

*miKwi Avdm I cwi evi cwi KÍ bv Avdm mgʔn  
e`enfZ tivR ÷ vi I diʔgi bglv QK, e`envi vevə  
Ges  
cwi `kʰ ckæj x*

**miKwi Avdm I cwi evi cwi Kí bv Avdm mgʔn  
e`enfZ tivR ÷ vi I diʔgi bglv QK, e`envi veva  
Ges  
cwi `kʔ ckæjx**

**mʔúv` bŋq:  
diʔqKʔvŋvb tPŠajx**

gnvcii Prj K  
cwi evi cwi Kí bv Awa`Bi  
XuKv|

cwi evi cwi Kí bv Awa`Bi KgPZ cwi Prj K (A\_) Rbve dvtqK34vgvb tPšajxi Df`vM cñ-žKZ  
miKvix Awdm,uj i e`envh©dig I tiR÷vi mgñi mem-wi Z weeiY t`Ljvg| Avkv Kwi weeiY  
gžZ tiR÷vi I dig,uj e`envi Kiv ntj GKRB KgRZPev KgPrx wbtRB ešZ mŋlg nteb Zvi  
Ae`vb tKv\_vq? Zui Awdm KZ KvR Awb®úbæAvtQ| w®útbie Rb` Kx Kx c`ŋc tbi qv ntqžQ  
Ges Kx Kx c`ŋc tbi qv DiiPr|

civvcvuk mšyguUwis Gi e`e`v bv\_vKtj gvV chŋqi KvR KLbB Muz Avtm bv| guUwis Gi Rb`  
wZwb cñ-žKZ QK,uj i wZxq Astk tPK wj ÷ msthvRb Kti tQb, hv KgPrx evm-evqb AMMuz j ŋ`  
ivLvi Rb` Acwi nvh©

Avkv Kwi cñ-žKZ QK I tPK wj ÷,uj cwi evi cwi Kí bv Awa`Bivaxb mKj `dZi I KgRZP  
Rb` AZ`š- mnvqK nte| mKtj B wbt`Rbv,uj AbyiY Ki teb|

G tK Gg Avigi tnvmb  
gnvcii Prj K  
cwi evi cwi Kí bv Awa`Bi |



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**3. Bb̂W· t̂iR÷vi (t̂iR÷vi-62):**

miKv̂i i Awd̂m êe`vĉb̂q Bb̂W· t̂iR÷vi GK̂U , i` ZĉY`f̂îĝK̂v̂ i v̂L| GB t̂iR÷v̂i i ĝv̂a`t̂ĝ b̂w\_i b̂ât̂ t̂`l̂ qv̂ nq| m̂iP̂êĵt̂q Ges ĝv̂V cĥît̂q ŵf̂b̂ŵf̂b̂êBb̂W· t̂iR÷vi ê`en̂Z nq| ĝv̂V cĥît̂q t̂êĵ t̂iK̂W`ĝv̂b̂ŷĵ Âb̂ŷv̂t̂i t̂iR÷v̂iU ĉ`-ẑ I ê`en̂Z nq| t̂iR÷v̂iU i 4û K̂ĵv̂g i t̂q̂t̂Q| 1ĝ K̂ĵv̂t̂g Awd̂m ê`en̂Z b̂w\_ m̂ĝf̂n̂ t̂k̂Ŷx̂ ev̂ M̂` ĉt̂K̂ m̂ŝM̂V̂Z K̂t̂i Ẑv̂i b̂ât̂ I H M̂` t̂ĉi GK̂U ŵk̂t̂îv̂b̂ĝ t̂ĵ L̂v̂ nq̂ ĥv̂t̂K̂ m̂ŝM̂ĥ êĵv̂ nq| 2q̂ K̂ĵv̂t̂g H m̂ŝM̂t̂n̂i ĝt̂a` b̂w\_i b̂ât̂ t̂ĵ L̂v̂ nq| 3q̂ K̂ĵv̂t̂g m̂ŝM̂t̂n̂i ĝt̂a` b̂w\_i ŵêl̂q Ges 4\_`K̂ĵv̂t̂g ĉêẐP̂I ĉîêẐP̂b̂w\_ b̂ât̂ t̂`l̂ qv̂ nq| t̂iR÷v̂iU i QK̂ I ŵêm-ŵi Ẑ ŵêîŶ ŵb̂ĝîf̂ĉ:

dig bs 11 ŵêa-8 t̂iR÷vi bs-62 ..... m̂v̂t̂ĵ i P̂ĵ ŵZ b̂w_ĉt̂i Bb̂W· t̂iR÷vi ; .....ŵêf̂v̂M			
m̂ŝM̂ĥ b̂ât̂ Ges ŵk̂t̂îv̂b̂ĝ	m̂ŝM̂t̂n̂i ĝt̂a` b̂w_ b̂ât̂	b̂w_i ŵêl̂q	ĝŝ-ê` (ŵêa-70 ĝt̂Z)
			ĉêb̂w_ bs      ĉîêẐP̂b̂w_ bs
1	2	3	4

**ê`v̂L̂v̂:**

**m̂ŝM̂ĥ**

উলিখিত ছকের ১নং কলামের সংগ্রহ বলতে বুঝাবে একই ধরনের কাজের সাথে সম্পৃ³ বা সংশ্লিষ্ট নথিসমূহের গ্রুপকে বা `ĵt̂K̂| tĥĝb-ÂŵU m̂ŝM̂ĥ- b̂w\_m̂ĝf̂n̂, ĉŵi`k̂ĥ m̂ŝM̂ĥ- b̂w\_m̂ĝf̂n̂, ŵb̂t̂q̂v̂M-ê`îĵ m̂ŝM̂ĥ- b̂w\_m̂ĝf̂n̂ ĉf̂îŵZ|

**ŵk̂t̂îv̂b̂ĝ:**

ĉîẐîU t̂k̂Ŷx̂ ev̂ `ĵt̂K̂ GK̂U k̂ā (catch word) ŵ`t̂q̂ êŜv̂t̂b̂v̂i t̂P̂óv̂ K̂iv̂ nq| H k̂āŵÛt̂K̂ m̂ŝM̂t̂n̂i ŵk̂t̂îv̂b̂ĝ êĵv̂ nq| tĥĝb-ÂŵU, ŵn̂m̂v̂e, ê`îĵ, ĉŵi`k̂ĥ, `¶̂Ẑv̂ BẐ`ŵ |

**m̂ŝM̂t̂n̂i ĝt̂a` b̂w\_ b̂ât̂:**

m̂ŝM̂t̂n̂i ĝt̂a` b̂w\_ b̂ât̂ êĵt̂Ẑ êŜv̂t̂b̂v̂ n̂t̂ê H M̂` t̂ĉi tĥ b̂w\_`îĵ i m̂ŵR̂Ẑ nq̂ Ẑv̂i cĥît̂q̂ μ̂îĝK̂ b̂ât̂m̂ĝf̂n̂|

**ĝŝ-ê` (4\_`K̂ĵv̂t̂g):**

t̂iR÷v̂i i 4\_`K̂ĵv̂t̂g GK̂U b̂w\_i ĉêẐP̂êQ̂t̂i b̂ât̂ Ges P̂ĵ ŵẐ êQ̂t̂i ĉîêẐP̂êQ̂t̂i tĥ b̂ât̂ ĉôt̂ê H b̂ât̂ êm̂v̂t̂Ẑ n̂t̂ê| ĉîêẐP̂êQ̂t̂i b̂ât̂-ĉîêẐP̂êQ̂t̂i b̂Ẑĵ b̂ât̂ ŵ`t̂q̂ Ẑ\_v̂ êQ̂i ĉît̂âr̂êîn̂d̂êx̂în̂ĝ K̂t̂i Ẑv̂i ĉî îĵ L̂t̂Ẑ n̂t̂ê|

**4. KĝÛb̂ Ẑŵĵ K̂v̂ (t̂iR÷vi GŪ ŵi Ûb̂ĝv̂b̂ŷĵ, Âb̂ŷ2, ŵĉîĉ ĝv̂b̂ŷĵ Âb̂ŷ226):**

miK̂v̂ix̂ Awd̂m̂i ĉt̂Ẑ`K̂ KĝP̂ix̂i GK̂U KĝÛb̂ Ẑŵĵ K̂v̂\_v̂K̂t̂ê| GB Ẑŵĵ K̂v̂ f̂v̂îĉt̂B̂ KĝR̂ẐP̂`Ẑix̂ K̂t̂i ŵ`t̂êb̂| t̂K̂v̂b̂ KĝP̂ix̂ ê`ĵx̂ n̂t̂q̂ t̂M̂t̂ĵ ŵẐŵb̂ ĉîêẐP̂KĝP̂ix̂i ŵb̂K̂U GB Ẑŵĵ K̂v̂ Âb̂ŷv̂t̂i Ẑv̂i `v̂ŵq̂Ẑĵ êĵŝt̂q̂ ŵ`t̂êb̂| GŪv̂or̂ t̂K̂v̂b̂ KĝR̂ẐP̂ĉŵi`k̂ĥ t̂M̂t̂ĵ ŵẐŵb̂l̂ H Ẑŵĵ K̂v̂ ât̂i ĉŵi`k̂ĥ K̂v̂R̂ m̂âū̂b̂K̂ît̂êb̂| KĝÛb̂ Ẑŵĵ K̂v̂ QK̂ ŵb̂ĝîf̂ĉ:

KĝP̂ix̂i b̂îĝt̂ .....				
ê`en̂Ẑ t̂iR÷v̂i m̂ĝf̂n̂	ê`en̂Ẑ b̂w_m̂ĝf̂n̂			ŵêa K̂v̂t̂R̂i ŵêîŶ (ĥw_`v̂t̂K̂)
	m̂ŝM̂ĥ bs	ŵk̂t̂îv̂b̂ĝ	m̂ŝM̂t̂n̂i ĝt̂a` b̂w_ bs	
1	2	3	4	5



ওসংশিষ্ট নিয়ন্ত্রণকারী কর্মকর্তাকে কর্মচারীদের মধ্যে সংশিষ্ট কর্মচারীর পদবীর সাথে সামঞ্জস্য রেখে সুসমভাবে এবং তার মূগ\_ I gubmK cKwZ AblyqK Kg@Ub Zwij Kv Awdm Avt`k AvKvti Rwi Kitz nte| Kg@Ub Zwij Kv weltq একটি পৃথক নথি থাকবে। কর্ম বন্টন তালিকাটি সংশিষ্ট কর্মচারীর বসার টেবিলের পাশে টম্বটq ivLtz nte|0

**5. tiiR÷vii Zwij Kv tiiR÷vi (tiiR÷vi GÜ wiUvb@'ibgyj, Aby2, ucuc g'ibgyj Aby226):**

GküU Awdm Kx Kx tiiR÷vi e'enfZ nq Zvi Zwij Kv cZ`K wefiM Umbtq ivLtz nte| telzj tiiR÷vi GÜ wiUvb@ g'ibgyj Ablyvti GB tiiR÷vi mgñi Zwij Kv c<sup>r</sup>-z nte Ges Zwij Kvi QK wbg@fc ntz cvti t

μgK bs	tiiR÷vii bvg	tkvb AvBb weia ev tcmg Ablyvti c <sup>r</sup> -z	KZ eQi hveZ msi qYthvM` tkvb ZwiL t_k Avic	e'envi Kvix ev msi qYKvixi bvg I th ZwiL t_k msi qY Kitz
1	2	3	4	5

tiiR÷viU ciz eQi cñjv Rvbgvii ZwiL nvj bMv` Kitz Z\_v bZbfite wj LtZ nte| GQvov KgPvixi e`wj ev `mqZ;n^-vš-tii mvt\_ mvt\_ H tiiR÷vii 5bs Kjvtg tbvU Kitz nte|

**6. MW@dvBj (uc,uc g'ibgyj Aby232):**

ciziu Awdm GK ev GKwaK MW@dvBj \_vKv DmPZ| th mKj Avt`k, cwi cI ev bmxZgyjv cfwZ H GKB weltq cieZP Avt`k, cwi cI ev bmxZgyjv Rvix bv nlqv ch@- enij \_vtK H mKj cwi cI ev bmxZgyjv ev Avt`k hZ@ mnKvti GKiu bw\_tz msi qY Kitz nte Ges Zvi mPrcI \_vKtz nte| eo eo wefiM ev `Bti i Rb` MW@dvBj wclq wfiEK ntz cvti, tQuU tQuU `Bi mgñi Rb` G\_wj GKiu dvBtj B msi qY Kiv thtz cvti |

Avt`k, bmxZgyjv ev mvKjvi Rvixi ZwiL Li μg Ablyvti bw\_tz ivLtz nte Ges tkvb bw\_i cIvstki c@v b@t t`l qvi gZ MW@dvBtj i msi qY Kiv MRcI i Dcti l c@v b@t w\_tz nte|

bw\_i cti t@GküU mPrcI w\_tz nte| mPrcI i bgyv wbg@fc:

μgK bs	cI/cwi cI i wclq	Rwi bs I ZwiL	bw_/MW@dvBj c@v bs	gš-e` (hv _vtK)
1	2	3	4	5

**7. „i“ ZcY@Kvimgñi tbiUek (uc,uc g'ibgyj Aby230):**

ciziu Awdm Awdm ZEeavqK ev c@vb mnKvix GKiu tbiU eB e'envi Kiteb| GB tbiU eBtK MW@dvBtj i mPrcI i ejv thtz cvti | Zte MW@dvBtj i mPrcI i mvt\_ cv`R` GB th, GB tbiU eBtz mvKjvimgñi wclq em-ý μg Ablyvti Z\_v Catchword-Gi Av`qti i eY@g Ablyvti GKiu Zwij Kv Kti msi qY Kitz nte|

eBiu e'envi weia wbg@fc:

1. eBiu c@vimgñ A@i μgvblyvti (alphabetically) mivrtZ nte A\_@ GK GKiu A@ti i Rb` GK GKiu c@v e'envi Kitz nte|
2. mvKjvi ev „i“ ZcY@KivMR cI i wclqi `w@ AvKI@x k@ (Catchword) Gi Avdnykkr মোতাবেক সংশিষ্ট c@vq wclqU tbiU Kitz nte| thgb miKvii MvQ wclq msviš- bmxZgyjv ntj GtqI Catchword aiv hvq @M@Q, hvi Av`qi ev c\_g A@i @M@ AZGe, tbiU eBtqi th c@vi @M@ w\_tj tq Lv mvKjviti eY@ Avt`k H c@vq GB bmxZgyjv w tKv\_vq ivLv nqtqQ Zvi eY@ wbg@fcfite tbiU ivLv hvq:

μigK bs	wełtqi mswŋŋB weeiY	th bW_tZ ivLv nŋqŋQ Zvi mslMh bs wĵ ic wkŋivbvig, msMŋni gŋa" bW_ bs A_ev MW©dvBj bs	সংশ্লিষ্ট নথির যে পৃষ্ঠায় mvKŋvi ev wŋŋ`Rbv ivLv nŋqŋQ Zvi cŋv bŋŋ
1	2	3	4
(1)	miKvix MŋQ weμq	1 (Avŋ`k) -5/2010	21
(2)	... ..	... ..	... ..

3. MW©dvBj msiŋŋŋŋŋŋŋŋ কোন নির্দেশনা বা সার্কুলার প্রাপ্তির সাথে সাথে উল্লিখিত নিয়মে প্রথমে নথিতে বা গার্ড  
dvBj tiŋL cŋvŋŋki arivevŋKZv Abŋvŋŋi cŋv bŋŋ wŋŋ, AZtci mvKŋvi tbvU eBŋZ wbaŋŋi Z Aŋŋŋi  
cvZvq H bW\_ bŋŋ I cŋv bŋŋ (উল্লিখিত রেজিস্টারের যথাক্রমে ৩ ও ৪ নং কলামে) tbvU Kŋi msiŋŋŋŋŋŋŋŋ  
nŋe|

mZKŋv: সার্কুলার প্রাপ্তির সাথে সাথে উল্লিখিত রেজিস্টারসমূহে নোট করা না হলে সঠিকভাবে উপকারিতা পাওয়া যাবে না।

**8. cwi`kŋ tiŋR÷vi (tiŋR÷vi-26):**

cŋZvU Awŋŋm GKvU Kŋi cwi`kŋ tiŋR÷vi \_vKŋZ nŋe| Daŋŋb KgŋZŋP cwi`kŋb tMŋj A\_ev fvi cŋŋ KgŋZŋP  
cwi`kŋ Kŋŋj GB cwi`kŋ tiŋR÷vi Zvŋv cwi`kŋ weeiY wem-wi Z wĵ icex Kiŋeb A\_ev cwi`kŋ tŋŋl cwi`kŋ  
weeiYx gŋŋ Kŋi cieZŋŋZ tŋŋŋ Kiv nŋj H cwi`kŋ weeiYx wem-wi Z GB tiŋR÷vi wĵ icex KiŋZ nŋe| GB  
tiŋR÷vi t\_ŋK cwi`kŋ weeiYxi Dci MŋxZ c`ŋŋc\_ wĵ tbvU Kŋi D³ tbvU Ask ev Reve cwi`kŋKvix KgŋZŋŋ  
wbKU Dc`rcb KiŋZ nŋe ev tŋŋŋ KiŋZ nŋe|

**cwi`kŋ tiŋR÷vi i bgŋv wbgŋc:**

tiŋR÷vi - 26		cwi`kŋ tiŋR÷vi
cwi`kŋKvix KgŋZŋŋ bvg I cwi`kŋ Zvŋi L		
AbŋŋQ` bs	cwi`kŋ weeiY	cwi`kŋ gŋŋ-ŋe`i Dci MŋxZ c`ŋŋc

**9. cwi`kŋ bW\_ (cwi`kŋ MBW-1919):**

th tKvb KgŋZŋPhLb cwi`kŋ Kŋib Zvi cwi`kŋ weeiŋŋi tŋŋŋŋŋŋŋŋŋ GKvU c\_wK bW\_ LjŋZ nŋe Ges H bW\_ t\_ŋK  
cwi`kŋbi gŋŋ-ŋe`i Dci Reve cwi`kŋKvix KgŋZŋŋ wbKU tŋŋŋ KiŋZ nŋe| hZw`b bv cwi`kŋ gŋŋ-ŋe`i Dci  
`vŋLj KZ Reve cwi`kŋ KgŋZŋŋ wbKU mŋŋ-ŋI RbK bv nŋe ZZw`b GB bW\_ Pj gvb \_vKŋe|

cwi`kŋ bW\_ t\_ŋK cwi`kŋ weeiYxi Dci/gŋŋ-ŋe`i Dci Reve wbgŋc QK Abŋvŋŋi eWkxU KvŋŋŋR cŋŋ-ŋŋ Kŋi tŋŋŋ  
Kiv hvq:

cwi`kŋKvix Zvŋi L	AbŋŋQ` bs	eYŋv	MŋxZ c`ŋŋc	Dxŋb KgŋZŋŋ gŋŋ-e`	cwi`kŋKvixi gŋŋ-e`
1	2	3	4	5	6

eWkxU KvŋŋŋR Reve c`vb Kiv nq weaiq cwi`kŋ gŋŋ-ŋe`i Dci ReveŋK "Broad Sheet Reply" ejv nŋq \_ŋŋK|

**10. Muzivna tivr÷vi:**

**K. bu i Muzivna tivr÷vi (ibf`R-55 tµvocI-7, mipevj q ibf`RKv):**

GB tivr÷viu mKj Awdm e`enitii c`qRb nq bv| th Awdm tKej GKrb KgRZf Z`Ejeatb cwi Pnij Z nq Ges hvi tKvb e`w³gত সহকারী থাকে না, সরাসরি সংশ্লিষ্ট কর্মচারীগণ যার যার নথি ঐ কর্মকর্তার নিকট উপস্থাপন করেন ঐ ifc Awdm GB tivr÷vi e`envi bv Kitj I Amjeav tbB, Zte th mgm- KgRZMtiYi e`w³MZ mnKvix itqtQ Ges hvi gva`tg bu Dc`vncZ nq H mKj Awdm Aek`B bu i Muzivna tivr÷vi msi`fjY KitZ nte| Muzivna tivr÷vi i QK ibgáfc ntZ citi:

bu i Muzivna tivr÷vi								
µgK bs	nelq	bu b`f	bu hvi ubKU tctiZ er Dc`vncZ	bu tciY er Dc`lcb Zwi L	bu MhYKvixi `fji	bu cZ`c`Yi Zwi L	cZ`ncZ bu MhYi Zwi L I `fji	gš-e`
1	2	3	4	5	6	7	8	9

**L. KgRZfI KgPvix` i Muzivna tivr÷vi:**

tKvb KgRZf`ev KgPvix miKvix KvR er AwZ c`qRbix e`w³MZ KvR Awdm Z`vM Kitj Aek`B Zvi tbru ivLtZ nte| Gifc tbru ivLvi Rb` ibg`wYZ QtK GKvU tivr÷vi msi`fjY Kiv DEg:

