ÔÔA_© e¨e¯'vcbv bxwZgvjvÓ
(ACCOUNTS MANUAL)

Welfare Association for Social Development and Poverty Alleviation (WASDPA)
Amena Bhaban, Plot No. 122, Hosen Ali road, Hosen Market, Tongi, Gazipur.
Cell: +8801829-617874, +8801682-912806, +8801711-959530, +8801839-095691,
+8801920-703679), Website: www.wasdpa.com
E-mail: wasdpa6@gmail.com, shahidbwspp@gmail.com

ÒgyLeÜÓ

WASDPA 1197 L„óvã †_‡K `wi`ª I AwZ `wi`ª Rb‡Mvôxi Av_©-mvgvwRK Ae¯’vi Dbœq‡b Avš—-wiKfv‡e `¶ I AwfÁ Ges cwikªgx Kgx©evwnbx Øviv ms¯’vi Kg© GjvKvi cÖZ¨š— ¯’v‡bi DcKvi †fvMx‡`i gv‡S mivmwi Dbœqb †mev cÖ`v‡bi j‡¶ wewfbœ Dbœqbg~jK cÖKí cwiPvjb I ev¯—evqb K‡i Avm‡Q| GB Kg©Kv‡Ûi Avw_©K welqvw¯` g~jZt cwiPvwjZ n‡”Q †K``ªxq A_©wefvM I cÖKí A_© wefv‡Mi gva¨‡g| D‡j-L¨ A_© cÖ‡Z¨K Kg©Kv‡Ûi cÖavb PvwjKvkw³ Avi GRb¨ cÖ‡qvRb A‡_©i mwVK I myô e¨envi| †h‡nZz Avw_©K I wnmve msµvš— Kvhv©w` ev¯— eagx© mgm¨v wb‡q wePvi we‡k-lY K‡i _v‡K †m‡nZz cÖYxZ bxwZgvjv Abyhvqx Kvh©µg msMVb Ki‡j/Kv‡j D™Mfz mgm¨vi h‡_vchy³ mgvav‡bi Rb¨ hZ`~i m¤¢e mymse× I hyw³wbf©i Z‡Z¡i Av‡jv‡K GB bxwZgvjvi cÖwZwU wel‡qi w`‡K `„š¨ †`qv n‡q‡Q|

Avgiv wek¦vm ivwL,GB bxwZgvjv mgm¨vi bvbvwea RwUjZvi †¶‡Î mywbw`©ó Dcvq D`fveb, fwel¨r mgm¨vi c~e© ms‡KZ I cÖwZKv‡ii e¨e¯’v, cÖvmw½K mgm¨vi mgvavb, mgm¨vi wePvi we‡k-lb, cÖ‡qvM c×wZ BZ¨vw`i †¶‡Î AZ¨š— Dc‡hvMx n‡e| g~jZt GB Dc‡hvMxZvi I cÖ‡hvRb‡K gv_vq †i‡L ^Zix Kiv n‡q‡Q GB bxwZgvjv| Avw_©K ¯^”QZv I Kvhv©µ‡g myôZv Avbq‡bi j‡¶ mswk-ó mKj‡K bxwZgvjviwU cÖwZcvjb/Abymi‡bi Rb¨ we‡klfv‡e Aby‡iva Rvbvw”Q| GB bxwZgvjvq †Kvb †Kvb ms‡hvRb, cwieZ©b, wKsev ms¯‹iY Aby‡gv`b bv nIqv ch©š— Gi cÖwZwU aviv, Dcaviv I Aa¨vq c~Y©©i“‡c ejeZ i‡q‡Q e‡j me©©v MÖnY‡hvM¨ n‡e| GB bxwZgvjv cÖYq‡b ms¯’vi KbmvjV¨v‡v›Ui wbKU ms¯’v Avš—wiKfv‡e K…ZÁ I hv‡`i mnvqZvq Gi AvZ¥cÖKvk Zv‡i‡K Avgv‡i ab¨ev`|

GB bxwZgvjv cÖKv‡ki mgq †_‡K ms¯’vi mKj Kg©KZ©v/Kg©PvixMY mwµqfv‡e m‡PZb mn Abymi‡Y m‡Pó n‡e|

d†qR Dw b wgqv   weKvk kgv©
†Pqvig¨vb   mvaviY m¤úv`K
Kvh©Kix cwil`|                  Kvh©Kix cwil`|

m~PxcÎ

µwgKbs	welq	c„óv
01	cÖ_g Aa¨vqt msÁv I wk‡ivbvg	5-6
02	wØZxq Aa¨vqt ev‡RU, A‡_©i Pvwn`v wej Aby‡gv`b ¶gZv, wej I fvDPvi, †fvë e¨e¯’vcbv	6-11
03	Z„Zxq Aa¨vq e¨vswKs msµvš— Kvh©vejx	12-14
04	PZz©_ Aa¨vq ‡eZb fvZv I †eZb msµvš— KZ©b	14-15
05	cÂg Aa¨vq ¯’vqx m¤ú`, óK †iwRóvi µq-weµq, †UÛvi Ges †Kv‡Ukb msµvš—	15-17
06	lô Aa¨vq mv‡c©vU †mj, Avqg~jK Kg©m~Px, cÖKí	17-18
07	mßg Aa¨vq AwWU msµvš—	18
08	Aóg Aa¨vq wewea	19-20

A_© e¨e¯'vcbv bxwZgvjv
cÖ_g Aa¨vq t msÁv I wk‡ivbvg

aviv-1t f~wgKvt

wnmve i¶Y Kvhv©ejx cÖvPxYKvj †_‡K e¨emv evwb‡R¨i †¶‡Î cÖPwjZ Av‡Q| c~‡e© Aek¨ wnmve e¨e¯'v gvwj‡Ki gybdv‡qi Avw_©©K Ae¯'v wbifcY Kv‡R e¨en„Z n‡Zv| wKš' e¨emv evwb‡R¨i cÖmv‡ii mv‡¯ mv‡¯ Afˇš—ixY e¨e¯'vcbv Kv‡h© wnmve Z‡Z¡i ¸i"Z¡ Acwimxg n‡q c‡o‡Q| GUv c~ev©fvm iPbv,cwiKíbv cÖYqb I cÖwZôv¯‡bi Kvhv©ejx wbqš¿‡Yi nvwZqvi i"‡c KvR K‡i e¯'Z †h‡K‡bv wewbwqvMKvix, †`bv`vi, cvIbv`vi, †Wvbvi BZ¨vw¯ e¨w³, cÖwZôvvb †hgb wb‡R¸`i wm×vš— wb‡Z cv‡i Aš¨w¸`K Afˇš—ixY e¨e¯'vcbv cwil` I Kvhv©ejx g~jï'vqY wePvi we‡k-lY I wm×vš—— MÖnY Ki‡Z cv‡i|

myZivs †Kvb ms¯'vi Pjgvb wewfbœ wefvM/ Kg©m~Px/ cÖK‡íi wnmve e¨e¯'vi mwVKZv, ®úóZv I ¯^”QZv D³ wefvM, Kg©m~Px, cÖK‡íi wbw`©©ó mgqv‡š— wm×vš— MÖn‡Y mnvqZv K‡i| Avevi `vZv ms¯'vi mvnvh¨ mn‡hvMxZv I A‡bK †¶‡Î mwVK wnmve e¨e¯'vi Dci wbf©©i K‡i| Avevi mwVK wnmve i¶bcÖYvjx A_© e¨e¯'vcbvi Dci wbf©©i K‡i| GmKj D‡Ïk¨ g¨b †i‡L WASDPA Gi Avw_©©©K e¨e¯'vcbv bxwZgvjv cÖYqb Kiv n‡jv| WASDPA Gi A_© e¨e¯'vcbv bxwZgvjv I wnmve i¶Y c×wZ‡Z cÖ¯qvRbxq wbcev©nx Avw‡`k Avw_©©K ¶gZv I A_© cwiPvjbvMZ wb‡`©©kbv GB wewa‡Z mwbœ‡ewkZ Kiv n‡jv| myZivs A_© e¨e¯'v I cwiPvjbvi Rb¨ cÖYxZ GB wewa‡K ms¯'vq A_© e¨e¯'vcbv bxwZgvjv bv‡g AwfwnZ Kiv n‡jv|

aviv-2 t Kvh©KvixZv ZvwiLt
GB wewa‡Z D‡j-wLZ AvBb bxwZ I wb‡`©©kbv 1jv Rvbyqvix 2011 ZvwiL nB‡Z Kvh©©Ki n‡q‡Q e‡j Mb¨ Ki‡Z n‡e|

aviv-3t GB wewai AvIZvt
GB A_© e¨e¯¯'vcbv bxwZgvjv I wnmve i¶Y c×wZ cÖ‡hvM¨ I AvIZv ms¯'vi mKj Avw_©©©K †jb‡`b I wnmve msi¶b Kv‡R ms¯'v cwiPvjZ mKj kvLv, AvÂwjK I †Rvbvj Kvhv©jqmn cÖavb Kvhv©j‡qi Rb¨ mgvbfv‡e cÖ‡hvR¨ n‡e|ms¯'vi mKj

wefvMxq cÖavb I Kg©KZ©vMY GB wewa‡Z Dwj-wLZ AvBb I wbev©nx wb‡`©k
mg~n e¨envi Ki‡eb| GB wewa‡Z cÖ‡qvRbxq ms‡kvabx A_ev cwieZ©©b hvB †nvK
bv †Kb Zv ms¯'vi wefvMxq A_© e¨e¯'vcbvi myweav‡_© Kiv n‡e Ges Zv
we‡klfv‡e cÖ‡hvR¨ n‡e|

aviv-4t msÁvt

GB wewa‡Z hv wKQz D‡j−L Kiv n‡q‡Q Zvi msÁv wbgœewY©Z fv‡e e¨vL¨v Kiv
n‡jv|

aviv-5t †Pqvig¨vb I wbe©vnx cÖavbt

ms¯'vi Kvh©Kix cwil` KZ„©©K g‡bvbxZ I wb‡qvM cÖvß cÖavb wb©evnx e¨vw³‡K
eySv‡e whwb Kvh©Kix cwil‡`i wb‡`©k I Dc‡`k g‡Zv ms¯'vi ¯^v‡_© A_©
e¨e¯'vcbvi AvBb I cÏwZ mg~‡ni cÖavb wb‡`©kK wn‡m‡e `vwqZ¡ cvjb Ki‡eb Ges
A_© e¨e¯'vcbvi Kg©KZ©v I K©gPvixMb hviv Zvi Aaxb †_‡K `vwqZ¡ cvjb Ki‡eb
A_©vr ms¯'vi ‡Pqvig¨v‡bi c‡¶ wnmve msi¶Y I A_© e¨e¯'vcbvi `vwq‡Z¡ wbhy³
_vK‡eb ms¯'vi KbmvjU¨v›U GB ms¯'vi †Pqvig¨v‡bi mggh©©v‡v cÖvß e¨vw³ e‡j
we‡ewPZ nIqv wZwb Qvov mKj cwiPvjK, mgš^qKvix, mnKvix cwiPvjK, wnmve
i¶bKg©KZ©v, wbwi¶vKg©KZ©v Ges wnmve msi¶b Kv‡R wb‡qvwRZ mKj
Kg©x‡‡K †Pqvi©vb Ges cÖavb wbe©vnxi Aaxb¯' e‡j eyS‡Z n‡e|

