|  |  |
| --- | --- |
| |  | | --- | | **भूमे गाउँपालिका**  **स्थानीय राजपत्र**  **खण्डः ८ संख्याः४ मितिः २०८०११//११**  **भागः२** |   **æe"d] ufpFkflnsfsf] pBdL ;d"x u7g, Joj:yfkg tyf ;~rfng cg'bfg ;DalGw sfo{ljlw, @)\*)Æ**  कार्यपालिका प्रस्तुत मितिः २०८०।०९।२७  कार्यपालिकाबाट स्वीकृत मितिः २०८०।०९।२७ |

**k|:tfjgf M**

भूमे गाउँपालिका If]qleq n3' tyf ;fgf pBf]usf] k|j4{g tyf ljsf; u/L ;f] sf] lb3{sflng ;~rfng dfkm{t /f]huf/L l;h{gf u/L :j/f]huf/ agfO{ kflnsfjf;Lsf] cfo cfh{gdf 6]jf k'¥ofpg, ldtJooL Pjd\ u|x0fof]Uo tj/n] Ps ;';+ul7t Joj:yf / k4ltsf] ljsf; u/L ;d'lrt ?kaf6 pBf]u ljsf; ug{ pBdL ;d"xx?sf] kl/rfngn] dxTjk"0f{ e"ldsf lgjf{x ug]{ x'Fbf To:tf pBdL ;d"xx?sf] k|efjsf/L, ldtJooL Pjd\ l56f] 5l/tf] ?kdf k|of]u u/L pBf]usf] ;dli6ut ljsf;df ;sf/fTds k|efjsf nflu tTsfn ;Daf]wg ug{, pBdL ;d"xx?nfO{ ;dGjofTds ?kdf ;~rfng ug{, pBf]u If]qdf ;+nUg lgsfox?sf] sfdsf/jfxLnfO{ k|lqmofut ?kdf cem a9L k|efjsf/L tj/af6 ug{ u/fpg jf~5gLo ePsfn] भूमे गाउँपालिकाको प्रशासकीय कार्यविधि (नियमित गर्ने) ऐन २०७४ को दफा ३ को नियम बनाउने भूमे गाउँपालिकाको अधिकार प्रयोग गरी यो कार्यविधि जारी गरिएको छ।

**kl/R5]b–!**

**k|f/lDes**

**!=** **;+lIfKt gfd / k|f/De M** -!\_ of] sfo{ljlwsf] gfd **æe"d] ufpFkflnsfsf] pBdL ;d"x u7g, Joj:yfkg tyf ;~rfng cg'bfg ;DalGw sfo{ljlw, @)\*)Æ** /x]sf] 5 .

-@\_ of] sfo{ljlw ufpF sfo{kflnsfaf6 kfl/t ePkl5 nfu" x'g]5 .

@= **kl/efiff** M ljifo jf k|;ª\un] csf]{ cy{ gnfu]df o; sfo{ljlwdf,

s\_ æufpFkflnsfÆ eGgfn] e"d] ufpFkflnsfnfO{ ;Demg' kb{5 .

v\_ æcWoIfÆ eGgfn] e"d] ufpFkflnsfsf] cWoIfnfO{ ;Demg' kb{5 .

u\_ æpkfWoIfÆ eGgfn] e"d] ufpFkflnsfsf] pkfWoIfnfO{ ;Demg' kb{5 .

3\_ æk|d'v k|zf;sLo clws[tÆ eGgfn] e"d] ufpFkflnsfsf] k|d'v k|zf;sLo clws[tnfO{ ;Demg' kb{5 .

ª\_ æj8f cWoIfÆ eGgfn] e"d] ufpFkflnsf cGtu{t /x]sf j8fx?df lgjf{lrt cWoIfnfO{ ;Demg' kb{5 .

r\_ æj8fÆ eGgfn] e"d] ufpFkflnsfsf] j8f sfof{nonfO{ ;Demg' kb{5 .

5\_ æ;+ljwfgÆ eGgfn] g]kfnsf] ;+ljwfg ;Demg' kb{5 .

h\_ æP]gÆ eGgfn] :yfgLo ;/sf/ ;~rfng P]g, @)&$ / cf}Bf]lus Joj;fo P]g, @)&^ nfO{ ;Demg' kb{5 .

em\_ æpBdLÆ eGgfn] gfkmf sdfpg] p2]Zon] n3' tyf ;fgf pBf]u ;~rfng ug]{ JolQm jf ;d"xnfO{ ;Demg' kb{5 .

`\_ æpBdL ;d"xÆ eGgfn] pBf]u Joj;fodf ;+nUg eO{ Ps} ufpF 6f]nsf ldNbfh'Nbf ;d:of, cfjZostf / rfxgfx? ePsf Go"gtd\ !! jf ;f] eGbf a9L JolQmx? ldln cfkm\gf lglZrt ;femf p2]Zox? ;fd"lxs k|of;åf/f k|fKt ug{ agfO{Psf] ;d"xnfO{ hgfpFb5 .

6\_ æ;d"x ljwfgÆ eGgfn] ;d"xsf] p2]Zo k|flKtsf nflu lqmofsnfk ;~rfng ug{ agfO{Psf] gLlt lgod tyf sfg"gsf] b:tfj]h h;n] ;d"x / ;b:ox?nfO{ p2]Zo k|flKtdf ;xh u/fpg] b:tfj]hnfO{ hgfpFb5 .

7\_ æsfo{ ;ldltÆ eGgfn] sfo{ljlw cg';f/ lgjf{lrt cWoIf, pkfWoIf, ;lrj, ;x;lrj, sf]iffWoIf tyf ;b:o kbflwsf/Lx?nfO{ hgfpFb5 .

8\_ æ;fwf/0f ;efÆ eGgfn] o; sfo{ljlw adf]lhd ul7t ;efnfO{ hgfpFb5 .

9\_ æn]vfÆ eGgfn] k|rlnt sfg'g, P]g lgod, gLlt, sfo{qmd tyf lg0f{o, cfb]z tyf dfkb08 ;d]tnfO{ cfwf/ dfgL sf/f]jf/sf] oyfy{ ljj/0f b]lvg] u/L /flvg] clen]v, vftf, lstfa cflb / ;f] sf/f]af/nfO{ k|dfl0ft ug]{ cGo sfuhft ;d]tnfO{ hgfpFb5 .

0f\_ æcg'bfgÆ eGgfn] o; sfo{ljlw adf]lhd pBdL ;d"xnfO{ pBf]u ;~rfng ug{ ufpFkflnsfn] k|bfg ug]{ cg'bfg /sdnfO{ ;Demg' kb{5 .

t\_ æpBf]uÆ eGgfn] :jb]zL, ljb]zL tyf tof/L sRrfkbfy{ pkof]u u/L s[lifhGo, jghGo, cf}Bf]lus jf n3', 3/]n' tyf x:tsnf nufotsf j:t' pTkfbg tyf lgof{t ug]{ k|rlnt sfg"g adf]lhd btf{ ePsf] pBf]u ;Demg' kb{5 .

**#= p2]Zo M** pBdL ;d"x u7g, Joj:yfkg tyf ;~rfngdf ;3fp k'¥ofpgsf nflu o; sfo{ljlwsf] tkl;n cg';f/sf p2]Zox? /x]sf 5g\ M

s\_ k|ToIf ?kdf pTkfbgdf ;+nUg pBdL tyf pBf]uL cfj4 ;d"xx?sf] ;dGjo, Joj:yfkgsf] nflu ;xof]u k'¥ofpg] .

v\_ pBf]usf] Joj:yfkg, ;~rfng sfo{df ;xof]u k'¥ofpg] / pBf]usf] lgodg ug]{ .

u\_ pBdL ;d"xsf] u7g / ;~rfngsf nflu cfjZosdfkb08 / k|lqmofsf] dfu{bz{g ug]{

3\_ pBdL ;d"x u7g tyf kl/rfng sfo{df ;+nUg lgsfo / JolQmsf] e"ldsf / lhDd]jf/L tf]Sg] .

ª\_ pBdL ;d"x Joj:yfkg, ;'kl/j]If0f, cg'udg tyf d"NofÍg k|0ffnLnfO{ ljsf; ug]{ .