µgK bs	KgRZfKgPvixi bvg I c`ex	Awdm Z`vMi KviY	c`vb mgq	`fji	cZ`veZB mgq	`fji
1	2	3	4	5	6	7

**11. %buE`K Qvj tivr÷vi (evsj`k dig bs-107) (tivr÷vi-46 G):**

%buE`K Qvji nmve mvariYZ nmRiv eBtZ tbru Kiv nq| nmRiv eBtZ tbru ivLvi cvkvcwk Aek`B `buE`K Qvji nmve tivr÷vi e`envi KitZ nte| th mKj KgRZfKgPvix nmRiv eBtZ `fji Ktib bv er e`envi Ktib bv Zt`i Rb`I Aek`B GBifc tivr÷vi e`envi KitZ nte| GB aitbi tivr÷vi i QK ibgáfc:

**%buE`K Qvj tivr÷vi**

evsj`k dig bs-107

KgRZf bvg I c`ex	gAjxKZ Qvj		Qvji KviY	QvjKvj xb wKvbr	`Bi cãtbi Aby`fji
	Zwi L nBtZ	Zwi L chš-			
1	2		3	4	5

**12. K`vk tivr÷vi (tivr÷vi iv):**

tKvb KgRZf`b`b Avq-e`q tkfI bM` KZ UvKv nvtZ AvtQ Zvr`fjYKfvte Zvi nmve t`Lvi Rb` K`vk tivr÷vi e`envi Kiv nq|

tivr÷viu evg w`K cBt At`P meeiY Ges Wvb w`K e`q wj`cex`vtK| bM` nvtZ`vKv At`P meeiY Wvb w`K i cõvi me`bxtP tj Lv`vtK|

Gtḡḡḡḡ gtb ivLv `iKvi th, miKvix tKvLvMvi t\_ḡK th A\_ḡcrlqv tMj H A\_ḡḡḡḡ eḡḡḡ ci Avi KZ AenKó থাকলো তার বিবরণ এই রেজিস্টার থেকে পাওয়া যাবে। এখানে আরও উল্লেখ যে, সরকারী কোষাগার থেকে টাকা তুলে এনে hw` tKvb emYwR`K e`vstK ivLv nq Zvntj H UvKvI bM` UvKv inmvte MY` nte| miKvi c`É Giƒc tiwR÷viwI QK `vdZwi K KvḡRi mḡeavt\_ḡxḡP t`I qv nḡj :

**K`vk eBḡḡḡi tiwR÷vi**

cḡḡ						e`q					
Zwi L	cḡḡBi weeiY	tURviḡZ RḡḡḡḡM` cwi grY	tURviḡ nBiZ DtÉij b	Ab` mḡ nḡZ cḡḡ	tḡU cḡḡ	e`ḡḡḡ weeiY	tURviḡZ Rḡḡḡḡ weeiY	`iqx AḡḡḡZ nBiZ e`q	Ab`ib` e`q	tḡU e`q	gš-e`
1	2	3	4	5	6	7	8	9	10	11	12
tḡU cḡḡ:						tḡU e`q:					
cḡḡḡḡ tRi						mḡḡḡḡ tRi					
meḡḡU:						meḡḡU					

**13. wj tiwR÷vi (wRGdAvi-98):**

th mKj wj bM`vqḡbi Rb` inmvte iḡḡY KḡḡZḡeivei `vḡLj KitZ nte H mKj wjḡḡ weeiY GKwU tiwR÷vḡḡi wj mceX Kḡḡ inmvte iḡḡY KḡḡZḡ `dzḡḡi `vḡLj KitZ nte| G aiḡḡḡi tiwR÷vi e`envi Kiv nḡj KZwU wj `vḡLj Kiv nḡj , tKvb Zwi tL `vḡLj Kiv nḡj , KZwU t\_ḡK bM`vqḡbi Avḡ`k cvl qv tMj Ges KZwU Avḡ`k cvl qv tMj bv, Zvi `uó wPḡḡ tiwR÷viwI ḡḡa`\_vKḡe| wRGdAvi 98 tḡvZḡḡK wj tiwR÷vḡḡi GwU`LvZi qwvi nI qv hḡḡḡmḡZ|

**tiwR÷viwI QK wḡḡḡ:**

ḡḡḡK bs	wjḡḡ weeiY I `vexi cwi grY	wj `vḡLj i Zwi L I cwi grY	tUvḡKb bs I Zwi L	wj cvk nI qvi Zwi L I cwi grY	bM`vqḡbi Zwi L	K`vk tiwR÷vḡḡi ḡḡḡK bs	gš-e` (hw`_vḡK)
1	2	3	4	5	6	7	8

**14. Awevecḡḡ tiwR÷vi (wRGdAvi-158):**

wefbawḡḡ Awevecḡḡ ḡḡ Kḡḡi `vḡḡ ḡI Rḡḡ Kḡḡi tmLv b t\_ḡK weZiY Kiv nq| Awevecḡḡ tiwR÷vi Ltj ZvḡZ mKj Awevecḡḡ tKḡḡ Abḡḡḡḡi wefiRb Kḡḡi c\_ḡK c\_ḡK fiḡḡe bḡḡ w`ḡḡ ḡI Rḡḡ Kḡḡḡ nte| Awevecḡḡḡḡ tiwR÷vḡḡi GB bḡḡ Abḡḡḡḡi Awevecḡḡḡḡ Mḡḡḡ bḡḡ wj tL ivLḡZ nte|

**tiwR÷viwI QK wḡḡḡ:**

Awevecḡḡḡḡ bḡḡ ..... (cḡḡZ `ḡe`i Rb` c_ḡK c_ḡK cvZv e`envi Ki` b)						
ḡḡ Zwi L	ḡḡ weeiY		c`É bḡḡ (cḡḡZwḡḡZ c_ḡK c_ḡK bḡḡ w`ḡZ nte Ges hLb hv ḡḡ nq Zvi avivewnKZv ivLḡZ nte)	weZiY weeiY		gš-e` (hw`_vḡK)
	cwi grY	ḡḡḡ		c`É bḡḡḡḡḡ avivewnKfiḡḡe hvḡK ev th Awḡḡḡḡ ev Kḡḡḡ t`I qv nḡ	MḡḡḡZvi `vḡḡḡḡ (hw` wfbawAwḡḡḡḡ t`I qv nq)	
1	2	3	4	5	6	7

**15. AṭṭṭRv `ē`wī tīR÷vi (Dead Stock Register) (iRGdAvi-160):**

K) tKvb `ē` AṭṭṭRv Z\_v tft½ tMṭj ev Ab` Dcvtq mebó ntj Zvi weeiY GB tīR÷vṭi wj LtZ nte| GB tīR÷vṭi eYḏv t\_ṭK Zwiṭ Kv Kṭi AṭṭṭRv `ē`wī mebóKiY mspuvš- KuvuUi mbKU tck Kṭi A\_ev DaYZb KZḗṭṭi mb`Rbv tgvZvteK mebó/wb`úwÉ KiṭZ nte| wbgēwYḂ QṭK tīR÷viU msi ṭṭY KiṭZ nte|

AṭṭṭRv Amerecī I `ē`wī i nme tīR÷vi						weFw/KvLv .....				
μṭgK bs	`ṭe`i bvg	μq Zwi L	gI Ry tīR÷vṭi μṭgK bs	μq gṭj` KZ wj	AṭṭṭRv tNv Yvi Zwi L	`ē`wī tKv_wj	eZḡvṭb tKv_wj iVlv ntqṭQ	wbjvṭg weμq ev mebtói m×vš- ntj Zvi Zwi L	ṭh Zwi tL wbjvṭg ev mebó Kiv nṭj	gš-e
1	2	3	4	5	6	7	8	9	10	11

L) mebtói ev wbjvṭgi gva`ṭg AṭṭṭRv `ē` w`úwÉi m×vš- ntj wbgṭfc QṭK Zwiṭ Kv Kṭi mebó/wbjvṭg weμq Kiv hvqt

μṭgK bs	`ṭe`i bvg	eZḡvṭb Ae`vi weeiY	tḡigZṭhwM A_ev AthwM	wbjvṭg weμqṭhwM A_ev AthwM	D×Zb KgRZṭ Av`ṭki Zwi L I tḡṭv bs	ṭh fṭe w`úwÉ Kiv nṭj , wbjvṭg weμq A_ev tḡigZ A_ev mebó Kiv nṭj
1	2	3	4	5	6	7

**16. āgY fivZvej tīR÷vi (iRGdAvi-98):**

āgY fivZvi `veri c\_wK bw\_ Ges c\_wK vej tīR÷vi msi ṭṭY KiṭZ nte| DaYZb KZḗṭṭi cwī `kṭbi mgq GB\_wj Zvi mbKU tck KiṭZ nte|

tīR÷vṭi bḡv cōv-27

**17. eivī, e`q I w`wZi weeiY tīR÷vi:**

cṭZ`K Avqb e`qb KgRZṭ (w`wvI -Gi) wbgšYvxb GKwU eivī tīR÷vi msi ṭṭZ nte| H tīR÷vṭi wefwbē KZḗṭṭi nṭZ cṭB LvZl qvix ivR`^I Dbqb eivī c\_wK c\_wK fṭe Zwi L I gĀjx b`ṭmn Z\_v gĀwṭcī b`ṭmn eivṭīi cwī gvY wj wce× KiṭZ nte| eivī tīR÷vṭi AvBṭUg wfvÉK mPxcī \_vKṭZ nte|

wbgēwYḂ QṭK GKwU eiv× tīR÷vi msi ṭṭY Kiv hvq:

eivī, e`q I w`wZi eivī tīR÷vi					
LvṭZi bvg .....		eivṭīi cwī gvY =		1g wKw- + 2q wKw- + 3q wKw- + 4_wKw-	
eivī cwī gvY	e`q weeiY ev weIq	fivDPvi bs	e`q cwī gvY UvKv cqmv	Aewkó UvKv cqmv	gš-e
1	2	3	4	5	6
1g wKw- + UvKv cqmv					
2q wKw- + UvKv cqmv					
+.....					
.....					

cṭZwU LvṭZi Rb` c\_wK c\_wK cōv e`envi KiṭZ nte|

**18. gubnwi `te'i glRytiR÷vi (Register of Stationery Articles)**

**(iRGdAvi-151) tiR÷vi-51):**

mi KviX gyYvj q/`úU tKvftUkb/mivmwi µq bxnZgvj v Abyri Y Kti th mKj gubnwi `te'wi Awdm KZK MpxZ nte Zv AvBtUg l qwi tiR÷viti cvZvq wj wceX KitZ nte Ges cti`cAvBtUg Abyviti mPcti cõv b`ft w`tZ nte/ tiR÷viw ubgèwYZ OK tgvZvteK e`enri Kiv hvq Ges cizw AvBtUgti Rb` GKwU cõv e`enri Kiv hvq:

gubnwi `te'i glRytiR÷vi muj .....								
`te'i bvg .....								
µngK bs	cwb			weZiY			w`wZ	
	`te'i µq/ cwb Zwi L l weeiY	cwi gvY	gj`	weZiY Zwi L	cwi gvY	gj`	cwi gvY	gj`
1	2	3	4	5	6	7	8 (3-6)	9 (4-7)

Zte Gt`fti` Abjgwi` Z ubgèwYZ OKwU e`enri Kiv hvq

**19. AiWU mspvš-Z\_` tiR÷vi (AiWU tKwW, Aby17(9)(10) te½j tiKWg`bgyj Aby17):**

eQi bhik bdi`kari k`r`p`k`er nam ulen`c`x kare tiR÷vi GÜ wUvb`g`v`b`g`v`t`j`i` 10bs AbyQt`ti w`ft`Rbv gtZ GKwU tiR÷vi msi`f`Y KitZ nte/ H AbyQt`i w`ft`Rbvq th`n`Zy`ti`R`÷`v`i`w` uba`wi`Z` t`K`v` OK` t`b` t`m`n`Zy` ubgèwYZ OK tgvZvteK GKwU tiR÷vi msi`f`Y Kiv hvq:

**%t`nkK / iR`^ / `bq / Avf`š`-ib Awftui Z\_` mspvš- tiR÷vi:**

µngK bs	AiWU Zwi L l AiWU eQi/ eQi mgr`	AiWUKZ Awdmi bvg Ges th KZ`f`i AiWU Ki`teb	tgiU AbyQ` bs	th Zwi tL AiWU cizte`b tciY / cwb	th Zwi tLi gta` Reve cZ`nkZ	th Zwi tL Reve civ qv tMj
1	2	3	4	5	6	7

th mKj AbyQt`i Reve mš-vl RbK	th mKj AbyQt`i Reve mš-vl RbK bq	mš-vl RbK Reve DaYzb KZ`f`i wbKU tciY Zwi L (hw` c`qvRb nq)	th mKj Reve mš-vl RbK bq tm`w`i` w`l`tq` Aa`-b KZ`f`i`K AenwZ Kivi Zwi L	Aa`-b Awdmi cieZ`Reve mgr` tciY/ cwb Zwi Lmgr`	Pei`š`- w`u`i`Ei Zwi L	gš-e`
8	9	10	11	12	13	14

(২নং কলামে যে সকল আর্থিক বছরের কাগজ অডিট করা হয়েছে ঐ সকল আর্থিক বছরের উল্লেখ থাকবে)

**20. AiWU AvciEi weeiY tiR÷vi (AiWU tKwW, Aby17(9)(10) te½j tiKWg`bgyj Aby17):**

GQvor AiWU AvciEi mem`vwi Z GK bRti t`Lvi Rb` AvciEi ueu weeiY tj Lvi Rb` ubgèwYZ Q`K GKwU tiR÷vi e`enri KitZ nte:

**AiWU AvciEi weeiY tiR÷vi (AiWU tKwW, Aby17(9)(10) te½j tiKWg`bgyj Aby17):**

µngK bs	Av`R mij	AbyQ` bs	AvciEi weeiY	RioZ UvKvi cwi gvY	RioZ e`w`/tRj v l DctRjvi bvg	eZ`g`v Ae`v	gš-e`
1	2	3	4	5	6	7	8

**21. AmWU AvcuĒ msμvš– bW :**

cġZwU Awcġmi cġZerġi AmWU AvcuĒi ci GKwU Kġi bW c<sub>z</sub>Kfġte LjġZ nġe Ges AvcuĒEmgġf w<sup>®</sup>uĒĒ b<sup>n</sup>l qv chš– H bW uW msi ġY KiġZ nġe| bW ubeÜb tġmR ÷ vġi b<sup>†</sup> wġq cġZwU AmWU ci ci GKwU Kġi bW tLj v cġqRb| GB bW t\_ġK wbgewŸ QġK AmWU AvcuĒi eWkU Reve wġZ nġe:

AmWU mġj	AmWUKi v	AbġQ` bs	AvcuĒi ueu meeiY	vbrq KZġġġi Reve	DxZb KZġġġi gš–e`	AmWU KZġġġi gš–e`
1	2	3	4	5	6	7

**22. Pvkġi BwZnm ev LuZqib eB msi ġY (tcbkb ... mnRKiY bwZgġ v)t**

temgwiK mi Kvix Pvkġi` i tcbkb gġjx I cwiġkva msμvš– weġa/cxwZ AwKZi mnRKiY bwZgġ v 2009-Gi 2.02 I 2.03 AbġQġ` i wġ` Rbv Abġvġi cġZ`K KgPvix Pvkġi BwZnm wġ wce x ivLġZ nġe| GB Dġġġk H bwZgġ vi mġ\_ mshŸ cwiġkó-10 I cwiġkó-11 tgvZġteK ch–Ÿ tġmR ÷ vġi i hveZġq Z\_ wġ wce x KiġZ nġe| hġ Hfġte` ŸU tġmR ÷ vġi msi ġY m<sup>†</sup>e b<sup>n</sup>q tġġġġġ wbgewŸ QK Abġvġi GKwU (KgRZġI KgPvix` i Rb`) Pvkwi i LuZqib eB ev BwZnm eB msi ġY Kiv hvq:

**Pvkġi LuZqib emi bgġv**

μgK bs	cwiġPvZ bs (hġ_ uġK)	KgPvixi bġg wZv I gvZvi bġg Ges`iqx w/Kibv	Rbġ Zwi L	PvkwiġZ tġmR` vġbi Zwi L	wbġqM/ e`ġxi` w	e`ġKZ` vġb tġmR` vġbi Zwi L	ġZmġv AwZμg Zwi L Ges Avġe` b bs I Zwi L	Ubgġ`ġ cġB Avġ` k bs I Zwi L
1	2	3	4	5	6	7	8	9
ġeZbġ`ġ eġk i Zwi L (emġ R I Ab`ib)	kum- / cġ`vi meeiY	cġkġY	wġE weġb` b Qġġi Avġe` b, Zwi L I tġqġ` Zis ... ntZ ... Zwi L chš–	Ab`ib` Qġġi Avġe` b, Zis Ges tġqġ` Zis ... ntZ ... Zwi L chš–	Aemi vġi Qġġi Zwi L	cwiġvġi m`m`ġ` i bġg I w/Kibv	Ab`ib` Z_ (hġ` cġqRb nq)	gš–e`
10	11	12	13	14	15	16	17	18

**23. cġkġY msμvš– Z\_ tġmR ÷ vġi (ms`lcb g`wġġ):**

KgRZġI KgPvix` i cġkġY\_ vKv GKvš– Avek`K| Z\_ mslġ Kiv tġġġ tKib KgRZġ/KgPvix tKib wġġq BZtcġe<sup>®</sup> cġkġY tġġġQb Zv mġġRB Rbv hġte Ges cieZġtKib wġġq Zvi cġkġY cġqRb Zvi wbaġġi YI Zvi Rġb` wbeġPb Kiv mnR nġe| Gġfc GKwU Z\_ msμvš– tġmR ÷ vġi wbgġfc nġZ cġġi:

cwiġPvZ b <sup>†</sup>	KgPvixi bġg I c`ex	ġġġ cġkġmb	Zwi L t_ġK Zwi L chš–	Awcġm e`e`vcbv	Zwi L t_ġK Zwi L chš–	kšLj v	Zwi L t_ġK Zwi L chš–
1	2	3	4	5	6	7	8

Awġ`R e`e`vcbv	Zwi L t_ġK Zwi L chš–	Ab`vb`	Zwi L t_ġK Zwi L chš–	Ab`vb`	Zwi L t_ġK Zwi L chš–
9	10	11	12	13	14

(cġZ`K KgRZġ/KgPvixi Rb` c<sub>z</sub>K c<sub>z</sub>K cġv e`enri KiġZ nġe)|

**24. Z`š- tiuR ÷ vi (tiuR ÷ vi-xiv):**

th tKvb Awdm DaYzB KZ@tji Avt`k tKvb wltq Z`š- ntZ cvti A\_er H Awdm t`k Zvi Aa`-b AwdmI Z`š- wltcvU@Pvl qv ntZ cvti | th fiteB tnvK bv tKb Z`š- mspvš- mem-wi Z Z` msi tji Yi Rb` fvg ckvmb wfvitMi tiuR ÷ vi-14 Gi QKwU e`envi Kiv hvq| QKwU wbgjct

µvgK bs	Awfthw/cI chwBi ZwiL	welqem-	Z`š- cizte` tbi Rb` tciYi ZwiL	tKvb Zwi tLi gta` cizte` b tciY Ki tZ nte	th Zwi tL tciY Kiv nuj	gš-e`
1	2	3	4	5	6	7

**25. nuRiveB:**

ciZwU Awdm mi Kvi wbañi Z Qtk nuRiveB e`envi Kiv nq| wKš-yZvi mKj Kj vg, wj h\_vh\_ fite ciY Kiv nq bv| G KvitY wbgewYZ wltq, wj i ciz mKj KgRZ@KgPvixi `wó AvKIY Kiv hvqt

(K) হাজিরা বলতে যে স্থানে স্বাক্ষর করতে হয় ঐ স্থানে ৩টি বিষয় উল্লেখ আছে। যথা-

- (i) Avt Gi A\_@Awdm AvMgb mgq A\_ñ tKvb KgPvix KLB Awdm AvMgb Ki tjb Zvi mgq wj LtZ nte;
- Giciti AvtQ- ct- Gi A\_@`rb A\_ñ wZwb wK tKvb mgq Awdm Z`m Ki tQb H mgquU wj LtZ nte;
- Gi tKej B wbtP AvtQ `ñ- Gi A\_@`ñji | A\_ñ GB KgPvix Awdm Dcw`Z ntj H `ñb `ñji (mswñB `ñji ev Bibimqj) w`tZ nte;
- GQrov GB tiuR ÷ vti Wwbn`tki Kj vtg t`Lv hvte tgrU cvl bv Qyji cwigrY Ges tgrU MpxZ Qyji cwigrY I w`wZ ev Aewkó cwigrY| GB AskUkx tKvb KgPvixi Qyji MñtYi ci ciB nvj bMw` Ki tZ nte|

