

Additional Guidelines for Project Work of Diploma in Early Childhood

Care and Education

(DECE)

(English - Pages 1-8)

(Hindi - Pages 09-18)

Dt: 25.08.2025

These Guidelines are for

- learners enrolled for admission cycle January 2025 and July 2025.
- learners from previous batches who have not passed in the Project Work and they have been asked to RESUBMIT the Project Work.

This document that you are reading now is only about MODIFICATIONS in Project Work. The details of Project Work are in the Project Manual DECE 4 which you have received with your course material. If you have not received course material, you can download the entire course material through e-gyankosh using the following link:
<http://egyankosh.ac.in/handle/123456789/30830>

You have to read the Project Manual first and only then will you understand these revised guidelines given in this document.

IMPORTANT BASIC INFORMATION PROJECT WORK

Project Work is the fourth Course of the DECE Programme and its Course Code is DECE 4. In the first three Courses (DECE 1, 2 and 3) you have to carry out some Practical Exercises given in the Practical Manual with each Course, as part of Assignments for that Course. Remember that Practical Exercises are different from Project Work. For Project Work you have to carry out activities with children between 3-6 years of age under the supervision of a 'Guide' in a preschool / nursery school / pre-primary section / well- functioning anganwadi where children are receiving preschool education for at least 2 to 3 hours daily.

- a) You have to first read the Course 1 - '*Organizing the Child Care Services*' (DECE-1) thoroughly as it helps you to understand development of children and how this development can be fostered by planning curriculum. Only after this are you equipped to start the Project Work.
- b) The next step is to read the Project Manual titled '*DECE 4 - Project Work: Working with Young Children in a Child Care Setting*' which gives the details of how you have to carry out activities with preschool children in the face-to-face mode with children in the preschool / nursery school / pre-primary section / well- functioning anganwadi
- c) The third step is to read these Additional Guidelines. These Additional Guidelines are based on the content given in the Project Manual. You will be able to understand the

Additional Guidelines given in this document ONLY, AND ONLY when you first read the Project Work Manual. These Guidelines also contains the Revised Annexures which you have to use when you are doing Project Work in the Nursery School.

d) The fourth step is to identify a Guide for Project Work. Guide has to be identified BEFORE you begin the Project Work. It is COMPULSORY to identify a Guide whenever you want to start the Project Work. You will need to interact daily with your Guide, show him/her the work you are doing as per the Project Manual and get your work evaluated. **The criteria for identifying the Guide are stated on Page 3&4.**

e) Contact the Counselors in your Study Centre for clarifications about the Project Work, so that you are able to complete the work as per these requirements. Attend the counseling sessions organized by your Regional Centre for DECE 1 and Project Work.

Duration of Project Work

As stated in the Project Manual, the duration of Project work is 30 days.

- **Phase 1** – 5 days–Observation of the Guide and writing of Reports
- **Phase 2** – 20 days – 1 activity per day for 1st 10 days and 2 activities per day for next 10 days, totaling 30 activities.
- **Phase 3** – 5 days – a) Planning the curriculum for a week; b) Carrying out 4 activities per day for 5 days; totaling 20 activities.

ACTIVITY PLANS, REPORTS AND VIDEOS

Do not write all the Activity Plans of Phase 2 and 3 all together. Write a few, show to Guide, conduct the activities, write their reports and then move to next set of Activity Plans. Conduct only the required number of activities each day with the child.

In Phase 2, do not try to do many activities with the child in one day.

In Phase 3 since you will plan 4 activities for each day, you have to carry out 4 activities every day for 5 days with the child, giving adequate break to the child for eating, toilet etc.

The sincerity with which you will do your Project work will be reflected in your Activity Plans and Reports and this will determine the marks that you get.

Very Important - Recording Videos of Work Done During Project Work and Submission of the Same

When you do Project Work with children in the preschool / nursery school / pre-primary section / well- functioning anganwadi, you have to make videos of ALL the 30 activities that you do with children in Phase 2 and the 20 activities that you will do with children in Phase 3. Each video should be of about 5 minutes duration. You can ask another adult to record the video. **In all you have to make 50 videos.**

- You have to take permission from the parents of the children / Principal or in-charge of the nursery school to make videos of activities conducted by you.
- In the video you should be clearly visible conducting the activities with children.
- The activity which you are conducting in each video should be the same activity which has been written in the Activity Plan and Report in the Project File. You face should be visible and most of the focus in the video should be on you, what you are doing and saying. Do not focus on children's faces; children can be visible in side pose or back pose (their back is visible but not their front). This is important to retain confidentiality of children.
- You have to certify in **Annexure 1B** that you have the permission of children's parents / school to record videos.
- **You have to send the videos in a good quality pendrive along with the Project File.** Be careful to enclose the pendrive carefully wrapped in a separate packet so that it does not get damaged in post. Write your roll number and name on the packet containing pendrive. Put this packet containing the pendrive in the main packet which has your Project File. **Do not send the pendrive separately & Project File separately** because it will get lost/damaged while handing at IGNOU. Attach the pendrive packet to your Project File with a strong thread and both should be together in one packet.