**$= sfo{ljlw k|of]u ug'{kg]{ cj:yf M** o; sfo{ljlwsf] k|of]u b]xfosf cj:yfdf x'g]5M

s\_ pBf]u If]qdf ;+nUg lgsfox?sf] sfdsf/jfxLnfO{ k|lqmofut ?kdf k|efjsf/L Pjd\ ;dGjofTds tj/n] ;'zf;g nfu" ug'{kg]{ cj:yfdf,

v\_ ;/sf/L tyf u}/;/sf/L lgsfox?af6 pBdlzntf ;DaGwL sfo{qmd ug{sf nflu ;d"x u7g tyf Joj:yfkg ug'{kg]{ cj:yfdf,

u\_ ;d"xsf] of]hgf th'{df ug'{kg]{ cj:yfdf,

3\_ ;d"xdf n]vf Joj:yfkg ug'{kg]{ cj:yfdf,

ª\_ ;d"xdf dte]b Joj:yfkg ug'{kg]{ cj:yfdf,

r\_ ljleGg ;/f]sf/jfnf kIfx?sf] e"ldsf / lhDd]jf/L tf]Sg'kg]{ cj:yfdf .

**kl/R5]b–@**

**pBdL ;d"x u7gsf cfwf/x?, ;b:ox?sf] 5gf}6 / ;d"xsf] juL{s/0f**

**%= ;d"x u7gsf cfwf/x?M** e"d] ufpFkflnsfsf] cfly{s ljsf; zfvf cGtu{t pBf]u If]q x]g]{ zfvfn] ;d"x u7g ubf{ b]xfosf a'Fbfdf Wofg lbg' kg]{5 M

s\_ pBdLx?sf] cfjZostf / :yfg ljz]ifsf] pBf]usf] ;DefJotf,

v\_ ;]jf k'¥ofpg] If]q,

u\_ pBdLx?sf] cfly{s, ;fdflhs l:ylt / >f]t ;fwgsf] cj:yf,

3\_ pBdL ;d"xdf ljleGg ju{sf pBdlzntf tflnd lnPsfx?sf] k|ltlglwTjsf] ;'lglZrttf,

ª\_ ;d"xdf cfj4 u/fpg jf:tljs pBdLx?sf] ;'lglZrttf / 5gf}6,

r\_ pBdL ;d"x u7g ubf{ kfngf ug'{kg]{ tf]lsPsf zt{ tyf cfwf/sf] kl/kfngf .

**^= pBdL ;d"x u7gsf nflu ;b:ox?sf] 5gf}6 ubf{ Wofg lbg'kg]{ cfwf/x?M** ;d"x u7gsf] nflu ;b:ox?sf] rog ubf{ b]xfosf cfwf/x?df Wofg lbg' kb{5 .

s\_ ;femf sfo{ p2]Zo lnPsf,

v\_ ;dfg ;fdflhs Pjd\ cfly{s :t/ ePsf,

u\_ ;se/ ;fIf/ Pjd\ lzlIft pBdLx? ePsf / z}lIfs:t/df ;dfgtf ePsf,

3\_ ;d"xut sfo{df ;do lbg ;Sg],

ª\_ Pp6} ;d"bfodf a;f]af; ug]{,

r\_ Psf3/sf] Ps hgf eGbf a9L ;b:o Pp6} ;d"xdf ;b:otf glng],

5\_ s'g} Ps ;d"xdf cfj4 eO{;s]sf] ;b:o csf]{ To:t} k|s[ltsf] ;d"xdf cfj4 gx'g] .

**&= ;d"xsf] juL{s/0fM** ;d"xsf ;b:ox?sf] n}lËs ;xeflutf, ;d"xn] lglZrt u/]sf] If]qut cfwf/df pBdL ;d"xnfO{ b]xfosf] ljleGg ;d"xx?df juL{s/0f ug{ ;lsG5 .

!= dlxnf pBdL ;d"x

@= k'?if pBdL ;d"x

#= ldl>t pBdL ;d"x

**kl/R5]b–#**

**;d"x u7g k|lqmof, sfo{ ;ldltsf] ;+/rgf / kbflwsf/Lsf] lhDd]jf/L**

**\*= ;d"x u7g k|lqmofM** ;d"x u7g k|lqmof b]xfo adf]lhd x'g]5M

s\_ k|f/lDes pBdL e]nf

OR5's pBdLx?sf] e]nf tyf cled'vLs/0f sfo{qmd cfof]hgf ug]{,

;/f]sf/jfnf lgsfox?nfO{ cfdGq0f ug{ ;lsg],

pBdL e]nfdf 5nkmnsf] Ph]08f, ldlt, ;do tyf :yfg to ug]{,

pBdL e]nf ;~rfngsf nflu pBdLx? dWo] Pshgfn] lhDd]jf/L lnO{ g]t[Tj ug]{,

pBdL e]nfsf] p2]Zo / cfjZostf -;d"x u7gsf] p2]Zo / cfjZostf\_ af/] hfgsf/L lbg] .

v\_ 5nkmn ;~rfng

pBdL e]nfsf] p2]Zo / cfjZostf -;d"x u7gsf] p2]Zo / cfjZostf\_ lj:t[t ?kdf k|i6 kfg]{,

pBdL e]nfsf Ph]08fx?df qmdzM 5nkmn ub}{ a'Fbf l6kf]6 u/L lg0f{o k'l:tsf tof/ ug]{,

;d"x ;b:o aGg OR5's JolQmx? 5gf}6 u/L gfdfjnL tof/ ug]{,

pQm e]nfn] tby{ ;ldlt u7g / sfo{ ljefh ug]{ .

u\_ tby{ ;ldltsf] a}7s ;~rfng

a}7ssf ljifoj:t'x? to u/L tby{ ;ldltsf ;b:ox?nfO{ hfgsf/L lbg],

;DalGwt lgsfox?nfO{ lgdGq0ff ug]{,

cfjZos sfuhft tof/L ug]{,

;d"xsf] ljwfgsf] vfsf tof/ kfg]{,

;d"xsf] p2]Zo / sfo{qmd th'{df ug]{,

;DalGwt lgsfodf ljwfg btf{ u/fpg lhDd]jf/L lbg],

tby{ ;ldlt u7g ePsf] Ps dlxgfleq k|f/lDes ;fwf/0f ;efsf] cfof]hgf ug]{ .

3\_ k|f/lDes ;fwf/0f ;efsf] ;~rfng / lhDd]jf/L

& ;b:oLo sfo{ ;ldltsf] u7g ug]{,

;d"xsf] jflif{s sfo{ of]hgf tyf sfo{qmd tof/ u/L cg'df]bg ug]{,

ljwfg d:of}bf dfly 5nkmn Pjd\ :jLs[t ug]{,

a}+s vftf ;~rfng ;DalGw lg0f{o ug]{,

cfjZostf cg';f/ lg0f{ox? ug]{,

**(= sfo{ ;ldltsf] ;+/rgfM** pBdL ;d"xsf] sfo{ ;ldltdf /xg] u/L ;dfj]zL l;4fGtsf] cfwf/df b]xfo adf]lhdsf] ;+/rgf /xg] 5M

cWoIf – !

pkfWoIf – !

;lrj – !

sf]iffWoIf – !

;b:o – & -cfjZostf cg';f/ & b]lv dfly !# hgf;Dd\_

ldl>t pBdL ;d"xsf] xsdf sfo{ ;ldltsf] kbflwsf/L cGtu{t cWoIf, pkfWoIf, ;lrj / sf]iffWoIf dWo] slDtdf ! kbdf dlxnf clgjfo{ x'g'kg]{ 5 .

**!)= kbflwsf/Lsf] sfd, st{Jo / clwsf/M** pBdL ;d"xsf] sfo{ ;ldltsf kbflwsf/Lx?sf] sfd, st{Jo / clwsf/ ljwfgsf] bkmf % df tf]lsP adf]lhd x'g]5 .

**kl/R5]b–$**

**;d"x ljwfg**

**!!= ;d"x ljwfgM** ;d"x ljwfg s'g} ;+3÷;+:yfsf] p2]Zo k|flKtsf nflu lqmofsnfk ;~rfng ug{ agfO{Psf] gLlt, lgod tyf sfg'gsf] b:tfj]hsf] ;d"x / ;b:ox?nfO{ p2]Zo k|flKtdf ;xh u/fpg] vfnsf] x'g'kg]{5 . pBdL ;d"xn] cg';'rL–! cg';f/sf] ljwfg agfpg' kg]{5 .