Zte th mKj KgPvix `bw`b nuRiveBtZ `ñji Ktib bv Zvt`i tñtñ GB wbg cñhvR` nte bv| Zvt`i Qyji wmwve `bguEK Qyji wmwve tiuR ÷ vti Ges Zvi e`w³MZ bw`tZ msi tji Yi Ki tj Pj te|

%wguEK Qyji tiuR ÷ vi bglv cõv-9

**26. wbtqm e`wj mspvš- tiuR ÷ vi (ms`tcb g`wbyj; te½j tiKW@`wbyj weva-117) :**

KgRZ@KgPvixi`i e`wj i tñtñ tRjv kvLv/DctRjvi ct`i „i“ Zi l KgPvixi `ñZv, wóv, eZ@rb ct` Ae`rb mgq cñwZ wetePbrq wbtq e`wj Kiv DñPZ| e`wj i Rb` wbgjct Qtk GKwU tiuR ÷ vi msi tji Yi Kiv hvq| Gi t`k meñkl Z` wbtq cieZ@Kg@tj e`wj i w×vš- MñY mnR nte:

wvfb.tkYxi KgRZ@KgPvixi wbtqm-e`wj Z` (e`w³MZ)-GK bRti						
cwi wPwZ bñt	bvg, wczv givzi bvg l wKivb	Rbñ Zwi L l wbeÜb bs	PvKwi tZ wbtqmZ Avt`k bñt l Zwi L	th kvLvq/ Awdm e`wj Kiv nj Zvi bvg, Avt`k bs l Zwi L	e`wj KZ Kg@tj thw`vb Zwi L	gš-e`
1	2	3	4	5	6	7

Avil w`-wi Z Zt`i Rb` KgRZ@KgPvix e`wj l Rbej Z` QKwU e`envi Kiv hvqt cõv-18 µvgK bs-27





**Zwuj Kv QK ubgafct**

**QK-1**

kuluq chB tiiR=vi Abymti tcuUs cIw` I bw_								
μugK bs	chB tiiR=vtii μugK bs	ZwiiL	welq	Dc`mcZ ntqtQ wkbr? bv ntj Kvi Y	Dc`mcZ ntj bw_ Kivvi wBU	FricB KgRZ# gZvgZ	DalZb FricB KgRZ# gZvgZ	gS-e` ev wbt`Rbv
1	2	3	4	5	6	7	8	9

**QK-2**

Rmi (Bmy) tiiR=vi Abymti tcuUs cIw` I bw_										
μugK bs	Bmybs	ZwiiL	Kivvi wBU tchi Z	tKib ZwiiLi gta` Reve cZ`mkZ uQj	KZu ZwiiL f`I qv ntqtQ/	ZwiiL weeiY		FricB KgRZ# gS-e`	DalZb KgRZ# gS-e`	cieZ# wbt`Rbv (gS-e`)
						ZwiiL bs	ZwiiL			
1	2	3	4	5	6	7	8	9	10	11

উল্লিখিত QK`w gvV chBqi Awdm mgfn Ges Awa`Btii chZuU BDubtUi Rb`c\_K c\_K frte e`envi Kiv hvq/ Zte Awa`Btii mKj BDubU wbgewYZ ZuU QfK Z`w` wbtq gnrcwi Pjy K chZgvtm GKwU mfv KiZ cvti bt

..... gvtmi Atc`fjgv weeiY Statement of arrears for the Month of .....							
Avtj vP` gvtmi tRi mSL`v (chB I BmyAbymti)	Avtj vP` gvtm chB	Avtj vP` gvtm w`wE	gvtmi tkl Kg`w etm etKqv				gS-e`
			IK mBvtni AwaK wKS-yB mBvtni Kg	B` mBvtni teuk wKS-yGK gvtmi teuk bq	GK gvtmi teuk	tgvU	
1	2	3	4	5	6	7	8

**GK gvtmi teuk mgg ati` wMZ`vKv wel qmgfni weeiY**

μugK mSL`v	bw_/wvtqix bs	chBsi ZwiiL	welq	ZwiiLmn tKb Ges tKv`vq` wMZ
1	2	3	4	5

**30. wébó KwMRcI (tiKW) tiiR=vtii bgbv (miPevj q wbt`R, Aby181):**

`dZti KvR KiZ KiZ cPj ActqvrBxq KivR ev bw`cI Rgv ntZ`vtK, GmKj KwMR/bw`cI wébó Kiv bv ntj `dZtii cw`ObZv eRvq ivLv Am`e ntq cto| GKvity gvtS gta` teBj tiKW`g`vbgvtj i wbt`Rbv Ablyvq G`w wébó KiZ nq| wébtoi Rb` miPevj q wbt`Rgvj vq 91(0) AbytQ` tgvZvteK wbgewYZ QfK Zwuj Kv Kti wébó Kiv hvq:

bw`bvSfi	tKwY	ih ZwiiL t`tK ih ZwiiL chS-bw`uU envj uQj
1	2	3

bw`bvSfi	tKwY	ih ZwiiL t`tK ih ZwiiL chS-bw`uU envj uQj
1	2	3

**31. wefwMq gvgjvi tiiR=vi [miKvix KgPvix (ksLjv I Avcxj) wewagjv-1985):**

GB tiiR=vi wLi` i` Z` Acwimxg| wefwMq gvgjvi Rb` wbgewYZ QfK Z`w` msi`fjY Kiv ntj wefwMq gvgjvi w`fkl Ae`v Zvr`fjwYKfite Rvrv hite:

μugK bs	KivPig Avi`cZwiiL	Awfhy KgPvixi bvg I c`ex	wewagjvi 5-7 AbytQ` gvtZ gvgjvi bw`mRb	AwfthvMmi msvfjB weeiY	Z`S-Kvix KgRZ# bvg I c`ex	Z`S-Kvix KgRZP wbtqum ZwiiL
1	2	3	4	5	6	7

Z`š- Avt`c Zvni L	Z`š- tkl Zvni L	Z`š- w tcvU® Rgv Zvni L	mwvš- Zvni L	mwvš-i msvfjB weei Y	Avxj Avt`b cñBi Zis	Avxj Avt`b AMtqb ev cZ`vLv Zvni L
8	9	10	11	12	13	14

cjivq RgvKZ Avxj Avt`b AMtqb Zvni L	Avxj i`bvib Zvni L	Avxj i mwvš- Zvni L i cñBi Zvni L	††††† Avxj mwvš- AewZ Ki Y Zvni L	gš-e` (Avxj ev UtBejvtji mwvš- I cieZ® Kihpug)
15	13	17	18	19

**32. Aib®úbeKvRi Rb` Awdm mnKviw/Awdm ZIjeavKt` i Rb` e`enj` tbiW eBtqi OK (cĤ Rwi mspvš-)  
(wcvic g`vbyj -1969):**

Bmybs tiwRt 61 Abynti	Bmj Zvni L	welq	Kivvi wku tcti Z	Rew cñBi Rb` wbatni Z Zvni L	1g ZwM` bs I Zvni L	2q ZwM` bs I Zvni L	3q ZwM` bs I Zvni L	th Zvni L Rew cvl qv †Mj	gš-e`
1	2	3	4	5	6	7	8	9	10

**33. cĤ cñB Abynti tciUs Zuj Kv (cñB tiwR÷vi ntZ) (mPevj q wbt` R, Aby181):**

µugK bs	cñB bs I Zvni L	†Kv_v ntZ I Kivvi wku ntZ cñB	welq	Dc`wcb Zvni L ev Dc`wcbZ nqib	Dc`wcbZ ntj eZgib †Kib KgKZ† wku	wK Kv†Y GLbl Aib®úbe	Fvi cñB KgKZ† gš- e`	DayZb KgKZ† wbt` Rbv
1	2	3	4	5	6	7	8	9

..... gvtmi Atc†gib weei Y  
Statement of arrears for the Month of .....

Avtj vP` gvtmi †Ri mSL`v (cñB I BmyAbynti)	Avtj vP` gvtm cñB	Avtj vP` gvtm wb`úE	gvtmi tkl Kg® e†m etKqv				gš-e`
			†K mBvtni AwK wKš-y† mBvtni Kg	†† mBvtni tewk wKš-yGK gvtmi tewk bq	GK gvtmi tewk	†gvU	
1	2	3	4	5	6	7	8

GK gvtmi tewk mgq a†i` wMZ`vKv welq mg†ni weei Y

µugK mSL`v	bw`W†qix bs	cñBi Zvni L	welq	Zvni Lmn tKb Ges †Kv_wq` wMZ
1	2	3	4	5

**34. kb` c` ciY I Rbej ewx mspvš-Z` OK**

(Rb ckymb gšy†y q mwK†vi bs ..... Zvš-.....):  
c†qvR†bi ZwM†` KLbl KLbl` dZ†ii Rbej ewx Ki†Z nq Ges kb` c` I ciY Ki†Z nq† G†fc Rbej ewx I  
kb` c` ci†Yi Rb` wbg†j wLZ Z` OK e`vni Ki†Z n†et

gšy†y q/ wefwM `dZ†ii bg	c† i big I †j	g†jwKZ c` mSL`v			c†YKZ c`			kb` c` mSL`v	
		mi wmi ciY†hM† c† i mSL`v	c† vbeZi g†a†g ciY†hM† mSL`v	†gvU	mi wmi ciYKZ c† i mSL`v	c† vbeZi g†a†g ciYKZ mSL`v	†gvU	mi wmi ciY†hM† c† i mSL`v	c† vbeZi g†a†g ciYKZ mSL`v
1	2	3	4	5	6	7	8	9	10

tgiU	c`i cKwZ		ibiqM weia gtZ ikfjMZ thM Zv AwfAZv	tKib ZwiL t_K kb` Ges kb` _vKvi KviY	BZtcte`ibitqitMi tftT tRj v DcRj vgy`thv>v / gnrj v BZ w` tKiv cyj b Kiv ntqtQ wKbv	gS-e`
	ivR`^	`vqx				
11	12	13	14	15	16	17
<p>* প্রত্যয়ন করা যাচ্ছে যে, উলিখিত পদসমূহ অনুমোদিত অর্গানোগ্রামভূ<sup>3</sup> / nij bVw` msi wjZ c`   gS`vj q / wefvMmi `wqZc`B KgRZf -vji l mxj</p>						

Dc`i উলিখিত ছকটি পূরণ করণের নিয়মাবলীঃ

- (K) gAjwKZ c`i mSL`vi tftT 3bs Kj vtg mivmwi wbtqMthvM` Ges 4bs Kj vtg c`vbwZi gva`tg ci-YthvM` c`i mSL`vi mv`\_ 5bs Kj vtgi tgiU mSL`vi wj \_vKv c`qvRb A\_` 3bs Kj vg+4bs Kj vg=5bs Kj vg;
- (L) ci-YKZ c`i tftT 6bs Kj vtg mivmwi wbtqMthvM` Ges 7bs Kj vtg c`vbwZi gva`tg ci-YthvM` c`i mSL`vi mv`\_ 8bs Kj vtgi tgiU mSL`vi wj \_vKv c`qvRb, A\_` 6bs Kj vg+7bs Kj vg=8bs Kj vg;
- (M) kb` c`i tftT 9bs Kj vtg mivmwi wbtqMthvM` Ges 10bs Kj vtg c`vbwZi gva`tg ci-YthvM` c`i mSL`vi mv`\_ 11bs Kj vtgi tgiU mSL`vi wj \_vKv c`qvRb, A\_` 9bs Kj vg+10bs Kj vg=11bs Kj vg;
- (N) gAjwKZ c`i mSL`vi mv`\_ ci-YKZ c` l kb` c`i mSL`v mvgAm`cY`nlqv c`qvRb, A\_` 5bs Kj vg=8bs Kj vg=11bs Kj vg;
- (O) GKBfite 3bs Kj vg-6bs Kj vg/8bs Kj vg Ges 4bs Kj vg-7bs Kj vg=10 Kj vg nte |
- (P) tKiv wefkl KviY KZ`fj tKiv c`i mKj kb` c` ci-Y Ki tZ AvMhx bv ntj l ev ci-Y Kivi tftT tKiv mgm`v \_vKtj Zv gS`-ব্যয় কলামে উলিখিত করা প্র`qvRb |

**ivR`^LwZ c` mR`bi ch-we tciYi QK**

- 1/ ckvmbK gS`vj q/wefvMmi bvg
- 2/ Dt`v`v ms`vt
- 3/ ch-weZ c`i bvg, c` mSL`v l teZb t`j t
- 4/ chwU c`i `wqZ;t
- 5/ ch-weZ c`i wbtqM weia (hw`\_vK)t
- 6/ সংশ্লিষ্ট সংস্থার বিষয়ে এমএল কমিটির রিপোর্ট পুরাপুরি বাস-emqZ ntqtQ wKbv?
- 7/ GgGj Kigui wi tciYU` ci Avi tKiv AwZwi` c` mRb ntq \_vKtj -  
(K) c` Abjgv` bKvix KZ`fji bvg  
(L) mwRZ c`i bvg  
(M) c`i mSL`v  
(N) teZb t`j
- 8/ KivR ewxi cwigvY, cKZ KivRi eYbv l KivYt
- 9/ KivR ewxi aib (`vqx/A`vqx)t
- 10/ c` mR`bi thw`KZvt
- 11/ Gg Gj Kigui wi tciYU` c`e`GB c` wQj wK bv? \_vKtj KquU wQj, eZ`vb KquU AvtQt
- 12/ GKB ch-weZ BZtcte`civv`bv ntqtQ wK bv? ntq \_vKtj Zvi mefkl cwi w`wZ wK?t
- 13/ ch-weKvix ms`vi we`gvb l ch-weZ mvslMv`bK KivRgv (AM`bvMig) Ges ch-weZ Ask wfbakwvj tZ wPwYZ Kti tck Kitz nte
- 14/ c`\_wji Rb` evrmwiK AveZR` ও অনাবর্তক ব্যয় বা আর্থিক সংশ্লিষ্ট উলিখিত করতে হবেঃ
- 15/ ch-weZ c`i Rb` evRUEi vi AvtQ wK bv?
- 16/ c`\_tjv mR`b ckvmbK gS`vj tqi m`uo mgvwi k wj wceX Kitz nte
- 17/ প্রেরিতব্য সকল কাগজপত্র মন্ত্রণালয়ের সংশ্লিষ্ট kvLvi `wqZ;c`B KgRZ`KZ` mZ`wqZ Kti tciY Kitz nte |

**35. KgRZ®KgPvixi e`uj I Rbej Z\_` tiuR÷vi**

cZ`K kvLv/Awdtmi Rbej cZ`qj Kivi Rb` Ges c`vqtbj mjeavt\_`wbgewYQ Qtk Z\_` ivLvi Rb` (cZ`K kvLv/Awdtmi Rb` c\_K c\_K fite GK GK cōvq) GKiu tiuR÷vi msi qjY Kiv hvqt

kvLv/Awdtmi Rbej Z_`		
cZ`i bvg	cZ`i mSL`v	gS-e`
KgRZ® c`ex (1) . . . . . (2) . . . . . (3) . . . . .		
3q tkYxi KgPvixi`i c`ex (1) . . . . . (2) . . . . . (3) . . . . .		
4_`kYxi KgPvixi`i c`ex (1) . . . . . (2) . . . . . (3) . . . . .		

**eZgub c`uqZt`i Z\_`t**

cZ`i bvg	c`uqZ KgPvixi bvg I wKvibv	c`vqb Avt`k bs I Zvni L	thvM`vb Zvni L I Ab`vb` Z_` (hw`_vtK)	GB Kg®j nZ e`uj ntj Zvi Avt`k bs I Zvni L	Aegy` Zvni L	c`uqZ KgPvixi tguU KgRvj	gS-e`
1	2	3	4	5	6	7	8

**36. ucqb eB (tiuR÷vi-44) (cwiukó-ue, ucuc g`ubgyj -1969):**

mi Kvix Awdtm ucqb eB\_`vKv GKvS- Avek`K| hv` Awdtm mi Kvix Qvcvfbv ucqb eB bv\_`vtK, Zintj wbgewYQ Qtk GKiu Kuv tiuR÷vi GB eB e`envi Kiv hvq-

μugK bs	welq	MhxZvi bvg I wKvibv	MhxZvi `vqji	gS-e`
1	2	3	4	5

**37. t÷vi e`e`icbv tiuR÷vi (iRGdAvi -155):**

GB Awā`Bt`ii Aaxtb wZb aitbi t÷vi t`Lv hvq: (1) Central Ware House (CWH) ev tk>`xq cY`vMvi, (2) Regional Ware House (RWH) (Av`Avj K cY`vMvi) I (3) Dc`Rjv cwi evi cwi Kí bv t÷vi |

t÷vi\_`uj tZ th glRy I mieivm tiuR÷vi e`envi Kiv nq, ZvtZ chfB Zt`i Afve cwij wqjZ nq| GB Ae`v কাটানোর জন্যে পরিচালক (উপকরণ ও সরবরাহ) বা সংশ্লিষ্ট cwi Pj K ev KgRZ®MY wbgj`c Qtk t÷viti ÷K tiuR÷vi (glRy tiuR÷vi) e`envi Kitz c`tib-

<b>gIRyI weZiY tiR÷vi</b> (AimevecĪ I t÷kbvni `è" e`ZxZ) ctYi big ..... tKvW bs.....											
chB weeiY			weZiY weeiY						w`iZ weeiY (Aeikó weeiY)		
1			2	3						4	
ctB Zvni L I Bbf tqm bs I Zvni L	cvi gvY	gj`	Ae`vb i`vK bs I ZvK bs	weZiY Zvni L	thLvib ev th Auctm weZiY Kiv nj Zvi big	MhxZvi big I `vji ev Ab` tKvb gva`tg weZiY Kiv ntj Zvi weeiY	weZiY cvi gvY	gj`	cvi gvY	gj`	
1K	1L	1M	2	3K	3L	3M	3N	3O	4K	4L	

**38. t÷vi e`e`vcbv `wqfZ&btqWRZ gw ch@qi KgRZ@` i Rb` mZKZv (DctRjv I BDubqb ch@qi):**

- (K) hLbB gvj vgvj mieivn Kiv nte ZLbB gl Ry tiR÷vi nj bvmv` KiZ nte;
- (L) Pvn`vi w`tk j` q` tiL gvj vgvj mieivn KiZ nq| thb tKvb GK KgR KvtQ gvĪmi<sup>3</sup> cY` gl Ry bv \_vtK;
- (M) `è" mieivni mgq KgRMY wKfite tKv\_vq weZiY KiZQb, Zv gvS gta` cirqiv Kti t`Lteb;
- (N) tqv` DÈxY@Jtai Zvni L t`tl chqvtg `è" mieivn Kiv DEg;
- (O) gl Ry gvj vgvj i msi qY:
  - t`qvj t`tk Kgc t`q 1 dly `fi WrtbR I gvj vgvj tiL msi qY KiZ nte;
  - সংশ্লিষ্ট কর্মকর্তা/কর্মপ্রিয় j` q` i vLteb gl Ry gvj vgvj thb Mrtq Mrtq wgtk bv \_vtK ev Prtc bv \_vtK;
  - সংশ্লিষ্ট কর্মকর্তা/KgPrxiMY cĪZw`b GKeri ,`vg Ljyeb Ges j` q` i vLteb chB Avtjv-evZim c`ek KiZQ wK bv, tKvb `è" webó ntq hv`Q wK bv;
  - ActqRbxq gvj vgvj w`umEi e`e`v MhY KiZeb| cvi`vi cvi`Qbzvi w`oZv wearb KiZeb;
  - ,`vtgi RvqMvi h\_v`e`envi KiZ nte| thb Af`è" BZ`-Zt wevqjB Ae`vq tiL ,`vtgi RvqMv Ktg bv hvq;
  - th mKj `è" AwAK Zvrc webó nevi m`tebv AvtQ, tm ,`vtgi mvi tq w`ivc` `v`b ivLvi e`e`v Kiv;
  - cĪZwbqZ gl Ry Ae`v hvPvB Kti c`qRbxq `te`i Pvn`vi ch-ve ch-`Z Kiv;
  - ,`vg cĪZw`b KLB tLv v nte Ges KLB eÜ Kiv nōj Zvi GKwU PvU@ ,`vtgi `i Rvq Svj tq ivLtz nte Ges H msvs- GKwU tiR÷vi e`envi Kiv thtZ cĪti;
  - ActqRbxq `è" `v` Z weva tgvZiteK webó Kivi c`t`q MhY KiZ nte;
  - GB msvs- সাপসাই g`v`bRtgU g`v`gvj úeú AbyiY KiZ nte|

**39. cvi`k@ Z` msi qY I gj`vqb (te½j tiKW@`ibgvj vea-117):**

wevfbKGRZMY th cvi`k@ Ktib Zvi Kw msi qY KiZ nte Ges GKwU tiR÷vi cvi`k@ msvs- Z` wj wce x Kti gj`vqb KiZ nte|

tiR ÷ vi u bgj/c n tZ c t i:

cwi`k` msµš-Z_wi i tiR ÷ vi					
cwi`k`Kvix KgRZf big l c`ext cwi`k` ctgct (K) cwi`k` msL`vt (1) ubR Awdm ..... (L) `k` msL`vt (1) ubR Awdm .... (2) gv Awdm ..... (2) gv Awdm ....					
µngK bs	cwi`k` Zvii L	cwi`k`Z Awdm	cwi`k` ctZte`b th bw_tZ msµšZ	Pj wZ gv tgvU cwi`k` Ges tgvU `k`	gš-e` (ctgct t_tK Kg/teK)
1	2	3	4	5	6

GB tiR ÷ vti Z\_ mgR wj wce x Kiv n t j স্পষ্ট হয়ে যাবে যে সংশিষ্ট কর্মকর্তা cwi`k` ctgvcgZ AvtQ wK bv?