AZGe cÖavb wbe©vnx Ges †Pqvig¨vb WASDPAGi A_© I wnmve wbqš¿b I
cwiPvjbvi Rb¨ wb‡qvwRZ ¶gZv ms¶b Ki‡eb|

aviv-6t Kgwc‡U›U A_wiwUt

ms¯'vi cÖavb wbe©vnx A_ev H mg¯̄— KZ…©c¶ hv‡`i AYyKz‡j Dchy³ ¶gZv
ms¯'vi cÖavb wbe©vnx KZ„©©K cÖ`vb Kiv n‡q‡Q Ggb e¨w³ ev e¨w³eM©©©‡K
eySv‡e|

aviv-7t Kb‡Uªvwjs Awdmvit

ms¯'vi cÖKí/wefvMxq cÖavbMY A_ev Ab¨vb¨ Kg©KZ©vMY hv‡`i AYyKz‡j
ms¯'vi A_© Avq-e¨q I wbqš¿b ¶gZv cÖvß Awc©Z n‡q ms¯'vi ivR¯^ A‡_©i
†hvMvb ev ewnivMZ cÖvß Aby`vb/gÄyix A‡_©i e¨envi I wnmve msi¶b Kvh©vw`
m¤úv`b`v‡b Ki‡eb|

aviv-8t Avw_©K eQit

cÖPwjZ el© cwÄKv A_©vr 1jv RRvbyqvix †_‡K 31‡k wW‡m¤^i mgqKvj‡K ms¯'vi
Avw_©K eQi e‡j Mb¨ Kiv n‡e| cÖKvk wnmve Kv‡Ri Rb¨ cÖK‡íi `vZv‡Mvwôi
KZ…©©K wbav©wiZ A_© eQi cÖ‡hvR¨ n‡e|

aviv-9t W^aBs Awdmvit

ms¯'vi `vwqqZ¡ cÖvß Kg©KZ©v whwb ms¯'vi Znwej n‡Z wbR ¯^v¶‡i I Dchy³
cÖZ¨q‡bi gva¨g wej MÖnY Ki‡Z cv‡ib Ges M„nxZ we‡ji A_© ms¯'vi ¯^v‡_©

e¨envi n‡q‡Q, †mev cvIqv wM‡q‡Q, cvIbv cwi‡kv‡ai chv©‡q c‡o‡Q Ggb A_©
cwi‡kv‡ai ¶gZv msi¶b Awc©Z fv‡e jvf K‡i‡Qb Zv‡K eySv‡e|

aviv-10t wefvM cÖavbt
‡h A_wiwU/e¨vw³‡K ms¯'vi wbev©nx Av‡`‡k wefvMxq `vwqZ¡ cvj‡bi ¶gZv †`qv
n‡q‡Q H A_wiwU e¨vw³‡K eySv‡e|

aviv-11t cÖvBgvwi BDwbU-Ae-G‡cÖvwwc‡qkbt
‡h ‡Kvb eiv× ms¯'vi cÖavb wbev©nx KZ„©©K AYy‡gvw`Z ev‡R‡Ui Øviv Aaxb¯—
Kg©xM‡bi wbKU b¨v¯— Kiv‡K eySvq|

aviv-12t wi-G‡cÖvwwc‡qkbt
GK BDwb‡Ui eiv× Abyiƒc Ab¨ BDwb‡Ui eiv‡× b¨v¯— Kiv‡K eySvq|

aviv-13t ms¯'vi wnmvet
ms¯'v cwiPvwjZ Dchy³ wewa, AvBb, wb‡`©k Øviv cwiPvwjZ A_© e¨e¯'vcbvi
e¨envi I msi¶b c×wZi gva¨‡g ms¯'vi AvMZ/wbM©Z mKj A‡_©i wjwce×KiY Ges
Zvi e¨envi‡K eySvq| msiw¶Z Ges cwiPvwjZ GB wnmve ms¯'vi mKj Avq-e¨‡qi,
m¤ú` I Znwej Ges `v‡qi GKwU c~b©©v½ wPÎ cwiùzwVZ nq|

ÒwØZxq Aa¨vqÓ
ev‡RU, A‡_©i Pvwn`v wej Aby‡gv`b ¶gZv, wej I fvDPvi, †fvë e¨e¯'vcbv

aviv-14t ev‡RU (Budget)t
ev‡RU nj Kg©cwiPjbvi msL¨vZ¡¡K cÖKvk A_¨©r †h †Kvb wefvM/cÖKí/
Kg©m~Pxi †Kvb wbw`©ó mgqKv‡ji Kvh©©vejxi cwiKíbv ev¯—evq‡bi j‡¶¨
cÖ‡qvvRbxq A‡_©i eiv×‡K ev‡RU e‡j|

Dcaviv-14.1t ev‡RU cÖYq‡b we‡eP¨ welq mg~nt
- ❖ WASDPA-Gi ev‡RUKvj 1jv Rvbyqvix n‡Z 31†k wW‡m¤^i cq©š—|
- ❖ ev‡RU cwiKíbvq †h Z_¨ D‡j-L Kiv n‡e Zv †Kvb Ae¯—v‡ZB KvíwbbK bv nq|
- ❖ ms¯'vi `xN© †gqvw`x cwiKíbv ev¯—evq‡b j‡¶¨ evrmwiK cwiKíbvq ev¯—
  eev`x c`‡¶c MÖnY Kiv|
- ❖ Kg©m~Px‡K †UKmwnZZvi †PZbvq ev‡RU cÖYqb wbwðZ Kib|
- ❖ A_© wefvM KZ„©©K mieivnK…Z Avq-e¨‡qi LvZ wewkó di‡gU Gi gva¨‡g
  ev‡RU `vwLj Ki‡Z n‡e|
- ❖ Kg© cwiKíbv I ev‡RU GKB mv‡_ `vwLj Ki‡Z n‡e|

- ❖ ‡Kvb A_© eQi ïi‍"i 02(`yB) gvm c~e© †_‡K cieZ©x Avw_©©©K eQ‡ii Kg©
  cwiKíbv I ev‡RU ˆZixi c`‡¶c MÖnY Ges wW‡m¤^i gv‡mi wØZxq mßv‡ni
  g‡a¨ †K›`™ªxq A_© wefv‡M Dc¯'vcb|

❖ ms¯'vi ¯^v‡_© c~e© AwfÁZv, fwel¨r Kg©cš'v, `¶Rbej, e¨q wbqš¿‡b GKvMÖZv,  Kvh© m¤cÖmvi‡bi AwfcÖq wbw`ó mg‡q Kvh© m¤úv`b BZ¨vw` we‡ePbv‡š— Kg© cwiKíbv I ev‡RU cÖYqb KiY|

❖ cÖwZ 03(wZb) gvm Aš—i Aš—i ev‡RU we‡k-lb cÖwZ‡e`b cÖ¯'Z c~e©©K †K›`ªxq A_© wefv‡M †cÖiY|

aviv-15t A‡_©i Pvwn`vt

o cÖKí I wefvM KZ…©©K cÖvß Pvwn`v Kg©x mswk-ó wnmve wefv‡M Dc¯'vcb Ki‡eb|

o cÖvß Pvwn`vi Av‡jv‡K mswk-ó A_© wefvM KZ…©©K ˆ`bw›b †jb‡‡bi Pvwn`vcÎ ˆZix Ki‡Z n‡e|

o mswk-ó A_© wefvM KZ…©©K cÖ¯'ZK…Z Pvwn`vcÎ  wefvMxq cÖavbKZ…©©K Aby‡gvw`Z n‡Z n‡e|

o Pvwn`v c‡Îi AvIZvq bM` A_© / †eqvivi †PK / µm †PK †jb‡‡bi chv©©‡q co‡e|

Dcaviv -15.1t Pvwn`vi kZ©©vejxt

⇒ 500/- UvKvi D‡aŸ© 10,000/- UvKvi wb‡gœ ch©š— GKw`b Av‡M Pvwn`v w`‡Z n‡e|

⇒ 10,001/- UvKvi D‡aŸ© 50,000/- UvKvi wb‡gœ ch©š— `yB w`b Av‡M Pvwn`v Pvwn`v w`‡Z n‡e|

⇒ 50,001/- UvKvi D‡aŸ© 100,000/- UvKvi wb‡gœ ch©š— cvuP w`b Av‡M Pvwn`v w`‡Z n‡e|

⇒ 100,0001/- UvKvi D‡aŸ© n‡j mvZ w`b Av‡M Pvwn`v cÎ w`‡Z n‡e|

we‡kl `ªóe¨t ms¯'vi ¯^v‡_©  Ges Ri"wi cÖ¡qvR‡b wbe©©nx AYy‡gv`b mv‡c‡¶ Dc‡i Dwj-wLZ kZ©©vejx wk_xj Kiv †h‡Z cv‡i|

Dcaviv-15.2t bM` MÖnb/cÖ`vbt

h_vh_ wej fvDPv‡ii gva¨‡g m‡e©v"P 4,999/- UvKv ch©š— bM‡` cÖ`vb Kiv †h‡Z cv‡i| D‡j-L¨, †h we‡kl cwiw¯'wZ‡Z Kg©x AMÖx‡gi †¶‡Î wmwjsK…Z A_© AwZµ‡gi Aek¨B wefvMxq cÖavb KZ„,©©K Pvwn`v cÎ AYy‡gv`b mv‡c‡¶ (mnR jf¨Zvq) A_© cÖ`vb ch©v‡q co‡e|

Dcaviv-15.3t AwMÖg A_© cÖ`vbt

ms¯'vi Dbœqb ¯^v©‡__, cÖKí ev¯—evq‡bi cÖ‡qvR‡b Ges wefvMxq Kg©KvÛ †nZz M„nxZ A_© `ª^Z wej fvDPv‡ii gva¨‡g mgš^^qi Rb¨ cÖwZôvb‡KÖ"wZe×| ms¯'vi ¯^v‡_© †KbvKvUv, ågY, hvZvqvZ, †Uªwbs BZ¨vw` †¶‡Î AwMÖg wn‡m‡e ms¯'vi SR f~³ Kg©KZ©v/ Kg©PviMY mvgwqK fv‡e AMÖxg A_© (cwiwkó-T) MÖnY Ki‡Z cvi‡e| Zv †Kvb Ae¯'v‡ZB †eZ‡bi wecix‡Z AMÖxg cÖ`vb Kiiv hv‡e bv| AMÖxg AYy‡gv`‡bi †¶‡Î Kg©KZ©vM‡Yi wej Aby‡gv`‡bi ¶gZv AYym,©Z n‡e|

Dcaviv-15.4t AwMÖg MÖnb cieZ©©x mgš^^q weavbt

AwMÖg MÖnYKvix Kg©KZ©v/Kg©Pvix wb‡¤§v³ kZv©©ejx gZv‡eK AwMÖg MÖnbK…Z A_© mgš^^q Ki‡Z eva¨ _vK‡e|

❖ ¯'vbxq evRvi n‡Z µq msµvš— AwMÖ‡gi †¶‡Î AwMÖg MÖn‡bi w`b A_ ev Dchy³ KviY †`wL‡q c‡ii w`bB wej fvDPv‡ii gva¨‡g AwMÖg (cwiwkó- ) mgš^^q Ki‡Z n‡e| Z‡e 03 (wZb) w'‡bi †ekx Kv©h w`em mgq AwZevwnZ Kiv hv‡e bv|

❖ ¯'vbxq evRvi ewntf~©Z µ‡qi †¶‡Î Kg©¯'‡j wd‡i Avmvi 03(wZb)Kvh©w`em Gi g‡a¨ AwMÖg mgš^^q Ki‡Z n‡e|

- ❖ ågb/hvZvqZ msµvš— AwMÖ‡gi †¶‡Î ågb/hvZvqZ mgvcbv‡š— 03(wZb) Kvh©w`em Gi g‡a¨ wej/fvDPvi Ki‡Z n‡e| wej fvDPvi `vwL‡ji c‡i n‡Z 07(mvZ) w`‡bi g‡a¨ hvPvB evQvB I AYy‡gv`v‡š— AwMÖg mgš^q Ki‡Z n‡e|