**s\_ pBdL ;d"x ljwfgdf x'g'kg]{ k|d'v u'0fx?M**

g]kfnsf] ;+ljwfg / ;ª\3Lo, k|fb]lzs / :yfgLo sfg"g;Fu gaflemg],

g]kfnsf] pBf]u gLlt;Fu d]n vfg],

;kmf, :ki6, Ps cfk;df gaflemg], ;/n efiff k|of]u ePsf],

k|hftflGqs 9Ën] r'gfjL k|s[ofåf/f kbflwsf/Lx?sf] lgjf{rg x'g] k|fjwfg /flvPsf],

ljwfg ;+zf]wgsf] k|fjwfg ePsf],

dlxnf ;xeflutfnfO{ k|f]T;fxg ul/Psf],

sfo{sfl/0fL ;ldlt, ;fwf/0f ;ef tyf ;fwf/0f ;b:ox?aLr zlQm ;Gt'ng ePsf] .

**v\_ ljwfg agfpg] tl/sf**

ljwfg d:of}bf ;ldlt tof/ ug]{,

gd"gf ljwfgsf] k|of]u u/]/ k|To]s bkmf–pkbkmfdf 5nkmn u/L cfkm\gf] ;d"xsf] p2]Zo cg';f/ d:of}bf ljwfg tof/ ug]{,

d:of}bf ljwfgnfO{ ;fwf/0f ;efdf 5nkmn u/L kfl/t ug]{,

kfl/t ljwfgnfO{ ;DalGwt ;d"xdf btf{ u/fpg kxn ug]{ .

**u\_ ljwfg ;+zf]wg k|lqmofM**

ljwfg ;+zf]wg ;ldlt u7g ug]{,

;+zf]lwt ljwfgnfO{ sfo{ ;ldltdf k|:t't u/L kfl/t ug]{,

;fwf/0f ;efsf] slDtdf lglZrt -ljwfgdf tf]lsP adf]lhd\_ ax'dtåf/f kfl/t ug]{,

;+zf]lwt ljwfgnfO{ klxn] btf{ ul/Psf] sfof{nodf k]z ug]{,

;DalGwt sfof{non] ;+zf]lwt ljwfgnfO{ :jLs[t u/]kl5 dfq ljwfg ;+zf]wg ePsf] dflgg]5 .

**kl/R5]b–%**

**pBdL ;d"x btf{, k'gu{7g tyf gljs/0f**

!@= **pBdL ;d"x btf{ ug]{**M ufpFkflnsfsf] cfly{s ljsf; zfvf cGtu{tsf] pBf]u If]q x]g]{ zfvfdf pBdL ;d"x btf{ ul/g]5 . o;sf nflu pBdL ;d"xn] ;d"x ljj/0f kmf/fd ;lxtsf] lgj]bg kmf/fd -cg';"rL–$\_ tyf ;d"x ljwfg -cg';"rL–!\_ ;lxtsf] lgj]bg ;f] zfvfdf k]z ug'{kg]{5 . o;sf nflu ;DalGwt zfvfn] pBdL ;d"x btf{sf nflu cfly{s P]g adf]lhd /fh:j z'Ns lnO{ btf{ ug'{kg]{5 . pBdL ;d"x btf{ k|lqmof zfvf :t/Lo lg0f{oaf6 x'g]5 . ;fy} ;f] ;d"xnfO{ ;DalGwt zfvfn] pBdL ;d"x btf{ k|df0f–kq -cg';"rL–#\_ lbg' kg]{5 .

**!#= pBdL ;d"x k'gu{7g ug]{M** ljwfgdf pNn]v eP adf]lhd pBdL ;d"xn] cfkm\gf] cfjZostfsf] cfwf/df ;d"x k'gu{7g ug{ ;Sg]5 . ;fy} pBdL ;d"xsf] ;fwf/0f ;ef

jif{sf] Psk6s c;f]h d;fGt;Dddf ug'{ kg]{5 . pBdL ;d"xn] cfkm\gf] ;d"xsf] ;fwf/0f ;ef÷k'gu{7g u/L ;DalGwt zfvfnfO{ hfgsf/L lbg' kg]{5 .

**!$= pBdL ;d"x gjLs/0f ug]{M** pBdL ;d"xn] cfkm\gf] ;d"x btf{ k|df0f–kqsf] Ps cfly{s jif{ ;dfKt ePkl5 gjLs/0f ug'{kg]{5 . pBdL ;d"xn] cfkm"n] k|fKt u/]sf] pBdL ;d"x btf{ k|df0f–kq ;lxtsf] lgj]bg ;DalGwt zfvfdf Dofb ;lsPsf] #% lbgleq k]z ug'{ kg]{5 / ;f]sf] nflu lgodfg';f/ /fh:j z'Ns lnO{ gjLs/0f ug'{ kg]{5 . tf]lsPsf] cjlwdf gljs/0f gu/]df lgodfg';f/ hl/jfgf nfUg]5 .

**kl/R5]b–^**

**;d"xdf n]vf Joj:yfkg**

**!%= ;d"xdf n]vf Joj:yfkgM** ;d"x ;~rfngsf lglDt cfly{s tyf Joj;flos sf/f]jf/df lgDgfg';f/sf d'Vo rf/j6f vftf /fv]/ ;/n tl/sfn] n]vf Joj:yfkg ug{ ;lsg]5M

s\_ ;DklQ -gub tyf lhG;L\_ vftf,

v\_ ;fdfg ljlqm tyf cfDbfgL vftf,

u\_ ;fdfg vl/b tyf vr{ vftf,

3\_ bfloTj vftf .

s\_ ;DklQ -gub tyf lhG;L\_ vftf M o; vftfdf pBdL ;d"xx?sf] :jfldTjdf /x]sf] wgdfn, hfoh]yf, ;DklQ nufot nufgL /sd, c?af6 kfpg' kg]{ /sd cflb ;dfj]z ul/Psf] x'G5 . o;df vf; u/L ;d"xsf] gfpFdf /x]sf] gub tyf a}+s df}Hbft, nufgL, C0f lbPsf] /sd, c?af6 kfpg' kg]{ lx;fj, d]lzg, kmlg{r/, 3/ hUuf, ;jf/L ;fwg cflb lx;fjx? ;dfj]z ul/Psf] x'G5 . o;df ;d"xsf] ;DklQ a[l4 x'Fbf 8]lj6 / 36\bf qm]l86 x'G5 .

v\_ ;fdfg ljlqm tyf cfDbfgL vftf M o; vftfdf pBdL ;d"xx?sf] ;/;fdfg / ;]jf ljlqmaf6 k|fKt /sd nufot nufgL tyf C0faf6 k|fKt Aofh cfDbfgL, Jofkf/L 5'6 ;'ljwf, ;+3 ;+:yfdf k|fKt cg'bfg, ;b:otf jf k|j]z z'Ns, l:y/ ;DklQ ef8fdf lbP jfkt k|fKt /sd, xh{gf jfkt k|fKt /sd cflb cfDbfgL ;dfj]z ul/Psf] x'G5 . o; vftfsf] cGTodf b]vfOg] s'n df}Hbft ;fdfGotof 8]lj6 x'G5 .

u\_ ;fdfg vl/b tyf vr{ vftf M o; vftfdf pBdL ;d"xx?n] vl/b ug]{ ;/;fdfg / ;f]sf] 9'jfgLdf nfUg] Hofnf tyf vr{ nufot sfof{no ;~rfng vr{x?M tnj, eQf, dd{t, 3/ef8f, wf/fkfgL, ljh'nL, Jofh vr{, x|f;s§L /sd, j}7s eQf, ljljw cflb vr{x? ;dfj]z ul/Psf x'G5g\ . o; vftfsf] cGTodf b]vfOg] s'n df}Hbft ;fdfGotof qm]l86 x'G5 .

3\_ bfloTj vftf M pBdL ;d"xx?n] c?nfO{ a'emfpg' kg]{ ;j} k|sf/sf] lx;fj /sd o; vftfdf r9fpg' kb{5 . o;df ;b:ox?sf] k|j]z z'Ns, art /sd, l8kf]lh6 /sd, w/f}6L /sd, C0f /sd, s;}nfO{ e'QmfgL lbg' kg]{ lx;fj nufotsf cGo bfloTjx? ;dfj]z ul/Psf] x'G5 . o;df vr{ -8]lj6\_, cfDbfgL -qm]l86\_ / z]if -df}Hbft\_ u/L tLgj6f dxnx? /x]sf x'G5g\ .

**kl/R5]b–&**

pBf]u ;~rfngsf] nflu cg'bfg ;DaGwL Joj:yf

**!^= cg'bfg pknAw u/fpg ;Sg]**M e"d] ufpFkflnsfsf] jflif{s ah]6 tyf :jLs[t sfo{qmd adf]lhd cg'bfg pknAw u/fpg ;Sg]5 .

**!&= cg'bfgsf] ;"rgf / cg'bfgu|fxLsf] 5gf}6M** -!\_ cg'bfg ;DaGwL sfo{qmd ;+rfng ug{ sfof{non] jflif{s :jLs[t sfo{qmd cg';f/ ;fj{hlgs ?kdf clwstd pBdL ;d"xx?;Dd ;"rgfsf] kx'Fr k'Ug] u/L k|:tfj dfusf] nflu slDtdf & lbgsf] ;"rgf k|sfzg tyf k|;f/0f ug{' kg]{5 .

