**evsjv‡`k cvUKj Ki‡cv‡ikb**

Av`gRx †KvU©, gwZwSj, XvKv|

1| wb¤œewY©Z QK †gvZv‡eK (Portrait AvKv‡i) Z\_¨ c~iY K‡i mdU& Kwc B-‡gBj ([admnbjmc@gmail.com](mailto:admnbjmc@gmail.com)) G †cÖiY KiZt nvW© Kwc WvK †hv‡M †cÖiY Ki‡Z n‡e|

|  |  |
| --- | --- |
| Av‡jvP¨ wel‡qi wk‡ivbvg | ................ RyU wg‡ji ‡gvU .......†gtUb AWjU/Aißvbx‡hvM¨ cvURvZ cY¨ weµ‡qi Aby‡gv`b cÖms‡M| |
| Av‡jvP¨ wel‡qi mvims‡ÿc | (weµq Kvh©µ‡gi mswÿß weeiYxi nvjbvMv` Z\_¨) |
| ‡evW© mfvq Dc¯’vc‡bi †hŠw³KZv |  |
| wewfbœ Awd‡mi gšÍe¨ | --------------------- |
| wm×v‡šÍi welq | (mywbw`©ó cÖ¯Ívebv) |
| m¤¢ve¨ cÖwZwµqv |  |

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| Dc¯’vcbKvix | ißvbx wefvMxq cÖavb | cÖkvmb wefvMxq cÖavb | wnmve wefvMxq cÖavb | cÖKí cÖavb |

2| mswkøó †UÛvi I‡cwbs KwgwU KZ…©K cÖ¯‘ZK…Z wmGm (Zzjbvg~jK weeiYx- A4/Legal gv‡ci KvM‡R) g~jKwc/d‡UvKwc (¯úó wcÖ›U) \_vK‡Z n‡e| D³ wmGm G m‡e©v”P cÖvß GKK `i I †gvU g~j¨ jvj Kvwji Kjg Øviv e„‡Ëi gva¨‡g wPwýZ Ki‡Z n‡e| wmGm G wiRvf© cÖvB‡mi GKK `i I ‡KvqvwjwU IqvBR †Kvqvw›UwU wn‡m‡e †gvU g~‡j¨i Kjvg \_vK‡Z n‡e| †mB mv‡\_ cÖvß `ic‡Îi GKK `i I ‡KvqvwjwU IqvBR †Kvqvw›UwU wn‡m‡e †gvU g~‡j¨i wnmve \_vK‡Z n‡e| wmGm Gi †kl Kjv‡g wiRvf© g~‡j¨i I cÖvß g~‡j¨i Zdvr (Kg/‡ewk) D‡jøL \_vK‡Z n‡e| cb¨ Drc`‡bi ZvwiL \_vK‡Z n‡e| ‡UÛvi g~j¨vqb KwgwU KZ…©K M„nxZ mKj `i`vZvi Z\_¨ \_vK‡Z n‡e| D`vniY ¯§iƒc wb‡¤œv³ QK cÖ`vb Kiv n‡jvt

(K) `i msµvšÍ (bgybv)t

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| µ.bs | c‡Y¨i aib | c‡Y¨i cwigvb (†gtUb) | cY¨ Drcv`‡bi ZvwiL | wiRvf© g~j¨ (UvKv) | | 1bs `i`vZv | | 2bs `i`vZv | | ......bs `i`vZv | | wiRvf© g~j¨ I cÖvß m‡e©v”P g~‡j¨i cv\_©K¨ |
| cÖwZ †gtUb `i | ‡gvU g~j¨ | cÖwZ †gtUb `i | ‡gvU g~j¨ | cÖwZ †gtUb `i | ‡gvU g~j¨ | cÖwZ †gtUb `i | ‡gvU g~j¨ |
| (1) | (2) | (3) | (4) | (5) | (6)  =(3×5) | (7) | (8)  =(3×7) | (9) | (10)  =(3×9) | (11) | (12)  =(3×11) | (......)  = (6 - .....) |
| 1| |  |  |  |  |  |  |  |  |  |  |  |  |
| 2| |  |  |  |  |  |  |  |  |  |  |  |  |
| ‡gvU= | | | |  |  |  |  |  |  |  |  |  |

(L) `ic‡Îi mv‡\_ mshy³ Z\_¨vw`i weeibt

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| µ.bs | `i`vZvi cwiwPwZ | mshy³ WKz‡g›Umg~n | Av‡b©ó gvwbi cwigvb (UvKv) | | gšÍe¨  (‡hvM¨/A‡hvM¨ e‡j we‡ewPZ nq) |
| Rgv‡hvM¨ | RgvK…Z |
|  |  |  |  |  |  |
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3| m‡e©vcwi AMÖvqb cÎ (Forwarding Letter) G †Kvb wbw`©ó wg‡ji Rb¨ †Kvb civgk© \_vK‡j ‡m wel‡q my¯úó Z\_¨/gZvgZ Dc¯’vcbmn cÖwZwU c‡Î mywbw`©ó I my¯có cÖ¯Íve \_vK‡Z n‡e| †mB mv‡\_ mv‡f© KwgwUi cÖwZ‡e`b I wiRvf© g~j¨ wba©viYx KwgwUi cÖwZ‡e`b Gi ¯úó d‡UvKwc mshy³ Ki‡Z n‡e|