †KvWt

µwgK bs	wnmve †KvW	wnmv‡ei LvZ	m¤¢ve¨ wnmve weeiY
1	01		

N) Av‡qi LvZ mg~‡ni Rb¨ †KvWt

µwgK bs	wnmve †KvW	wnmv‡ei LvZ	m¤¢ve¨ wnmve weeiY
1	01		

wnmve msi¶‡bi cÖ‡qvRbxq LvZZvcÎ ev wnmve eB:

‡h †Kvb KvR ev Kg©m~Px ev¯—evq‡bi Rb¨ cÖwZwbqZ wKQz bv wKQz LiP nq mnvqZvKvix ms¯'v I wewfbœ ch©v‡qi e¨w³‡`i wbKU †_‡K wKQz Avq nq| myZivs ms¯'vi cÖavbZt `yB ai‡bi Av`vb- cÖ`vY nq| †hgbt

1. bM`/†PK cÖvwß
2. bM`/†PK cÖ`vY|

bM` ev †PK cÖvwß I cÖ`v‡bi Rb¨ cÖgvb ¯^ifc wewfbœ wej ev

fvDPvi _vKv cÖ‡qvRb| myZivs ms¯'v‡K ‡jb‡`b Gi wfwË‡Z `yB
ai‡bi fvDPvi e¨envi Kwi‡Z nq|
    1.   bM`/†PK cÖvwß fvDPvi|
    2.   bM`/†PK cÖ`vb fvDPvi|
G Qvov I ms¯'v‡K wnmve i¶‡bi Rb¨ wb‡¤§i fvDPvi I †iwRóvi
msi¶b Ki‡Z nq|
    1.   K¨vk eB
    2.   e¨vsK eB
    3.   AMÖxg w¯c
    4.   ‡Rbv‡ij †jRvi t
    K) wewfbœ Li‡Pi jvBb AvB‡Ug Abyhvqx|
    L) Av‡qi wnmve Drm Abyhvqx|
    M) m¤úwË I †`bvi wnmve|
    5. mvewmwWqvix †jRvit
    K) Avmeve I BKzBU‡g›U †iwRóvi|
    L) †÷kbvix I Qvcv gRy`|
    M) †eZb|

O) Ab¨vb¨|
Dc‡iv³ cÖ‡qvRbxq fvDPvi I †iwRóvi ̧wji msw¶ß weeiY wb‡gœ
†`qv nj-

    fvDPvit †jb‡`b Gi Kvi‡b fvBPvi‡K `yB‡kªbxf~³ Kiv nq Ges
wjwce× Kivi †¶‡Î -
                1) MÖwnZv ev †Wwe‡Ui w`‡K
                2) `vZv ev †µwWUi w`‡K|

    K) bM`‡PK/†PK cÖvwß fvDPvi (dig-1) t mnvqZvKvix ms¯'vi I
    ms¯'v g‡a¨ Pzw³ Abyhvqx cÖKí cwiPvjbvi Rb¨ dvÛ MÖnY Kiv
    nq| GB dvÛ GKKvjxb ev wKw¯— wfwËK n‡Z cv‡i Zv †PK ev
    †c-AW©vi ev wWwWi gva¨‡g cÖ`vb K‡i| GB †PK ev †c-
    AW©vi ev wWwW cÖwßi mv‡_ mv‡_ e¨vsK wnmv‡e Rgv n‡e
    Ges bM` cÖvwß fvDPv‡i (fvDPvi bs-1) ‡PK ev †c-AW©vi ev
    wWwW mg¯— welq wjwce× Kiv n‡e Ges h_v__ KZ...©c‡¶i
    Aby‡gv`b ¯^v¶i †bqv n‡e|
    Gi mv‡_ wWwW ev †c-AW©vi ev †PK I e¨vsK Rgv w¯c Gi
    d‡UvKwc mshy³ Kiv n‡e|

    fvDPv‡ii gva¨‡g bM` ev e¨vsK wnmve (dig-4) G MÖwnZv ev
    †Wwe‡Ui w`‡K wjwce× Kivv n‡e Ges GKB ms¯'vi dvÛ †jRvi
    (dig-5) G `vZv ev †µwWU Gi w`‡K wjwce× _vK‡e|

