**uf}/gu/kflnsfsf] gu/ k|x/L P]g, @)&%**

k|df0fLs/0f ePsf] ldlt M@)&%.$.=====

:yfgLo ;/sf/sf ?kdf uf}/ gu/kflnsfn] pknAw u/fpg] ;]jf k|jfx / ljsf; lgdf{0fsf] sfo{df ;xof]u k'¥ofpFb} gu/leq ;'Joj:yf sfod ug{ tyf gu/kflnsfsf] lg0f{o sfof{Gjogdf k|efjsfl/tf Nofpg gu/ k|x/Lsf] ;+rfng Pj+ kl/rfng sfo{nfO{ Jojl:yt agfpg' kg]{ cfjZostf /x]sf]n] g]kfnsf] ;+ljwfgsf] wf/f %&-$\_ / cg';"lr \* df ePsf] Joj:yf / :yfgLo ;/sf/ ;+rfng P]g, @)&$ sf] bkmf !)@-!\_ n] lbPsf] clwsf/ k|of]u u/L uf}/ gu/kflnsfsf] gu/ ;efn] of] agfPsf] 5 .

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

-!\_ o; P]gsf] gfd æuf}/ gu/kflnsfsf] gu/ k|x/L P]g, @)&%æ /x]sf] 5 .

-@\_ of]P]g t'?Gt nfu" x'g]5 .

@= **kl/efiff**M ljifo jf k|;+un] csf]{ cy{ gnfu]df o; P]gdf –

s= æk|d'væ eGgfn] uf}/ gu/kflnsfsf] k|d'v ;Demg' kb{5 .

v= æpk k|d'væ eGgfn] uf}/ gu/kflnsfsf] pk k|d'v ;Demg' kb{5 .

u= ægu/ sfo{kflnsfæ eGgfn] uf}/ gu/kflnsfsf] gu/ sfo{kflnsf ;Demg' kb{5 .

3= ægu/ ;efæ eGgfn] uf}/ gu/kflnsfsf] gu/ ;ef ;Demg' kb{5 .

ª= æP]gæ eGgfn] “:yfgLo ;/sf/ ;~rfng P]g, @)&$” ;Demg' kb{5 .

r= ægu/ k|x/L P]gæ eGgfn] “uf}/ gu/kflnsfsf] gu/ k|x/L P]g, @)&%” ;Demg' kb{5 .

5= æsfof{noæ eGgfn] uf}/ gu/kflnsf, gu/ sfo{kflnsfsf] sfof{no ;Demg' kb{5 .

h= æk|d'v k|zf;sLo clws[tæ eGgfn] uf}/ gu/kflnsfsf k|d'v k|zf;sLo clws[t ;Demg' kb{5.

em= ægu/ k|x/Læ eGgfn] uf}/ gu/kflnsfsf] gu/ k|x/L k|d'v / cGo gu/ k|x/L ;d]t nfO{ hgfpFb5 .

@= **gu/ k|x/Lsf] Joj:yf**M -!\_ uf}/ gu/kflnsfsf] 5'§} gu/ k|x/L /xg]5 h;nfO{ uf}/ gu/ k|x/Lsf] gfdn] ;d]t lrlgg]5 .

-@\_ gu/ ;efaf6 ljlgof]lht ah]6sf] ;Ldf leq /xL sfof{non] k|d'v:t/Lo lg0f{oaf6 cfjZos ;+Vofdf gu/ k|x/L ;]jf s/f/df lng ;Sg]5 .

-#\_ sfof{non] cfjZos 7fg]df xfn sfo{/t /x]sf sd{rf/Lx? dWo]af6 g} 5gf}6 u/L dfly pkbkmf -@\_ df pNn]lvt ah]6sf] ;Ldf leq /xL cfjZos ;+Vofdf gu/ k|x/L ;]jf s/f/df lng' afwf k'u]sf] dflgg] 5}g .

#= **gu/ k|x/Lsf] ;~rfng Pj+ kl/rfng**M -!\_ sfof{non] gu/ k|x/Lsf] g]t[Tj Pj+ kl/rfng ug{ sDtLdf k|x/L ;xfos lg/LIfs a/fa/sf] kfl/>lds;'ljwf kfpg] u/L Ps hgf gu/ k|x/L k|d'v tf]Sg]5 .

-@\_ gu/ k|x/Lsf] k|efjsf/L kl/rfngsf nflu k|x/L xjNbf/n] kfpg] kfl/>lds ;'ljwf kfpg] u/L @ hgf gu/ k|x/L xjNbf/ ;]jf s/f/df lng ;lsg] jf xfn sfo{/t gu/ k|x/L dWo]af6} gu/ k|x/L xjNbf/sf] ?kdf sfdsfh ug]{ u/L sfof{non] tf]Sg ;Sg]5.

-#\_ gu/ k|x/L k|d'vn] k|d'v k|zf;sLo clws[tsf] k|ToIf ;'k/Lj]If0f, lgoGq0f / lgb]{zgsf] cwLgdf /xL sfo{ ug]{5 / b}lgs?kdf gu/ k|x/Laf6 eP u/]sf] sfo{ ;Dkfbgsf] k|ltj]bg gu/kflnsfsf k|d'v tyf k|d'v k|zf;sLo clws[t ;dIf lbg]5 .