**40. gj`iqb:**

cwi`k` ctZte`b cwiBi ci Aek`B msµšZ উর্ধ্বZb KgRZf w tR hvPvB Kti t`L t e b th cwi`k`bi , bMZ gv b wK AvtQ wK bv? (w t R c t o t` t L w t` R w` t e b)

**41. AwR w elqui ch e Y:**

teZb fiZv ( TA/DA I Ab`vb` fiZv) mwVKfite c`vb Kiv n t`Q wK bv? সংশিষ্ট উর্ধ্বZb KZ e Y Aek`B hvPvB করে দেখবেন। তিনি পরিদর্শনকালে যাচাই করে দেখতে পারেন অথবা সংশিষ্ট কাগজপত্র নিজ অফিসে তলব করে যাচাই Ki t Z c t i b |

**(K) hvPvB tqi Rb` MpxZ c` t Y cmgr:**

agY fiZvt

- agY wej hvPvBয়ের সময় সংশিষ্ট কর্তৃপক্ষ লক্ষ করবেন ভ্রমণের উ t t k ce` AbgnZ AvtQ wK bv? AbgnZ c t msi Y Y Ki t Z n te Ges c Y x Z Kg R P xi m v t \_ m w Z i v L t Z n te;
- th agY Kiv n t q t Q Zvi `vex mwVK AvtQ wK bv? `vex mwVKfite w b i f c Y Ki t Z n te;
- GKB Awdm eri eri cwi`k` Kiv n t`Q wK bv?
- agY wej i c Z` q b c t AvtQ wK bv?  
GB tiR ÷ vti i bgjv c p v ---)

**(L) Ab`vb` wej I Li t Pi wee i Y t**

- Avb y m w Z Li t Pi m t \_ fi D Pri I g l R y ti R ÷ vi w K i v L t Z n te;
- Avm e r e c t m n c i Z w µ q K Z ` t e i wee i Y ^ ^ g l R y ti R ÷ vti D t E v j b Ki t Z n te;
- t K v b wej ` v L t j i c t e Z v i w e m - w i Z wej ti R ÷ vti Z j t Z n te (wej ti R ÷ vti i bgjv c p v -10)
- t K v b wej ` v L t j i R b` c h ত করার পর বিলের সাথে সংশিষ্ট সকল রেজিস্টার মিলিয়ে দেখতে হবে, যেন t K v v l t K v b M i n g j b r \_ v t K ;
- c i Z g v t m t g v U Li t Pi wee i Y x (SOE) c h ত করে সংশিষ্ট কর্তৃপক্ষ বরাবর প্রেরণ করতে হবে;

**(M) mZK e vt**

- Avq b e`q b Kg R Z f ` v n q Z i K Z e` m w t K wej cwi`k`va I ` v L j K v i x i ` u o a v i Y v A R B Ki t Z n te | e` \_ Z v q wej i A \_ c w i t k v t a e v c w i t k v t a i c i R w U j Z v t` L v w` t Z c t i |





**c²g Ask**

- *tiR=viU c²g Astk cwi evi Kj iy mnKvix`i`i`vqZi I KZ` m=utK`fj Lv AvtQ, tKvb KgRZPFWA-Gi Kvhi` cix`fjv Kivi cte`iR=vti i GB Ask t`tL wZub AewZ nteb th, GKRB FWA-Gi wK wK`vqZi AvtQ Ges wKfite GB`vqZi cij b Ki`teb|*

**wZiq Ask**

- *tiR=viU wZiq Astk tKej wKQyc`wZi Qne t`l qv AvtQ|*

**ZZiq Ask**

- *tiR=viU ZZiq Ask AZ`š-`i` ZcY` GB Astk Lvev ewo MhxZv evQvB Ki`Yi wbgvej x Ges MhxZv`i` wwfbaRwUj Zvi tci`fjZ wK wK`ci`gk`f`l qv hvq, cvK`ciZw`uqvmg`f`wK wK`mgvavb AvtQ Zvi wem`wii Z Zj`j`aiv n`qtQ| GKBfite Bb`RK`Uej গ্রহীতা, আই ইউ ডি গ্রহীতা, ইমপন্ড্যান্ট গ্রহীতা, `vqx c`wZ MhxZv (c`j` l l`g`nj`v) G`i` wKfite evQvB Ki`Z nte Ges wK wK`Kvi`b`f`Kvb`f`Kvb c`wZ MhY Kiv mwK nte bv Zvi wem`wii Z (tPK`ij` ÷) (evQvB tK`Skj` ) tj Lv n`qtQ| GQrov GB Astk Mf`Zx`g`nj`v`i` wKfite tmev c`vb Kiv hvq, w`tkl Kti Mf`Rvj`xb`mgq, cmeKij`xb`mgq Ges M`f`f`E`i`ch`f`q Zvi wKQym`P`I`eY`v`i`t`q`Q|*

**PZYAsk**

- *tiR=viU PZYAsk`u`wZ`i`weeiY| GB Astk wj`uce`x`n`qtQ`u`wZ`i`tiR`f`kb`b`f`| tKvb KgRZP`cwi`k`f`b`t`m`j` GB Ask h`vh`f`ite`cix`f`jv`Ki`teb`Ges`c`f`q`R`tb`mi`R`ug`b`hv`P`v`B`K`ti` GB Astk wj`uce`x`Z`t`i`m`f`\_`w`g`ij`t`q`f`L`teb| GB Astki`t`Kvb`K`j`vg`wKfite`ci`Y`Ki`Z`n`te, Zvi`ub`f`R`bv`ci`Z`w`U`c`p`vi`b`x`P`d`y`t`b`v`U`Av`K`i`t`i`f`l`qv`Av`T`Q| eZ`g`v`b`c`P`ij`Z`tiR`v`i`\_`w`j`i` GB Astki`is`m`v`|*

**cAg Ask**

- *tiR=viU cAg Ask AvtQ GKeQi chS-`eqtmi`w`ki`f`i`t`mev`Z`w`j`Kv`th`gb`w`ki`i`R`b`f`Z`w`i`L,`w`U`K`v`c`v`t`bi`Z`w`i`L`c`f`w`Z| GB AskwU`is`me`R| GB Astki`ci`Z`cv`Z`vi`b`x`P`d`y`t`b`v`U`Av`K`i`t`i`w`tkl`ub`f`R`bv`f`l`qv`Av`T`Q|*

**lô Ask**

- *GKBfite tiR=vti i lô Astk kb`f`\_`t`\_`f`K`5`e`Qi`eqtmi`w`ki`f`i`t`mev`c`v`t`bi`Z`\_`\_`Q`K`f`l`qv`Av`T`Q|*

**mBg Ask**

- *tiR=viU mBg Astk eqtmU`K`j`x`b`f`\_`f`\_`t`mev`vb`Q`K`(w`K`f`k`vi`-w`K`f`k`vi`x`i`f`\_`f`\_`f`\_`t`mev`Q`K)`b`x`j`is`Gi`K`v`M`T`R`w`j`uce`x`Kiv`n`qtQ|*

**Aóg Ask**

- *tiR=viU Aóg Astk Mf`Zx`g`nj`v`i`Z`w`j`Kv`Q`K`i`t`q`Q| G`Astki`ci`Z`w`U`c`p`v`q`14`w`U`K`j`vg`i`t`q`Q| GB Astki`3`bs`K`j`vg`w`U`tiR`v`i`i`PZYAsk`Z`\_`v`\_`u`w`E`Q`K`f`\_`t`\_`L`ci`Y`Ki`Z`n`te| GQrov`h`v`iv`c`wi`k`f`b`h`v`teb`Z`v`iv`Aek`B`GB`\_`j`j`Ask`w`g`ij`t`q`f`L`teb| GB Ask`f`\_`t`\_`f`K`w`Z`ub`GKRB`c`wi`ev`i`K`j`iy`m`n`K`v`ix`i`K`v`f`R`i`\_`^`Q`Z`v`I`\_`^`j`Z`v`i`b`a`f`Y`Ki`Z`c`v`i`teb|*

**beg Ask**

- *tiR=viU beg AskwU`t`Kvb`Mf`Zx`g`ij`q`i`c`h`te`i`ci`ci`Y`Ki`Z`n`q| GB AskwU`ci`Y`i`mgq`8`bs`Ask`Ges`4`bs`Astki`m`f`\_`w`g`ij`t`q`Ges`D`f`q`Ask`m`g`f`\_`h`\_`vh`\_`Z`\_`\_`w`j`uce`x`Kti`ci`Y`Ki`Z`n`q| tKvb`c`wi`k`f`b`K`v`ix`KgRZP`GB`AskwU`cix`f`jv`Kti`h`\_`vh`\_`ci`Y`I`hv`P`v`B`w`b`w`O`Z`Ki`Z`c`v`i`b|*

**`kg Ask**

- *tiR=viU `kg Astk i`q`Q`g`Z`y`Z`w`j`Kv`Q`K| tKvb`e`i`w`B`f`š`-K`v`t`j`i`ci`ci`B`GB`AskwU`ci`Y`w`b`w`O`Z`Ki`Z`n`te| GB Astki`m`f`\_`9`bs,`8`bs`ও`8`নং`অংশ`মিলিয়ে`দেখা`হলে`কোন`এক`দিনে`সংশ্লিষ্ট`ঐ`ইউনিয়নের`মোট`c`K`Z`R`b`m`L`v`R`iv`h`v`te| GB`Q`f`K`16`w`U`K`j`vg`i`t`q`Q|*

**GKv`k Ask**

- *tiur=viuIi GKv`k Astk FWA-t`i `ubK Kvhfejxi OK itqtQ| cwi`k#bi gra`tg GB Ask t`tk tgvU cKZ MhYKvixi msL`v Rvbr hvte| GQrov tKvb c`uZi KZ MhxZv AvtQ Zvi Rvbr hvte| GB Astk Avi I wj wce`x nq Mf@Zx gvnj vi msL`v, ti dvi KZ Mf@Zx gvtqi msL`v, ciZw`b weZiYKZ JI tai cwi gvy c`fWZ|*

*GB unmvie Qtki L Astk itqtQ GKRB FWA Gi Lvbr cwi`k# Qrov Ab`vb` Kvtr e`wqZ w`tbi msL`v I ZwiL, Rb# I gZ`y unmvie, m`fjg `u`uZi unmvie Ges BDubtu ciZ gvtm c`uZ MhYKvix m`fjg `u`uZ Ges Mf@Zx gvnj vi unmvie|*

*GB AskU 4 b`af Astki `u`uZi OK Astki mvt\_ wgvj`tg cix`fjv Kiv ntj GKRB FWA %bw`b KgZrciZv `u`o nI qv hvte|*

*tgvU K\_v GB AskU GKRB FWA Gi ciZw`tbi me`fjvU KvtrI weei Yx|*

**Or`k Ask**

- *tiur=viuIi Or`k Astk BbtRKtUej MhxZv`i unmvie nj`y KvMtr tj Lv AvtQ|*

*GB Astk `u`uZi b`af, BbtRKkb MhxZvi bvg I wKvbr Ges GKRB MhxZvi 1g tWvR BbtRKkb tbi qvi ci cieZ`fWvRmg`r tKvb tKvb Zwi`L MhY KitZ nte Zvi wem`wi Z weei Y|*

*BbtRKkb MhxZvi unmvie ivLvi Rtb` GB AskU AZ`S- „i“ ZcY`*

**T`q`k Ask**

- *T`q`k AskU wki`i cti`w`K weKvk (Bimw) tiKuW`S di`tgU unmvte e`enZ nq| Zte th mKj FWA Gi Bimw w`el`tg I w`tqtUkb nqub Zvt`i t`fj`f GB AskU c`fvr` bq|*

**PZy` Ask**

- *PZy` AskU weirfb`cKvi KbU`tmciw`f Gi gvmK gl R`y`i unmvie weei Yx wj wce`t`xi Rb` e`enZ nq| th Kvib GB Ask`K ej v nq gvmK gl R`y` I weZi`Yi unmvie OK|*

*tiur=vtii GB Astki KvMtrI is nij Kv tMjv`cx AvKviti j`fj Kiv nq| Zte cieZ`fmg`tg is\_wj cwi eZ`B ntZ cvti |*

**cA`k Ask**

- *cA`k Astki weei Y cvl qv hvte GKU evox`Z KZ m`fjg `u`uZ AvtQ Zvi unmvie| GB Astk evoxi c`arb ev Lvbr c`arb`bi bvg AvtQ| H bvg Abjv`ti Rvbr hvte tKvb evoxi m`fjg `u`uZi msL`v KZ Ges H evoxi Lvbr b`af KZ c`fWZ| GB AskU eQti GKei ci-Y KitZ ntq|*

**tlvok Ask**

- *tlvok AskU eQti GKei ci-Y KitZ nq| PZy`Ask t`tk unmvie Kti GB Astk wj LtZ nte| AskU h\_vh\_fite ci-Y Kiv ntj eQi tk`f Rvbr hvte H Mtg tgvU RbmsL`v KZ Ges Zvi g`ta` KZRb c`y` I Ges KZRb gvnj v AvtQ|*

**mB`k Ask**

- *mB`k AskU eQti GKei ci-Y KitZ nte| GB Ask t`tk Rvbr hvte m`S`vb msL`v Abjv`qx Ges eqm Abjv`qx c`uZ MhYKvix I AMhYKvix `u`uZ`i tgvU msL`v KZ|*

**Aov`k Ask**

- *Aov`k AskU cwi`evi cwi`ki`bv cwi`k`Ki Z`vi`ki OK (FPI Inspection OK)| GKRB FPI hLb Kg`f KvR cwi`k# Kiteb ZLbB wZub H Kg`f (FWA) tiur=vtii GB AskU ci-Y Kiteb| AskU w`fite ci-Y KitZ nte Zvi c`uZ GB Astki ciZ c`pvi bxtP dly`tbiU AvKviti tj Lv AvtQ|*

DaZb KgRZPhLb tKvb BDubU cwi`kfb hrtēb ZLb wZwb GB AskwU cixŋv Kiŋj FPI-t`i KgZrciZv m=utK@AeinZ ntZ cvi`teb|

**Ebnesk Ask**

- tKvb RbcitZubwa ev D×Zb KgRZPhLb BDubU cwi`kfb Kiŋj wZwb GB Ask ci-Y Kiŋteb Ges GB Astki 12bs Kj ŋtg Zv`i civgkŋj wce× Kiŋteb|

**44. Ab`ib` A`lqx c×wZ tiwR÷vi:**

cwi`evi cwi`Kí bv KgŋP× h\_vh\_fiŋte Ges `^QZvi mvt\_ eim-wqŋbi Rb` Ab`vb` th mgm- tiwR÷vi AvtQ তথা ইনজেকটবল রেজিস্টার, আই ইউ ডি রেজিস্টার, ইমপ্যুন্স্ট রেজিস্টার প্রভৃতি রেR÷vimgn h\_vh\_fiŋte ci-Y KiŋZ nŋe Ges cwi`kfb KgRZPhLb hLb cwi`kfb hrtēb ZLb GB tiwR÷vi ,wŋj Zviv cixŋv Kŋi t`Lteb| cixŋvi Rb` Zv`i wBKU tiwR÷vi wU tck KiŋZ nŋe|

**45. wKvbK`vj tiwR÷vimgn:**

**FWV- KZŋ e`enZ tiwR÷vimgn:**

FWV -MY wbbewŋZ tiwR÷vimgn e`envi Kŋi \_vŋKb:

- Lvevi ewo tiwR÷vi
- BbŋRKŋUej tiwR÷vi
- KbWg tiwR÷vi
- AvB BD wW tiwR÷vi
- wki` cwi`PhŋtiwR÷vi
- MfRvj xb tmev tiwR÷vi
- cŋtēvEi tmev tiwR÷vi
- mvavi Y tivMx tiwR÷vi
- cwi`evi cwi`Kí bv civgkŋMhY tiwR÷vi
- Gg Avi tiwR÷vi

tiwR÷vi ,wŋj h\_vh\_fiŋte e`envi Kiv nt`Q wK bv DaYzB KgRZPhLbZgvŋm GKevi cixŋv Kŋi t`Lteb|

**46. gv I wki` Kŋj`w tKŋ`^e`enZ tiwR÷vimgn:**

- wki` tivMx tiwR÷vi
- JIŋai gl Rŋy tiwR÷vi
- MfRvj xb tiwR÷vi
- AvB BD wW tiwR÷vi
- AvBBDwW AbyiY, RŋUj Zv I Lŋj ŋdjv tiwR÷vi
- Gg Avi tiwR÷vi
- ইমপ্যুন্স্ট রেজিস্টার
- Gb Gm wF tiwR÷vi
- wUDŋeKwng tiwR÷vi
- ArmevecI tiwR÷vi

**47. wKvbK`Ki mvt\_ RvOZ Avi I ,i`ZcY© BwU tiwR÷vi wbgŋft**

- G`vŋŋj Y frov tiwR÷vi
- Gwŋŋj Y BwZnvm eB
- mfv I ŋiRŋj kb eB cfwZ

**48.FPI-ত`ি KgZrciZv hPB:**

FPI-MY tKv\_vq KLB tKvb BDubU cwi`kfb hrtēb Zvi KgMPr `Zix Kti cteB DaYzb KgRZP mbKU tciY Kiēb Ges GKUu KwC Aek`B FWC-tZ msi qY Kiēb| cikvcwk uZvb MvZveva tiuR÷vi I msi qY Kiēb| thb uZvb KLB tKv\_vq Ae`vb KiēQb Zv Zv`qYKfvte Ribi hvq|

FPI MY 22.02.2010 ZviiLi mKjvi tgvZteK DctRjv I BDubq KguLi Kvh`cwi`ai AvtjvK mfv Kiēb Ges mfvi KvMRcI I tiRtj kb h\_vh\_fvte msi qY Kiēb|

**49.Dc-mnKvix KgYbU tguMtkj Awdmvi`i MvZveva tiuR÷vi:**

GKBFvte Dctii eYvgZ Dc-mnKvix KgYbU tguMtkj Awdmvi`i I MvZveva tiuR÷vi e`eni KiēZ nte Ges DaYzb KgRZPcwi`kfb mgq Zv cixqv Kti t`Lteb|

**50.mfvi KihēeiYx**

FPI-MY mfvi KihēeiYx h\_vh\_fvte msi qY Kiēb Ges mfviZ Aek`B KgPwfūEK gj`vqb\_vkēZ nte| DaYzb KgRZPMY cwi`kfb mgq GB KihēeiYx cixqv Kti t`Lteb|

**51. umUtrb PvUf (mPevj q ibt`R bs-173, tμocI-24):**

ciZiU Awdtm umUtrb PvUf Aek`B\_vkēZ nte| umUtrb PvUf Ggb`v`vcb KiēZ nte thb tKej Awdtmi tjvKRtbi gta` mgvex bv t`tK eniVMZivi ev tmev MhxZivi thb Zv mntR t`LēZ ctiēb| umUtrb PvUf th mgm-welq wj`wce`\_vkēZ nte tm\_wj`wbgāfc:

μgk bs	uk uk tmev t`I qv nq (Zvij Kv)	tmev mgr tKv_v nēZ t`I qv nq (tKvb Awdm/`v` tKb`i tKvb Kq nēZ)	tKvb tKvb KgRZPev KgPvix H tmev c`vb Ktiēb
1	2	3	4