-@\_ pkbkmf -!\_ afdf]lhd k|fKt k|:tfj 5fgljg u/L 5gf}6sf nflu pBf]u zfvfn] cfly{s ljsf; ;ldltdf k7fpg' kg]{5 .

-#\_ pkbkmf -@\_ adf]lhd cfly{s ljsf; ;ldltn] u/]sf] lg0f{o cg';f/ k|d'v k|zf;sLo clws[tn] sfo{qmdx? sfof{Gjog ug]{5 .

**!\*= cg'bfg /sdsf] ;LdfM** -!\_ sfof{noaf6 pknAw u/fOg] cg'bfg /sd s"n nfutsf] c;L k|ltzt x'g]5 .

-@\_ pkbkmf -!\_ df h'g;'s} s'/f n]lvPsf] eP tfklg k|fs[lts ljkb\sf] cj:yf jf k|rlnt sfg"gdf tf]lsPsf] nlIft ;d"x ljkGg, Psn dlxnf, ckfËtf ePsfx?sf nflu ;/sf/L ;+:yf cfkm}n] jf u}x| ;/sf/L ;+3;+:yfsf] ;fem]bf/Ldf ;~rfng x'g] sfo{qmdsf] xsdf o; of] sfo{ljlw nfu" x'g]5}g . ;fy} dfly pNn]lvt ju{sf nflu o; ufpFkflnsfaf6 pknAw u/fO{g] cg'bfgsf] l;dfdf yk36 x'g ;Sg]5 .

**!(= cg'bfg /sdsf] lgwf{/0fM** sfof{non] cfly{s ljsf; ;ldltsf] l;kmfl/;df cg'bfgu|fxLnfO{ pknAw u/fpg] cg'bfg /sd :jLs[t sfo{qmd cg';f/ lgwf{/0f ug]{5 .

**@)= cg'bfgu|fxL;Fu ;Demf}tf ug{' kg]{M** -!\_ sfof{non] cg'bfgu|fxLsf] 5gf}6 / cg'bfg /sdsf] lgwf{/0f eP kZrft cg'bfgu|fxL;Fu ;Demf}tf ug]{5 .

-@\_ pkbkmf -!\_ adf]lhdsf] ;Demf}tfdf cg'bfgu|fxLn] sfo{ z'? ug{' kg]{ ;do, sfo{ ;DkGg ug{' kg]{ ;do, cfjlws ?kdf sfo{ ;DkGg ug{' kg]{ ljifo / ;f] adf]lhd cg'bfg pknAw u/fOg] ;do tflnsf clgjfo{ ?kdf pNn]v ug{' kg]{5 .

**@!= cg'bfg e'QmfgL k|lqmofM** -!\_ sfof{non] cg'bfgu|fxLnfO{ b]xfo adf]lhd cg'bfg e'QmfgL ug]{5M

-s\_ cg'bfgu|fxLsf] sfo{;DkGg k|ltj]bgsf] cfwf/df nufgL cg'kft adf]lhdsf] cg'bfg,

-v\_ v08 -s\_ adf]lhd e'QmfgL ubf{ Psd'i7 e'QmfgL ug]{ / z"Go k]ZsLdf sfo{qmd ;~rfng ug]{ Joj:yf ldnfpg' kg]{,

-@\_ pkbkmf -!\_ df h'g;'s} s'/f n]lvPsf] ePtfklg zt k|ltzt sfo{ ;DkGg u/]kZrft cg'bfgsf] Psd'i6 /sd e'QmfgL ug{ afwf kg]{ 5}g .

-$\_ sfof{non] ;DalGwt cg'bfgu|fxLsf] a}+s vftfdf /sd hDdf ul/lbg]5 .

-%\_ o; bkmfdf h'g;'s} s'/f n]lvPsf] ePtfklg cg'bfgu|fxLaf6 sfo{ ;DkGg k|ltj]bg k|fKt geO{ cg'bfgsf] /sd e'QmfgL ul/g] 5}g .

-^\_ ax'jlif{o sfo{–of]hgf÷kl/of]hgf Pj+ sfo{qmdsf] xsdf sfo{ ;DkGgsf] k|ltj]bg x]/L ;fnjf;fnL ah]6 th{'df x'g] Joj:yf x'g]5 .

**kl/R5]b–\***

**ljljw**

**@@= ljj/0f k|sfzg ug{' kg]{M** sfof{non] cg'bfgu|fxL 5gf}6sf] ljj/0f cfˆgf] j]a;fO6 tyf ;"rgf kf6Ldf ;fj{hlgs ug{' kg]{5 .

**@#= ;+3Lo ;/sf/ jf k|b]z ;/sf/af6 x:tfGt/0f x'g] sfo{qmdM** ;+3Lo ;/sf/sf] ;zt{ cg'bfgaf6 k|fKt sfo{qmdx? tyf k|b]z ;/sf/af6 k|fKt sfo{qmdx? ;+3Lo ;/sf/af6 :jLs[t sfo{ljlw tyf k|b]z ;/sf/af6 :jLs[t sfo{ljlw cg';f/ g} ;~rfng x'g]5g\ .

**@$= cg'udg ;ldltM** ufpFkflnsf pkfWoIfsf] ;+of]hsTjdf lgDg adf]lhd cg'udg ;ldlt /xg]5M

-s\_ ufpFkflnsf pkfWoIf ;+of]hs

-v\_ cfly{s ljsf; ;ldltsf ;+of]hs ;b:o

-u\_ ufpF ;ef ;b:ox?dWo]af6 ufpFkflnsf cWoIfn] dgf]lgt u/]sf ! hgf dlxnf

;lxt # hgf ;b:o

-3\_ cfly{s ljsf; zfvf k|d'v ;b:o

-ª\_ pBf]u x]g]{ zfvf k|d'v ;b:o ;lrj

cg'udg ;ldltsf] l;kmfl/;df dfq cg'bfg cg'kftsf] /sd lgsf;f x'g]5 .

**@%= cg'bfgu|fxL lhDd]jf/ x'g]M** s'g} ljif]z sf/0fjz jf sfa" aflx/sf] kl/l:ylt kl/ ;Demf}tf cg'?k tf]lsPsf] ;dol;df leq sfo{ ;DkGg x'g g;sL cg'bfg /2 ePdf jf cg'bfgsf] /sd k'/f e'QmfgL gePdf cg'bfgu|fxL :jo+ lhDd]jf/ x'g]5 .

**@^= cg'bfg k|fKt ug]{ kl/of]hgf÷sfo{qmd /2 ug{ ;Sg] jf ;Demf}tf /2 ug]{M** s'g} sf//0fj; k|rlnt P]g sfg'g lj?4 ePdf jf ;Demf}tf adf]lhd sfof{Gjog gePdf jf sf/0fj; 5gf}6 ;ldlt jf cg'udg d"Nofªsg ;ldltn] sfo{qmd cufl8 a9fpg pko'Qm gb]v]df k"j{ hfgsf/L lbO{ ;Demf}tf /4 ug]{ jf cg'bfgsf] /sd k'/f e'QmfgL glbg ;Sg] ;Ddsf] sf/jfxL x'g]5 .

**@&= c;'n pk/ ug{' kg]{**M -!\_ sfof{non] o; sfo{ljlw adf]lhd k|jfx ePsf] cg'bfg /sdsf] lxgfldgf ePdf ;DalGwt kIfaf6 ;/sf/L afFsL ;/x k|rlnt sfg"g adf]lhd c;'n pk/ ug]{5 .

-@\_ p;'n pk/ x'g g;s]df sfof{non] ;/sf/L >f]tsf] b'?kof]usf ;DaGwdf cfjZos 5fgjLgsf nflu ;DalGwt lgsfodf n]lv k7fpg ;Sg]5 .

**@\*= k|rlnt sfg"g adf]lhd x'g]M** k|rlnt sfg"gsf] ;j{dfGo l;4fGtsf] k|lts'n gx'g] u/L o; sfo{ljlwdf pNn]v ePsf s'/fsf] xsdf o;} sfo{ljlw adf]lhd / cGo s'/fsf] xsdf k|rlnt sfg"g adf]lhd x'g]5 .