- ❖ GKgvm AwZevwnZ nevi ci Avi †Kvb AwMÖg mgš^q Kiv hv‡e bv| †m‡¶‡Î AwMÖg MÖnbKvix wbR¯^ bM` A_© Rgv w`‡q AMÖxg mgš^q Ki‡Z eva¨ _vK‡e| Z‡e G‡¶‡Î †K bM` A_© Rgv cÖ`v‡bi gva¨‡g mgš^q Ki‡e Zv mswk-ó wefvM cÖav‡bi gva¨‡g wm×vš— w`‡Z n‡e| A_r© MÖnYKvixi wb‡Ri ev wefv‡Mi ev Ab¨ †Kvb Kvi‡b M„nxZ A_© mgš^q-G wejw¤^Z n‡q‡Q Zvi e¨vL¨v mswk-ó wefvM cÖavb‡KB w`‡Z n‡e|

- ❖ e¨e¯'vcbv KZ…©K wejw¤^Z AYy‡gv`b/hvPvB m¤úv`‡bi †¶‡Î AwMÖg mgš^‡qi mgq ewa©Z chv©‡q co‡e|

Dcaviv-15.5t AwMÖg cÖ`v‡bi we‡eP¨ welqt

GKB e¨w³i bv‡g c~‡e©i MÖnYK…Z AwMÖg mgš^q bv nIqv ch©š— H e¨w³i bv‡g bZzb †Kvb AwMÖg †`qv ev †bqv hv‡e bv|

aviv-16t wej Aby‡gv`bt

wK cwigvb A_© ms¯'vi Service Rule f~³ Kg©KZ©vMY AYy‡gv`b Ki‡Z cvi‡e, wb‡gœ (mviYx-K) c`ex wfwËK wej fvDPvi AYy‡gv`‡bi wmwjs D‡j-L Kiv n‡jv|

mviYx-K

Dcaviv-16.1t gvV chv©‡qi wej AYy‡gv`bt

µwgK bs	Aby‡gv`bKvix Kg©KZ©vi c`we	wej AYy‡gv`b m‡ev©”P mgZv
1.	kvLv Kvh©vjq cÖavb/Kvh©µg Kg©KZ©v	m‡ev©”P-1,000/-
2.	GjvKv cÖavb/GjvKv e¨e¯'vcK	m‡ev©”P-4,000/-
3.	†Rvb Kvh©vjq cÖavb/mgš^qKvix	m‡ev©”P-7,000/-
4.	cwiPvjK-cÖavb Kvh©vjq	m‡ev©”P-10,000/-

1. mswk-ó Awdm cÖavbMb wWW/Pzw³ Abyhvqx †h †Kvb cwigvb Awdm fvov, we`y¨r wej , M¨m wej, cvwb wej, †Uwj‡dvb I †gvevBj wej AYy‡gv`b Ki‡Z cv‡ib|

2. ‡h †Kvb Awd‡mi fvicÖvß wn‡m‡e `vwqZ¡ cvjbKvix Kg©x mswk-ó Awdm cÖav‡bi ¶gZvi wmwjs AYyyyyhvqx wej/fvDPvi Aby‡gv`b Ki‡Z cvi‡e| mvgwqK fvicÖvß Awdm cÖavb KZ…©K fvicÖvß `vZvi Avw_©K ¶gZv msi¶b/e¨envi welqwU D‡j-L _vK‡Z n‡e|

Dcaviv-16.2: wefvM cÖavb chv ©‡q wej Aby‡gv`b:

µwgK bs	weeiY	wej AYy‡gv`b m‡ev©”P ¶gZv

1.	RM/AM	m‡ev©"P-8,000/-
2.	Co-ordinator/Executive Officer	m‡ev©"P-6,000/-
3.	Director	m‡ev©"P-15,000/-
4.	Deputy Director	m‡ev©"P-8,000/-

1. Deputy Director I Co-ordinator c`exf~³ Kg©KZ©vMY wefvM cÖavb wn‡m‡e `vwqZ¡ cvjb bv Ki‡jI wefvM cÖav‡bi c`ex wecix‡Z ¶gZv e¨envi Ki‡Z cvi‡eb|

2. we‡kl we‡kl †¶‡Î AbygwZ cÖvß n‡q cwiPvjKMY m‡e©v"P 1,00,000/- UvKv ch©š— wej Aby‡gv`b Ki‡Z cvi‡eb|

3. cÖavb wbe©vnx mgg©hv`vi Kg©KZ©v 1,50.000/-UvKvi wej Aby‡gv`b Ki‡Z cvi‡eb|

4. cÖavb wbev©nxi wej Aby‡gv`‡bi ¶gZv †h †Kvb cwigvb A_© G‡¶‡Î cÖavb wbev©nxi Rb¨ †Kvb cÖKvi mxgve×Zv bvB|

mviYx-L:

❖ mvaviYZt cÖavb wbev©nx A_v©r †Pqvig¨vb KZ…©K wej Aby‡gv`‡bi cª‡qvRb bv‡j Zvi mgch©©v‡qi Kg©KZ©v/cwiPvjK/wefvM cÖavb ×viv wejwU mycvwiwkK…Z n‡Z n‡e|

❖ ‡Pqvig¨vb mgch©©v‡qi Kg©KZ©v A_v©r KbmvjU¨v›U Øviv ev KZ…©©K wej Aby‡gv`‡bi cÖ‡qvRb n‡j cwiPvjK/mgš^qKvix/wefvM cÖavb Øviv wejwU mycvwiwkK…Z n‡Z n‡e|

❖ cwiPvjK KZ„©©K wej Aby‡gv`‡bi cÖ‡qvRb n‡j wefvM cÖavb/DaŸ©Zb wnmve Kg©KZ©v/wbe©vnx Kg©KZ©v/ wnmve cÖavb KZ…©©K wejwU mycvwiwkK…Z n‡Z n‡e|

❖ Z` wbgœ Kg©KZ©v KZ…©©K wej Aby‡gv`‡bi cÖ‡qvR‡b Zvi wbgœ Kg©KZ©v Mb KZ…©©K wejwU mycvwiwkK…Z n‡Z n‡e|

❖ ms¯'vi ¯^v‡_© Ri"ix cÖ‡qvR‡b AwZ †Mvcbxq welqvw` i¶v Kivi Avek¨KZvq (Avgjv Zvwš¿K RwVjZv, wej¤^Zv Ges Z_¨ dvum iwnZ Keb n«vm) cªwZZôvb wbev©nx cÖav‡bi †h wek¯— ev mgchv©©‡qi Kg©KZ©vi Avw_©K Pvwn`v, cÖ¯—ve/mycvwwk ¯^qs wbev©nx cÖavb I †Pqvig¨v‡bi Aby‡gvvw`Z n‡e gvÎ|

❖ mycvwwk Qvov †Kvb wej Aby‡gv`b Kiv nv‡e bv|

Dcaviv-16.3: AvswkkK wej (part Bill)t

ms¯'v I wØZxq c‡¶i g‡a¨ m¤úvww`Z †Kvb Pzw³ve× Kv‡Ri AvswkkK mgvß Kv‡Ri g~j¨(cwiwkó-S) dig c~i‡bi gva¨‡g cÖ`vbK…Z A_© hv KvRwU mgvß A‡š— we‡ji wØZxq c¶ mgš^‡q eva¨ _vK‡e|

Dcaviv-16.4: †h mg¯— †¶‡Î AvswkkK wej Pzw³ m¤úvww`Z n‡Z cv‡i:

⇒ ms¯'vi wewis wbg©vb A_ev wewis‡qi Ask we‡kl wbg©vb KvR|
⇒ cyKzi Lbb, Rwg µq I wjR MÖnY|
⇒ eo ai‡bi †givgZ KvR© (†hgb: wewis, Mvox, ms¯'vi wbR¯^ iv¯—v BZ¨vw`)|

ms¯'vi I wØZxq c‡¶i g‡a¨ Pzw³/Av‡jvPbv mv‡c‡¶ AvswkkK wej cwi‡kva chv©‡q co‡e| wbav©wiZ QK gZv‡eK AvswkkK wej MÖnY Ki‡Z n‡e| Aek¨ G‡¶‡Î Kv‡Ri †gRvi‡g›U, KvR cÖK„Z c‡¶ KZUzKz mgvß n‡q‡Q Zv ms¯—v KZ…©©K Aby‡gvvw`Z

KwgwU hvPvB mv‡c‡¶ mswk-ó K„Zc¶ KZ…©K Aby‡gvw`Z n‡Z n‡e| Z‡eB D³ `vwLjK…Z AvswkK wej Qvo Kiv hv‡e|

Dcaviv- 16.5: we‡K›ªxKib K…Z Kg©m~Px I ¯^vqZ¡ kvwmZ Kg©m~Pxi mv‡ Avw_©K †jb‡`b msµvš—t

WASDPAZvi Kg©GjvKv , Kg©cwiwa w`b w`b D‡ËviËi we¯Z…Z Ki‡Q| A`~i fwel¨‡Z Kg©cwiwa I GjvKv e¨vcK m¤cÖmvqb n‡j, †K›ª wfwËK Avw_©K cÖÖkvmb hyw³ m½Z ev AvaywbK e¨e¯’v e‡j we‡ewPZ n‡e bv| Avi ZvB GiB aviv evwnKZvq wKQz wKQz Kg©m~Px‡K ¯^qs m¤ú~b© K‡i M‡o †Zvjvi Rb¨ H mg¯— Kg©m~Px‡K we‡K›ªxKib Kiv n‡e ev n‡Z hv‡”Q| GKB fv‡e ¯^vqZ¡kvwmZ I sister concern Gi mv‡_ WASDPAGi Avw_©K †jb‡`b Df‡qi mv‡_ m¤úvw`Z Pzw³ gZv‡eK m¤úbœ n‡e|

Dcaviv-16.6: wej QvoKi‡b cvjbxq:

†Kvb wefvM/cÖKí/†Rvb ev GjvKv/ kvLv †_‡K bM`, e¨vsK, wWwW I wUwU Gi gva¨‡g A_© cÖ`vb/‡vex c~ib/A_© mieivn Ki‡Z n‡j wb‡¤§v³ welq‡jv ¸iæZ¡ mn we‡ePbvq G‡b A_© Qvo Ki‡Z n‡e:

⇒ mswk-ó wej fvDPv‡ii gva¨‡g A_© Qvo w`‡Z n‡e|
⇒ Dc¯’vwcZ e¨q `vex ev ev‡RU f~³ _vK‡Z n‡e|
⇒ Aby‡gvw`Z Pvwn`v cÎ _vK‡Z n‡e|
⇒ µq msµvš— wewagvjv h_vh_ Abymib Kiv n‡q‡Q wKbv, Zv †`Lv|
⇒ weµµq Kvixi mv¶i Av‡Q wK bv|
⇒ ev‡RU AwZµi³ Li‡Pi wej/fvDPvi cwi‡kv‡ai †¶‡Î cÖavb wbev©nx †Pqvig¨v‡bi Aby‡gv`b _vK‡Z n‡e|
⇒ we‡j/fvDPv‡i mswk-ó wefvM cÖavb/Aby‡gv`bKvixi ¯^v¶i I mxj Ave¨kK|
⇒ f¨vU I U¨v· msµvš— bxwZgvjv mwVK fv‡e AbymwiZ n‡q‡Q wKbv| µqKvix/µq KwgwUi ¯^v¶i wbbðZ Kib|
⇒ µqK…Z cY¨ óK Kiv n‡q‡Q wKbv GB ‡©g gRy` mb` cÎ Av‡Q wKbv Ges µq KwgwU Zv wbbðZ n‡q ¯^v¶i K‡i‡Q wKbv |
⇒ we‡j UvKvi cwigvb K_vq I As‡K ‡jLv Av‡Q wKbv Ges Zv‡Z mvgÄm¨ Av‡Q wKbv|
⇒ cwÎKvi gva¨‡g ev ¯úó †KvU‡b‡bi gva¨‡g cb¨ µq Kiv n‡j me© wb¤œ `i`vZvi wbKU †_‡K cb¨ µq Kiv n‡q‡Q GB g‡©g hveZxq cÖgvb cÎ`x``x †hgb cwÎKvi KvwUs me©wb¤œ `i`vZvi cÖgvb Zzjbvg~jK weeiYx Ges me©wb¤œ `i`vZvi wbKU †_‡K cb¨ µq Ki‡j g‡©g cÖwZóvbi KZ…©©K Aby‡gvw`Z KwgwUi ¯^v¶i m¤^wjZ Kvhv©c‡k cÎ|
⇒ h_vh_ cÖvc‡Ki wbKU A_© hv‡”Q wKbv Zv wbbðZ Ki‡eb| MÖnYKvixi ¯^v¶i cÖ`vb/MÖnY wbbðZ Ki‡eb|
⇒ wej KvuPv ev cvKv wKbv A_©v©r K¨vk †g‡gvi gva¨‡g µq bv Kiv n‡q ¯^‡K ev ¯^v‡j †gvU KvuPv wej wnmv‡e cwiMwiYZ n‡e G‡¶‡Î KvuPv wejwU 500/- (cvuPkZ) UvKv ev Z‡Zv©©× n‡j D³ we‡j †iwfwbD ó¨v¤ú jvM‡bv Av‡Q wKbv|
⇒ †h mKj we‡ji †¶‡Î ms¯’vi Aby‡gvw`Z di‡gU e¨env‡ii wbqg Av‡Q †m ‡¶‡Î D³ Aby‡gvw`Z di‡gU e¨envi wbbðZ Kib|

Dc‡ii mKj welq¸‡jv Zx¶è `„wó Øviv hvPvB A‡š— `vexK…Z we‡ji A_© Qvo Ki‡Z n‡e| wKš' Dc‡ii welq¸‡jv h_vh_ fv‡e cÖwZcvwjZ nevi c‡iI hw` we‡j †Kvb m‡›`n _v‡K Zvn‡j A_© Qvo bv K‡i wej nb: hvPvB K‡i wm×š— wb‡Z n‡e| Z‡e GLv‡b D‡j-L¨ †h we‡ji ¸i“Z¡ we‡ePbv K‡i hZ `ªyZ wej Qvo †`qv hvq Zvi e¨e¯'v me©`v Ki‡Z n‡e|

aviv-17t fvDPvit

msNwUZ †h †Kvb †jb‡`‡bi cÖgvbK|

Dcaviv-17.1t fvDPvi msµvš— wbqgvejx t

⇒ ms¯'v KZ…©K Aby‡gvw`Z wnmve LvZ ev DcLvZ¸wj h_vh_ fv‡e wjwce× Ki‡Z n‡e|

⇒ ‰`bw›`b hveZxq †jb‡`¸‡jvi hveZxq cÖgvbK¸‡jv GKwU Qvcv‡bv (ms¯'v KZ…©K Aby‡gvw`Z) Ucmx‡Ui gva¨v‡g ms¶Y Ki‡Z n‡e|

⇒ Ucmx‡U µwgK b¤^i w`‡Z n‡e|

⇒ cÖ‡Z¨K A_© eQi A_v©r Rvbyqvix n‡Z wW‡m¤^i mgqKv‡ji Rb¨ 01 b¤^i n‡Z ïi“ K‡i †kl Ki‡Z n‡e| bZzb eQ‡i Avevi 01 b¤^i †_‡K ïi“ n‡e|

⇒ cÖwZwU fvDPvi h_vh_ dvBwjs Ki‡Z n‡e Ges GK dvBj †kl n‡j cybivq bZzb dvBj Lyj‡Z n‡e| cÖ‡Z¨K dvB‡j KZwU fvDPvi A_v©r KZ b¤^i †_‡K KZ b¤^i ch©š— msiwÿZ Av‡Q Zv dvB‡ji Dc‡i ¯úó¶‡i wjL‡Z n‡e Ges dvBj b¤^i w`‡Z n‡e|

⇒ fvDPv‡i Li‡Pi wbe`©ó ZvwiL _Kv‡Z n‡e|

⇒ fvDPvi¸‡jv AwWU Dc‡hvMx Kivi Rb¨ hveZxq Kvhv©ejx m¤úv`b Ki‡Z n‡e| G‡¶‡Î AZxZ AwWU msµvš— µwU mg~n wePvi we‡k-lY I AwfÁZv Kv‡R jvMv‡Z n‡e| cÖ‡Z¨K fvDPv‡ii Rb¨ Avjv`v Avjv`v µwgK bs w`‡Z n‡e|

⇒ fvDPv‡i UvKvi AsK K_vq I AsK wjL‡Z n‡e|

⇒ ‡Kvb †jb‡`‡b fzj †cvwós †`qv n‡j KvUvKvwU ev K‡i Rvbv‡bvi gva¨g ms‡kva‡bi e¨e¯'v Ki‡Z n‡e|

⇒ fvEPv‡i fvDPvi cÖ¯'ZKvix, cix¶vKvix I Aby‡gv`b Kvixi ¯^v¶‡i _vK‡Z n‡e|

⇒ ‡`‡ki cÖPwjZ A_© AvB‡bi Abymi‡b KvuPv fvDPv‡i †iwfbwbD óv¤ú _vK‡Z n‡e|

⇒ cÖ‡Z¨K cªvb fvDPv‡i f¨vU I ó¨v¤ú†mn Ab¨vb¨ KZ©bxx h_vh_ fv‡e mgš^q mvab Ki‡Z n‡e|

⇒ cÖ‡Z¨K cÖ`vb fDPv‡i cwi‡kva mxj e¨envi Ki‡Z n‡e|

aviv-18 t gvwb (Money) iwk` t

ms¯'vi Aby‡gvw`Z iwk` hv Øviv †Kvb Kg©x, e¨w³ ev cÖwZóv‡bi wbKU †_‡K A_© Rgv/MÖnY welqK cªgvbK‡K eySvq|

⇒ gvwb iwk` ms¯'vi cÖavb wbev©nxi Aby‡gvw`Z A_© I msi¶Y wefvM KZ…©K Qvcv‡bv n‡e Ges msiw¶Z _vK‡e|

⇒ Pvwn`v cÖ`vbKvix wefvM/cÖKí Pvwn`vi gva¨‡g gvwb iwk` msMÖn K‡i wbR wefvM/cÖK‡íi óK ey‡K Aš—fy©³ Kivi Ges wefvMxq Kg©xix Pvwn`v gZv‡eK mywbw`ó WKz‡g‡›Ui gva¨‡g mieivn Ki‡e|

⇒ gvwb iwk‡`i cÖwZwU cvZv µwgK bs Abyhvqx avivevwnK fv‡e e¨envi Ki‡Z n‡e|

⇒ cÖKí/wefvMxq Pvwn`vi ‡cÖw¶‡Z A_© I msi¶Y wefvM gvwb iwk` (cwiwkó-O) mieivn Ki‡e| G‡¶‡Î msiw¶Z wefvM gvwb iwk` MÖnY I cÖ`v‡bi óK †ivRóvi msi¶b Ki‡eb hv‡Z Ae¨kB Avw` iwk‡`i ewn bs I µwgK bs D‡j-L _vK‡e|

⇒ gvwb iwk` †h †Kvb msi¶‡bi †¶‡Î ewnbs Ges ewn‡Z KZ b¤^i †_‡K KZ b¤^‡i †kl n‡q‡Q Zv D‡j-L _vK‡e|

⇒ ‡Kvb gvwb iwk` evwZj n‡j †Kvb Ae¯’v‡ZB wQ‡o †djv hv‡e bv| D³ gvwb iwk‡` evwZj K_vwU wj‡L H ewn‡Z msi¶Y Ki‡Z n‡e|

aviv-19 t †fvë e¨ve¯’vcbv t

Awdwmqvj Zvr¶wbK Ri“ix †Kvb cÖ‡qvRb›xq Pvwn`v wgUv‡bvi Rb¨ Mw"QZ A_© hv me©©`v Awdm `ß‡i msw¶Z _vK‡e|

µwgK bs	weeib	A‡_©i cwigvb
1.	†Kw›``ªq A_© wefvM	50,000/-
2.	Kvhµ©g welqK A_© wefvM	30,000/-
3.	gvbe m¤ú` wefvM I cÖKvmb	20,000/-
4.	mvgvwRK Dbœqb welqK	15,000/-
5	Dbœqbg~jK Kvh©µg	10,000/-

Dcaviv-19.1t †fvë msµvš— wbqgvejx t

wbR¯^ †fvët

⇒ wmwjs Z`y‡×©v UvKv †fv‡ë ivLv hv‡e bv|
⇒ Mw"QZ A_© gy``ªvgvb Abymv‡i ev †bvU wfwËK ivL‡Z n‡e|
⇒ mswk-ó K¨vwkqvi/ wnmvi mnKvix I wnmve/ wefvM cÖavb G‡¶`i †hŠ_¯^¯^v¶‡i †fvë †iwRóvi msiw¶Z n‡e|

Dcaviv-19.2t †K‡›``ªxq †fvët

⇒ Kvh© w`em †k‡l †jb‡`‡bi ci wmwjs AwZwµ³ (wmwjs e¨enviKvix‡`i †¶‡Î) A_© e¨vsK Rgv †`Iqv m¤¢e ev n‡j †K›``ªxq †fv‡ë msi¶b ev Mw"QZ ivLv n‡e|
⇒ ‡fvë e¨enviKvix bq GB ifc wefv‡Mi Mw"QZ A_© I †K›``ªxq †fv‡ëRgv ivLv hv‡e|
⇒ Kvh© w`e‡m weKvj 05 UvKvi g‡a¨ †fv‡ë A_© Rgv w`‡Z n‡e|
⇒ AcwiKwíZ fv‡e A_© D‡Ëvjb I †fv‡ë Rgv cÖebZv cwinvi K‡i Pj‡Z n‡e| †K›``ªxq †fv‡ë UvKv ivLvi Rb¨ Mw"QZ A_© gy``ªvgvb Abymv‡i Mw"QZKvix I mswk-ó wefvM cÖav‡bi ¯^v¶‡i †K›``ªxq A_© wefvM cÖav‡bi Aby‡gv‡bi †K›``ªxq †fv‡ë UvKv Mw"QZ ivLv hv‡e|

⇒ msiw¶Z A_© Aek¨B c‡ii w`b ‡fvë †_‡K DVv‡Z n‡e hw` †mB w`b †Kvb miKvix QzwU bv _v‡K|

ÒZ„Zxq Aa¨vqÓ
Òe¨vswKs msµvš— Kvh©vejxÓ

aviv-20t e¨vswKs msµvš— welqvejx t

Dcaviv-20.1 t e¨vsKt

H mKj jMœx Kvix miKvix/miKvi Aby‡gvw`Z †h †Kvb RvZxq, †emiKvix I Avš—RvwZK evwYwR¨vK e¨vsK eySvq hviv evsjv‡`k miKv‡ii †K›`ªxq e¨vs‡Ki wewa weav‡bi AvIZvq †_‡K RbMbI wewfbœ miKvix/†emiKvix/AvavmiKvix, e¨vw³ ev cÖwZóv‡bi A_© Rgv iv‡L I FY cÖ`vb K‡i Ges ‰`bw›`b Kvhµ©g cwiPvjbvi A‡_©i Av`vb cÖ`v‡bi GKwU DrK…ó gva¨g wn‡m‡e KvR K‡i|