**52.gv I iki`v` tmev:**

**(K) MfRvjxb cwiPhPti uR÷vi:**

gv I iki`v` cwiPhP cwiēvi cwiKibv KgMPrZ একটি উল্লেখযোগ্য কার্যμg| MfēZx gvnjv`i cwiPhP Rb` MfRvjxb cwiPhPti uR÷vi e`enj nq|

tiuR÷vii 1g Astk tKb`i bvg, Mfg, BDubq/tcSimfv, DctRjv I tRjvi OK itqtQ| cieZP ciZiU cvZvq cikvcwk`B cōiq 4Rb Kti MfēZP gtiēi bvg, wKvbm, wvfbōcixqv-wbixqv m n Z\_, Amvav I tivM, wPvKrmv I Dct`k Ges MtFP djvdj msvs- Z\_ wj`wce` Kivi OK itqtQ| cēZ`K MfēZP ēevi cixqv/wbixqv I Z\_`vejx wj`wce` Kivi e`ē`v itqtQ|

**QKuU wbgāfc**

Zvi L	tiuRt bs (%wbK/ gmmK)	tmev MhxZivi cwiPvZ	eZgjb mn tguU MtFP mSL`v	RwēZ mS-vb mSL`v		tKl mS-wbi eqm	tKl gmmtKi Zvi L	chteimē` Zvi L (B.w.w)
				tqtj	tgtq			
1	2	3	4	5	6	7	8	9
		bvg- eqm- tgnv bvg- BDubq/tcSimfv- DctRjv- tRjv-						

Amgb I cixqv					
1g wvRU	2g wvRU	3g wvRU	4g wvRU	5g wvRU	6g wvRU
10	11	12	13	14	15

Amɣav I tivM	iPukrmv I Dct`k	Mɪfɸ dj vɸj						gš-e
		gɸqi Ae`v		beRvZK		cɸtei aib		
		my`	RuUj (RuUj Zvi aib)	Rbɸ		ɸfivK	RuUj	
16	17	18	19	20	21	22	23	24

**(L) cɸtevEi tivR ÷vi:**

tivR ÷vii 1g Astk tKb`i bvg, BDubqb/tcšimfv, DctRjv I tRjvi bvg uvj wce× Kivi QK itqtQ|

tivR ÷vii u0Zxq Astk cɸZuU cɸvq uZbRb cɸtevEi gɸqi cɸe mšvš- Z\_ ; cɸe cieZP Ae`v, cɸtei 42 w`tbi gtav c i ɸxmgɸni Z\_ ; Amɣav/tivM Ges iPukrmv I civgk©`vb mšvš- QK itqtQ| QKuU ubgɸjfc:

Zvi L	tiRt bs (%ubK/gwmK)	imevMhuZvi cuiPvZ	RweZ mš-vb msL`v		cɸtei Zvi L, `vb I cɸe mniqZvKvixi c`ex	cɸtei aib (`ffweK/ mRmi qib/ Ab`vb`)	cɸe cieZPAe`v			
			tɸj	tqtq			gɸqi Ae`v		beRvZtKi Ae`v	
							my`	RuUj	Rbɸ	
		big- eqm- `igxi bg- Mig- BDubqb/tcšimfv- DctRjv- tRjv-			Zvi L- `vb- cɸe mniqZvKvixi-			RweZ	gZ	

cɸtei 42 w`tbi gta` AvMgb I cixɸlv				Amɣav/tivM	iPukrmv I civgk©
	1g cui`kɸ	2q cui`kɸ	3q cui`kɸ		
AvMgɸbi Zvi L					
Zvcgvi`v					
i`Pvc					
ব্রহ্মাণ্ডবিন					
Rivqj Bbfij Dkvb					
mte/i`mte					
tciubqvg					

**(M) wki` cuiPhɸtivR ÷vi:**

tivR ÷vii c`g Astk tKb`i bvg, BDubqb/tcšimfv, DctRjv I tRjvi bvg uvj wce× Kivi QK itqtQ|

tivR ÷vii u0Zxq Astk cɸZuU cɸvq 4 Rb wki`i cuiPvZ, Amɣavmga, `wK cixɸlv, iPukrmv I Dct`k I gš-e` uvj wce× Kivi QK itqtQ| QKuU ubgɸjfc:

Zvi L	tiRt bs (%ubK/gwmK)	wki`i cuiPvZ	Amɣavmga	%wK cixɸlv	iPukrmv I Dct`k	gš-e
		big- eqm- wczvi bg- gizvi bg- Mig- BDubqb/tcšimfv- DctRjv- tRjv-		i`f Zv RuUm BwMgy bwci MvZ Zvcgvi`v dvgdya uvj fvi পঞ্জিহা Ubmj Ab`vb`		

(N) RbʔtiR ÷ vi:

Zvni L	ʔiRt bs (%mbK/gvmK)	bvg I mKivb	beRvʔKi meeiY	chtʔei ʔvb I mgq	chtʔe mniqZvKvixi bvg I c`ex	gš-e
1	2	3	4	5	6	7
		gvZv- mCZv- Mig- BDubqb- DcʔRjv- ʔRjv-	ʔgtq ʔQtj RmeZ gZ IRb	ʔvb  mgq	bvg  c`ex	

**53. KgRZʔKgPvixʔ i âgY meeiYx I âgY fivZvmspiš-ʔiR ÷ vi (teʔj ʔiKWgʔibgyj veia-117):**

KgRZʔKgPvixʔ i âgY meeiYx I âgY fivZvi eYʔvi mʔ\_ ʔŋĬ meʔki Mingj ʔ`Lv hvq| G0rov ʔKvb ʔKvb KgRZʔKgPvixi ʔ`Lvʔbv âgY meeiYxʔZI tek AmʔwZ I AʔʔmeKZv j ʔĬ Kiv hvq| G Ae ʔv ʔ\_ʔK DĚiʔYi Rb` I ʔ`vexKZ âgY fivZvi ʔ`QZvi Rb` mbgēwYʔ QʔK GKiu ʔiR ÷ vi e`envi Kiv hvqʔ

(âgYKvix cʔZ`K KgRZʔKgPvixi Rb` c`K c`K c`p v e`envi Ki " b)

KgPvixi bvg ..... c`ex ..... mKivb

gvm ..... mb ..... /

μugK bs	âgY Zvni L	âgY meeiY	ʔgvU ʔ`mbK fivZv (mVG)	`mei cni gvY		
				âgY fivZv	%mbK fivZv	ʔgvU
1	2	3	4	5K	5L	5M

Abʔgv`bKvix KZʔŋĬ	Abʔgv`b Zvni L	mej ʔ`vLʔj i Zvni L I mej ʔiR ÷ vʔi i μugK bs	mme i ʔŋY KgRZʔKZʔ mej cʔki Zvni L	ʔPK bs I Zvni L	mej bM`vqʔbi Rb` e`vstK G`vWfivBm ʔcʔY Zvni L	gš-e
6	7	8	9	10	11	12

54. hibeinb Z\_ mspuś-tiR ÷ vi (tēlj tiKW<sup>g</sup> bgyj veia-117)

erg ir tKi cōv

<p>cīZiU Awdtmi Rb`B gūS gta` hibeinb cvl qv hvq ev tKbv nq, thfivēB cvl qv hvK bv tKb ubgēwY Q tK hibeinbtbi Z_ msi ųY Kiv tMtj H einbuU m=ú tK<sup>g</sup> KūU `úó avi Yv cvl qv hvte  </p>											
<p><b>hibeinb cō-ų I cwb mspuś-Z_ vej x</b></p>											
μngK bs	hibeinbtbi bvg/cmi Piq   cō-ųKivx cīZōtbi bvg	tPpR bs   BwAb bs	Ab` tKib cmi Pq_ iKtj Zivi neeY	emb` Zix eōi I μq Zivi L	বন্দ, বুক নং ইস্তা তারিখ Ges Mrox baf	μq/mslMhKivx Awdm I mslMh Zivi L	MhYKivx Awdtmi Rb` Avt` k bs I Zivi L	MhYKivx Awdm KZų MhY Zivi L	Pj tKi bvg I wKivb Ges wtqm Zivi L	Pj tKi j vBtmY bs, tqqv` I bvg	Pj tKi j vBtmY BmY BmYbs I Zivi L
1	2	3	4	5	6	7	8	9	10	11	12

Wvb ir tKi cōv

<p><b>hibeinb Z_ mspuś-tiR ÷ vi</b></p>						
<p><b>tgiVZ I Ab`ib` nelq</b></p>						
tgiVZ aib	tgiVZ Avt` k bs I Zivi L I tgiVZKivx cīZōvb	tgiVZ Zivi L I vej bs	Mvoxi tKiv hšysk ev Ab` tKiv cmi eZB Kiv ntj Zivi neeY I cmi eZB Zivi L I UvKvi cmi grY	cmi eZfbī dtj cīB emZj `tē`i neeiY I msi ųY `ib	cīB emZj `ē` wb`ūitē neeiY I Zivi L	gš-e`
13	14	15	16	17	18	19

*снi`kØ ckæjx*



**1. wefvllh q cwi Pvj tKi Awdm/Kvhf q cwi`k (ckuej x)**

- 01. KgrZp` i KvhRvj
- 02. Kgprix` i KvhRvj I gš-e` (tKuetbu vllhfkb mVKjvi bs-Gg G 1-1/82-265(100) Zvs11.6.1982)
- 03. Kg@Ub Zwj Kv (ucvc g`vgyj vev-226)
- 04. vmltRb Pw@ AvQ Kx bv?
- 05. b`bZg vbgèw` tivr÷vimgr-h\_vh\_fvte e`enZ nq Kx bv (cizw tivr÷vi cixqv Kti c\_zK c\_zK fvte gZvgZ w`tZ nte)t

- (1) cÎ cñB tivr÷vi
- (2) cÎ Rwi tivr÷vi
- (3) BbW· tivr÷vi
- (4) nvriv ein
- (5) Z`š- tivr÷vi
- (6) eivI tivr÷vi
- (7) vej tivr÷vi
- (8) K`vk tivr÷vi
- (9) ArmevecÎ tivr÷vi
- (10) A`KtRv`è`w` i tivr÷vi
- (11) c`vb mnKvixi tbu ek/mvKjvi (vbt`Rbv) tbuUek
- (12) Qvj tivr÷vi
- (13) t÷kbwi`è`w` glRy tivr÷vi
- (14) cwi`k tivr÷vi
- (15) b\_w i MvZveva tivr÷vi
- (16) tckb veva/cxwZ mnRvKiY bmvZgvjv 2009-Gi AbjvQ` 2.03 Abjvti `Zix Pvkwi i LwZqv ein
- (17) b\_w vebóKiY tivr÷vi

**06. Z` DcvÈ hvPvBt**

- (1) tRjv chfqi KgrZp`Kgprix`i KgfivEK KvRi AMwZ vPÎ (Dc-cwi Pj K, mnKvix cwi Pj K/tgmWtKj Awdmvi (vmm))
- (2) ágY cèYZv
- (3) wefvM tgvU m`g``úwZ msL`v (tRjv I qwi)
- (4) tRjv I qwi cxwZ MhY vPÎ I gš-e`
- (5) gv I vki`v` Kvhfvtgi AMwZ
- (6) tRjv I qwi cñB Ab`vb` Z`w` chfj vPbv

**07. Awdm cwi tekt**

- (1) `vdZwi K KvR I i`gZ`è`w` i cwi`Qbzv
- (2) KvRi ciz AvMh (KgrZp`Kgprix`i)
- (3) Avb`úvKvRi cwi gvY (cÎw` I Kgfiv Abjvqx)  
[cÎw` → cÎ cñB I Rwi tivr÷vi Abjvti Ges Kgfiv → cñB vi tcvU`vi Urb`Abjvti ]

**08. Ab`vb` velt**

- (1) Mv`dvBj chf`Y I gš-e`

- (2) cwi`kḡ dvBj chḡj vPbv
- (3) Ab`vb` bw\_ chḡj vPbv
- (4) chḡj vPbv-  
(K) bw\_ bḡt wK AvtQ Kxbr? (L) gwRḡ wK AvtQ Kxbr? (M) gwRḡ Dc`wicz cḡḡi cḡv bḡt tj Lv nq Kxbr? (N) tKv\_vl bw\_ A`rfweK wej ḡ^AvtQ Kxbr? (O) MpxZ wvḡš-`ḡ Z I h\_vh\_ ev`-veqb t`Lv hvq Kxbr? (Avi I we`-wi Z cḡv-32)|

**09. AwR e`e`tcbit**

- (1) teZbmn wefbaekvi wej mgqgZ cwiḡkva Kiv nq Kxbr?
- (2) teZb fvZv bMḡ` cwiḡkva A\_ev e`vstKi gra`ḡg?
- (3) wefbae`ē` μq Kḡi gl Ryḡ tiwR÷vḡi tj Lv nq Kxbr?
- (4) wej tiwR÷vi, K`vk tiwR÷vi, gl Ry I weZiY tiwR÷vḡi i mḡḡ\_ ḡgj AvtQ Kx br?
- (5) AwWU AvciEi Reve mgqgZ t`I qv nq Kx br? GB mspḡš- tKvb tiwR÷vi e`enri Kiv nq wK br? AvciEi Reve mḡḡ`ḡ Z` DciEmn t`I qv nq Kx br?
- (6) ḡgY fvZv wej i mḡḡ\_ cwi`kḡ cḡZte`ḡbi ḡgj AvtQ wK br? ḡgY weeiYxi ḡgj AvtQ wK br? ḡgY weeiYx thḡḡ³K Kx br?

**10. cwi`vi-cwi`QbZvt**

- (1) cḡvZb bw\_ BZ`-Zt wefḡḡB t`Lv hvq Kx br?
- (2) mgqgZ webóthvM` bw\_ webó Kiv nq Kx br?
- (3) Uqḡj U cwi`vi cwi`QbZvt Kx br?
- (4) Ab`vb` AcḡqvRbxq`ē`w` thLvḡb tmLvḡb gḡj v Ae`vq cḡo\_vKḡZ t`Lv hvq Kx br?

**11. cwi`kḡt**

- (1) cwi`kḡ tiwR÷vi I bw\_ tck Kiv nḡqḡQ Kx br?
- (2) ceeZḡcwi`kḡ wḡtḡvUḡvm-evqb nḡqḡQ Kx br? cwi`kḡ wḡtḡvUḡvm-evqb ZrciZv tKgb?
- (3) cwi`kḡ cḡZte`b h\_vh\_ wQj Kx br?
- (4) cwi`kḡ wḡtḡvUḡcḡḡB Zwi L-
- (5) cwi`kḡ wḡtḡvUḡP Reve c`vb Zwi L-
- (6) উলিখিত দুই অবস্থা (রিপোর্ট ও জবাব) যথাযথ আছে Kx br? bv\_vKḡj`vqx tK?
- (7) cwi`kḡ wḡtḡvUḡP Dci cḡḡ-ḡ Reve h\_vh\_ cZxqgvb nq Kx br? BZ`w`

**12. mfv**

- (1) gwMk mfv h\_v mgḡq AbyḡZ nḡQ Kx br?
- (2) mfv i KvhḡeiYx cḡZ mfv i cḡiḡḡchḡj vPbv Kḡi e`e`v MḡY Kiv nq Kx br?
- (3) cwi Prj K wḡḡR Dc-cwi Prj Kḡi i gwMk mfvq Dci`Z nb Kx br?

**13. mweR Ae`vi Dci gš-e`t**

**2. Dc-cui Pvj tk Ki Kvhj q cui`k (ckæj xt)**

- 1/ **KgRZP i KvhRvj** [Z`vbxš-b ms`vcb gšYvj tqi 11.6.1982Lt ZwiłLi mvKjvi bs BwW/Gg-G-1-1/82-265(100)]
- 2/ **KgPvix` i KvhRvj** [Z`vbxš-b ms`vcb gšYvj tqi 11.6.1982Lt ZwiłLi mvKjvi bs BwW/Gg-G-1-1/82-265(100)]

3/ **kb` cġ i űeiY (Rbej)**

4/ **KgUeb Zwił Kv** (icic g`vbgvj -1969 űewa-226)

5/ **űmłłRb PvUű AvtQ Kx bv?**

6/ **e`enZ tiuR÷vi mgñi Zwił Kv AvtQ Kx bv? bġPi tiuR÷vi mgñ-huPb Ki “bt**

(Register & Return Manual, Para-2, The Bengal Records Manual Para-119)

- (1) cġ cġB tiuR÷vi (tiuR÷vi bs-60);
- (2) cġ Rwi tiuR÷vi (tiuR÷vi bs-61);
- (3) BbłW. tiuR÷vi (bł\_ űbeűb tiuR÷vi) (tiuR÷vi bs-62);
- (4) eivġ tiuR÷vi;
- (5) K`vk tiuR÷vi;
- (6) űej tiuR÷vi;
- (7) Z`š- tiuR÷vi;
- (8) nűRiv tiuR÷vi;
- (9) ġ÷kbűi `ġ` gl Ry tiuR÷vi;
- (10) MłZűewa tiuR÷vi (bł\_ Ges KgRZP-KgPvixi);
- (11) icqb ein (hű`\_vġK);
- (12) Aűevecġ tiuR÷vi;
- (13) AġġRv `ġ`űi tiuR÷vi;
- (14) Qűł tiuR÷vi;
- (15) c`avb mnKvixi tűvU eB/mvKjvi tűvU eB (icic g`vbgvj 1969 űewa-230, 232);
- (16) cui`k (tiuR÷vi bs-26);
- (17) űemgwi K miKwi PvKġġi tcbkb gġġ I cuiġkva mspłš- űewa/cxłZ AűaKZi mnRġKiY bűZgıj v-2009 Gi 2.03 AbġQ` Abıvıti cġ-ű PvKwi LłZqvb ein;
- (18) bł\_ űebóKiY tiuR÷vi
- (19) AűűU tiuR÷vi
- (20) tciűs (Pending) cġűi tiuR÷vi (cġ cġB I Rwi tiuR÷vi Abıvıti gűmK ev cűűK űfıġZ)

7/ **\* bł\_ chġj vPbv**

- (1) MűűcġvBj / mvKjvi cġvBj
- (2) cui`k bł\_
- (3) Ab`vb bł\_

**\* chġj vPbvKġj j ġi` ivLteb (31 cġvi űelġqi mġ\_ űbgėeűZ űelq t`Lb)**

- (1) bł\_ bġf műMh Abıvıti Ges műMni gġa` bł\_ i bġf cxłZ AbıvıY Kġi t` I qv nġġQ Kx bv?
- (2) bł\_ i AvıġcKıj I mgűB Kıj (ġgqv`) ġj Lv nġ`Q Kx bv?
- (3) নথির শ্রেণী উল্লেখ আছে Kx bv?
- (4) tűvUkġtU Dc`vcb űK AvtQ Kx bv?

- (5) tbrUstki gvrRfb Dc`mcZ c`ti c`vstki c`p b`f t`l qv nq Kx br?
- (6) c`vstki c`p b`f t`l qv nq Kx br?
- (7) c`ti mshy` \_vKtj Zvi b`f t`l qv WK nt`Q Kx br?
- (8) tbrUkxtUi m`vS- (Avt`k KvRix) nt`Q Kx br?
- (9) weia einfZ m`vS- (Avt`k) t`Lv hq Kx br?
- (10) c`i Rwi ntj Zvi b`f I ZwiL m`vS- (Avt`k) Astki b`fP tj Lv ntq`Q Kx br?
- (11) tKvb c`i Rwi br ntq b`fZ c`to Avt`Q Kx br?

**8/ Z` DcvE h`Pb I gvW K`Ri AMMizt**

- (1) tRjvi g`a` Dc`Rjv I qwi CAR (c`vZ MhY nvi)
- (2) KgR`i Kg`ZrciZv i`P`I (Dc`Rjv I qwi) I c`vZ envj (CPR)t  
we`-vwi Z (msL`vq)t

- (K) tgvU m`lg `vZ
- (L) tgvU c`vZ MhYKvixi nvi Ges c`vZtZ envj \_vKvi nvi
- (M) f`v`mKUng (NSV)
- (N) uDteKUng
- (O) ইমপ্যান্ট
- (P) AvB BD uW
- (Q) Bb`RKkb
- (R) Lvevi ewo
- (S) KbWg

- (3) uK`bK`vj tmev
  - (1) GGbwm
  - (2) ucGbwm
  - (3) c`he`tmev
  - (4) mRwi qvb
  - (5) 5 eQt`i b`fPi uki tmev
  - (6) mvavi Y i " Mx tmev
  - (7) uK`kvi -uK`kvi`i tmev
  - (8) cRbbZt`sj tmev (RTI/STI)
  - (9) Ab`vb` tmev

(tgvU m`lg `vZi Zjvqv MZgvm chS- AMMiz nvi Ges eZ`vub g`v`mi AMMiz-c`vvcgZ Avt`Q Kx br ch`j`vPbv Kti vj LtZ nte)

**9/ KgRZ`i cwi`k` ZrciZv**

- (1) cwi`k` nvi c`vvcgZ Avt`Q Kx br?
- (2) cwi`k`bi gvb tKgb ? `vqmviv tM`Qi Kx br?
- (3) cwi`k`bi Dci eWkxU Reve t`l qv nq Kx br?
- (4) c`eP cwi`k` gS`-t`i Avtj`K e`e`v MhY Kiv ntq`Q Kx br?
- (5) cwi`k`bi mgq , i " Zi Avbqg cvl qv tM`j tKvb c``c t`l qv ntq`Q Kx br?
- (6) `yGKu cwi`k`bi mi tcvU`ci`v Ki " b|
- (7) DavZb KgRZ` cwi`k`bi b`f`Rbv em-erqvb ZrciZv tKgb?