**@(= sfo{ljlwsf] JofVofM** o; sfo{ljlwsf] sfof{Gjogdf s'g} låljwf pTkGg ePdf sfo{kflnsfn] u/]sf] JofVof clGtd x'g]5 .

**#)= sfo{ljlw nfu" x'g]M** o; sfo{ljlw adf]lhd btf{ ePsf pBdL ;d"xx?sf] xsdf dfq of] sfo{ljlw nfu" x'g]5 .

**#!= ;+zf]wgM** o; sfo{ljlw k|rlnt sfg"g;Fu gaflemg] u/L ;+zf]wg ug{] clwsf/ ufpF sfo{kflnsfdf lglxt /xg]5 .

**cg';"rL–!**

**pBdL ;d"xsf] ljwfg**

**k|:tfjgf**

:jb]zL, ljb]zL tyf tof/L sRrfkbfy{ pkof]u u/L s[lifhGo, jghGo, cf}Bf]lus jf n3', 3/]n' tyf x:tsnf nufotsf j:t' pTkfbg tyf lgof{t ug{ pBf]u Joj;fosf] ;~rfng j:t'sf] pTkfbg, pTkfbsTj a9fpg, pTkfbg ;fdfu|L ;'ne agfpg, pTkflbt ;fdu|Lsf] ljqmL ljt/0f, e08f/0f Joj:yfkg u/L cfoa[l4af6 cfTdlge{/ x'gsf nflu >L =========================== pBdL ;d"x u7g ul/of] .

**!= k|f/lDes M**

**!=! ;+lIfKt gfd / k|f/De M**

s\_ o; ;d"xsf] gfd æ>L ================== pBdL ;d"x, @) Æ /xg] 5 .

v\_ of] ljwfg ;d"x e"d] ufpFkflnsfsf] cfly{s ljsf; zfvf cGtu{t pBf]u x]g]{ zfvfdf btf{ ePkl5 t'?Gt nfu' x'g] 5 .

**!=@ kl/efiff M** ljifo jf k|;Ën] csf]{ cy{ gnfu]df, of] ljwfgdfM

s\_ æ;d"xÆ eGgfn] o; ljwfgdf pNn]lvt sRrf kbfy{sf] k|of]uåf/f cf}Bf]lus pkhsf] pTkfbg, pTkfbsTj a9fO{ cfo cfh{g ug{ OR5's pBdLx?sf] ;d"xnfO{ hgfpg] 5 .

v\_ æ;b:oÆ eGgfn] pBdL hf] =================== pBdL ;d"xsf] p2]Zo cg';f/ pTkfbg / pTkfbsTj a9fpg ljwfgsf] bkmf # adf]lhd ;b:otf lnPsf] x'G5 .

u\_ æsfo{ ;ldltÆ eGgfn] ljwfg cg';f/ lgjf{lrt cWoIf, pkfWoIf, ;lrj, ;x;lrj, sf]iffWoIf tyf ;b:o kbflwsf/Lx?nfO{ hgfpg] 5 .

3\_ æ;fwf/0f ;efÆ eGgfn] o; ljwfgsf] bkmf $ adf]lhd ul7t ;efnfO{ hgfpg] 5 .

**!=# ;d"xsf] 5fk** M uf]nf] 3f]/fleq o; ;d"xsf] gfd æ>L =================== pBdL ;d"x, @) Æ /xg]5 .

**!=$ ;d"xsf] sfof{no M** o; ;d"xsf] sfof{no ?s'd -k"j\_{ lhNnf e"d] ufpFkflnsf j8f g+= ===== df /xg]5 .

**!=% ;d"xsf] btf{ M** pBdL ;d"x ;DalGwt e"d] ufpFkflnsfsf] cfly{s tyf ;fdflhs ljsf; zfvf cGtu{t pBf]u If]q x]g]{ zfvfdf btf{ ug'{ kg]{5 . ;fy} clgjfo{ ?kdf cfGtl/s /fh:j sfof{nodf ;d]t btf{ u/L :yfoL n]vf gDa/ (PAN) lng' kg]{5 .

**@= p2]Zo / sfo{ M**

**@=! p2]Zo M** ;b:ox?sf] ;fdflhs, cfly{s, pBdLx?sf] Joj;flos lxtnfO{ Wofgdf /fvL b]xfodf pNn]lvt ;d"xsf] p2]Zo x'g]5 M

s\_ pBf]u Joj;fosf] pTkfbsTj, pTkfbg a[l4sf nflu Psh'6 eO{ sfd ug]{ .

v\_ ;b:ox?sf] cfly{s tyf ;fdflhs hLjg:t/ p7fpg] .

u\_ ;b:ox?df :jfjnDagsf] 1fg, kf/:kl/s ;xof]u / ldtJolotfsf] efjgf hfu[t u/fpg] .

**@=@ sfo{ M** ;d"xsf] ljwfg bkmf @=! adf]lhdsf p2]Zox? k|fKt ug{ of] ;d"xn] b]xfo adf]lhd sfo{x? ug]{5 M

!= ;fd'lxs ?kdf pBf]u ;~rfng u/L pTkflbt ;fdfu|Lsf] ahf/Ls/0f ug]{,

@= pBf]uaf6 pTkfbg x'g] ;fdfu|Lsf] pTkfbsTj a[l4 u/L cfTd lge{/ x'g],

#= gofF gofF k|ljlw ckgfpg],

$= pBf]usf] pTkfbgaf6 cfo a[l4 ug]{,

%= ;d"xaf6 ahf/ Joj:yfkg ug]{,

^= pTkflbt j:t'sf] d"Nodf Ps ?ktf Nofpg],

&= e08f/0fsf] Joj:yf,

\*= ;b:ox?sf] ;Lkdf a[l4 ug{sf nflu cGo sfo{qmdx? th'{df u/L ;~rflnt ug]{,

(= cfkm\gf] p2]Zo k'/f ug{sf nflu ;dfg p2]Zo ePsf :yfgLo If]q, /fli6«o / cGt{/fli6«o ;+3 ;+:yfx?;Fu ;xof]ufTds efjgf /fVg],

!)= dfly pNn]lvt p2]Zox? k"lt{ ug{ cGo cfjZos sfo{x? ug]{ .

**#= ;b:otf M** Ps} p2]Zo Pjd\ ;dfg cfly{s cj:yf ePsf] Pjd\ o; ;d"xsf] ljwfgsf] kl/lwleq /xg] OR5f JoQm u/]sf] JolQmnfO{ o; ;d"xsf] ;b:otf k|bfg ug{ ;lsg]5 . t/ ;b:o x'g rfxg] JolQmn] slDtdf ;d"xsf ;b:ox?sf] lnlvt l;kmfl/; ;fy cg';"rL–$ cg';f/ bvf{:t lbg' kg]{5 .

**#=! ;b:osf] nflu of]Uotf M**

s\_ pBdzLntf tflnd lnO{ pBf]u ;~rfng ug{ ;Ifd ePsf] .

s\_ ;d"xsf] p2]Zo cg'?k sfo{ ug{ dGh'/L ePsf] .

3\_ pBdL–pBdL aLr cfk;L ;xof]u a9fpg O{R5's ePsf] .

ª\_ g]kfnL gful/s / !\* jif{ pd]/ k'/f u/]sf] x'g' kg]{5 .

**#=@ ;fwf/0f ;b:o M** ;fwf/0f ;b:otfsf] nflu lgj]bg lbO{ sfo{ ;ldltsf] lg0f{o adf]lhd ;b:otf z'Ns lt/L ;fwf/0f ;b:otf k|fKt ug{ ;Sg]5 .

**#=# ;b:otf sfod g/xg] cj:yf -;b:osf] cof]Uotf\_ M** sfo{;ldltn] lgDg cj:yfdf ;b:ox?nfO{ ;b:otfsf] nflu cof]Uo 7x¥ofO{ ;b:otf ;dfKt ug{ ;Sg]5 .

s\_ ljwfgsf] p2]Zo ljkl/t sfo{ u/]df jf ;d"xsf] /sd jf sfuhft lxgfldgf u/]df jf cGo s'g} sf/0fn] sfo{ ;ldltaf6 lg:sfzg u/]df .

v\_ ;b:otfaf6 /flhgfdf lbPdf -;b:o /xg grfx]/ lnlvt lgj]bg sfo{ ;ldltn] ;b/ l;kmfl/; u/]df\_ .

u\_ g}lts ktg b]lvg] kmf}hbf/L ck/fw u/]sf] k|dfl0ft ePdf .

3\_ ;b:osf] d[To' ePdf .

ª\_ ;d"xsf] l;4fGt jf lgod jf k|lti7fdf cfFr cfpg] sfo{ u/]df .