-$\_ k|To]s gu/ k|x/Ln] gu/ k|x/L k|d'vsf] k|ToIf ;'k/Lj]If0f, lgoGq0f / lgb]{zgsf] dftxt /xL sfo{ ug]{5 . gu/ k|x/Ln] kfng ug'{ kg]{ cg'zf;g Pj+ cfr/0f pNn+3g ug]{ gu/ k|x/LnfO{ gu/ k|x/L k|d'vn] k|d'v k|zf;sLo clws[tsf] :jLs[lt lnO{ cg'zf;gfTds ;hfo lbg ;Sg]5 .

-%\_ gu/kflnsfsf] sfdsf] l;nl;nfdf gu/kflnsfsf k|d'v jf k|d'v k|zf;sLo clws[tn] lbPsf] cfb]zsf] kfng ug'{gu/ k|x/Lsf] st{Jo x'g]5.

-^\_ gu/ k|x/Lsf] 8\o'6Lsf] v6g k6g tyf cGo lhDd]jf/Lsf]afF8kmfF8 gu/ k|x/L k|d'vn] ug]{5 / ;f]sf] hfgsf/L k|d'v k|zf;sLo clws[tnfO{ lbg]5 .

$= **sfo{ ljj/0f** M -!\_ P]gsf] bkmf !!-@\_ sf] v08-s\_ sf] -@\_ df pNn]lvt sfo{x?df sfof{non] gu/ k|x/L kl/rfng ug]{5 . ;fy}, sfof{non] cfjZos 7fg]sf] sfof{nosf] cGo sfddf ;d]t gu/ k|x/L v6fpg ;lsg]5 .

-@\_ gu/ k|x/LnfO{ sfof{non] h'g;'s} ;do h'g;'s} avt sfddf nufpg ;Sg]5.

-#\_ gu/ k|x/L k|d'vn] gu/ k|x/Lsf] xflh/L, labf tyf 8\o'6L /f]:6/sf] clen]v cBfjlws u/L /fVg]5 .

%= **cfr/0f**M -!\_ gu/ k|x/Ln] b]xfosf] cfr/0fx? kfng ug'{ kg]{5M

s= gu/ k|x/Ln] k|rlnt sfg"g tyf gu/kflnsfsf] lg0f{o, gLlt lgodsf] kfng ug]{5 .

v= k|x/Ln] kfng ug'{ kg]{ ;do tyf cf1fkfng nufot cGo cg'zf;g ;DaGwL s'/f kfng ug'{ kg]{5 .

u= gu/ k|x/Ln] sfdsf] l;nl;nfdf ;'k/Lj]Ifs jf ;DalGwt dflyNnf] clws[tn] lbPsf] cfb]zsf] kfng ug]{5 .

3= gu/ k|x/Ln] gu/kflnsfsf sd{rf/L, ;]jfu|fxL tyf gu/jf;Lk|lt ;Ddfg / cfb/ efj /fVg' kg]{5 .

ª= :jR5 rl/q Pj+ cfr/0fo'St x'g kg]{5 .

r= 8\o'6Ldf vl6Psf] ;dodf kfg, u'6\vf, ;"lt{hGo kbfy{ jf dBkfg ug'{ x'Fb}g .

5= gu/kflnsf jf sfof{nosf] clxt x'g] s'g} sfo{ ug'{ u/fpg' x'Fb}g .

h= gu/ k|x/Ln] /fhgLlt jf /fhg}lts ultljlw, wgf{, h'n';df ;fd]n x'g' x'Fb}g.

em= cfkm"nfO{ tf]lsPsf] lhDd]jf/L / st{Jo lgikIftf Pj+ lgeL{stfk"j{s lgjf{x ug'{ kb{5 .

^= **kf]zfs, lrGx cflb** M gu/ k|x/Lsf] bHof{gL lrGx, Aofh, kf]zfs, lsl;d, ;f]sf] /+u tyf lghn] wf/0f ug]{ ;'/Iff tyf ;~rf/sf ;fwg sfof{non] lg0f{o u/] adf]lhd x'g]5 .

&= **;+rf/ ;]6** M gu/ k|x/Lsf] sfo{ ;Dkfbg k|efjsf/L agfpg sfof{non] cfjZos ;+rf/ ;]6 nufotsf cfjZos ;fwg pknAw u/fpg ;Sg]5 .

\*= **lg/LIf0f**M gu/kflnsfsf k|d'v jf k|d'v k|zf;sLo clws[tn] gu/ k|x/Lsf] 8\o'6Lsf] h'g;'s} avt lg/LIf0f ug{ / cfjZos 7fg]sf] lgb]{zg lbg ;Sg]5 .

(= **cfjf;**M gu/ k|x/LnfO{ Aof/]s k|0ffnLdf a:g] u/L sfof{non] cfjZos Joj:yf ldnfpg ;Sg]5 .