**10/ `k` (visit)t**

- (1) tKvb `k` (visit) ntq`Q Kx br?
- (2) `k` (visit) I cwi`k`bi (Inspection) cv`R` KgRZ`MY eS`Z m`lg Kx br?

- 11/ **cwi`kØ, `kØ I ágYt**  
 (1) cwi`kØ mPxi mvt\_ ágY mPxi wj AvtQ Kx br?  
 (2) tKvb Miwgj j 7" Kiv tMtj Zvi gvTn wKifc t`Lv hvq?  
 (3) ágY mPxi mvt\_ `kØ/cwi`kØbi Miwgj \_vKtj Zvi thSw³K Kvi Y AvtQ Kx br?
- 12/ **ibR Andm cwi`kØt**  
 (1) ceØZPcwi`kØ gš-e" mgñi Dci tKvb KvhRix c`f7c tbi qv ntqtQ Kx br?  
 (2) ceØZPcwi`kØ weeiYx tck Kiv nq Kx br/ntqtQ Kx br?  
 (3) cwi`kØ cñZte`tbi Dci eWkxU Reve `Zix Kti wbañi Z ZwiñLi (mgtqi) gfa" tck Kiv nq Kx br?  
 Reve `Zixi AvMh tKgb?
- 13/ **AwuR e`e`tcbut**  
 (1) tēZb fivZv Kxfvte cwi tkva Kiv nq?  
 AñZñj wej "AvtQ Kx br?  
 (2) mi Kviix cvl bimgñ h\_vmgñq cwi tkva nt"Q Kx br?  
 (3) (K) cñB eivl h\_v mgñq I mñWKfite e"q Kiv nt"Q Kx br? (L) μq AvtQ Kx br? (L) μq weeiYxi mvt\_ K`vk eB, fivDPvi BZ`w`i tKvb Miwgj t`Lv hvq Kx br? (M) tKvb AeKvñtqvi Rb" eivl AvtQ Kx br? mñWKfite Zv `Zix/tgivgZ Kti e"q ntqtQ Kx br? (cwi`kØ KgRZPmiRwgb hvPvB Kti gš-e" Kiñeb)|  
 (4) μqKZ `ē" weeiY mñññó gl Ry ti wR ÷vñi DtEñj b Kiv nq Kx br?  
 (5) wññcvUñi Uvbñ\_vmgñq tñY Kiv nq Kx br? Pj wZ gvñm Kx Kx wññcvUñi tñY Kiv ntqtQ?  
 (6) (K) eivl ti wR ÷vi mñññY Kiv nq Kx br? (L) LiñPi weeiYx (SOE) `Zix Kti mñWK mgñq cvWñbv nq Kx br?  
 (7) AwuU AvcñE wñññEi Rb" Kx Kx c`f7c tbi qv ntqtQ?  
 (8) AwuU AvcñEi Reve mgggZ t`I qv nq Kx br? Reve wKfite t`I qv nq? Reve (nvtj cñ-ñ) cixññv Kti t`Lñj (we`-wñi Z weeiYmn)|  
 (9) AwuU AvcñEi weeiYxi Rb" c\_wK ti wR ÷vi (AwuU ti wR ÷vi) e`envi Kiv nq Kx br? ntj we`-wñi Z cixññv Ki " b|  
 (10) AwuU AvcñEi Reve wñññZ c\_wK b\_w e`envi Kiv nq Kx br? (cixññv we`-wñi Z wñññLñj)
- 14/ **cwi`vi cwi"Obñvt**  
 (1) Awcñm cwi`vi cwi"ObñvLv nq Kx br?  
 (2) Uqtj U\_wñj i Kx Ae`v?  
 (3) KgPviñ`i cwi`vi cwi"ObñvUqtj U e`envi i mñññM AvtQ Kx br?  
 (4) cñvZb b\_w/ti wR ÷vi Kxfvte ivLv ntqtQ?  
 (5) AcñqvRbñq b\_w/ti wR ÷vi wewa tgvZñteK webo Kiv nq Kx br? ti wR ÷vi webtói Z\_w ivLv nq Kx br?
- 15/ **cñkñYt**  
 (1) cñkñY mññññ- tKvb LwZqvb ewñ (ti wR ÷vi) AvtQ Kx br?  
 (2) mKj KgPviñ tññ cñvmb cñkñY cñB Kx br?  
 (3) KgPviñ`i cñkñYñYi Rb" gñbvqb t`I qv nq Kx br?  
 (4) KgRZñ`i cñkñY mññññ- Z\_w ev LwZqvb ewñ ivLv nq Kx br?  
 (5) KgPviñ/KgRZñ`i cñkñYñY tñññYi Rb" `Bi cñvñbi AvMh tKgb?
- 16/ **tñvi e`e`tcbv (hñ \_ñK)t**  
 (1) tñññi i gñvññj mñññññ mñññññ AvtQ Kx br? tñññññ tKvb `ē" cto AvtQ Kx br?

- (2) gl Rÿ ti iR ÷ vti i mvt\_ evm-e cwi gvtYi wj AvtQ Kx br?
- (3) gujvgvj h\_vmgta weZiY I mSMñni c`fjlc tbi qv nt`Q Kx br? (cñB Abjviti I tgqv` j`ñ Kti weZiY Kiv nq Kx br?)
- (4) e`envti i AthvM` gujvgvj AvtQ Kx br? \_vKtj Kx e`e`v tbi qv ntqtQ?
- (5) BbtRKtUej tmi fvqj 03(wZb) gvm AŠ-i webó (Dispose) Kiv nq Kx br?
- (6) MIS Report Form h\_vmgta I mñKfite cijY Kti cvVtbr nq Kx br?

**17| Aমেবেট**

- (1) Aমেবেট h\_v mgta msh Kiv nq Kx br ev mSMñni c`fjlc tbi qv nq Kx br?
- (2) Aমেবেট mSMñni cici Aমেবেট gl Rÿ ti iR ÷ vti tj Lv nq Kx br? gl Rÿ ti iR ÷ vti i eYvri mvt\_ evm-e cwi gvtYi wj AvtQ Kx br?
- (3) cijvZb e`envi AbgtñvMx Aমেবেট AtKtRv `e`w`i Zwj Kv ti iR ÷ vti tbi qv nq Kx br?
- (4) AtKtRv/fvzv gujvgvj h\_vmgta wbuñE Kiv nq Kx br?

**18| তেমি কবি চিঁড়ো (NGO)t**

- (1) KZwU cñZôvb KivR Ki tQ?
- (2) tKvb cñZôvbi mnñhñMZv tKgb? KvtrI gvb tKgb?
- (3) cwi evi cwi Kí br Ges gv I wki `ñ`ñ`i AMññZ chñj vPbr I wbt`Rbr t` l qv nq Kx br?
- (4) gš-e` (hv` \_vtK)t

**19| mfv**

- (1) mfv h\_vmgta AbjôZ nq Kx br?
- (2) mfv mñxvŠ- tgvZvteK e`e`v MñY Kiv nq Kx br?
- (3) Dc-cwi Pvj K wbtR DctRj vi mfvq Dcw`Z \_vtKb Kx br? tKvb DctRj vi tKvb Zwi tL mfv Zvi tKvb Zwj Kv i vLv nq Kx br?

**20| mweR Ae`vi Dci gš-e`t**



- (4) 5 eQti i bxtPi iki tmev
- (5) maviY tivMx tmev
- (6) iktkvi-iktkvixt`i tmev
- (7) cRbbZtSj tmev (RTV/STI)
- (8) m'itUj vBU iKubtKi tmev
- (9) Ab'vb` tmev
- (১০) এফডবিন্ডউভি কর্মস্থলে/সরকারী ভবনে থাকেন iK bv?

**08. GdicAvB t`i KgZrciZit**

- (1) mfv Kivi nvi Ges mfiq KgPwfiiEK chPj vPbv Kiv nq Kx bv?  
(K) BDibqb cwi evi cwi Ki bv Kiguli mfv I Kihieei Yx t`Lv hvq Kx bv?  
(L) cwiqK I i0cwiqK mfv nq Kx bv?
- (2) KgP`i KgZrciZiv chieqY Ktib Kx bv? Kijt Zvi nvi KZ? KZiu BDibqb? KZiu m'itUj vBU iKubK cwi Pij Z ntqtQ?
- (3) m'itUj vBU iKubK chieqY nvi KZ?
- (4) DVvb`evK mslMvbi msl`v I hivPvB
- (5) BDibqb wfiEK mfiq DctRjv KgRZMY Dcu`Z`vtKb Kx bv?

**09. cwi`kbt**

- (1) KgRZP`i (UFPO/MO(MCH-FP)/AUFPO/AUFWO(MCH-FP) Gi i0tRt`i cwi`kbt nvi I ciZte`b ctvc gZ Kx bv? QK tgvZiteK Kx bv?
- (2) DaYzb KZetqji cwi`kbt Dci e`e`v MhtYi ZrciZitKgb?
- (3) mgqgZ cwi`kbt weeiYxi Dci e`e`v MpxZ nt`Q iK bv i0a0i Z QtK? agY cèYZiv tKgb?
- (4) cwi`kbtKijt DctRjvi wifb0GO/NGO ciZ0vbi LAPM KivRi (cxiZi c\_xK c\_xK weeiYmn) AMMwZ cixqiv Kiv nq Kx bv?
- (5) cxiZ tQto t`qvi nvi I msl`v (cxiZwfiEK) tKgb?
- (6) `ftgqv`x cxiZmgfni e`envi mivKZiv hivPvB (BbtRKkb, cxiZi Window period, Livi ei0 tLz fyt tMj KiYxq BZ`w`mn) Kiv nq Kx bv?

**10. AwR e`e`tcbit**

- (1) c`E eivl`h\_vh\_fvte e`q Kiv nt`Q Kx bv?
- (2) mqKZ`te`i fvdPvi, gl Ry I weZiY tivR÷vi msi qY Kiv nt`Q Kx bv?
- (3) teZb-fvZiv e'vstKi gva'tg cwi'tkva Kiv nq Kx bv? tKvb KgPvixi teZb e'vstK tcfY Kiv bv ntj Zvi thw`K KviY AvtQ Kx bv?
- (4) wej cwi'tkvtai Avb0wK tivR÷vi`uj msi qY Kiv nq Kx bv?
- (5) KbWg I Ab'vb``e` weμq A\_`h\_vh\_fvte Rgv Kiv nt`Q Kx bv?
- (6) সংশিষ্ট AwR eQi Avb0q mivRtq ivLv nq Kx bv?
- (7) AwWU AvciEi Reve mgqgZ tcfY Kiv nq Kx bv?
- (8) AwWU Uxg AwWU Kivi ci mgqgZ AvciEi er Nil wivt0v0v1 qv hvq Kx bv?
- (9) Aw`Btii i0bixqiv BDib0Ui AvciEi Reve t`Iqv nq Kx bv?
- (10) tKvb AwWU tivR÷vi e`envi Kiv nq Kx bv? AwWU mspvš-c\_xK b\_w AvtQ Kx bv?
- (11) Li'tPi weeiYx (SOE) mgqgZ ch-ž I tcfY Kiv nq Kx bv?
- (12) tKvb AeKivtqvi Rb` eivl` AvtQ Kx bv? eivl` Avb0v mivKfvte e`q Kiv nt`Q Kx bv?  
(cwi`kbt KgRZPmiRugb hivPvB Kti gš-e` Kiteb)|



**11. t÷vi e'e'icbt**

- (1) t÷viti cwi ÷vi cwi "Obzv eRvq AvtQ Kx br?
- (2) `è'vr` h\_vh\_fvte mRvtbv AvtQ Kx br?
- (3) tqtStZ tKvb `è` cto AvtQ Kx br?
- (4) glRytiR÷vi (÷K tiR÷vi) Ablyqx em-tei wjj cvl qv hvq Kx br?
- (5) weZiYthvM' tKvb `è` weZiY br Kti tdtj ivLv ntqtQ Kx br?
- (6) AtKtRv/e'envi AthvM' gvjvgtj i eZgib Ae'v Kx?
- (7) BbtRKtUej tmi Lwj fvqj 03(wZb) gvm Aš-i webó Kiv nq Kx br I mefkl tKvb Zwi tL webó Kiv ntqtQ?
- (8) cñZ 03(wZb) gv'tmi weZiY I Lwj fvqj aYstmi wmvte wjj AvtQ Kx br? সংখ্যা উল্লেখসহ।

**12. w'icvU'wi Uvb'**

- (1) h\_vmgq cñ-ž I tciY Kiv nq wK br? thgb GgAvBGm w'icvU' (7we ditg) LiPi weeiY, KbWg weμq, G'v'vj Y fiov, Kg'fwiEK AMMwZ cñZte`b, DcvE-hvPvB cñZte`b, KigvUmgfni m'vi KivweeiYx, agY cñZte`b BZ'w |
- (2) w'icvU'wi Uvb'Kvb tMvRwvj t`Lv hvq wK br?
- (3) ..... /Ab'vb' wcl q (hv' \_vtK)

**1. c×wZ w'fwiEK AMMwZt**

DctRjv GO/NGO mgštq ÷vqx I `xN'gqv`x c×wZi AMMwZ nvi tKgb?  
(bxtPi QK tgvZvteK)t

cñZôvbi bvg	÷vqx c×wZ					`xN'gqv`x c×wZ				
	w'UDteKUng		GbGmrf			ইমপট্যান্ট		AvBBDw		tgvU ARØ
	j ʃ' / gvÎv	ARØ	j ʃ' / gvÎv	ARØ	tgvU ARØ	j ʃ' / gvÎv	ARØ	j ʃ' / gvÎv	ARØ	
mi Kvix cñZôvb										
temi Kvix cñZôvb										
tgvU AMMwZ										

**14. DctRjv A ÷vqx c×wZ MhvZv vPIt**

BDvqbq	BbtRKKb		Lvevi ewo		KbWg		gš-e''
	j ʃ' / gvÎv	ARØ	j ʃ' / gvÎv	ARØ	j ʃ' / gvÎv	ARØ	

**15. DcKiY I mieivt**

Rb# ubqšY I PwKrmv mspvš- weifbæDcKiYi mieivn (c#B) Ges weZiY h\_vh\_ AvtQ wK bv? AvBtUg I qwi cix#Iv I gš-e" (t÷v#i i gI Rÿ I weZiY cix#Iv Kti)|

**16. b#\_ ch#j vPbv**

- (1) m#K#vi dvBj ev M#W#dvBj
  - (2) cwi `k# b#\_ Ges
  - (3) Ab`vb" b#\_
- [b#\_ ch#j vPbv Rb" j #Yxq weI qmgn c#e# Aa`vtq c#v-32]

**17. A#vevecT**

- (1) A#vevecT h\_vmg#q m#Mh Kiv nq Kx bv?
- (2) A#vevecT m#Mh Kti gI Rÿ tiwR÷v#i tj Lv n#Q Kx bv?
- (3) A#vevecT#i b#t t` I qv nq Kx bv?
- (4) fiv#v ev e`envi Abg#th#Mx A#vevecT#i c#K Ges A#K#Rv `#e"i tiwR÷v#i tj Lv nq Kx bv?
- (5) fiv#v/A#K#Rv A#vevecT h\_vmg#q we#tqi gva`tg ev Dch# Ab" tKvb c#x#Z#Z webó ev tgi#qZ ev w#ú#E Kiv n#Q Kx bv?

**18. cik#Yt**

- (1) cik#Y mspvš- tKvb tiwR÷v#i/LwZqvb ewn AvtQ Kx bv?
- (2) Kg#`i cik#Y#Yi Rb" g#bvbqb t` I qv nq Kx bv?
- (3) cik#Y#Yi Rb" evav t` I qv nq Kx bv?

**19. cwi `vi cwi "Ob#vt**

- (1) Awdm/Uq#j U cwi `Kvi cwi "Ob#vLv nq Kx bv?
- (2) b#\_ cT m#R#q i vLv nq Kx bv? KvMRcT BZ`-Z-we#B Ave`vq cto AvtQ Kx bv?
- (3) c#vZb b#\_/tiwR÷v#i wbggz webó Kiv nq Kx bv?

**20. mfv**

- (1) h\_vmg#q mfv Kiv nq Kx bv?
- (2) mfv w#vš- h\_vmg#q nq wK bv? w#vš- evm-evqb Kiv nq Kx bv?
- (3) cwi evi cwi Kí bv Kg#Z#BDvbqb ch#qi mfiq th#M`vb Kti b Kx bv? GB mspvš- Zvi tKvb w#t` Rbv AvtQ Kx bv?

**21. mweR Ae`vi Dci gš-e`t**

*~iqx ciZóvmgr- cwi` kØ*

#### 4. এমসিডাবিণ্ডসি/উপজেলা সদর ক্লিনিক

01. Rbej wPÎ;
02. m<sup>u</sup>uwi Z K<sup>v</sup>Ri <sup>^</sup>bw`b wPÎ Ges umU<sup>†</sup>Rb P<sup>U</sup> A<sup>v</sup>Q Kx bv?
03. e`enZ we<sup>f</sup>bac:Kvi t<sup>i</sup>uR ÷<sup>v</sup>t<sup>i</sup>i Zuj Kv I ch<sup>†</sup>j wPbv;
04. †fŠ AeK<sup>i</sup>W<sup>†</sup>gvi eY<sup>†</sup>v|
- (1) t<sup>j</sup>eri i " g
  - (2) I uU K<sup>†</sup>
  - (3) AvBBDwW c<sup>†</sup>qum K<sup>†</sup>
  - (4) I q<sup>v</sup>W<sup>†</sup>(hw` \_v<sup>†</sup>K)
  - (5) †cv ÷ Ac<sup>v</sup>t<sup>i</sup>u<sup>f</sup> K<sup>†</sup> (hw` \_v<sup>†</sup>K)
  - (6) i " Mx cix<sup>†</sup>vi K<sup>†</sup> (Privacy)
  - (7) Uq<sup>†</sup>j U mgr
  - (8) g<sup>v</sup>è c<sup>v</sup>i c<sup>v</sup>R K<sup>†</sup>
  - (9) † ÷ vi i " g
  - (10) A<sup>†</sup>U<sup>†</sup>K<sup>†</sup> K<sup>†</sup>
  - (11) %e`yZK ms<sup>†</sup>hwM
  - (12) c<sup>v</sup>mb mieivn I c<sup>q</sup>tub<sup>†</sup>vkb e`e`v
  - (13) K<sup>v</sup>W<sup>†</sup>g<sup>v</sup>MZ Am<sup>†</sup>av (hw` \_v<sup>†</sup>K)
  - (14) Ab<sup>v</sup>b` we<sup>†</sup>l q|
  - (15) evm`vb
  - (16) m<sup>x</sup>qv<sup>v</sup> c<sup>†</sup>Pxi
05. Am<sup>v</sup>ec<sup>†</sup> wK A<sup>v</sup>Q Kx bv?
- thgb-
- (1) AvBBDwW tU<sup>v</sup>ej
  - (2) I uU tU<sup>v</sup>ej
  - (3) t<sup>j</sup>eri tU<sup>v</sup>ej
  - (4) †ivMxi LvU
  - (5) †ivMxi we<sup>†</sup>Qv<sup>v</sup>c<sup>†</sup>
  - (6) †ivMx cix<sup>†</sup>vi tU<sup>v</sup>ej
  - (7) Bb ÷ †g<sup>v</sup>U tU<sup>v</sup>ej I U<sup>†</sup>j
  - (8) A<sup>†</sup>U<sup>†</sup>K<sup>†</sup>
  - (9) GbGm<sup>v</sup>f wKUm
  - (10) wUD<sup>†</sup>eKUm<sup>v</sup> wKUm
  - (11) m<sup>v</sup>Kkb t<sup>†</sup>g<sup>v</sup>kb
  - (12) G<sup>v</sup>v<sup>†</sup>j Y
  - (13) A<sup>v</sup> †Rb w<sup>v</sup>ij U<sup>v</sup>i I t<sup>v</sup>iv<sup>v</sup>c t<sup>v</sup>U
  - (14) G<sup>v</sup>v<sup>†</sup>bm<sup>†</sup>\_w<sup>v</sup>qv t<sup>†</sup>g<sup>v</sup>kb
  - (15) w<sup>v</sup>R<sup>v</sup>ii q<sup>v</sup>b t<sup>v</sup>U
  - (16) AvBBDwW B<sup>v</sup>mv<sup>i</sup> kb t<sup>v</sup>U
  - (17) AvBBDwW † ÷ w<sup>v</sup>j vBR<sup>v</sup>i
  - (18) I uU j vBU
  - (19) †Rb<sup>v</sup>t<sup>v</sup>i U<sup>i</sup>



10. এমসিডিবিউসি এর সেবার বাস-এ AMhZ iPI (ibgeWZ Qtk)

μigK bs	c <sup>a</sup> E tmev	eQti i j ʔI'gvIv	eQti i gfa" gvʔmi j ʔI' gvIv	eQti i ARḡ		Pj uZ gvʔmi ARḡ	gš- e"
				MZ eQti i ARḡ	Pj uZ eQi GB gvm chS- ARḡ		
01	GbGmif						
02	uUDʔeKUig						
03	ইমপ্লান্ট						
04	AvB BD uW						
05	BbʔRkKb						
06	Lvevi ewo						
07	KbWg						
08	Bimic						
09	GGBim						
10	ucGbm						
11	cʔe tmev						
12	umRvi						
13	5 eQti i bʔP uki' tmev						
14	mvavi Y ti vMx						
15	uKʔkvi -uKʔkvi x						
16	Avi uAvB/Gmi uAvB						
17	GgAvi / ucGim						
18	Ab'vb" (hw' _vʔK)						

11. ʔK'ev ʔKʔ' i evmʔi gZymSμvS-Z\_ʔmevʔ

μigK bs	ʔmev	msL'v	gZyʔ KviY	uPukRmv tʔtʔQ Kx br? (ʔi uR÷vi I KvMRcI cixʔv Kʔi)	gš-e"
01	IUD (Intra-uterine Death)				
02	Still Birth				
03	Neonatal Death				
04	Perinatal Death				

12. ʔjL iPIʔ

ʔjL iPIʔ/Citizen Charter (ibgeZ\_ʔmn Umbʔq ivLʔZ nʔe)t

- (1) webvʔʔj " th me JIa I tmev c<sup>a</sup> vb Kiv nq (Zvi Zvuj Kv c\_uK c\_uK fiʔe)
- (2) G'vʔʔj Y fivovi nvi;
- (3) weʔkl tmev hv ʔ' I qv nq;
- (4) Ab'vb" (hw' \_vʔK)

13. mfvʔ

- (1) ceʔZʔmfvi umxvS- evm-evqb nʔtʔQ Kx br?
- (2) gv I uki' ʔ' c'ii PhʔKuguiLi ugnUs ubqigZ nq Kx br?
- (2) mfvʔ umxvS- KvhRix KiʔZ c'ʔʔc tʔl qv nq Kx br?
- (3) meʔkl mfv KLB ʔKvb Zwi ʔL AbyʔZ nʔtʔQ?