**$= ;fwf/0f ;ef tyf sfo{ ;ldlt M**

**$=! ;fwf/0f ;ef M** o; ;d"xsf] ;b:otf k|fKt ;Dk"0f{ ;b:o ;fwf/0f ;efsf] ;b:o x'g]5g\ . h'g ;d"xsf] pRrtd\ lgsfo x'g]5 . o;n] ljwfg kfl/t Pjd\ ;+zf]wg ug{ ;Sg]5 .

;fwf/0f ;ef jif{df Ps k6s a:g] 5 . t/ cfjZostf cg';f/ h'g;'s} j]nf ;fwf/0f ;ef af]nfpg ;lsg] 5 .

**$=@ ;fwf/0f ;efsf] clwj]zg M** sfo{ ;ldltn] tf]ssf] ldlt / ;dodf o; ;d"xsf] ;lrjn] cWoIfs]f k/fdz{ ln{O lnlvt ;"rgfåf/f ;Dk"0f{ ;b:onfO{ ;fwf/0f ;efsf] :yfg, ;do, ldlt tyf Ph]08fsf] af/]hfgsf/L u/fpg' kg]{5 .

**$=# ;fwf/0f ;efsf] sfd st{Jo / clwsf/ M**

s\_ sfo{ ;ldltsf] lgjf{rg ug]{ tyf u7g ug]{ .

v\_ ljwfg ;+zf]wg ug]{ .

u\_ jflif{s ah]6sf] cg'df]bg ug]{ .

3\_ ;d"xsf] jflif{s sfo{qmd :jLs[t ug]{ .

ª\_ ;d"xsf] jflif{s sfo{ of]hgf agfpg] .

**$=$ ;fwf/0f ;efsf] u0fk"/s ;+Vof M** ;d"xsf] ;fwf/0f ;efsf] a}7sdf slDtdf klg %! k|ltzt ;b:ox?sf] pkl:yltdf x'g' kg]{5 . olb ;f] geP km]/L # lbgleq csf]{ ;ef af]nfpg' kg]{5 . o;df s'n ;fwf/0f ;b:osf] @% k|ltzt pkl:ylt ePdf klg of] ;efsf] a}7s a:g]5 .

**$=% sfo{ ;ldlt u7g ljlw M**

s\_ sfo{ ;ldlt & ;b:oLo x'g]5 .

v\_ sfo{ ;ldltdf cWoIf, ;lrj, sf]iffWoIf tyf ;b:ox? x'g]5g\ . cfjZostf cg';f/ pkfWoIf tyf ;x–;lrjsf] klg Joj:yf ug{ ;lsg] 5 .

u\_ sfo{ ;ldltsf kbflwsf/Lx?sf] a}7s x/]s dlxgfsf] ========== ut]÷lbg x'g]5 . t/ cfjZostf eP h'g;'s} ;dodf klg a:g] ;Sg] 5 .

3\_ sfo{ ;ldltsf] kbflwsf/Lx?sf] sfo{ cjlw @ jif{sf] x'g]5 .

ª\_ sfo{ ;ldltsf] s'g} kb vfnL ePdf ;fwf/0f ;b:o dWo]af6 s;}nfO{ klg sfo{ ;ldltsf] kbdf ;ldltsf] ax'dtaf6 dgf]lgt ug{ ;lsg]5 .

r\_ sfo{ ;ldltsf] u0fk'/s ;+Vof @÷# nfO{ dflgg] 5 . ax'dtåf/f lg0f{o x'g]5 .

5\_ ;fwf/0f ;efsf ;b:ox?n] cfkm' dWo]af6 lgjf{rg k|s[ofåf/f cWoIf, ;lrj, sf]iffWoIf tyf cGo kbflwsf/Lx?sf] rog u/L sfo{ ;ldlt u7g ug]{5 . t/ cWoIf, ;lrj, sf]iffWoIf dWo] Ps kbdf dlxnf ;b:o clgjfo{ ?kdf x'g' kb{5 .

**$=^ sfo{ ;ldltsf] sfd, st{Jo / clwsf/ M**

s\_ ljwfgsf] kl/lwleq /xL ;d"xsf] p2]Zo cg'?k ;fwf/0f ;efn] u/]sf] gLlt lgb]{zgnfO{ kfng ug]{ .

v\_ ;d"xsf] jflif{s sfo{qmd agfpg] tyf ;d"xsf] lqmofsnfkx? ;~rfng ug]{ .

u\_ ;xsf/L tyf u}/ ;xsf/L ;+:yfx?;Fu ;Dks{ a[l4 ug]{ tyf pBf]u ;DalGw cGo ;+3 ;+:yfx?;Fu ;Dks{ u/L a9L eGbf a9L ;xof]u k|fKt ug]{ .

3\_ ;xsf/Ldf hfg] k|of; ug]{ .

ª\_ ;d"xsf] sfo{ of]hgf agfO{ nfu' ug]{ .

r\_ ;d"xsf] jflif{s k|ltj]bg agfpg] / k|:t't ug]{ .

**$=& ;d"xsf] j}7s M** ;d"xsf] lgoldt a}7s k|To]s dlxgfsf] ====== ut] a:g] 5 . ;d"x a}7sx? sfo{ ;ldltn] to u/]sf] :yfg, ldlt / ;dodf lgoldt ?kdf a:g] 5 . k'j{ lgwf{l/t a}7sdf s'g} ;b:on] efu lng g;Sg] ePdf ;f]sf] hfgsf/L sf/0f ;lxt klxn] g} lbg' kg]{5 . ljz]if kl/l:ylt afx]s nuftf/ tLg a}7sx?df pkl:yt gx'g] ;b:onfO{ ;d"x ;xdltsf] cfwf/df lgisfl;t ul/g]5 .

**%= kbflwsf/Lsf] sfd, st{Jo / clwsf/ M**

**%=! cWoIfsf] sfd, st{Jo / clwsf/ M**

s\_ cfjZostf cg';f/ ;d"xsf] a}7s / ;fwf/0f ;ef af]nfpg] .

v\_ a}7ssf] cWoIftf ug]{ tyf a}7s lgoGq0f ug]{ .

u\_ ;d"xnfO{ lqmoflzn u/fpg] / p2]Zo k|flKtsf nflu cfjZos sfo{ ug]{ .

3\_ s'g} ljifodf dtbfg x'Fbf dt a/fa/ ePdf lg0ff{os dt lbg] .

ª\_ ljwfgdf tf]lsP cg';f/ ;fwf/0f ;b:on] dfu u/] cg'?k ljz]if ;fwf/0f ;ef af]nfpg] .

r\_ ;d"xn] tf]s]sf] sfd sf/jfxL ug]{ .

5\_ ;d"xdf p7]sf ljjfbx? ;dfwfg ug]{ .

h\_ ;d"x / :yfgLo txsf] ;DalGwt lgsfox?;Fu ;Dks{ JolQmsf] ?kdf sfd ug]{ .

em\_ ;d"xsf] lg0f{o, sfo{qmd / s[ofsnfk, ePsf sf/jfxLx? Pjd\ ;d:ofx?sf] clen]v /fVg ;lrjnfO{ ;xhLs/0f ug]{ .

`\_ jflif{s sfof{of]hgfsf] sfof{Gjog Pjd\ ;d"x kl/rfngsf] g]t[Tj lng] .

6\_ ;d"x a}7sdf ePsf lg0f{o, jflif{s ;fwf/0f ;efsf lg0f{o, jflif{s k|ult k|ltj]bg nufotsf sfuhftx? k|dfl0ft ug]{ / cfjZostf cg';f/ ;DalGwt lgsfodf k]z ug]{ .

7\_ ;d"x ;b:ox?nfO{ cfkm\gf ;d:ofx?sf] klxrfg / ltgsf] k|fyldstf tf]Sg ;3fpg' / ;fy} pQm ;d:ofx? ;dfwfg ug{ sfo{qmd agfpg / sfof{Gjog ug{ nufpg] .

8\_ ;b:ox?nfO{ s[oflzn u/fO{ ;dGjo / ;xsfo{ ug]{ .

9\_ ;d"x ;b:ox?aLr dte]b Joj:yfkgsf nflu ;xhLs/0f ug]{ .

**%=@ pkfWoIfsf] sfd, st{Jo / clwsf/ M**

s\_ cWoIfsf] sfo{df ;xof]u ug]{ .

v\_ cWoIfsf] cg'kl:yltdf cWoIf ug]{ ;j} sfo{ ug]{ .

u\_ sfo{ ;ldltn] tf]s]sf] sfo{ ug]{ .

