lnlvtd\ lnvt u/fO{ lng] wgLsf gfd k|rlnt g]kfn sfg'g adf]lhd ;+:yflkt tyf ;~rflnt sf&df\*f}+ lhNnf sf=d=g=kf=j\*f g+=11, ;"Gwf/f l:yt /lhi^\*{ sfof{no /x]sf] l;len a}+s lnld^]\*sf] ${branch} zfvf sfof{no -h;nfO{ o; pk|fGt æ**wgL a}+s**Æ elgPsf] %\_ cfu] g]kfn ;/sf/, ${ministry} ${department} btf{ g+=${reg\_number} ldlt ${reg\_date} df btf{ eO{ ${district} lhNnf ${localbody} ${body\_type} j\*f g=${wardno} df /lhi^\*{ sfof{no /x]sf] >L **${nepali\_name}** sf tkm{af^ clVtof/k|fKt P]= ${post} —${anepali\_name}, -h;nfO{ o; pk|fGt æclVtof/gfdf lbg] JoltmÆ elgPsf] %\_, clVtof/gfdf lbg] JolQmn] a}+snfO{ shf{ sf/f]af/sf] l;nl;nfdf b]xfosf] s"/fx? ug{ clVtfof/ k|bfg u/L of] clVtof/gfdfsf] sfuh ul/lbPsf] &Ls ;f¤rf] xf] . ldlt ${offerletterdate} df C)fL;¤u ePsf] shf{ ;Demf}tf adf]lhd a}+sn] ========================= nfO{ k|bfg u/]sf] shf{ tyf a}+lsª ;"ljwfsf] ;DaGwdf pQm ;Demf}tfdf pNn]lvt shf{ jf ;"ljwfsf] /sd k')f{?kdf r"tmf e"tmfg geP;Dd clVtof/gfdf lbg] JoltmnfO{ ePsf jf x"g cfpg] b]xfo adf]lhdsf ;Dk')f{ clwsf/x? a}+sn] k|of]u ug{ kfpg] u/L / clVtof/gfdf lbg] Joltmn] ab/ ug{ gkfpg] u/L (Irrevocably) a}+snfO{ o;} lnvtaf^ clVtof/ k|bfg u/]s]f %"÷%f}+ .

;fIfL

1==========================lhNnf =========================pk=dxf=g=kf÷uf=lj=;=÷uf=kf= j\*f g+= ====== a:g] jif{ ======== sf] =============================================1

2==========================lhNnf ====================== pk–dxf–g=kf÷uf=lj=;=÷uf=kf= j\*f g+= ====== a:g] jif{ ======== sf] ==============================================1

o; lnvtdf sf/)fLn] d]/f] /f]xj/df ;xL%fk u/]sf] xf] egL x:tfIf/ ug]{ wgL a}++ssf sd{rf/L >L ==============================================, sd{rf/L kl/ro g+= ===============================1

**a}+snfO{ lbPsf clVtof/x?**

1= clVtof/gfdf lbg] JoltmnfO{ s"g} Joltm, kmd{, sDkgL, ;+#, ;+:yf, ;/sf/L lgsfo÷sfof{no jf cGo s;}af^ s"g}klg k|sf/sf e"tmfgL x"g] jf e"tmfgL x"g"kg]{ /sdsf] e"tmfgL lng kfpg] clVtof/L, clVtof/gfdf lbg] Joltmn] a}+snfO{ o;} lnvt dfkm{t\ k|bfg u/]sf] % .

2= clVtof/gfdf lbg] Joltmn] e"tmfgL kfpg] clwsf/ lglxt /x]sf ;Dk')f{ ljlgdokqx? (Bills of Exchanges) tyf cf;fdL vftfx? (Account Receivables), clVtof/gfdf lbg] Joltmn] ug{ kfpg] bfaLx? (Claims) ;DalGwt C)fL jf ;Da$ kIfaf^ e"tmfgL lng] jf bfjL ug]{ clVtof/L clVtof/gfdf lbg] Joltmn] a}+snfO{ k|bfg u/]s]f % .

3= clVtof/gfdf lbg] Joltmsf] gfddf ============================= l:yt /lhi^\*{ sfof{no ePsf] ===================================== n] hf/L u/]sf] ;Dk')f{ z]o/df k|fKt x"g] nfef+;, af]g; z]o/ tyf xsk|b z]o/ a"lemlng] clVtof/L clVtof/gfdf lbg] Joltmn] a}+snfO{ k|bfg u/]sf] % . kl% s"g} sf/)fn] pQm z]o/x? s"g} t]>f] kIfnfO{ laqmL ug{" k/]df ;f]sf] clwsf/ ;d]t clVtof/gfdf lbg] Joltmn] a}+snfO{ k|bfg u/]sf] % .