14. ʔi uR÷vi I dig cixʔvʔ

- (1) wevfbaBl um ʔi uR÷vi cixʔv Kiv nq Kx br?
- (2) Gdwc ʔi uR÷vi h\_vh\_fiʔe c'Y Kiv nq Kx br?
- (3) Bl um dig c'Y Kiv nq Kx br?

- (4) Gduc dig/KwWq\_vh\_fvte ci-Y Kiv nq Kx bv?
- (5) সিডিআরএস (এমসিডিবিংউসি) ডাটা পূরণ করা হয় Kx bv?
- (6) gvmK AMMuz wi tcvU®Zix/tciY Kiv nq Kx bv?
- (7) AMMuz ciZte`b tj LwPtT AvtQ Kx bv?

**15. চিক্ণয় I Pkwi i LuZqb msi ৭য়**

- (1) KgRZ®KgPvixi চিক্ণয় weeiY wbgjfc Qtk nvj bMv` Kiv nq Kx bv? (চিক্ণয় Z` cix ৭য় Kti gZvgZ w tZ nte)|

KgRZ®KgPvixi bvg	চিক্ণয় (t`tk) tgqr`mn চিক্ণয়ি bvg						চিক্ণয় (we`tk)			
	NSV	Tub	Impl.	IUD	EOC		Ab`vb`			

**16. wbtqM e`uj tiR÷vi**

KgPZ mKj KgRZ®KgPvixi e`uj wbtqM mspuS- Z` \_vKi GKvS- Avek`K| wbgewYQ Qtk Gifc GKwU tiR÷vi Aek`B msi ৭য় Ki tbt

ZZxq/PZYqkYxi KgPvixi wbtqM e`uj Z` (e`wMZ)-GK bRti									
ciwPiZ b=ft	bvg, ucZv giZvi big I wKivb	RbY Zwi L I weÜb bs	Pkwi tZ wbtqMZ Avt`k b=ft I Zwi L	th kvLq/ Auctm e`uj Kiv nj Zvi big, Avt`k bs I Zwi L	e`uj KZ Kg®tj thM`vb Zwi L	AwRZ/ wPE wetbv`b Ojyi Zwi L mn wme	wPE wetbv`b Ojyi Ave`b Zwi L	kwm- er cy`wi weZiY	gS-e`
1	2	3	4	5	6	7	8	9	10

**17. tcbkb mnRixiY wea-2009 Gi 2.03 AbtQ` Abtqvx KgRZ®KgPvixi i Pkwi i LuZqb eB wbgewYQ Qtk msi ৭য় Ki tZ nte (h\_vh\_fvte msi ৭য় I nvj bMv` Kiv nq wK bv cix ৭য় Ki tZ nte)**

µgK bs	ciwPiZ bs (hw`_vtK)	KgPvixi big, ucZvi giZvi big I wKivb	RbY Zwi L	Pkwi tZ thM`vb Zwi L	wbtqM e`uj `vb	e`uj `vb thM`vb Zwi L	৭য় mgi AwZµg Zis Ave`b Zis
1	2	3	4	5	6	7	8

UwBg t`j cMß Zis I Avt`k bs	teZb t`j epxi Zwi L	kwm- er cy`wi weeiY	চিক্ণয়	wPE wetbv`b Ojyi Zis... Ave`b Zis	Ab`vb` Ojyi t`ftMi tgqr` ---- Zwi L t`tk ---- Zwi L	Aemti wEi Ojyi Zwi L (wAvi Gj)	ciw eri m`m`i big I wKivb	gS-e`
9	10	11	12	13	14	15	16	17

**18. ciw`kß tiR÷vi I ceZ®ciw`kßi Dci MpxZ c`tjct**

- 1. ce`ciw`kß wbañi Z QK tgvZvteK wQj Kx bv?
- 2. ce`ciw`kßi wbt`Rbv KvhRix Kiv ntqtQ Kx bv?
- 3. ciw`kß tiR÷vi h\_vh\_fvte tj Lv ntqtQ Kx bv?
- 4. ciw`kß wbt`Rbv KvhRix Kti Zvi weeiY wbañi Z Qtk ciw`kßKvix eivei tciY Kiv ntqtQ Kx bv?

**19. AwR e`e`tcvbt**

- (1) G`wtj Y fivov h\_vh\_ LvtZ I wbgwqZ Rgv Kiv nq Kx bv?
- (2) Ab`vb` tKvb wcl MhY Kiv ntj Zv mwKfvte Rgv Kiv nq Kx bv?
- (3) AwWU AvicE AvtQ wK bv? \_vKtj h\_vmgq Reve t`I qv nq Kx bv?
- (4) µqKZ `e` I cMß `e`w i weeiY gl Rÿ tiR÷vti tj Lv nq Kx bv?
- (5) µq mspuS- ভাউচার এর সাথে সংশ্লিষ্ট রেজিস্টারের লেখার মিল আছে Kx bv?
- (6) wej tiR÷vi, K`vk tiR÷vi I Ab`vb` msi ৭য় রেজিস্টার ঠিক আছে Kx bv?

**20. mwR Ae`vi Dci gS-e` ev Ab` wclqw` hw` \_vtKt**

**5. BDibq b "v" I cwi evi Kj "v tK" (UH&FWC) cwi`kDt**

**01. tmev mgñi Zwi j Kv**

th mKj tmev GB tK`^t\_tK c^vb Kiv nq Zvi Zwi j Kv ev vmiUtRb PivUfi Uv/vt`bv AvtQ Kx br? Ges nij bvMv` Kiv AvtQ Kx br?

K.	tmevmgñ thgbt	L.	miev n I civgk®(ievgtj`)
(1)	Mf@Zx gvtqt`i tmev	(1)	Llevi eio/KÜg/ECP (KÜg ciZWrb 1.20 UvKv)
(2)	"vfmek cñetmev	(2)	Bbtkkbb
(3)	MtfvEi tmev	(3)	IUD/Kcvi -U; Implant
(4)	GgAvi tmev	(4)	F`vfmKÜng/ NSV
(5)	beRvZtki tmev	(5)	UDteKÜng
(6)	5 eQtii Kg eqmxi kci`i tmev	(6)	cxiZ Mh`Yi dtj mP civk®ciZv`uqv
(7)	STI/RTI tmev	(7)	cwi evi cwi Kí br mspvš- hveZiq civgk®
(8)	EPI	(8)	mvari Y tivMx`i tmev
		(9)	eqt mivKvj xb tmev
		(10)	"v" vK`v

**02. সংশ্লিষ্ট রেজিস্টার সমূহ পরীক্ষা:**

tiUR÷vimgñ (FWV) Gi vBKUt

- (1) mvari Y tivMx tiUR÷vi
- (2) Llevi eio tiUR÷vi
- (3) Bbtkkbb Uej th tiUR÷vi
- (4) AvB BD vW tiUR÷vi, Gg Avi tiUR÷vi; Implant Register
- (5) vki` cwi Ph`tiUR÷vi
- (6) MfRvj xb I chtevEi tmev tiUR÷vi
- (7) MvZvnea tiUR÷vi (KgPvix`i)
- (8) nvRiv tiUR÷vi
- (9) AvB v m Avi c`vZ

**03. vnea KvRt**

thgb-

- (1) SACMO Zvi vbañi Z KvR Ki`Qt b Kx br?
- (2) SACMO I FWV gv I vki` mspvš- Kx KvR Ki`Qt b?
- (3) gv mK I cwi`K mfvq Dcv`Z nb Kx br?
- (4) B v c AvB KvR mrvqZv Ki`Qt b Kx br?
- (5) BDibq b I BDibU Kgñ`i mv`\_ vgtj mfv, m`vtUj vBU vKv`K Mgb, evox cwi`kDt, cik`vY AskMhY K`i b Kx br?
- (6) Mf@Zx gvtqt`i Zwi j Kv 2gv m ci ci bevqb K`i b Kx br?
- (7) vevfbx`tiUR÷vimgñ nij bvMv` AvtQ Kx br?

**04. divgñ ÷ (hv`\_vtK)t**

- (1) tK`^tKvb divgñ ÷ c`vqZ \_vKtj Zvi glR`v tiUR÷v`i i mv`\_ vevZiY mivK AvtQ vK br?
- (2) tKvb JIa AveZiY Ae`vq vevó nt`Q vK br vgvj tq t` LtZ nte;
- (3) Av`vb` velq (hv`\_vtK)

**05. KgPvix`i Dcv`vZt**



- (1) *nwRiv eB AvtQ wK bv? Ges h\_vh\_fvte msi qY nt"Q Kx bv?*
- (2) *KgPvixMY Kg®tj Ae\_vb Kti b wK bv?*
- (3) *যে কেন্দ্রে এয়ারমার্ক বাসা আছে ঐ কেন্দ্রে সংশ্লিষ্ট KgPvix/KgPvixMY Ae\_vb Kti b Kx bv?*

**06. m`vUj vBUt**

- (1) *m`vUj vBU wKwbK msMwZ nq wK bv? 8wU I qvW®Gi ciZwUz 1wU Kti nq Kx bv?*
- (2) *m`vUj vBU wKwbK tmevi gvb tKgb?*
- (3) *KtqU/tivMt`i mWKFvte JIa weZiY Kiv nt"Q Kx bv?*
- (4) *e`vbvi/mvBbteW®AvtQ Kx bv?*
- (5) *m`vUj vBU wKwbK c®E tmeimgf (সংখ্যা উল্লেখ পূর্বক mem-wi Z);*
- (6) *m`vUj vBU wKwbK Dcw`Z KgPvix`i `rji I evoxi gwj tKi `rji AvtQ Kx bv?*

**07. t÷vi e`vcbt**

- (1) *t÷viti i gl Rÿ I gl RÿtiwR÷viti mvt\_ evm-e Ae\_vr hvPvB Kitz nte;*
- (2) *t÷viti i cwi`vi cwi`Qbzv eRvq AvtQ Kx bv?*
- (3) *t÷viti tKvb gj`evb `è` ev JIa webó nt"Q Kx bv?*

**08. cwi`k®t**

- (1) *cwi`k®t tiwR÷vi msi qY Kiv nq Kx bv? cwi`k®t tiwR÷vi cixqv Kti AbÿQ` I qvwi c`tqC cixqv;*
- (2) *GdwcAvB Gi cwi`k®t tKgb?*
- (3) *GdwcAvB Gi Dcw`wZ I ZrciZv KvhRix Kx bv?*

**09. AimevecÎt**

- (1) *AimevecÎt i Zwij Kv AvtQ Kx bv?*
- (2) *AimevecÎt AhzZwebó nt"Q wK bv? webó ntj Zv DaÿZb KZ®qK Rvbtbv nt"Q Kx bv?*
- (3) *AimevecÎt b®t t` I qv AvtQ Kx bv?*
- (4) *AimevecÎt cwi`vi cwi`Qb®AvtQ Kx bv?*
- (5) *AimevecÎt tiwR÷viti mWKFvte AimevecÎt i weeiY wj wce× nt"Q Kx bv?*

**10. Mf®Zx gvtqt`i Zwij Kvt**

- (1) *Mf®Zx gvtqt`i তালিকা এফডবিশ্চউভি এর নিকট আছে Kx bv? Zvt`i tUwjt dlv (tgvevBj) b®t ivLv nq Kx bv?*
- (2) *Mf®Zx gvtqt`i Zwij Kv 2 gym ci ci nvj bMv` Kiv nq Kx bv?*
- (3) *Mf®Zx gvtqt`i c`qvRbxq tmev t` I qv nq Kx bv?*
- (4) *2/1 Rb Mf®Zx gvtqi mvt\_ Avjvc Kti tmevi gvb m®útK®bwÖZ ntZ nte|*

**11. BbtRKkbt**

- (1) *c`qvRbgZ mi eivn AvtQ Kx bv? gl Rÿ tKgb?*
- (2) *c`qvM nvi tKgb?*
- (3) *tKvb cvk®ciZwUqv RwbZ e³e`/AwfthvM AvtQ Kx bv?*
- (4) *Client Consent form & Card for Injectables AvtQ Kx bv? (gl Rÿ eB Abÿviti)*
- (5) *wMZ 6 gvtm Drop out [Discontinuation] AvtQ Kx bv? \_vKtj Zvi msL`v KZ? nvi KZ?*

**12. mweR Ae`vi Dci gš-e`t**



## 7. এফডাবিণ্ডউভি-ত্‌ i Kiv cwi`k0/Z`viKt

কেবল এফডাবিণ্ডউভি-ত্‌ i Kiv Z`viK Kivi Rb`ubgeWZ weiq,uj t`Lv thZ cvt it

- (1) cwi evi cwi Kí bv Kihpútg Pj gvb c×wZ m=útk`D0y Ki tYi Rb` Zú Kx Kx c`t`c AvtQ?
- (2) gv I wki tmev, MfEe;MfRvjxb chtevÉi Kx Kx tmev c`vb Ki tQb?
- (3) MfEzX gvtqt`i Zwj Kv AvtQ Kx bv? Zú`i tUwj tcvb b=† msi qY Kiv nt`Q Kx bv? 2 gvm ci ci Zwj Kv nuj bWv` Kiv nt`Q Kx bv?
- (4) wktkvi-wktkvi xt`i eqtmúKijxb ev ZrcieZ`Kx Kx tmev w` t`Qb?
- (5) `vqx I `xN`gqv`x c×wZ Mh tYi Rb` Kx Kx figKv ivL tQb?
- (6) c×wZ MhYKvix t`i wef bamgm`v tgvKvej vq we†kl Kti cvk;`cúZwµqv tgvKvej vq Kx figKv ivL tQb?
- (7) mBvtn 2w`b m`v tUj vBU wkbK cwi Pj bv Ki tQb wK bv? DVvb `evK Ktib Kx bv?
- (8) wbgwZ Dc tRj v/BDwbq cwi t`i gvmK mfvq Dcw`Z nb Kx bv? G mKj mfv i um×vš- eim-evqt b Zrci Zv KZUk`y
- (9) wefba t i wR ÷vi mgr- h\_vh\_fvte msi qY Ki tQb Kx bv? ti wR ÷vi,uj thgb-
  - 1. mvavi Y ti wR ÷vi
  - 2. Lvevi ewo ti wR ÷vi
  - 3. Bb tRK tUej h&t i wR ÷vi
  - 4. KbWg ti wR ÷vi
  - 5. AvBBD w/Kcvi wU ti wR ÷vi
  - 6. GgAvi ti wR ÷vi (hw` nq)
  - 7. wki cwi Ph t i wR ÷vi
  - 8. MfRvjxb, che I chtevÉi tmev ti wR ÷vi
  - 9. nvriv ti wR ÷vi
  - 10. AvBimAvi (hw`\_v tK)
  - 11. KgPvix t`i MvZwea ti wR ÷vi cfwZ
- (10) wZwb Kg t j Ae`vb Ktib Kx bv? GqvigvK`emv \_vK t j eimvq emem Ktib Kx bv?
- (11) UH&FWC Gi evB t i Ae`vbKv t j MvZwea ti wR ÷vi e`envi Ktib Kx bv?
- (12) mweR Ae`vi Dci gš-e`|

## 8. এফডাবিগ্‌উএ $\text{KvR cwi`k\Z`viKt}$

মাঠ পর্যায়ে সর্বোচ্চ গুরুত্বপূর্ণ কাজ করে থাকেন এফডাবিগ্‌উএ গণ। তাদের কর্মতৎপরতার উপর নির্ভর করে পরিবার পরিকল্পনা বিভাগের সকল পদ্ধতি/কাজের সফলতা। মূলতঃ পরিবার পরিকল্পনা বিভাগের মাঠকর্মী হিসাবে এই এফডাবিগ্‌উএ MY KvR Kti `vKb| hv`iK Mhg MÄi cZ`K `mZ-B wPbb Ges Rvbb| GB KgMY KZUkyndj Zvi mv` KvR KiZ cviQb ev KiQb Zv Zi`i wbgewZ KiYxq welq, wj hvPvB Kij `uó njet