%=# ;lrjsf] sfd, st{Jo / clwsf/ M

s\_ cWoIf;Fusf] k/fdz{df a}7s af]nfpg] .

v\_ a}7ssf] tof/L ug]{ .

u\_ ;d"xsf] lg0f{o k'l:tsf tof/ ug]{ .

3\_ ;d"xsf] ;Dk"0f{ sfuhftx? ;'/lIft /fVg] .

ª\_ ;d"x a}7s Pjd\ ;fwf/0f ;efaf6 kfl/t lg0f{osf] sfof{Gjogsf nflu kxn ug]{ .

r\_ jflif{s k|ltj]bg tof/ kf/L ;fwf/0f ;efdf k]z ug]{ .

5\_ ;d"xsf] sfo{of]hgf lgdf{0fdf ;xof]u ug]{ .

h\_ sfo{ ;ldltn] tf]s]sf] sfo{ ug]{ .

**%=$ sf]iffWoIfsf] sfd, st{Jo / clwsf/ M**

s\_ ;d"xsf] n]vf /fVg] .

v\_ ;d"xsf] cfly{s kIf]sf] Joj:yfkg ug]{ .

u\_ ;d"xsf] ;j} lx;fj lstfj ;'/lIft / b'?:t /fVg] .

3\_ ;d"xsf] rn, crn ;Dk"0f{ ;DklQsf] ;'/Iffsf] lhDd]jf/L lng] .

ª\_ ;d"xsf] jflif{s ah]6 tof/ kfg]{ / ;fwf/0f ;efdf jflif{s k|ltj]bg k]z ug]{ Pjd\ n]vfkl/If0f u/fpg] .

r\_ ;d"x cWoIf jf ;lrj;Fu ldln vftf ;~rfng ug]{ .

5\_ sfo{ ;ldltn] tf]s]sf] cGo sfo{ ug]{ .

**%=% sfo{ ;ldlt ;b:ox?sf] sfd, st{Jo / clwsf/ M**

s\_ cfjZostf cg';f/ ;d"xsf cGo pk;ldltdf /xL lhDd]jf/L jxg ug]{ .

v\_ sfo{ ;ldltn] tf]s]sf] cGo sfo{ ug]{ .

**^= cfly{s Joj:yfM**

**^=! cfly{s >f]t M**

s\_ o; ;d"xsf] ;b:ox?af6 k|fKt ;b:otf z'Ns

v\_ ;d"xsf] cGo lqmofsnfkaf6 ePsf] cfDbfgL

u\_ ljleGg ;/sf/L tyf u}/ ;/sf/L lgsfoaf6 k|fKt cg'bfg .

**^=@ n]vfk/LIf0f M** k|To]s ;d"xn] /lhi68{ n]vf k/LIfsaf6 n]vf k/LIf0f clgjfo{ ?kdf u/fpg' kb{5 . o;/L u/LPsf n]vf k/LIf0fx? jflif{s ;fwf/0f ;efsf] k"0f{ ax'dtaf6 cg'df]bg ug'{ kb{5 . d'gfkmf ;Dk"0f{ ;b:onfO{ k|To]s jif{sf] n]vf k/LIf0f kl5 lghx?sf] lx;fj vftfdf hDdf ug'{ kb{5 .

**& ljljw M**

**&=! lgjf{rg ;DaGwL Joj:yf M** o; ;d"xsf] sfo{ ;ldlt sfod /x]sf] cj:yfdf ;f]xL sfo{ ;ldltn] / ;f] ;ldlt sfod g/x]sf] cj:yfdf ;fwf/0f ;b:ox?sf] a}7sn] lgjf{rg clws[t lgo'Qm ug]{5 . ;f] lgjf{rg clws[tn] lgjf{rg clws[tdf lgo'Qm ePsf] ldltn] Ps dlxgf leq lgjf{rg u/fO{ ;Sg' kg]{5 . ;f] lgjf{rgdf kg]{ vr{ sfo{ ;ldltn] Joj:yf ug]{ 5 . o;df sfo{ ;ldltsf] kbflwsf/Lx?nfO{ dtbfg jf ;xdltåf/f ;fwf/0f ;efsf] ;b:ox?n] 5fGg] 5g\ .

**&=@ kbfjlw M**

s\_ sfo{ ;ldlt ;b:o tyf kbflwsf/Lx?sf] kbfjlw lgjf{lrt ePsf] ldlt b]lv @ jif{sf] x'g]5 .

v\_ ;f] ul7t sfo{ ;ldltsf] kbfjlw ;dfKt x'g' eGbf ! dlxgf cufj} ;d"xsf] ;fwf/0f ;ef af]nfO{ gofF sfo{ ;ldltsf] r'gfj u/fpg clgjfo{ x'g]5 .

u\_ sfo{ ;ldltn] ljwfgdf pNn]lvt cfkm\gf] sfo{sfn ;dfKt x'g' eGbf ! dlxgf cufj} lgjf{rg u/fpg g;s]sf] tyf lghsf] sfo{ cjlw ;dfKt ePkl5 ;f] sfo{ ;ldltsf] ;b:ox?sf] ;ldltn] cfkm\gf] ;ldltsf] a}7s af]nfO{ Pp6f tby{ -k|aGw jf tof/L\_ ;ldlt v8f u/L ;f] tby{ ;ldltåf/f ;fwf/0f ;efsf] a}7s af]nfO{ gofF sfo{ ;ldltsf] u7g ug]{ 5 .

3\_ sfo{ ;ldltsf] kbfjlw ;dfKt x'g' cufj} sfo{/t sfo{ ;ldlt s'g} lsl;daf6 e+u x'g uPdf e+u ePsf] sfo{ ;ldltn] cfkm\gf] lhDdfdf /x]sf] sfuhkq gub lhG;L sfo{ef/

;d]t ;Dk"0f{ ;b:osf] ;ef af]nfO{ cyjf sfof{no ;lrj eP ;f]nfO{ a'emfO{ ;f]sf] e/kfO{ lng' kg]{5 . ;f] gu/]df o; ;d"xnfO{ xfgL gf]S;fgL ePdf ;f] sfo{ ;ldltsf kbflwsf/Lx?n] ;+o'Qm ?kdf Joxf]g'{ kg]{5 .

**&=# pDd]bjf/sf] cof]Uotf M**

s\_ -JolQm\_ hf] pBdzLntf tflnd lnPsf] 5}g .

v\_ -JolQm\_ hf] pBdL ;d"xdf 5}g .

u\_ -JolQm\_ h;n] ;d"xsf] p2]Zo ljkl/t sfo{ ub{5 .

3\_ -JolQm\_ h;sf] dfgl;s cj:yf ;dfGo 5}g .

ª\_ kmf}hbf/L cleof]udf ;hfo kfPsf] JolQm .

**&=$ cljZjf;sf] k|:tfj M** ;fwf/0f ;efsf] ;b:ox? dWo]af6 Ps ltxfO{ ;b:ox?n] sfo{ ;ldlt pk/ cljZjf;sf] k|:tfj NofO{ b'O{ ltxfO{ ;b:ox?af6 ;f] k|:tfj kfl/t ePdf sfo{ ;ldlt lj36g x'g] 5 . t/ cljZjf;sf] k|:tfj cfPdf ;kmfO{sf] df}sfaf6 al~rt ul/g] 5}g .

**&=% /fhLgfdf M** o; ;d"xsf] cWoIfn] pkfWoIf -eP\_ ;dIf jf ;lrj ;dIf / cWoIf afx]s cGo sfo{ ;ldltsf kbflwsf/Lx?n] cWoIf ;dIf /fhLgfdf lbg ;Sg]5g\ . sfo{ ;ldltsf] a}7saf6 :jLs[t geP ;Dd ltgLx? cfkm\gf] kbdf axfnL /xL /xg] 5g\ .

**&=^ ljwfg ;+zf]wg M** ;d"xsf] ljwfg ;+zf]wg ug{ cfjZostf kg{ cfPdf ;fwf/0f ;efsf] ;b:ox? dWo]sf slDtdf %! k|ltzt ;b:osf] pkl:yltdf ljwfg d:of}bf k]z ul/g] 5 . ;b:ox? dWo]sf pkl:ylt ;b:ox? dWo]sf b'O{ ltxfO{ ax'dtaf6 ljwfg ;+zf]wg d:of}bf kfl/t ePdf ljwfg ;+zf]wg ul/g] 5 . ;fy} ;+zf]lwt ljwfg x]6f}+8f pkdxfgu/kflnsfsf] pBf]u If]q x]g]{ zfvfaf6 cg'df]lbt geP;Dd ;+zf]wg ePsf] dflgg] 5}g .