Dcaviv-20.2 t ms¯'vi e¨vsK t

ms¯'vi Avw_©K †jb‡`b A‡©i †hvMvb, A‡©i Rgv wel‡q GB ms¯'vi KZ…©©K g‡bvbbZ I Aby‡gvw`Z †h †Kvb miKvix/†emiKvix evwYwR¨vK e¨vsK‡K eySv‡e| GB mg¯— RvZxq I Avš—©RvwZK e¨vsK cwiPvjZ wbqgYxwZ I wewa mg~n h_vh_ Abymib K‡i ms¯'vi Rb¨ `vwqZ¡ cvjb Ki‡e|

Dcaviv-20.3 t ms¯'vi e¨vswKs Kvh©vewj cwiPvjbv t

1. Kvh©wbe©vnx cwil` KZ…©©K ¶gZv cÖvß cÖavb wbe©vnx ev cÖavb wbe©vnxi ¶gZv cÖvß e¨w³i cÖ¯——vebv †gvZv‡eK e¨vsK wnmve †Lvjvi ¶gZv msi¶b K‡i|
2. cÖavb wbe©vnx ev cÖavb wbev©nxi Aby‡gvw`Z Kg©KZ©v/Kg©Pvix wnmve cwiPvjbv Ki‡Z cvi‡e|
3. `vwqZ¡ cªvß e¨w³MY wb‡gœ D‡j-wLZ †¶‡Î Awc©Z ¶gZv e‡j A_© D‡Ëvjb Ki‡Z cvi‡e|

♦ Af¨š—ixb cÖK‡íi †jb‡`bi †¶‡Î|

- H mg¯— A_© cwi‡kva Ki‡eb hv ms¯'vi `vi wn‡m‡e we‡ewPZ n‡e|
- e¨vsK wnmv‡e Mw"QZ A_© `x©N ev ¯^í †gqv`x wewb‡qv‡Mi †¶‡Î ev AwaK jvfRbK †¶‡Î wnmv‡e ms¯'vi ¯^v_© RwoZ _vK‡e|
- ‡h †Kvb Avw_©K `vqx e¨vs‡Ki gva¨‡g cwi‡kv‡ai c~©‡e Dchy³ Z_¨ msMÖn Ki‡eb hv‡Z cieZx©‡Z AvbbMZ †Kvb RwUjZv m„wó bv nq|
- ‡Kvb †¶‡Î ¶gZv cÖvß Kg©KZ©v/Kg©KZ©vM‡bi m‡›`n m„wó ev cwic~©b fv‡e Pvwn`v K„Z A_© cwi‡kv‡ai mš'ó bv n‡j Zv cÖ`vb Kib ¯^wMZ Ki‡eb|
- ms¯'vi Kg©KZ©v/Kg©x whwb ev hviv †PK ¯^v¶i A_ev cÖwZ¯^v¶i Kivi ¶gZv m…i¶b K‡ib A_ev wej cÖ`v‡bi ¶gZv m…i¶b K‡ib Zv‡`i ci¯új‡ii bgyav ¯^v¶i mši¶b Kiv Df‡qiB †gŠwjK `vwqZ¡| mswk-ó wefvMxq cÖavß‡bi Aby‡gvw`Z Kgx©i wbKU †PK ewn mši¶Z _vK‡e wZwb Ae¨kB †PK ¯^v¶iKvix n‡eb ev|

Dcaviv-20.4 t e¨vsK wnmve †Lvjvi c×wZt

†Kvb cÖKí/wefv‡Mi bZzb e¨vsK wnmve †Lvjvi cÖ‡qvRb n‡j wb‡gœv³ bxwZ AbymiY Ki‡Z n‡et

- weLvMxq cÖavb e¨vsK wnmve †Lvjvi †hŠw³KZv D‡j-L c~©eK cÖavb wbe©vnx eive‡i Av‡e`b Ki‡e|
- Av‡e`b cÎ cÖavb wbe©vnx Gi mycvwi‡k cieZx©‡Z Kvh©Kix cwil` KZ…©K Aby‡gvw`Z n‡e|
- e¨vsK wnmvewU †Lvjv n‡j Zvi b¤^i I cÖviw¤¢K w¯'wZ mn Z_¨vw` †K›`ªxq Awa‡m AewnZ Ki‡Z n‡e|
- Dchy³ KZ…©c¶‡K †PK ¯^v¶iKvix wngv‡e Kgc‡¶ 03 (wZb) ¯^v¶iKvix g‡bvbxZ Ki‡Z n‡e| hvig‡a¨ Kgc‡¶ ‡h †Kvb 02 (`yB) R‡bi †hŠ_ ¯^v¶‡i A_© D‡ËjvB Kiv hv‡e g‡g© e¨vsK‡K AewnZ Ki‡Z n‡e|
- kvLvq/cÖK‡íi/wefv‡Mi ‡jb‡`bi e¨vcKZv/cwiwai Dci wfwËK‡i †PK ¯^v¶ii ¶gZv wba©vwiZ n‡Z cv‡i | hv cÖavb wbe©vnx KZ…©K Aby‡gvw`Z n‡e|
- Ae¨en¨Z wnmve cybivq Pvjy/eÜ Ki‡Z n‡j Aek¨B c~©‡e †K›`ªxq A_© wefv‡Mi gva¨‡g cÖavb wbe©vnx KZ…©K Aby‡gvw`Z n‡Z n‡e|
- bZyb wnmve †Lvjv, Ae¨en¨Z wnmve Pvjy/eÜi †¶‡Î ZvrÿwbK fv‡e †K›`ªxq A_© wefvM‡K wjwLZ AvKv‡i AewnZ Ki‡Z n‡e|

Dcaviv-20.5t Bmy¨K…Z †PK hvPvB ms¥všÎt

evnK †PK ev Account Payee ‡PK Bmy¨i c~‡e© †PK ¯^v¶iKvix M‡Yi ˆ`wbK A_© D‡Ëjvb ms¥všÎ— Pvwn`vcÎ †iwRóvi, †PK †iwRóvi evn‡Ki bvg, UvKvi cwigvb, ZvwiL I wnmve bs we‡kl †¶‡Î Bmy¨K…Z †P‡Ki wecwi‡Z fvDPvi Aby‡gvw`Z wKbv hvPvB mv‡c‡¶ ‡P‡K ¯^v¶i wbwðZ Ki‡eb| Pvwn`v cÎ †PK †ivRóvi dig (cwiwkó-K) e¨envi Ki‡Z n‡e|

Dcaviv-20.6t †PK cÖ`vb ms¥všÎ—t

- AvbbMZ cÖvc‡KB †PK cÖ`vb Ki‡Z n‡e|
- ‡PK cÖ`v‡bi mg‡q †P‡K Count Part/‡PK gywo‡Z cÖnxZvi bvg, ZvwiL I cwiwPZ b¤^i (cÖ‡hvR¨ †¶‡Î) wjL‡Z n‡e Ges †PK gywoi Aci c„‡ôvmn dig G (cÖvwß/cÖ`vb di‡g) MÖnxZvi ¯^v¶i wbwðZ Ki‡Z n‡e|

Dcaviv-207t evnK †PK cÖ`vbt

Awdm LiP cwiPvjbv, ¶z`ª FY weZi‡bi †¶‡Î evnK ev ms¯'vi †Kvb Ri"ix cÖ‡qvR‡b evnK/Bearer †PK Bmy¨ n‡e| evnK †PK c~i‡Yi †¶‡Î evn‡Ki bvg,UvKvi cwigvb (AsK I K_vq), ZvwiL Aek¨B wjL‡Z n‡e| KLbB dvuKv/Blank ‡PK Bmy¨ Kiv hv‡e bv| evnK †P‡Ki gva¨g A_© D‡Ëvj‡bi †¶‡Î Aby‡gvw`Z wZb Rb Kg©KZ©v/Kg©Pvix (bvg, c`ex I kvLvi bvg D‡jøL mn) †P‡Ki evnK wnmv‡e By Rotation ‡h †Kvb `yB Rb `vwqZ¡ cvjb Ki‡eb| †P‡Ki evnK wn‡m‡e `vwqZ¡ cvjb Gi welqwU mswk-ó wefvM/cÖKí/kvLv/Gwiqv/†Rv‡bi Awdm cÖavb Awdm Av‡‡ki gva¨‡g wbwðZ Ki‡eb| cÖ‡qvR‡b `vwqZ¡ cwie©Zb n‡Z cv‡i|

Aby‡gvw`Z Kg©xi gva¨‡g whwb †P‡Ki evnK wZwb Ges mswk-ó wefvM/cÖKí/kvLv/Gwiqv/†Rv‡bi Ab¨ †h †Kvb Kg©x †P‡Ki evn‡Ki ms‡M e¨vsK n‡Z A_© D‡Ëvjb/A_© Avbq‡bi `vwqZ¡ †hŠ_fv‡e cvjb Ki‡eb|

Dcaviv-20.8t µm †PK cÖ`vbt

ms¯'vi ¯'vqx m¤ú` µq óvd‡`i wewfbœ cÖKvi FY cÖ`vb, óvd‡`i P~ovš— `vi-†`bv wb®úwËKib, GK cÖKí †_‡K Ab¨ cÖK‡í Av`vb-cÖ`v‡bi, ME FY weZiY, †h †Kvb e¨w³/ cªwZÓv‡bi Paument Gi †¶‡Î Aek¨B 10,000/- UvKv ev Z‡`v©× A‡_©i †¶‡Î A/C Payee ‡PK Bmy¨ Ki‡Z n‡e| A_v©r †PK, MÖnxZvi cÖwZÓv‡bi bvg, wnmve bs wjL‡Z n‡e| A/C Payee mxj cÖ`Ë †P‡K Aek¨B e¨envi Ki‡Z n‡e|

Dcaviv-20.9t e¨vs‡K A_© Rgv`v‡b msµvš—t

gvV †_‡K Av`vqK…Z ev wewfbœ Drm †_‡K AvMZ bM` A_© e¨vs‡K Rgv`v‡bi †¶‡Î †hŠ_ fv‡e Aby‡gvw`Z Kg©xMb A_© Rgv `vwqZ¡ cvjb Ki‡eb| A_v©r 10,000/- (`k nvRvi) UvKvi D‡aŸ© Rgv`v‡bi †¶‡Î Aby‡gvw`Z Kg©x mn kvLv/wefvMxq cÖav‡bi g‡bvbxZ cÖwZwbwa e¨vsK n‡Z A_© Rgv/Avbq‡bi `vwqZ¡ †hŠ_ fv‡e cvjb Ki‡e| †Kvb µgB Aby‡gvw`Z evnK †Kvb mg‡qi Rb¨ A_© D‡Ëvjb/Rgv Ki‡Z cvi‡e bv|

Dcaviv-20.10t wWwwW/wUwwU/GgwU/wcI msµvš—t

†K›`ªxq Awdm †_‡K †Rvb/Gwiqv/kvLv Avevi kvLv/Gwiqv/†Rvb †_‡K †nW Awd‡m GK kvLv †_‡K Ab¨ kvLv, cÖK‡íi †¶‡Î GK _bv/Dc‡Rjv †_‡K Ab¨ Dc‡Rjvq ev Avš—:kvLv/cÖKí †jb‡`‡bi gva¨g dvÛ Av`v Aek¨B wWwwW/wUwwU/GgwU/wcI Gi gva¨g †jb‡`b Ki‡Z n‡e| Kv¨RB e¨vsK n‡Z A_© D‡Ëvj‡bi †PK evn‡Ki cwie©‡Z Avcbvw`‡K wWwwW/wUwwU/GgwU/wcI Kivi wbwg‡Ë K_vwU Aek¨B wjL‡Z n‡e| A_v©r Demanal Draft (DD) Kivi †¶‡Î evnK †PK Bmy¨ ev bM` †Kvb A_© D‡Ëvj‡Z n‡e bv|