    L) bM` ‡PK/†PK cÖ`vb fvDPvi(dig-2) t cÖKí ev Kg©m~Px ev¯

—evqb Li‡Pi Rb¨ ms¯'v‡K †PK ev bM` cÖ`vb Ki‡Z nq Gi Rb¨ bM` ‡PK/cÖ`vb fvDPvi (dig-2) c~‡eB ‰Zix K‡i h_vh_ KZ… ©c‡¶i Aby‡gv`b ¯^v¶v Gi K‡i wb‡Z n‡e| †PK ev bM` Gi bs I ZvwiL D‡jL Kwi‡Z n‡e Ges cÖvwß ¯^v¶v Gi gva¨‡g cwi‡kva n‡e| fvDPv‡ii mv‡_ wej, Bbf‡qP, †Kv‡Ukb BZ¨vw` mshy³ n‡e Ges GB fvDPv‡ii gva¨‡g `yBwU eB‡Z wjwce× n‡e|

1) †Rbv‡ij †jRvi (dig-5) tG wbw`©ó Li‡Pi wnmve MÖwnZv ev †WweU Lv‡Z wjL‡Z n‡e|

2) e¨vsK ev bM` eB (dig-4) t G `vZv †µwWU Gi w`‡K wjwce× n‡e| mg¯— wjwce×- KiY mg~n Dc‡iv³ fvDPvi `ywUi gva¨‡g Kiv n‡e Ges wnmv‡ei myô web¨vm, Dc¯'vcb Ges wi‡cvwUs Gi Rb¨ †iwRói I WKz‡g›U mg~n msi¶Y Ki‡Z n‡e|

3) AMÖxg ¯xc (dig-3)t AMÖxg MÖn‡Yi †¶‡Î AMÖxg ¯xc c~iY K‡i Zv KZ…©c‡¶i Aby‡gv`b K‡i wnmvei¶‡Ki wbKU w`‡eb| wnmvei¶K UvKv cÖ`v‡Yi c~‡e© dig-2 ˆZix K‡i bM` UvKv ev †P‡Ki gva¨‡g cÖ`vb Kwi‡eb| AMÖxg ¯xc wU (dig-2) Gi mv‡_ mshy³ K‡i 1. †Rbv‡ij †jRv‡ii (dig -4) AMÖxg wnmv‡e MÖwnZv| 2. bM`/e¨vsK wnmve `vZvv w`‡K wjwce× Kiv n‡e|

4) UvKv cÖvwß iwk` (dig-3/K) †h LvZ †_‡K UvKv ev †PK cvIqv †M‡j Zvi Rb¨ cÖvß iwk` cÖ`vb Kwi‡Z n‡e| dig-3/K fvDPvi ˆZix K‡i iwk‡`i GK Kwc cÖvwß fvDPv‡i mshy³ _vK‡e| UvKv ev †PK cÖvwß ev †PK cÖ`vb Kwi‡Z n‡e| UvKv ev †PK cÖvwß ci e¨vsK G Rgv w`‡q †h Lv‡Z Rgv nj Zv `vZv ev Aby`vb LvZ|

5) bM` I e¨vsK (dig- 4)t bM` I †P‡Ki gva¨‡g Li‡Pi wnmve ¸wj GB eB‡Z wjwce× Kwi‡Z n‡e| bM` cvIqv †M‡j bM` eB‡qi MÖwnZv ev †Wwe‡Ui N‡i Ges e¨q n‡j `vZv evv †µwW‡Ui N‡i| e¨vsK eB‡Z ïay UvKv Rgv w`‡j MÖwnZv ev †WweU N‡i Ges e¨vsK †_‡K DVvB‡j ev †PK cÖ`vb Ki‡j `vZv ev †µwWU Gi N‡i wjwL‡Z n‡e| gv‡mi †k‡l bM` evv e¨vsK e¨v‡jÝ Aby‡gv`bKvix KZ…©K ¯^v¶i Kwi‡Z n‡e| Ges e¨vjvÝ wiKb&wmwj‡kb †Zix K‡i wgjvB‡Z n‡e|