**&=& lgod agfpg] M** ;fwf/0f ;efn] cfGtl/s ;~rfng lgodx? agfpg ;Sg]5 .

**&=\* pk;ldltx? u7g ug{ ;Sg]5 M** ;fwf/0f ;efn] Pjd\ sfo{ ;ldltn] ;fwf/0f ;efsf] :jLs[lt lnO{ cfkm\gf sfo{qmdx? ;~rfng u/L ;d"xsf] nIo / p2]Zo k|fKt ug{ pk;ldltx? Agfpg ;Sg]5 .

**&=( lj36g M** ;d"xsf] ljwfg adf]lhd sfo{ ;~rfng ug{ g;sL jf p2]Zo k|fKt ug{ c;kmn eP jf @ jif{;Dd ;d"x gljs/0f gePdf ;d"x lj36g x'g] 5 . o;/L ;d"x lj36 eP art /sd ;Dk"0f{ ;b:onfO{ lkmtf{ ug'{ kg]{5 .

**&=!) ;d"x 5f]8\g' kg]{ cj:yf÷;b:osf] d[To'÷;b:on] kfPsf] cj;/ M** s'g} klg ;b:on] ;d"x 5f]8\g rfx]sf] v08df lghsf] gfddf ;ª\sng ePsf] /sdaf6 # k|ltzt s§f u/L afFsL /sd e'QmfgL lbO{g]5 . olb s'g} ;b:osf] d[To' ePdf lghn] nufgL u/]sf] ;Dk"0f{ /sd lghsf] ;j}eGbf glhssf] cfkmGtnfO{ ;d"xn] lbg] Jofh ;lxt lkmtf{ lbOg] 5 . ;d"xn] s'g} klg ;+3÷;+:yf÷sfof{noaf6 kfPsf] s'g} klg cj;/ ;fdu|Lx? cfjZostf x]/L ;d"xsf] a}7saf6 lg0f{o u/fO{ kfn}kfnf] u/L ;j} ;b:on] kfpg] u/L ljt/0f ul/g]5 .

**&=!! ;d"xsf] rn crn ;DklQ M** ;d"x lj36g eP kZrft ;d"xsf] rn crn ;DklQ e"d] ufpFkflnsfsf] cfly{s tyf ;fdflhs ljsf; zfvf cGtu{t pBf]u If]q x]g]{ zfvfsf] lg0f{o adf]lhd x'g]5 . pQm lg0f{o lrQ ga'em]sf] v08df :yfgLo txsf] pkfWoIf ;dIf lgj]bg ug{ ;lsg]5 / ;f] ;Gbe{df pkfWoIfsf] lg0f{o g} clGtd x'g]5 .

**kmf/fd g+= !**

**pBdL ;d"x btf{ kmf/fd**

**lhNnf M–**

**!= btf{ g+= M–**

**@= ;d"xsf] gfd M–**

**#= ;d"xsf] lsl;d M–**

**$= ;d"xsf] 7]ufgf M–**

**lhNnf M–**

**ufpFkflnsf M–**

**j8f g+= M– 6f]n**

**%= u7g ldlt M–**

**^= hDdf ;b:o M– dlxnf k'?if**

**& u7g x'Fbf ;d"xsf] pb\b]Zo**

**cg';"rL–@**

**;d"x btf{sf] nflu lgj]bg**

>L e"d] ufpFkflnsf,

ufpF sfo{kflnsfsf] sfof{no, vfafङau/

dfkm{t, >L j8f sfof{no

======= g+= j8f .

ldlt sf lbg u7g ePsf] Tfkl;n adf]lhdsf] ljj/0f ePsf] pBdL ;d"x To; sfof{nodf btf{ ul/lbgsf nflu lgDg ljj/0fx? o;};fy ;+nUg u/L g]kfnL gful/stfsf] k|ltlnlk ;lxt of] lgj]bg k]z ul/Psf] 5 .

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;d"xsf] cWoIfsf] b:tvtM

ldlt M–

**;d"sf] ljj/0f**

pBdL ;d"xsf] gfd ========================================== u7g ePsf] jif{ =================== lhNnf :yfgLo tx=================================== j8f g+= ============ 6f]n ====================================

;d"xsf] p2]Zo -;lIfKtdf\_================================================================================================================

;b:o ;+Vof M k'?if ============== dlxnf ================ hDdf =======================

**kbflwsf/Lx?sf] gfd**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **s| ;** | **gfdy/** | **kb** | **z}lIfs of]Uotf** | **pd]/** | **b:tvt** | **kmf]6f]** |
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lgoldt a}7s a:g] lbg ======================

l;kmfl/; ug]{sf] ;xL =======================

**cg';"rL–#**

**pBdL ;d"x btf{sf] k|df0f–kq**

;d"x k4ltnfO{ ;'Jojl:yt ub}{ cf}wf]lus sfo{nfO{ 6]jf k'¥ofpg] p2]Zon] ?s'd -k"j{\_ lhNnf e"d] ufpFkflnsf j8f g+= ========= l:yt 6f]ndf ldlt ======================== df ul7t >L ========================================= pBdL ;d"xnfO{ **e"d] ufpFkflnsfsf**] **pBdL ;d"x u7g, Joj:yfkg tyf ;~rfng cg'bfg ;DaGwL sfo{ljlw @)\*)** adf]lhd o; sfof{nodf btf{ u/L of] k|df0f–kq k|bfg ul/Psf] 5 .

**btf{ ug]{ clwsf/Lsf]**

**x:tfIf/**

**gfd**

**kb**

**ldlt**

**sfof{nosf] 5fk**

**gljs/0f**

|  |  |  |  |
| --- | --- | --- | --- |
| **cfly{s jif{** | | **gljs/0f ug]{sf] gfd** | **b:tvt** |
| **b]lv** | **;Dd** |  |  |
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**cg';"rL–$**

**;b:otfsf] nflu cfj]bg kmf/fdsf] gd"gf**

>Ldfg\ cWoIf Ho",

========================== pBdL ;d"x

ljifo M– ;b:otsf] nflu cfj]bg ;DaGwdf .

dxf]bo,

d o; ;d"xsf] ljwfgnfO{ :jLsf/ u/L ;d"xsf] ;b:otf k|fKt ug{ OR5f ePsfn] lgodfg';f/ ;b:otf k|bfg ug'{ x'g ljgd| cg'/f]w ub{5' .

**ljj/0f**

gfd M–

afa'sf] gfd M–

7]ufgf M–

z}lIfs of]Uotf M–

;d"xsf] ;b:osf] l;kmfl/; M–

!\_ gfd M–

b:tvt M–

@\_ gfd M–

b:tvt M–

lgj]bs

gfd M ========================

b:tvt M

**cg';"rL %**

**;d"x ;b:osf] ljj/0f kmf/d**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| s| ; | ;b:osf] gfd | j8f g | ufpF, 6f]n | pd]/ | z}lIfs of]Uotf | kl/jf/ ;Vof | ;Dks{ g | s}lkmot |
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**cg';"rL ^**

**;Dklt -gub tyf lhG;L\_ vftf**

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| --- | --- | --- | --- | --- |
| ldlt | ljj/0f | hDdf ? | vr{ | afFsL |
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**cg';"rL &**

**;fdfg ljs|L tyf cfDbfgL vftf**

|  |  |  |  |
| --- | --- | --- | --- |
| ldlt | ljj/0f | cfDbfgL ? | s}lkmot |
|  |  |  |  |
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**cg';"rL \***

**;fdfg vl/b vr{ vftf**

|  |  |  |  |
| --- | --- | --- | --- |
| ldlt | ljj/0f | vr{ /sd ? | s}lkmot |
|  |  |  |  |
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**cg';"rL (**

**bfloTj vftf**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ldlt** | **ljj/0f** | **cfDbfgL** | **vr{** | **df}Hbft** | **s}lkmot** |
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**cg';"rL !)**

**pb\bdL ;d"xaf6 ;~rfng ul/g] jflif{s sfo{s|dsf] 9fFrf**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **s| ;** | **cfof]hgfsf] gfd** | **sfd -nIo\_** | **sfo{ljj/0f -s] ug]{\_** | **ah]6 ;|f]t** | **;dojlw** | **:yfg -sxfF ug\_]{** | **k|d'v lhDd]jf/L** | **cg'udg tyf d"Nofsg** | **s}** |
|  |  |  |  |  |  |  |  |  |  |

**cf1fn]**

**b]ljnfn lj s**

**k|d'v k|zf;sLo clws[t**