Dcaviv-20.11t ˆ`bw›`b e¨vs‡K e¨v‡jÝ (†K›`ªxq Awd‡mi Rb¨)t

‰`bw›`b e¨vsK †jb‡`b mgvß A‡š— ms¯'vi e¨eüZ wewfbœ wnmve G wK cwigb A_© Mw"QZ Zv eySv‡e| wewfbœ cÖK‡í, e¨eüZ e¨vsK wnmv‡ei ˆ`bw›`b ev ‰`wbK

†jb‡`b A_v©r wnmve n‡Z A_© D‡Ëvjb Ki‡Z n‡j †K›`ªxq wnmve wefv‡M iw¶Z A_© D‡Ëvjb †iwRóv‡i wnmve b¤^i D‡ËvwjZ UvKvi cwigvb, A_© D‡Ëvj‡bi KviY, ZvwiL wj‡L †PK enb Kvix e¨vw³ ¯^v¶i Ki‡e Ges †P‡Ki †Kvbvq †iwRóv‡i †cvwós n‡q‡Q g‡g© `vwqZ¡ cÖvß e¨vw³ ¯^v¶i Ki‡eb|

- wW‡m¤^i Closing Gi mg‡q e¨vsK Pv©R I e¨vsK my` mn cÖwZ‡e`b `vwLj Ki‡Z n‡e|

- cÖwZw`‡bi †jb‡`b †k‡l †h mKj wnmv‡e UvKv D‡Ëvjb I Rgv n‡q‡Q Zv †ejv 03 Uvi g‡a¨ ‰`wbK e¨vsK e¨j‡Ýi cÖwZ‡e`b (cwiwkó -M) †gvZv‡eK `vwqZ¡ cÖvß e¨vw³i wbKU `vwLj Ki‡Z n‡e|

- me mgq e¨vsK cvk ewn ev e¨s‡Ki ‡óU‡g›U AvcUz-†WU ivK‡Z n‡e| cÖ‡qvR‡bi Bank Reconeiliatiion statement cÖ¯‘Z K‡i e¨vs‡Ki mv‡_ Cash Book Gi Bank Balance wgj KiY Ki‡Z n‡e|

ÒPZz©_ Aa¨vqÓ
Ò‡eZb fvZv I †eZb msµvš— KZ©bÓ

aviv-21t †eZb I fvZvw`t

- mvwwf©m i"jm (SR) f~³ Kg©x‡`i †¶‡Î Staff Compensation Plan Abymv‡i †eZb cÖ‡``q n‡e|

- cÖKí Kg©x‡`i †¶‡Î cÖKí cÖ¯—vebv ev wb‡qvM c‡Îi kZ© Abymv‡i †eZb cÖ‡``q n‡e|

- ‡h gv‡mi †eZb †mB gv‡mi †kl mßv‡ni g‡a¨ Qvo Kib chv©‡q co‡e|

- AMÖxg wn‡m‡e †Kvb †eZb fvZv cÖ`vb Kiv hv‡e bv|

- ‡eZ‡bi Rb¨ †eZb mxU/†eZb †iwRóvi msi¶b Ki‡Z n‡e|

- nvwRiv LvZvfz³ Kg©x‡`i †eZb n‡e| Z‡e hv‡`i nvwRiv LvZvq bvg DVv‡bvi cÖ‡qvRb bvB Zviv Gi AvIZvq co‡e bv|
- ‡eZb Aek¨B kvLvi SD (óvd wW‡cvwRU) / e¨vs‡Ki gva¨‡g cÖ`vb Ki‡Z n‡e|
- cÖ‡Z¨K Kg©xi †eZb mx‡U h_vh_ †iwfwbI óv¤ú jvMv‡Z n‡e|
- civgk©K, G¨vWfvBRvi, G¨vW‡fv‡KU I Dc‡`óvM‡bi m¤§vbx fvZv Pzw³i kZ© Abyhvqx me©‡v cÖ`Ë n‡e|
- Kg©wfwËK Kg©x‡`i †eZb wefvMxq cÖavbM‡bi Aby‡gv`b I Kg©wfwËK Kg©x †eZb cÖ`vb bxwZgvjv Abygv‡i Abymv‡i cÖ‡Ë n‡e|

aviv-22t †eZb KZ©b msµvš— welqt
- cÖwZôv‡bi KZ…©K wba©vwiiZ KZ©b ms¯'vi PvKixwewa gZv‡eK wbqwš¿Z I cwiPvjZ n‡e| †hgb- cÖwf‡W›U dvÛ, wW‡cvwRU, weGdG, wR.AvB.G|
- Kg©xi e¨w³MZ KZ©b, †hgb- †gvUimvB‡Kj, evB-mvB‡Kj, K¨vjKz‡jUi, †iBb‡KvU, ‡gvevBj FY, D"P wk¶v FY, M„n FY, M„n-miÄvg FY, Kj¨vY Znwej FY BZ¨vw` F‡Yi wbqgZ fv‡e FY Pzw³ k©Z gZv‡eK cªwZgv‡m Kg©xi †eZb †_‡K KZ©b Ki‡Z n‡e|
- WASDPA–i Avqg~jK cÖKí/wefvM ‡_‡K †Kvb Kg©xhw` evuwK‡Z †Kvb wKQz e¨w³MZ fv‡e MÖnY K‡i Z‡e mswk-ó wefv‡Mi Z_¨ gZv‡eK cÖwZgv‡m wbqg Abyhvqx †eZb mx‡U KZ©b Ki‡Z n‡e|
- mswk-ó wefv‡Mi cvIbv (KZ©‡bi Ask) KZ©b cieZx© 15(c‡bi) w‡bi g‡a¨ mswk-ó Kg©x‡`i e¨vsK wnmv‡e ‡cÖiY Ki‡Z n‡e|

Dcaviv-22.1t fwel¨r Znwej (contributory Provident Found)t
SR f~³ Kg©x‡`i fwel¨r‡Zi Rb¨ Kg©xi wb‡Ri I cÖwZôv‡bi KZ…©K RgvK…Z Ask| hv ms¯'vi PvKzix wewai aviv-38 gZv‡eK cwiPwjZ| fwel¨rZ Znwe‡ji A_© c„_K e¨vsK wnmv‡ei gva¨‡g msi¶b Ki‡Z n‡e Ges †h †Kvb jvfRbK Lv‡Z wewb‡qvM Ki‡Z n‡e|

Dcaviv-22.2t wR AvB G (GIA)t
ms¯'vi PvKzwi wewai aviv-40-L gZv‡eK cwiPvwjZ n‡e| D‡j-wLZ dv‡Ûi hveZxq wnmve cÎv`x †K›`ªxq wnmve wefvM KZ…©K c„_K e¨vsK wnmv‡ei gva¨‡g msi¶b Ki‡Z n‡e| D³ Znwe‡ji A_© jvfRbK Lv‡Z wewb‡qvM Ki‡Z n‡e|

Dcaviv-22.3t Avby‡ZvwlK (Gratuity)t
ms¯'vi PvKzix wewai aviv 40-M gZv‡eK cwiPwjZ n‡e Ges hveZxq wnmve cÎv`x †K›`ªxq wnmve wefvM KZ…©K e¨vsK wnmv‡ei gva¨‡g msi¶b Ki‡Z n‡e| D³ Znwe‡ji A_© jvfRbK Lv‡Z wewb‡qvM Ki‡Z n‡e|

Dcaviv-22.4t RvgvbZ (Security)t
cÖwZZÖóv‡`¨b ¯'vqx wfwË‡Z †Kvb Kg©K©Zv/Kg©Pvix wb‡qvM cÖvwß cieZx© †hvM`v‡bi mgq ms¯'vi wewai gZv‡eK †MÖW Abyhvqx GKwU wbw`©ó cwigvb A_© Rgv cÖ`vb K‡i hv, cieZx©‡Z wewa gZv‡eK †dir †`qv n‡e| †Kvb Kg©x wewa ewn©f~Z fv‡e D³ A_© ‡vex Ki‡Z cvi‡eb bv| RvgvbZ‡Zi Dci e¨vsK †i‡U jvf/my` cÖ`vb n‡e| G gZv‡eK hveZxq cÎv`x msi¶b Ki‡Z n‡e|

ÒcÂg Aa¨vqÓ

Ò¯'vqx m¤ú`, óK †iwRóvi µq-weµq, †UÛvi Ges †Kv‡Ukb msµvš—Ó

aviv-23t ¯'vqx m¤ú`¨ msµvš—t

‡h mg¯' m¤ú` weµ‡qi D‡Ï‡k¨ µq bv K‡i e¨envi I ms¯'vi Avq Kivi D‡Ï‡k¨ µq Kiv nq Ges †h mg¯' m¤ú` 01(GK) eQ‡ii AwaK e¨envi Kiv hvq I hv †_‡K cÖwZôvb/ms¯'v †mev †c‡q _v‡K Zv‡K ¯'vqx m¤ú` e‡j| †hgb- AvmevecÎ, f~wg I `vjvb †KvUv BZ¨vw`|

Dcaviv- 23.1t ¯'vqx m¤ú` mbv³ Kib wPý cÖ`v‡bi wbqgt

bgybvt WASDPA/wefvM ev cÖKí/Awd‡mi bvg / m¤ú‡‡i bvg/µ‡qi eQi/wmwiqvj b¤^i|

Dcaviv-23.2t ¯'vqx m¤ú` wnmve fz³ Ki‡bi we‡eP¨ welqt
- ✓ ¯'vqx m¤ú‡`i µq Pvwn`v Aby‡gv`b wb‡Z n‡e|
- ✓ µq KwgwUi gva¨‡g †UÛvi/†Kv‡Ukb/`icÎ msMÖnK‡i Kgc¨v‡iwUf †óU‡g›U ˆZix K‡i Zv µq KwgwUi gva¨‡g ev KZ…©K Aby‡gvw`Z n‡q Kvhv‡`©k cÖ`vb Ki‡Z n‡e|
- ✓ µq KwgwUi gva¨‡g µq Kvh©m¤úv`b Ki‡Z n‡e|
- ✓ µq m¤úv`‡bi ci Zv ÷K †iwR÷vi I ¯'vqx m¤ú` †iwR÷vi (cwiwkó- Q) DV‡Z n‡e|
- ✓ mswk-ó ¯'vqx m¤ú‡` Identification Mark w`‡Z n‡e|
- ✓ ¯'vqx m¤ú` wfwËK wmwWDj ˆZix Ki‡Z n‡e|
- ✓ ¯'vqx m¤ú‡`i wej G¨vKvD›U ‡c-†P‡Ki gva¨‡g cwi‡kvaZ Ki‡Z n‡e|
- ✓ eQi †k‡l ¯'vqx m¤ú` wdwRK¨vwj †fwiwd‡Kkb K‡i wi‡cv©U Ki‡Z n‡e|

Dcaviv-23.3t m¤ú‡`i AePqt

cÖwZôv‡bi ¯'vqx m¤ú` mg~‡ni e¨envi, ¶qcÖvß nIqv, e¨envi Aby‡cv‡hvMx nIqv aÿm cÖvß nIqv BZ¨vw` Kvi‡b m¤ú‡`i g~j¨ n«vm‡K AePq e‡j|