6) †Rbv‡ij †jRvi (dig-5)t
GUv GKwU eo †jRvi eB| G †jRvi eB mvavibZ wbgœ wjwLZ wnmve¸wj wjwce× n‡e |
(K) me ai‡bi LiP (jvBb AvB‡Ug Abyhvqx Avjv`vfv†e) |
(L) me ai‡bi Avq (wewfbœ Drm Abyhvqx Avjv`vfv†e) |
(M) `vZv ms¯'vi dvÛ wnmv‡e (`vq wnmve) |
(N) AMÖxg cÖ`vb wnmve (m¤úwÎ wnmve)
hLbB bM` ev †P‡Ki gva¨‡g cÖvß ev cÖ`vb n‡e, ZLbB bM` Ges e¨vsK wnmve (dig-4) eB‡q wjwce× Kwi‡Z n‡e | e¨vsK bM` eB‡q wjwce× Kivi ci fvDPv†ii gva¨‡g †Rbv‡ij †jRvi -G wjwce× Ki‡Z n‡e | cÖwZ gv‡mi †k‡l gvwmK Li‡Pi cwigvY Avjv`v Kiqv †`Lv‡Z n‡e |

7) mvewmwWqvix †jRvi t
K) cÖwZwU Avmvevec`Î Avjv`vfv‡e wPwýZ Kivi Rb¨ GB eB -G wjwce× Ki‡Z n‡e | µ‡qi iwk`, wej, Bbf‡qP BZ¨vw`i mvnv‡h¨ GB †jRvi msi¶b Ki‡Z n‡e |

L) †ókbvix I Qvcv gRy় eB (dig-10)
†cbwmj, †iwRóvi eB, fvDPvi M¨vW, kv†c©bvi BZ¨vw` µq Kivi ci Avjv`vfv‡e GB eB‡q wjwce× Kwi‡Z nB‡e | hLb eivÏ Kivi cÖ‡qvRbxq nB‡e Zvnvi bv‡g I AvB‡U‡gi cwigvYB d‡g© wj‡L e¨vjvÝ Ki‡Z n‡e |

M) †eZb ‡iwRóvi (dig - 11)
GB ‡iwRóv‡i †eZb msµš— hveZxq LiP Avjv`vfv‡e ivwL‡Z n‡e | gvwmK †eZb †`Iqvi c~‡e© GB †iwRóv‡i/†eZb mx‡U cÖ_g wjwce× Ki‡e | GLvb nB‡Z GKwU Avjv`v wm‡U †eZ‡bi weeiYx ˆZix K‡i e¨vs‡K Rgv Kivi Rb¨ wb‡©k ‡`qv hv‡e| LÛKvjxb wnmv‡e hviv Kg©iZ _vwK‡eb Zvnv‡`i gvóvi ‡iv‡j †eZbfvZv cÖ`vb Kiv n‡e |

N) Ab¨vb¨ t
Bnv Qvov nvwRiv LvZv, óvd gyf‡g›U eB, wPwV-AvMgb, wPwV-Mgb BZ¨vw` eB mg~n †jRvi msi¶Y Kiv n‡e |

`vZv ms¯'vi cÖKí (mg~n)-Gi Avw_©K Kvh©µg I gwbUwis Kivi Rb¨ gvwmK weeibx mgš^q i¶v‡_© wb‡gœi weeibx ˆZix Kiv †h‡Z cv‡i |

1| gvwmK Li‡Pi weeiYx |

2| cÖvwß I cwi‡kva wnmve |

3| e¨vsK weeiYx |

4| e¨vsK mgš^q weeiYx |

5| Avq I e¨vq wnmve |

6| †ilqvwgj

7| e¨vjvÝ mxU

1| gvwmK/ ˆÎgvwmK/ lvb¥vwmK/ evrmwiK Li‡Pi weeiYx (dig-6)t

GB weeibYwU `vZv ms¯'vi wi‡cv©‡Ui Rb¨ ˆZix Ki‡Z n‡e| cÖwZwU jvBb AvB‡Ug Abyhvqx LiP †`Lv‡Z n‡e| cÖwZ gv‡mi gvwmK/ ‰ÎgvwmK/ lvb¥vwmK/ evrmwiK Ges †gvU LiP BZ¨vw` Avjv`v fv‡e †`Lv‡Z n‡e| cÖwZ gv‡mi weeiYx gvwmK/ ‰ÎgvwmK/ lvb¥vwmK/ evrmwiK Li‡Pi weeiYx cieZ©x gv‡mi 15 Zvwi‡Li g‡a¨ Aek¨B `vZv ms¯'vi wbKU †cŠuQv‡Z n‡e |