- (1) একজন এফডাবিগ্‌উএ প্রতিদিন কমপক্ষে ২০জন দম্পতি  $i\text{ evox hv}^{\text{Qb}}\text{Kx bv?}$
- (2)  $\text{ciz 2 gvtmi gta}^{\text{Zvi}}\text{Kg}^{\text{Gj}}\text{vKvi mKj `mZi evox thZ cviQb Kx bv?}$
- (3)  $\text{wZwb c}^{\text{wZ}}\text{MhYKvix}^{\text{t}}\text{i wfvRb Kti tmev tc}^{\text{Qv}}\text{Z cviQb Kx bv? thZ bv cvitj Zvi m}^{\text{1/2}}\text{KviY Av}^{\text{Q}}\text{Kx bv?}$
- (4)  $\text{wvfboc}^{\text{wZ}}\text{MhxZvi j}^{\text{gvtv}}\text{wba}^{\text{f}}\text{Y KiZ cvib Kx bv?}$
- (5)  $\text{j}^{\text{gvtv}}\text{Avy}^{\text{ti}}\text{Zui AMmZi nvi tKgb?}$
- (6)  $\text{hviv tKvb c}^{\text{wZ}}\text{Av}^{\text{S}}\text{MhY Ktibwb, Zv}^{\text{t}}\text{i tmev/civgk}^{\text{wZwb}}\text{wKfite w}^{\text{t}}\text{Qb?}$
- (7)  $\text{Mf}^{\text{Zx}}\text{gvt}^{\text{t}}\text{i Zvij Kv KiQb Kx bv? Zv}^{\text{t}}\text{i civgk}^{\text{tmev}}\text{wb}^{\text{QZ}}\text{KiQb Kx bv? SjKcY}^{\text{Mf}^{\text{Zx}}}\text{i tidvi KiQb Kx bv?}$
- (8)  $\text{Pj}^{\text{wZ}}\text{eQti cti}^{\text{ct}}\text{tK eZ}^{\text{gvb}}\text{ch}^{\text{S}}\text{-Zvi Kg}^{\text{Gj}}\text{vKvq tKvb chwZ gZ}^{\text{jei}}\text{Y KtiQb wK bv? Kij tgvU KZRb?}$
- (9)  $\text{gv I wki}^{\text{t}}\text{i Ges Mf}^{\text{Zx}}\text{i cwi}^{\text{v}}\text{cwi}^{\text{v}}\text{Qb}^{\text{Zv}}\text{m}^{\text{ut}}\text{K}^{\text{Aein}}\text{Z Ktib Kx bv?}$
- (10)  $\text{m}^{\text{v}}\text{Uj vBU wKwb}^{\text{t}}\text{Ki w}^{\text{b}}\text{qY Zvi GjvKvi `mZ, gv I wki}^{\text{t}}\text{i AeinZ Ktib Kx bv? GdWw}^{\text{wZ}}\text{ev GdicAv}^{\text{B}}\text{tK mrvqZv Ktib Kx bv?}$
- (11)  $\text{Rb}^{\text{f}}\text{wbq}^{\text{S}}\text{y mvgMxi Pwn}^{\text{vc}}\text{T}^{\text{Zix, MhY I weZiY m}^{\text{wKfite}}\text{nt}^{\text{Q}}\text{Kx bv? `m}^{\text{E}}\text{ciz weZiY nvi A}^{\text{ffv}}\text{wK Kx bv?}$
- (12)  $\text{Da}^{\text{VZb}}\text{KZ}^{\text{t}}\text{ji tblqv Kg}^{\text{m}}\text{Px evm-evqtbi Rb}^{\text{wvfboc}^{\text{wZ}}}\text{m}^{\text{ut}}\text{K}^{\text{c}}\text{E}^{\text{wb}}\text{Rbv KZUkyevm-ev}^{\text{wZ}}\text{nt}^{\text{Q}}\text{?}$
- (13)  $\text{mKj Z}^{\text{ciz}}\text{te}^{\text{b}}\text{wL}^{\text{tj}}\text{KZUv Zrci?}$
- (14)  $\text{Bw}^{\text{AvB}}\text{Kg}^{\text{m}}\text{P}^{\text{Z}}\text{KZUkyfingKv ivL}^{\text{t}}\text{Qb?}$
- (15)  $\text{Rb}^{\text{f}}\text{I gZ}^{\text{y}}\text{Zvij Kv ivL}^{\text{t}}\text{Qb wK bv? ms}^{\text{শিগ্‌ট}}\text{রেজিস্টার হালনাগাদ করা হচ্ছে Kx bv?}$
- (16)  $\text{ti}^{\text{wR}}\text{v}^{\text{vi}}\text{(GdWw}^{\text{wZ}}\text{KZ}^{\text{R}}\text{msi}^{\text{wZ}}\text{) nij bvM}^{\text{v}}\text{KiQb Kx bv? ti}^{\text{wR}}\text{v}^{\text{t}}\text{i GK Astki eY}^{\text{v}}\text{vi mv}^{\text{t}}\text{ms}^{\text{শিগ্‌ট}}\text{অন্য অংশের বর্ণনার মিল আছে Kx bv?}$
- (17)  $\text{c}^{\text{wZ}}\text{w}^{\text{f}}\text{w}^{\text{EK}}\text{Drop out/Discontinuation Gi msL}^{\text{v}}\text{KZ Ges tKb? Drop out/Discontinuation Kgv}^{\text{t}}\text{Z wK wK e}^{\text{v}}\text{MhY Kiv nt}^{\text{q}}\text{Q?}$
- (18)  $\text{KvgDwbU wKwb}^{\text{t}}\text{K w}^{\text{bq}}\text{wZ e}^{\text{fmb}}\text{Kx bv?}$
- (19)  $\text{KvgDwbU wKwb}^{\text{t}}\text{K Abs}^{\text{w}}\text{Z}^{\text{v}}\text{K}^{\text{tj}}\text{Aw}^{\text{B}}\text{t}^{\text{i}}\text{me}^{\text{f}}\text{Kl w}^{\text{b}}\text{Rbv g}^{\text{t}}\text{Z Zv t}^{\text{w}}\text{Uk AvK}^{\text{v}}\text{t}^{\text{Rwb}}\text{tq hvb Kx bv?}$
- (20)  $\text{UH\&FWC Ges KvgDwbU wKwb}^{\text{t}}\text{K w}^{\text{Zwb}}\text{tKvb M}^{\text{wZ}}\text{w}^{\text{a}}\text{ti}^{\text{wR}}\text{v}^{\text{vi}}\text{msi}^{\text{q}}\text{Y Ktib Kx bv?}$
- (21)  $\text{wvfboc}^{\text{wZ}}\text{Rb}^{\text{wbq}}\text{S}^{\text{y}}\text{mvgMxi MhY Ges weZi}^{\text{t}}\text{Yi gta}^{\text{v}}\text{mvg}^{\text{Am}}\text{Zv Av}^{\text{Q}}\text{Kx bv, we}^{\text{v}}\text{w}^{\text{Z}}\text{I}$
- (22)  $\text{m}^{\text{w}}\text{e}^{\text{R}}\text{Ae}^{\text{v}}\text{ev K}^{\text{t}}\text{g}^{\text{P}}\text{Dci g}^{\text{S}}\text{-e}^{\text{v}}\text{?}$

## 9. DcmnKvix KugDibul tguW#Kj Avdmvit

gv I wki' -r' i qv, wktkvi-wktkvi' i eqtmU'Kijxb tivtMi wPwKrmv, -g' -gv' imvi QvT'QvT' i cRbb I cwi'evi cwi Kí'bv m'w'w'K' wkt'q'v, m'vavi Y tivM'x' i UF&FWC-tZ e'jm wPwKrmv t' l qv c'f'w'Z. Kv'f'ri Rb' DcmnKvix KugDibul tguW#Kj Avdmvit ev SACMO Gi f'igKv Acwim'g' | Kv'f'RB Z'v' i Kv'R Z'v' i'Ki Rb' wbg'e'w'Z c'k'e' w'j i D'É' i t'LuRv th'Z' c'v't' i ev Z'v' i me ai't'bi Kg'Zrci Z'v' h'v'P'v B Kiv th'Z' c'v't' | dtj Z'v' i'w'K w'bg'g t'g'v'Z'v't'e'K I dj'c'm'y n't'et

- (1) BDwbqb -r' I cwi'evi cwi Kí'bv t'K'f' -'gv, wki' -r', cwi'evi cwi Kí'bv, c'w'p, c'f'w'g'K -r' t'm'ev, c'Rbb -r' cwi Ph'G'es m'vavi Y tivM'x' i -r' t'm'ev c'v'vb K't'ib K'x' b'v?
- (2) M'f'@Z'xi cwi Ph'G' S'j'K'c'Y'G'M'f'@P'v'Y'Z K'ib G'es w'ib'v'c' c'm'e w'ib'w'Z K'it'Z F'w'v t'K m'w'w'q m'n't'h'w'M'Z'v K't'ib K'x' b'v?
- (3) wktkvi wktkvi' i eqmU' -r' m's'p'v's' - c'iv'g'k' c'f'q'v'R'bx'q w'P'w'K'rm'v c'v'vb K't'ib K'x' b'v?
- (4) cwi'evi K'j' w'Y' t'K'f' -'A'w'Z' cwi'evi cwi Kí'bv c'x'w'Zi w'e't'kl K'v'f'w'ú m'w'w'q Ask M'h'y K't'ib K'x' b'v?
- (5) cwi'evi K'j' w'Y' t'K'f' -'A'w'Z' g'v't'q'f' i G'es m'vavi Y tivM'x' i cwi'evi cwi Kí'bv e'e'v' M'h't'Y D'ó'x' K'iv G'es A'w'Z' m'K'j' -'w'ú'w'Z' i P'w'n'v G'es D'ch'f'Z'v' w'e'P'ri K't'i m'w'w'K c'x'w'Z M'h't'Y D'r'm'v'n c'v'vb G'es c'iv'g'k' -'vb K't'ib K'x' b'v?
- (6) c'w'Z' m'v'f'n 1w' w'e' -'j' t'q' -r' w'k'q'v' t'm'kb cwi'P'j' b'v G'es t'm'kb t'k't'l w'e' -'j' t'q' c'w'v' w'k'q'f'K'i c'Z' -'q'b m's'M'h' K't'ib K'x' b'v? cwi'evi K'j' w'Y' t'K'f' -'2w' -r' w'k'q'v' t'm'kb cwi'P'j' b'v K't'ib K'x' b'v G'es w'ba'w'i Z' t'w'R' -'v'i Z' -' m's'i q'Y' K't'ib K'x' b'v?
- (7) D'c't'R'j'v g'w'm'K m'f'v, B'D'w'b'q'b cwi'evi cwi Kí'bv K'ug'w'i m'f'v G'es cwi'evi K'j' w'Y' t'K'f' -'c'w'q'K I g'w'm'K m'f'v'q w'bg'w'Z m'w'w'q Ask M'h'y K't'ib K'x' b'v?
- (8) cwi'evi K'j' w'Y' t'K'f' -'f' R'b' w'ba'w'i Z' m'K'j' t'w'R' -'v'i I ICR G h\_vh\_ f'v't'e Z' -' c'i'Y G'es m's'i q'Y' K't'ib w'K' b'v?
- (9) cwi'evi K'j' w'Y' t'K'f' -'a' m'ie'iv'n'K'Z' m'K'j' A'w'm'e'v'e'c'Î, h's'ç'w'Z I A'b'v'b' m'v'g'M'xi g'l'R'y t'w'R' -'v'i m's'i q'Y' K't'ib K'x' b'v?
- (10) cwi'evi K'j' w'Y' t'K'f' -'a' m'ie'iv'n'K'Z' m'K'j' R'b'f' w'bg'š'Y' m'v'g'M'xi G'es DDS K'its-Gi J'la c'Î m'w'w'K f'v't'e g'l'R'y G'es L'it'P'i w'm'v'e m's'i q'Y' K't'ib K'x' b'v?
- (11) cwi'evi K'j' w'Y' t'K'f' -'f' m'K'j' K'q'l G'es A'w'w'z'v' h\_vh\_ f'v't'e c'w'i' -'v'i c'w'i Q'b'w'i v'L'f'Q'b K'x' b'v?
- (12) cwi'evi K'j' w'Y' t'K'f' -'f' w'ba'w'i Z' e'v'm'v'q e'm'e'v'm K't'ib K'x' b'v?
- (13) A'b'v'b' w'e'l'q (h'w' j' q'Y'x'q -'v't'K) |

## 10. GgAvBGm mgvi vfk b Uxg KZK mZ`Zv hvPvB

gvV t`tk MIS Form c`Y Kti cizgvfm ev msvtn th wicvU`vmlj Kiv nq Zvi mZ`Zv KZUKy cKZc`q KivR Kti H Abjviti wicvU`vmlj I qv nq A`ev Abjvb wfiw K wicvU`vmlj Kiv nq Zv hvPvBtqi Rb` GgAvBGm BDubU t`tk ctqkt wewfbetRjv DctRjvq Uxg tciY Kiv nq| H hvPvB dj chyKittz wbgewZ ckeij ht`o mnvqK nte gtg`Avkv Kiv hvqt

- (1) MIS Report Gi Zt`i mvt` evm-e Zt`i wj AvtQ Kx br? wj bv`vKtj tKv`vq tKv`vq Miwjj?
- (2) FWA রেজিস্টার সংশিষ্ট এক অংশের সাথে অন্য অংশের মিল আছে Kx br?
- (3) Uxg th mKj `mZi evotZ Z` hvPvBtqi Rb` tMtb, Zvt`i cYwKvbm n wem-wi Z (tgrevBj bs mn) hveZxq tbiU Ki`Qb Kx br?
- (4) DctRjv chyqi KgRZK, I FPI-t`i hvPvBKZ DcvEmgtni h`vmtg 10% I 5% randomly hvPvB Ki`Qb Kx br?
- (5) FWA এর সংশিষ্ট অংশে পরিদর্শনকারী FPI Ges DctRjv I tRjv chyqi KgRZKv mjb`o gZvgZ t`L`Qb Kx br?
- (6) %bw`b Kivhejx QtK wj wce`x wnmvte mvt` `mZ QtKi Z` randomly hvPvB Kti t`L`Z nte|
- (7) glRy I weZiY QtKi mvt` IV, MIS Form No.1 I `mZ OK mgtni wj /Miwjj AvtQ Kx br? Miwjj `vKtj Zvi Kvi Ymn wem-wi Z wj wce`x Ki` b|
- (8) %bw`b Kivhejxi wmvte QtK wj wce`x Z`mgtni mvt` Ab`vb` QKmgtni Ges ce`ZK 3/6 gvtni Z` wj wj`q t`Lv nq Kx br?
- (9) m`vtUj vBU wKvbK I KvgDubU wKvbKmgtni Dcv`wZ, m`mZ Z Kivhejx I mgqmPx wel`q mwKZv hvPvB Kiv nq Kx br?
- (10) FPI I FWA Kg`Gj vKvq emevm Ktib Kx br? bv Ktj tKv`vq emevm Ktib Ges GRb` tKvb e`e`v tbqv ntq`Q Kx br?
- (11) FPI I FWA Muziwa ti wR`vi msi`qY Ktib Kx br?
- (12) FWA KvgDubU wKvbK Zvi Abgw`wZi mgq tbiUk AvKviti (mef`kI wbt`Rbv g`Z) Rvntq hvb Kx br?

**cui`kØ cÿvc**

**11. KgRZ#` i gumK cui`kØ cÿvct**

KgRZ#` i cui`kØ e`ZiZ (gj`vqb e`ZiZ) gvtVi KvtRi MvZ Avbrqb m#e br Ges KvtRi mivKZv vbiØZ Kivl m#e br| G Kvi#Y miKvix cui`kØ MvBv Abgv#i cui`kØ Kiv eva`Zvgj-K| vKfite GB cui`kØ Kiv hite Zv c#e# অধ্যায়ে উল্লেখ করা হয়েছে, কিন্তু কোন প্রমাপে (হারে) পরিদর্শন করা হবে তা উল্লেখ করা হয়নি। বিধায় পরিদর্শন প্রমাপ GLv#b vj vce# Kiv nØj t

(Ava`Bi KZ# Rmi KZ 02.11.2011 vL# Zvvi#Li I 28.08.2012 vL# Zvvi#Li h\_vµtg GdGmivuc/11-12/2011-647 Ges 19(cui`kØ)/01(vewa)-2012/1363bs mivKvri tgvZiteK mKj KgRZ# gumK cui`kØ cÿvc ^-^ KgRZ# br#gi cvtk vj vLZ AvKvti vbgifct)

µvgK bs	KgRZ# c`ex	cui`k#bi `vb
01/	<b>gnv-cuiPvj K</b>	th tKvb cÿvct th tKvb Kivh# t#;
02/	<b>cuiPvj K (Ava`Bi)</b>	(1) tRjv Avdm- 1vU (2) gv I vki Kj`vY tK#` 2 1vU (3) Av#vj K cY`Mvi/DctRjv , `vg-1vU (4) DctRjv cui evi cui Kí br Kivh# q-2vU (5) DctRjv `#` I cui evi Kj`vY tK#` 2 2vU (6) KvgDvbuU vKvbK-1vU (7) Dcv# hvPvB- 10(`k) R#bi (Kgct#)
3/	<b>v#v#q cuiPvj K</b>	cuiPvj K (Ava`Bi) Gi b`q GKB v#i
4/	<b>Dc-cuiPvj K</b>	(1) DctRjv cui evi cui Kí br Kivh# q-2vU (2) Av#vj K cY`Mvi/DctRjv , `vg-1vU (3) UF& FWC - 2vU (4) KvgDvbuU vKvbK - 2vU (5) NGO Kiv#vg I Dcv# hvPvB-20 Rb
5/	<b>Av#vj K m#vi fvBRvi (FPCST-QAT)</b>	(1) tRjv cui evi cui Kí br Kivh# q-5vU (2) MCWC-5vU (3) DctRjv cui evi cui Kí br Kivh# q-5vU (4) UH&FWC - 5vU (5) m`v#Uj vBU vKvbK-3vU (6) KvgDvbuU vKvbK-3vU (7) GbvRI Kiv#vg-2vU (8) Dcv# hvPvB-20 Rb
06/	<b>mnKvix cuiPvj K (cui evi cui Kí bi) *</b>	(1) DctRjv cui evi cui Kí br Kivh# q-2vU (2) UH&FWC - 2vU (3) m`v#Uj vBU vKvbK-2vU

- (4) KugDibwU uKubK-2uU  
(5) GbuRI ciZôvb-1uU  
(6) DciĒ hvPvB-20 Rb  
(\* Dc-cwi Pj K I mnKvix cwi Pj K (um) Gi mĩ\_ mgšq Kĩ cwi`k Kĩteb|)
- 07/ **mnKvix cwi Pj K (um)**  
(1) Dc†Rjv cwi evi cwi Kĩ bv Kvhfj q-2uU  
(2) UH&FWC -2uU  
(3) m`v†Uj vBU uKubK-2uU  
(4) KugDibwU uKubK-2uU  
(5) GbuRI ciZôvb-1uU  
(6) DciĒ hvPvB-20 Rb  
(7) ukvei (Camp) Kiv I Ac†i kb mvršbi  
`vqZj cij b-c†qvRb **Ablyqx**  
(Dc-cwi Pj K I mnKvix cwi Pj K (cwi evi  
cwi Kĩ bv) Gi mĩ\_ mgšq Kĩ cwi`k  
Kĩteb);
- 08/ **Dc†Rjv cwi evi cwi Kĩ bv  
KgRZ®**  
(1) BDubqb gvV Kiv Z`vi K-2uU  
(2) UH&FWC -2uU  
(3) m`v†Uj vBU uKubK-2uU  
(4) KugDibwU uKubK-2uU  
(5) GbuRI ciZôvb-1uU  
(6) BDubqb gvmmK mFv-1uU  
(7) DciĒ hvPvB-20 Rb
- 09/ **†gũ†Kj Andmvi (GgmGBP-  
Gcic)**  
(1) BDubq†bi gvV Kiv Z`vi K-2uU BDubqb  
(2) UH&FWC -2uU  
(3) m`v†Uj vBU uKubK-1uU  
(4) KugDibwU uKubK-1uU  
(5) GbuRI ciZôvb-1uU
- 10/ **mnKvix Dc†Rjv cwi evi  
cwi Kĩ bv KgRZ®**  
(1) BDubqb gvV Kiv Z`vi K- 2uU BDubqb  
(2) UH&FWC -2uU  
(3) m`v†Uj vBU uKubK-2uU  
(4) BDubqb cwi evi cwi Kĩ bvi gvmmK mFvq  
Dci`Z-1uU  
(5) DciĒ hvPvB-20Rb
- 11/ **mnKvix cwi evi Kj`v KgRZ®  
(GgmGBP-Gcic)**  
(1) BDubqb gvV Kiv cwi`k-2uU BDubqb  
(2) UH&FWC -2uU  
(3) m`v†Uj vBU uKubK-2uU



- (4) KugDibwU wKwbK-3wU  
(5) BDwbqb gwmK mFv-1wU  
(6) DcvE hvpwB-20 Rb
- 12/ **Dc-mnKvix KugDibwU tgmWtKj  
Awdmvi (SACMO)** (1) we`'vj q `p`' wkqVv tmmb cwi Prj bv  
- ciz mBvfn 1wU  
(2) cwi evi Kj vY tKt`'wkqVv tmkb-2wU  
(3) gwmK I cwiqJK mfiq Dcw`wZ;  
(3) Ab'vb` KvR hLb hv c` E nq|
- 13/ **cwi evi cwi Kt bv cwi`kR  
(FPI)** (1) gwmK I cwiqJK mfiq Dcw`Z cizgvtm  
thw`b thw`b AbybZ nq  
(2) DVwb`eVK-4wU  
(3) m`vtUj vBU wKwbK-4wU  
(4) এফডবিশ্চউএ রেজিস্টারডু<sup>3</sup> MhwZv hvpwB-  
20Rb (Kg c`q)
- 14/ **উলিখিত পরিদর্শনের নির্দেশনা  
evm-evqb (mKtj GKgtm)** (1) **GKB Kg`tj KgPZ KgRZMY ci`uti  
mgstqi gva`tg KgPw cYqb Kiteb**  
(2) **DcvE hvpwBtqi tqtT GKB`muvt`i  
cvt cvt`k/cwi`k cwi vi KitZ  
nte| mKj KgRZMY mgstq Kti Nji Nji  
mKj`muvZtK f`Lteb ev thwMthwM  
Kiteb|**