Dcaviv-23.5t AePq av‡h©¨i cÏwZt

ms¯'vi hveZxq ¯'vqx m¤ú‡`i Dci µgn«vmgvb †Ri cÏwZ‡Z (Reducing Balance Method) evrmwiK AePq avh©¨ Ki‡Z n‡e|

Dcaviv-23.6t AePqmwÂwZ Znwej m„wót

evwl©K AePq wbav©ib c~e©©K AePq mwÂwZ Znwej m„wó Ki‡Z n‡e| c~e©eZx evrm‡ii †gvU AePq mwÂwZ Znwe‡ji mv‡_ cÖwZeQi AePq †hvM K‡i µg cywÄf~Z (Cumulative) fv‡e †`Lv‡Z n‡e|
AePq mwÂwZ Znvwe‡ji A_© wefvM/†Kw›`ªq wfwË‡Z FDR ev c„_K e¨vsK wnmv‡e ev jvfRbK Lv‡Z wewb‡qvM Ki‡Z n‡e|

Dcaviv-23.7t ¯'vqx m¤ú‡`i wba©vwiZ AePq nvit

Sl. No	Name of Assets	Details Assets	Depreciation Rate
1.	Building	Building and Flat	5%
2.	Furniture	Chair, Table, Board, Almirah, Cot, Book self, File cabinet, Showcase, TV, Trolley, Carpet, Sofa sets, Trunk etc.	15%
3.	Office	UPS/IPS, Computer, Stabilizer, Printer, Generator,	20%

Sl. No	Name of Assets	Details Assets	Depreciation Rate
	Equipments	Refrigerator, Tubewell, Calcolator, Cookeries, Photocopier, AC, Microover, Gas Burner etc	
4.	Electric & Electronics Goods	Telephone, Mobile, Television, Fan, Camera, Sound system, Varitical scrine, Charger Lisht, Mltimedia etc	20%
5.	Vehicles	Motor-cycle, Bi-cycle, CNG, Car, Jeep, Ambulance, Bus, Rickshaw, Microbus, Pickup, Truck, Tempu, Taxicab, etc.	20%
6.	Machinery	All kinds of machinery,Waterpump,Spray machime etc.	20%

wet `ªt  Avw_©K eQ‡i ¯'vqx m¤ú` µq e¨envwiK gvm wfwËK AePq av©h¨ n‡e|

Dcaviv-23.9t ¯'vqx m¤ú`'i weµ‡qi †¶‡Î Aby‡gv`b Kibxqt

µq-weµq bxwZgvjv Abymi‡b ¯'vqx m¤ú` weµq n‡e|

aviv-24t óK †iwRóvi cÖms‡Mt

gRy` c‡b¨i AwaK e¨env‡ii gva¨‡g ms¯'vi cÖKvmwbK I cwiPvjbvq e¨q m©ewbgœ ch©v‡q ivLvi Rb¨ gRy` c‡b¨i cwiKíbv I wbqš¿b Ki‡Z nq| gRy` c‡b¨i e¨e¯'vcbvi Rb¨ óK †iwRóvi Ki‡Z nq|
- ✓ óK †iwRóvi G c„ób¤`i w‡q Zv e¨env‡ii Rb¨ Aby‡gvw`Z n‡Z n‡e|
- ✓ gvj MÖnY/µq Ges weµq/Bmy¨ msµvš— hveZxq Z_¨vw` h_vh_fv‡e óK †iwRóv‡i msi¶b Ki‡Z n‡e|
- ✓ óK †iwRóvi me©`v Up to date ivL‡Z ev _vK‡Z n‡e|
- ✓ gv©m Kgc‡ÿ GKevi `vwqZ¡ cÖvß Kg©KZ©v óK †iwRóvi hvPvB Ki‡eb|
- ✓ eQ‡i Kgc‡¶ `yB evi óK m‡iRwg‡b cix¶v I bxwi¶v †k‡l †K›`ªxxq A_© wefv‡M wjwLZ cÖwZ‡e`b Ki‡Z n‡e|

aviv-25t µq-weµq msµvš— wbqgvejxt

µq-weµq bxwZgvjv Abymv‡i cwiPvjZ n‡e| (µ‡qi †¶‡Î cwiwkó gZv‡eK Pvwn`v cÎ w`‡Z n‡e|)

aviv-26t †UÛvi I †Kv‡Ukb msµvš— wbqgvejxt

`icÎ I †Kv‡Ukb ej‡Z ms¯'vi Rb¨ µq I weµq †hvM¨ mvgMÖx Ges m¤ú‡`i µq ev weµq RwbZ Avnevqq‡Z µq I weµqKvix KZ…©cÿÿ KZ…©©K weÁwß cÎ/Notice ‡K eySvq| GB weÁwß/†bvwsU‡k µq I weµqKvix kZ©vejxi D‡j‡L µq I weµ‡qi ai‡bi eb©bv w`‡q B"QzK †µZv I we‡µZvi wbKU n‡Z †h `iLv¯— Avnevb K‡i Zv‡K eySvq|
- o ‡Kvb `ª‡e¨i µq †¶‡Î GKK `ª‡e¨ gyj¨ 1,000/- UvKvi D‡a¨© wKš‘ 10,000/- UvKvi bx‡P n‡j ®úÚU †Kv‡Ukb msMÖn Ki‡Z n‡e|
- o GKK †Kvb `ª‡e¨i g~j¨ 10,000/- UvKvi D‡a¨© wKš‘ 1,00,000/- UvKvi bx‡P n‡j †Kv‡Ukb msMÖn Ki‡Z n‡e|
- o GKK †Kvb `ª‡e¨i g~j¨ 1,00,000/- UvKvi Dc‡i n‡j †m †¶‡Î cwÎKvq weÁwß w`‡Z n‡e|
- o `icÎ MÖn‡bi †¶‡Î †`ki Kgc‡¶ jvB‡mÝavix 03 (wZb) wU cÖwZÓv‡bi wbKU †_‡K `icÎ ev †Kv‡Ukb msMÖn Ki‡Z n‡e|

o   me©wbgœ `i`vZvi wbKU Kvhv©‡`k w`‡Z n‡e|

Òlô Aa¨vqÓ
Òmv‡c©vU †mj, Avqg~jK Kg©m~Px, cÖKíÓ

aviv-27t mv‡c©vU †mjt

ms¯'v KZ…©K Aby‡gvw`Z †mB mKj wefvM hv Avqg~jK †Kvb Kv‡h© mivmwi wb‡qvwRZ bv †_‡K c‡iv¶fv‡e †MvUv cÖwZóvb‡K A_v©r ms¯'vi wewfbœ Kg©m~Px‡K mv‡c©vU w`‡q ms¯'vi †KvqvwjwU g¨‡bR‡g›U wbwðZ K‡i|

Dcaviv-27.1t mv‡c©vU‡mj¸wji e¨q wbe©v‡ni Av‡qi Drmt

mv‡c©vU †mj¸wji e¨q Avqg~jK Kg©myPx‡jv enb Ki‡e A_v©r mv‡c©vU †mj ¸‡jvi evwjK©K e¨q mswk-ó Avq g~jK Kg©m~Pxi evwjK©K ev‡R‡Ui AvbycvwZK nv‡i enb Ki‡Z n‡e|

Dcaviv-27.2t mv‡c©vU †m‡ji cÖ‡hvRb¨ht

⇒ WASDPAGi hveZxq cÖkvmwbK Kvh©m¤úv`b, †hgb-Kg©x wb‡qvwM, Ae¨vnwZ, g~j¨vqb, cÖwk¶b mn e¨w³MZ bw_cÎ msi¶b I cÖkvmwbK e¨e¯'v MÖnY msµš— Kvh© m¤úv`b|

⇒ ms¯'vi Avw_©K wel‡q fzjµwU Rvj, Ryqv›Pzwi, AvZ¥mvr †iva I ms‡kva‡bi e¨e¯'v MÖnY Gi Rb¨ ev j‡ÿ¨ AwWU I gwbUwis msµš— Kvh©vejx m¤úv`b|

⇒ ms¯'vi mKj Kg©KZ©v/Kg©Pvixi ¯^v_© mswk-ó welq †hgb- cªwf‡W›U dvÛ wW‡cvwRU, MÖ¨vPzBwU, RvgvbZ mn Kgx©i `vq-†`bv wb¯úwËKib msµš— Kvhv©ejx m¤úv`b|

⇒ e¨e¯'vcbv MZ Z_¨ mg„× c×wZ (MIS) wbqwgZ Kib|

⇒ ms¯'vi ¯^v‡_© Af'š—wib I evwn¨K wewfbœ cÖwZôvb, e¨w³, `vZv ms¯'v, miKvix I †hmiKvix wewfbœ cÖwZôv‡bi mv‡_ †hvMv‡hvM iÿvmn cÖ‡qvRbxq Kvh©vw` m¤úv`b|

⇒ AeKvVv‡gv MZ Dbœqb e¨e¯'vcbv cwiKíbv|

⇒ Av_©-mvgvwRK Dbœqb mn M‡elbv Dbœqb I g~j¨vqb msµš— Kvh©vejx m¤úv`b|

⇒ bvix ¶gZvqb welqK Kvh©µg cwiPjbv Kiv|

⇒ AvZ©©-gvbeZvi †mevi Rb¨ wkÿv, ms¯‹…wZ, `y‡hvM© †gvKv‡ejv, f~wg Dbœqb , Kg© ms¯'vb, gvbevwaKvi msµš— Kvhv©ejx m¤úv`b|

aviv-28t Avq-g~jK Kg©m~Px/cÖK‡íi Avw©©©K †jb‡`bt

†h mKj Kg©m~Px Avq-g~jK Kvh©Kjv‡c mivmwi wb‡qvwRZ| Avqg~jK Kg©m~Px ev cÖKí¸‡jvi cÖ‡qvRbxqZv hveZxq Avw_©©K †jb‡`b ms¯'vi †Rbv‡ij dv‡Ûi mv‡_ wbqwgZ fv‡e m¤úv`b Ki‡Z cvi‡e| G‡¶‡Î F‡Yi Av`vb cÖ`vb Aby`vb I Ifvi‡nW, Ab¨vb¨ hveZxq e¨‡qi A_© †jb‡`bi †¶‡Î wbw`©ó di‡gU e¨envi Ki‡Z n‡e|

D³ di‡gU ïay gvÎ MÖnYKvix cÖKí `yB  Kwc c~iY K‡i Zvi cÖK‡íí `vwhZ¡ cÖvß Kg©KZ©v I MÖnY Kvixi ¯^v¶i w`‡q cÖ`vbKvix cÖK‡íí wbKU Dc¯’vcb Ki‡e| hv‡Z cÖ`vbKix cÖKí cÖavb I cÖ`vbKvix Kg©KZ©v hvPvB A‡š— ¯^v¶i K‡i GK Kwc MÖnYKvix cÖKí‡K †dir w`‡e Ges GK Kwc mswkøó wefvM/cÖKí msiÿb Ki‡e|

Òmßg Aa¨vqÓ
ÒAwWU msµvš—Ó

aviv-29t AwWU msµvš— weavbt

Avw_©K eQi †k‡l evsjv‡`‡k miKvi Aby‡gvw`Z Ges NGO e~¨ivi ZvwjKv f~³ AwWU dv©g Øviv ms¯’vi mKj Kg©m~Px/cÖKí/wefv‡Mi hveZxq Avw_©K †jb‡`b I e¨e¯’vcbv welq¸‡jv AwWU Ki‡Z n‡e|