2| cÖvwß I cwi‡kva wnmve t

Bnv Avw_©K erm†ii †gvU A_© cÖ`v‡Yi msw¶ß wnmve (dig-12)| †h †Kvb ai‡bi cÖvwß I cÖ`v‡Yi AsK wnmv‡ei g‡a¨ †`Lv‡Z n‡e| cÖvwßi w`‡K cÖviw¤¢K bM¨ I e¨vsK e¨vjvÝ †`LvBqv c‡i Ab¨vb¨ cÖvwß †`Lv‡Z nq Ges cwi‡kv‡ai w`‡K mg¯— cwi‡kva †`‡L c‡i bM¨ I e¨vsK e¨vjvÝ †`Lv‡Z nq |

3| e¨vsK weeiYx t e¨vsK n‡Z †h Rgv-Li‡Pi weeiYx †`Iqv nq, †mUv Ab¨vb¨ wi‡c©v‡Ui m‡½ mshy³ K‡i w`‡Z n‡e|

4| e¨vsK wiKbwm‡j‡qkb weeibx (dig-8)t

Bnv e¨vsK/ bM¨ eB‡qi mv‡_ Ges e¨vsK wnmv‡ei e¨vjv‡Ýi mv‡_ wgj ivLvi Rb¨ Ki‡Z n‡e Ges e¨vsK weeiYxi mv‡_ wgj ivLvi Rb¨ Ki‡Z n‡e Ges e¨vsK weeiYxi mv‡_ Avjv`v Avjv`v dvB‡j ivwL‡Z nB‡e| GK Kwc `vZv ms¯'vi wi‡c©v‡Ui m‡½ mshy³ K‡i w`‡Z n‡e|

5| Avq I e¨vq wnmve t

GB wnmvewU erm†ii †k‡l †gvU Avq I e¨q wnmv‡e †h †Kvb ai‡bi ev †h †Kvb mg‡qi cÖvwß I cwi‡kva †`Lv‡Z nq wKš' Avq I e¨q wnmv‡e ïaygvÎ Avw_©K erm†ii Avq I e¨q †`Lv‡bv nBqv _v‡K| A_© erm‡ii †h †Kvb ai‡bi Avq ev e¨q hvnv cvIqv ev cÖ`v‡b Kiv nq bvB Zv GB wnmv‡e Avm‡e Ges AvMvgx erm‡ii AMÖxg Avq ev e¨q wnmv‡e †`Lv‡bvv hv‡e | †gvU K_v A_© erm‡ii mg¯— Avq I e¨q wnmv‡e †`Lv‡Z nq |

6| †ilqvwgj (dig-7)t

GB weeibwU MÖwnZv ev †WweUi I `vZv †µwWUi Gi e¨vjv‡Ýi gva¨‡g Ki‡Z n‡e| †Rbv‡ij ‡jRv‡ii mg¯— wnmv‡ei MÖwnZv ev `vZv Ges bM` I e¨vs‡Ki gva¨‡g Bnv Ki‡Z n‡e| D‡jL¨ †h, `vZvi w`‡K `vZv/ms¯'vi dvÛ-G hv‡e| Avi mKj e¨vjvÝ MÖwnZvi N‡i hvB‡e| MÖwnZv Ges `vZv me mgq mgvb n‡e|

7| dv&Bb¨vwÝqvj cwRkb e¨vjvÝ mxUt

dv&Bb¨vwÝqvj cwRkb ev e¨vjvÝ mxU ev DØ„Ë cÎ n‡Z †h †Kvb ms¯'vi ermtii †k‡l Avw_©K Ae¯'vi cÖwZ‡e`b (dig-14) | Gi `yBwU w`K | evg w`‡K hvq ev jvBqv‡e‡jwUR Ges Wvbw`‡K m¤úwË evv G¨v‡mw›U wnmv‡e †`Lv‡Z nq | ermtii †k‡l †gvU Avq I e¨vq wnmve Kivi ci cÖwZ‡ôev‡bi wK wK `vq I m¤úwË Av‡Q Zvi weeibx| `vq I m¤úwË me mgq mgvb n‡e|