!)= **kfl/>lds, /fzg, labf tyf cGo ;'ljwf**M -!\_ gu/ k|x/Lsf] kfl/>lds, /fzg, labf tyf cGo ;]jf zt{, ;'ljwf sfof{non] tf]s] adf]lhd jf s/f/ ;Demf}tfdf pNn]v eP adf]lhd x'g]5 .

 -@\_ sfof{nonfO{ gu/ k|x/Lsf] ;]jf cfjZos 5 eGg] nfu]df lghsf] sfo{ ;Dkfbgsf] cfwf/df s/f/ Dofb cfjZostf cg';f/ gjLs/0f ug{ ;lsg]5 .

-#\_ dfly pkbkmf -@\_ df h'g;'s} s'/f n]v]sf] eP tfklg sfo{ ;Dkfbg :t/ ;+tf]ifhgs g/x]sf] gu/ k|x/Lsf] s/f/ Dofb sfof{non] gjLs/0f ug]{ 5}g .

!!= **tfnLd**M sfof{non] gu/ k|x/LnfO{ ;do ;dodf cfjZos ;'/Iff ;DaGwL tyf cGo tfnLdsf] Joj:yf ug{ ;Sg]5 .

!@= **c+u/Ifssf] ?kdf sfo{ ug**]{ M sfof{non] cfjZos 7fg]df gu/ k|x/LnfO{ k|d'v, pk k|d'v jf k|d'v k|zf;sLo clws[tsf] c+u/Ifssf] ?kdf sfo{ ug]{ u/L v6fpg ;Sg]5 .

!#=**k|ltj]bg** M gu/ k|x/Ln] u/]sf] sfo{ ;Dkfbgsf] ;fKtflxs Pj+ dfl;s k|ltj]bg gu/ k|x/L k|d'vn] k|d'v k|zf;sLo clws[t dfkm{t\ k|d'v ;dIf k]z ug]{5 .

!$= **5fgaLg** M gu/ k|x/Ln] sfg"g ljk/Lt jf ab\lgotk"j{s sfo{ u/]sf] egL sfof{nodf ph"/L jf u'gf;f] k]z x'g cfPdf ;f] pk/ k|d'v k|zf;sLo clws[tn] 5fgaLg ug{ u/fpg / cfjZos sf/jfxL ug{ ;Sg]5 .

!%= **;hfo, sf/jfxL tyf avf{:tuL**M s'g} gu/ k|x/Ln] k|rlnt sfg"g jf gu/kflnsfsf] lg0f{o, gLlt lgod ljkl/tsf] sfo{ u/]df jf ablgotk"j{s sfo{ u/L gu/kflnsfnfO{ xfgL gf]S;fgL k'¥ofPdf jf cfr/0f ;DaGwL s'/f kfng gu/]sf] jf cg'zf;gxLg sfo{ u/]df jf gu/kflnsfsf] sfdsf] l;nl;nfdf sfof{non] lbPsf] cfb]z÷lgb]{zgsf] kfng gu/]df lghnnfO{ gl;xt lbg, kb 36'jf ug{ jf cGo cfjZos ;hfo jf sf/jfxL ug{ jf h'g;'s} avt lghnfO{ k|d'v k|zf;sLo clws[tn] ;]jfaf6 x6fpg ;Sg]5 .

!^= **k'/:sf/**M k|z+;gLo Pj+ pTs[i6 sfo{ ;Dkfbg ug]{ gu/ k|x/LnfO{ sfof{non] plrt 7¥ofPsf] k'/:sf/ lbg ;Sg]5 .

!&= **sfo{ ;~rfng k|lqmof**M sfof{non] gu/ k|x/Lsf] sfo{ ;~rfng k|lqmof (Standard Operating Procedure\_ agfO{ nfu" ug{ ;Sg]5 .

!\*= **bdsn sd{rf/L ;DaGwL Joj:yf**M -!\_ gu/kflnsfsf bdsn sd{rf/L gu/ k|x/L k|d'vsf] dftxt /xL sfo{ ug]{5g\ .

-@\_ bdsn sd{rf/L ;DaGwL cGo Joj:yf sfof{non] tf]s] adf]lhd x'g]5 . sfof{non bdsn ;~rfng ;DaGwL sfo{ ;~rfng k|lqmof (Standard Operating Procedure\_ agfO{ nfu" ug{ ;Sg]5 .

!(= **lgod, lgb]{lzsf agfpg ;Sg**]M gu/ k|x/L P]gsf] p2]Zo sfof{Gjogsf nflu gu/ sfo{kflnsfn] cfjZos lgod, lgb]{lzsf agfpg ;Sg]5 .

@)= **arfp** M -!\_ o; P]gdf n]lvP hlt s'/fsf] xsdf o;} P]g adf]lhd x'g]5 .

-@\_ of] P]g nfu" x'g' cufj}sfof{noaf6 gu/ k|x/L ;DaGwdf ;]jf s/f/df lng] nufotsf eP u/]sf cGo sfd sf/jfxL o;} P]g adf]lhd eP u/]sf] dflgg]5 .