Dcaviv-29.1t AwWUi wb‡qvM msµvš— weavbt

ms¯’vi evwl©K mvavib mfvq Aby‡gv`b mv‡c‡¶ cÖavb wbev©nx   KZ„©K Avw_©K eQ‡ii Rb¨ AwWU dv©g wb‡qvM cªvß n‡e| cÖK‡íí †¶‡Î `vZv‡Mvwói Pvwn`v gvwdK ev cÖK‡íí Avw_©K eQi mgvßbv‡jï `vZv †Mvwó KZ…©K wba©vwiZ A_ev `vZv †Mvóxi †Kvb wb‡`©kbv bv _vK‡j cÖwZÓvóvb KZ…©K wb‡qvM cÖvßvZ ewnt wbix¶K Øviv wbix¶v Kvh©m¤úú`v`v Ki‡Z n‡e|

‡Ká`ªxyq A_© I wnmve wefvM cwÎKvq weÁwß A_ev mivmwi †hvMv‡hv‡M K‡i miKvi Aby‡gvw`Z wewfbœ AwWU dv©g Gi wbKU †_‡K Av‡e‡b msMÖn K‡i ev D³ Av‡e‡b ¸‡jvi ZvwjKv ˆZix K‡i evwl©K mvavib mfvq Dc¯’vcb K‡i †mLvb †_‡K GKwU AwWU dv©g‡K wb‡qvM cÖ`vb Ki‡e|

Dcaviv-29.2t ms¯’vi Avf¨š—wib AwWUt

ms¯’vi Af¨š—wib AwWU wefvM mviv eQi a‡i ms¯’vi wewfbœ Kg©m~Px/cÖKí/wefvM AwWU Ki‡eb| AwWU‡ii Pvwn`v gvwdK Z_¨ mswk-ó Kg©m~Px/cÖKí/wefvM Gi hveZxq f~jÎ¨“wU D`NvUb Ges f~jÎ¨“wU ms‡kva‡bi civg©k w`‡eb|
‡h †Kvb cÖKí/Kg©m~Px/wefvM cÖ‡hvRb †ev‡a eQ‡i GKvwaKevi Avf¨š—ixb AwWUi Øviv AwWU Kwi‡q wb‡Z cvi‡e|

ÒAóg Aa¨vqÓ
ÒweweaÓ

aviv-30t ˆe‡`wkK Aby`vb (Foreign Donaion)t

⇒ ‰oe‡`wkK Aby`vb MÖn‡bi †¶‡Î GbwRI ey¨‡iv Gi Clearence Certificate MÖnb Ki‡Z n‡e|

⇒ ‰oe‡`wkK Aby`vb MÖn‡bi Rb¨ ms¯'vi gv`vi e¨vsK G¨vKvD›U e¨envi Ki‡Z n‡e| Z‡e `vZvi k©Z mv‡c‡¶ Avjv`v wnmve †Lvjv †h‡Z cv‡i|

⇒ g~j e¨vsK wnmve cÖKí MÖn‡bi ci mswk-ó cÖK‡í UvKv ¯'vbvš—i Kiv n‡e|

⇒ ‰oe‡`wkK Aby`v‡bi Rb¨ Avjv`v wnmve msi¶b Ki‡Z n‡e hw` cÖ‡qvRbxq n‡q _v‡K|

aviv-31t ¯'vbxq Aby`vb (local Denation)t

⇒ Kg©m~Px ev¯—evq‡bi j‡¶¨ ev cÖKí cÖ¯—vebv Abyhvqx ¯'vbxq Aby`vb msMÖn Ki‡Z n‡e|

⇒ ¯'vbxq Aby`vb bM` A_©, ª‡a¨ m¤úwË ev †¯^^"Qvkªg g~j¨ n‡Z cv‡i cÖ‡qvR‡b ¯'vbxq Aby`vb Gi Rb¨ Avjv`v wnmve msi¶b Ki‡Z n‡e|

aviv-32t g~j¨ ms‡hvRb Ki I AvqKi (VAT & TAX) msµvš— weavbt

⇒ ms¯'vi †h mg¯— Av‡qi Dci f¨vU I U¨v· cª`vb †hvM¨ †mB mg¯— Av‡qi Dci f¨vU I U¨v· cÖ`vb Ki‡Z n‡e|

⇒ ‡Kvb cY¨ µq Ki‡j Zv hw` f¨vU I U¨v‡·i AvIZvq c‡o Z‡e Zv‡Z mieivn ev we‡µZvi wbKU †_‡K f¨vU I U¨v· †K‡U †i‡L g~j¨ cwi‡kva Ki‡Z n‡e|

⇒ mieivnKvixMb wb‡RiB f¨vU I U¨v· cª`vb Ki‡j cY¨ µ‡qi mgq Zv‡`i wbKU †_‡K f¨vU I U¨v· Gi bw_ msMÖb Ki‡Z n‡e|

⇒ f¨vU I U¨v· AvBb cwieZ©bkxj †mB †¶‡Î cwiewZ©Z AvBb Abyhvqx f¨vU I U¨v· bxwZgvjv cÖ‡qvR¨ n‡e|

aviv-33t wbivcËv mÂqt

ms¯'vi wbivcËv mÂq bxwZgvjv Abymv‡i cwiPvwjZ n‡e|

aviv-34t SzuwK Znwejt

ms¯'vi SzuwK Znwej bxwZgvjv Abymv‡i cwiPvwjZ n‡e|

aviv-35t Gj Gjwct

ms¯'vi Gj Gjwc bxwZgvjv Abymv‡i cwiPvwjZ n‡e|

aviv-36t wjj-vn Znwejt

agx©q Abyf~wZ cyô gvbe m¤ú` Dbœqb Z_v ¯^v¯'" Dbœqb mn AwZ `wiªª‡`i Rb¨ RbKj¨vb g~jK KvR Kivq D‡Ïk¨ m„ó Znwej ev wjj-vn Znwej bxwZgvjvq cwiPvwjZ n‡e|

aviv-37t `vwqZ¡ cÖvß Kg©KZ©v‡`i w`m‡k‡l wnmve hvPvB‡qi we‡kl w`K¸wjt

- ❖ `vex cÖ`v‡bi Av‡ ‡ki mwnZ Day Book hvPvB Ki‡Z n‡e| Gfv‡e mswk-ó e¨vw³eM© ¯`wbK cÖ‡Z¨K A©Wvi-Ae-‡c‡g›U cix¶v Ki‡e|
- ❖ K¨vk ewni †hvMdj Av`vb I cÖ`vb wej fvDPvi Gi mwnZ wgwj‡q †`L‡Z n‡e| G‡¶‡Î †Kvb Awab¯— Kg©xi Øviv cwiw¶Z n‡q ï× Av‡Q g‡g© ¯^v¶i Ki‡Z n‡e|
- ❖ cÖ‡Z¨K mßv‡ni Av`vb cÖ`vb wnmv‡ei wej fvDPvi mwVKfv‡e wnmvei¶b n‡q‡Q Ges †m¸wj dvBj I µwgK bs (fvDPv‡ii) Abyhvqx mvRv‡bv Av‡Q Zv wbwðZ Ki‡Z n‡e|
- ❖ cÖ‡Z¨K cvZvi ‡hvMvdj ï×fv‡e Day Book n‡Z Cash Book G ¯'vbvš—i n‡q‡Q Zvi ï×Zv Zzjbv Ki‡Z n‡e|
- ❖ Accounts Digital c×wZ‡Z Kw¤úúDUv‡i msiw¶Z n‡j †m‡¶‡Î cªwZw`b `e m`i `k‡j mKj †jb‡`‡i cÖgvbK hvPvB A‡š—  ¯^v¶i Ki‡e| Z‡e mßv‡n Aš—Z GKevi Digital c×wZ‡Z Accounts m¤úvw`Z n‡"Q ZLb Kvh©c×wZ I ‡cvwós fvBPv‡ii mv‡_ wgwj‡q ‡`L‡eb|
- ❖ Cash Book- G wjwce×K…Z mKj †jb‡b LvZIqvix Ledger Gi Posting n‡q‡Q GB g‡g© GKgZ †cvlb K‡i Cash Book ¯^v¶i Ki‡eb|

aviv-38t ms¯'v cwiPvwjZ Avw ©K e¨e¯'vcbv wnmve msi¶‡bi Dci wbev©nx cÖav‡bi `vwqZ¡t

- ➢ wbev©nx cÖavb- WASDPAms¯'vi mgy`q wnmv‡ei cÖvwß I cÖ`vb A‡ _©i Dci wewa m¤§Zfv‡e wbqš¿‡bi c~b© AwaKvix msi¶b K‡i|
- ➢ wbev©nx cÖ`vb WASDPAms¯'vi iw¶Z mKj m¤ú`, A‡ ©i gRy` I e›U‡bi Dci msNwUZ A_ev e¨envwiK wb‡©kbv I cwiPvjbMZ Av‡k ¯v‡bi ¶gZv msi¶b K‡i|
- ➢ wbev©nx cÖavb WASDPAZvi wbqwš¿Z AwWU I gwbUwis †mj KZ…©K ms¯'vi mKj cÖKxÍ/wefv‡Mi wnmve wbix¶v I gwbUwis Kivi ¶gZv msi¶b K‡i|
- ➢ wbev©nx cÖavb WASDPAcÖv_wgK I mvewmwWqvix wnmve Dci †h †Kvb wRÁvmv Kiv mn dvÛ g¨v‡bR‡g‡›Ui Dci Kvh©Ki e¨e¯'v MÖn‡bi Av‡k `v‡bi ¶gZv msi¶b K‡i|
- ➢ ms¯'vi mKj cÖK‡íi e¨q, AwZwi³ e¨vjvÝ mx‡Ui Dci Revew`wnZvi `vqx Ki‡Z cv‡i Ges Abyi"c fv‡e cÖYxZ wnmv‡ei Dci `vwqZ¡ Kg©KZ©v mwnZ gZ wewbgq‡qi A‡š— bZzb civg©k w`‡q cÖK‡íi e¨e¯'vcbv wm×vš—i MÖnb Kivi AwaKvi ms¯'vi wbev©nx cÖavb msi¶b K‡i|

aviv-39t bxwZgvjv welqK mvKzj©vi I wbev©nx Av‡`kt

Executive Chief KZ…©K A_© welqK cwicÎ/Awdm Av‡`k ev G¨vKkb Av‡`‡k hv CCM G Aby‡gvw`Z Ges Executive Chief KZ„©K cÖwZ¯^v¶i Kiv ZvI A_© bxwZgvjvi Aš—f~³ wnmv‡e MY¨ n‡e|

aviv-40t GB bxwZgvjvi aviv-Dcaviv cwieZ©b I cwiea©bt

GB wewai †h †Kvb aviv ev Dcaviv cwieZ©b ev cwiea‡b©i ¶gZv ms¯’vi cÖavb Kvh© wbev©nx cwil` msi¶b K‡i hv‡Z mvavib cwil‡`i Aby‡gv`b _vK‡e|

avivÑ41t cwiwkó mg~nt

cwiwkó-K

Bmy¨K…Z †P‡Ki weeiYt
    Dcaviv-20.5

wnmvebs	eZ©©gvb w¯’wZ	†PK bs	UvKvi cwigvb	‡PK MÖnbKvixi ¯^v¶i	
				1g Rb	2q Rb

Pvwn`v c‡Îi mv‡_ Bmy¨ K…Z †P‡Ki ewY©Z UvKvi cwigvY wgj I mwVK Av‡Q| hv †PK †iwRóvi hvPvB A‡š— c~e©©©K ¯^v¶i Kwijvg|

‡PK MÖnbKvixM‡bi ¯^v¶i I mxj

1g Rb	2q Rb