4= clVtof/gfdf lbg] Joltmsf] Psnf}^L :jfldTjdf /x]sf] rn ;DklQx? clVtof/ lbg] Joltmn] ldlt ================== df rn ;DklQsf] lwtf]sf] lnvt u/L a}+snfO{ lwtf] lbPsf]df To:tf] rn ;DklQdf /x]sf] a}+ssf] lwtf]sf] xs kl/kSs u/fpgsf nflu clVtof/gfdf lbg] Joltmn] k|lrnt sfg'g adf]lhd ug"{kg]{ h"g;"s} sfo{sf] nflu clVtof/gfdf lbg] Joltmn] a}+snfO{ k|bfg u/]sf] % .

6= clVtof/gfdf lbg] Joltmn] ldlt ====================== df a}+s;¤u u/]s]f xs x:tfGt/)f ;Demf}tf cg";f/ pQm xs x:tfGt/)f ;Demf}tfdf pNn]lvt clwsf/x? k|of]u ug]{ ;DaGwdf clVtof/gfdf lbg] Joltmn] sfg'g adf]lhd s"g} lnvt jf sfuhft ul/lbg" kg]{ ePdf To:tf] lnvt jf sfuhftdf clVtof/ lbg] Joltmsf] tkm{af^ sfuh tof/ ug]{, ;xL%fk ug]{ clVtof/L clVtof/gfdf lbg] Joltmn] a}+snfO{ k|bfg u/]s]f % .

7= dflysf k|s/)fx?df pNn]v ul/Psf afx]s ldlt ====================== sf] shf{ ;Demf}tfsf] cleGg c+usf] ?kdf /x]sf] clVtof/gfdf lbg] Joltm;¤u ePsf rn ;DklQsf] lwtf] ;DaGwL ;Demf}tf, z]o/sf] lwtf] ;DaGwL ;Demf}tf, lwtf]aGws ;DaGwL lnvt tyf xs x:tfGt/)f ;DaGwL ;Demf}tf cGtu{t a}+snfO{ k|fKt ePsf ;Dk')f{ clwsf/ k|of]u ug]{ ;DaGwdf clVtof/gfdf lbg] Joltmn] k|rlnt sfg'g adf]lhd s"g} lnvt jf sfuhft u/L lbg"kg]{ ePdf To:tf] lnvt jf sfuhftdf clVtof/gfdf lbg] Joltmsf] tkm{af^ ;xL%fk ug]{ clVtof/L clVtof/gfdf lbg] Joltmn] a}+snfO{ k|bfg u/]s]f % .

8= o; clVtof/gfdf kq adf]lhd a}+snfO{ k|bfg ul/Psf] clVtof/x? a}+ssf] tkm{af^ a}+sn] tf]lslbPsf] clwsf/k|fKt Joltmn] k|of]u ug]{% . o; clVtof/gfdf cGtu{t lbOPsf clVtof/x? ldlt ====================== sf] C)f ;Demf}tf cGtu{tsf] C)fsf] ;f¤jf Jofh ;Dk')f{ r"Qmf e"Qmfg geP;Dd sfod /xg]% . pQm C)fsf] ;f¤jf Aofh r"tmf e"tmfg geP;Dd o; clVtof/gfdf adf]lhd a}+snfO{ lbOPsf] clVtof/L ab/ ug{ g;lsg] (Irrevocable) k|s[ltsf] ePsf] s"/f clVtof/gfdf lbg] Joltm d~h'/ ub{% .

9\_ ================================== lnld^\*sf] ;~rfns ;ldltsf] ldlt ================== sf] a}&sdf ePsf] lg)f{o cg";f/ k|rlnt sfg'g cg"?k of] clVtof/gfdf a}+snfO{ k|bfg ul/Psf] % . ;~rfns ;ldltsf] a}&ssf] lg)f{o ;+nUg ul/Psf] % .

Jff

=================================kmd{sf] ;fem]bf/x?sf] ldtL================sf] a}&sdf ePsf] lg)f{o cg";f/ k|rlnt sfg'g cg"?k of] clVtof/gfdf a}+snfO{ k|bfg ul/Psf] % . ;fe]bf/x?sf] a}&ssf] lg)f{o ;+nUg ul/Psf] % .

a}snfO{ pNn]lvt clVtof/L k|bfg ug{ d÷xfdLx?sf] dgf]dfgL /fhLv";L ePsf]n] tkl;nsf ;fIfLx?sf] /f]xa/df wgL a}+ssf] sfof{nofdf a;L of] clVtof/L x:tfIf/ u/L tkfO{ a}+snfO{ lbPF÷lbof}+ .

a}snfO{ pNn]lvt clVtof/L k|bfg ug{ d÷xfdLx?sf] dgf]dfgL /fhLv";L ePsf]n] tkl;nsf ;fIfLx?sf] /f]xa/df wgL a}+ssf] sfof{nodf a;L of] clVtof/L x:tfIf/ u/L tkfO{ a}+snfO{ lbP¤÷lbof}+ .

O{lt ;Dat\ 20===== ;fn =========== dlxgf =============ut] /f]h =========================== z"ed\ .