SUPERVISION AND EVALUATION OF PROJECT WORK BY THE GUIDE

- Share the Project Manual as well as these Additional Guidelines with the Guide. You can share the hard copy or the link of e gyankosh where the Project Manual is uploaded with the Guide so that she understands the work to be done by you for Project Work. Inform the Guide about the relevant Annexures and marking scheme.
- All the work done for Project Work with children in preschool / nursery school / pre-primary section / well- functioning anganwadi has to be shown to the Guide on a REGULAR BASIS and got signed and marked by the Guide.
- When you are working with children in the preschool / nursery school / pre-primary section / well- functioning anganwadi it is not necessary to show the videos of Phase 2 and Phase 3 to the Guide, as she is already seeing you working with children. But if she wants to see the videos, you will have to show these to her.

Who Can Be The Guide?

As you have understood you have to do Project Work with children in the nursery school/ preprimary section/preschool/well functioning anganwadi. So the Guide will be the class teacher/anganwadi worker in whose class you are doing the Project Work. **It is mandatory for the Guide to have the following educational qualifications as well as work experience.**

- a) **Educational Qualifications:** A teacher with any of the following qualifications can be the Guide for the Project Work.
- Master's Degree in Home Science / Bachelor's Degree in Home Science

- PG Diploma in Early Childhood Care and Education/ Diploma in Nursery Teacher Training/ Diploma in Preschool Education/ Diploma in Early childhood Care and Education
- Diploma in Elementary Education/ Elementary Teacher Training/ Junior Basic Training/ Basic Teacher Course
- B.Ed degree who has attended one or more seminars/ workshops/training programmes in field of preschool education
- *Anganwadi* worker who has received training in implementing play and activity based preschool education.

b) Work Experience

The Guide should be presently employed and have the experience of working with preschool children for a minimum period of one year. In fact, the more the experience of the Guide, the better it will be for you as a learner to work under her supervision.

You have to provide details of qualifications & work experience of the Guide in your Project File as Annexure 7.

ANNEXURES

- Instead of attaching Annexure 1A and 1B given in the Project Manual, you have to attach Revised Annexure 1A and 1B given in this document (pages 6 and 7) in the Project File.
- Annexure 2, 3A, 3B, 4, 5 and 6 remain the same as in Project Manual. Annexure 6 is optional. If you cannot get Annexure 6 signed by the Regional Centre, you can get it signed by Study Centre coordinator or Study Centre Counsellor. If this is also not possible, leave Annexure 6 blank.
- A new Annexure 7A (Details regarding the Educational Qualifications and Work Experience of the Guide) has to be attached with the Project File. This is given in this document on page 8.

It is COMPULSORY to attach the above mentioned Annexures. A Project File submitted without the relevant Annexures will not be accepted by the IGNOU and will be returned back.

EVALUATION

- **Marks given by the Guide carries 30% weightage and marks given by IGNOU Expert carries 70% weightage.**
- Further, the IGNOU Expert has the authority to moderate the marks given to you by the Guide.

SUBMISSION OF PROJECT FILE

- The Project File has to be sent as hard copy to Student Evaluation Division at IGNOU. The pendrive has to be sent in the same packet as Project File.

DECE PROJECT File

Room 19, Blcok 3,

Project Cell

Student Evaluation Division

IGNOU

Maidan Garhi

New Delhi -110068

- The last date of submission of Project File for Jan 2025 admission is 15th December 2025 and for July 2025 admission is 15th May 2026.
- If you cannot submit by the above mentioned dates do not worry. IGNOU gives you three years to complete DECE. So if you cannot complete the Project Work in the above timeline, you can do the Project Work any time, within the 3 year period from the date of your registration. However, it is better to everthing as soon as possible

PLEASE NOTE

Many preschools have started **conducting online** classes. However, conduct of online preschool education classes will NOT be accepted as part of IGNOU Project Work. This is because in DECE Programme of Study you have not been exposed to the modalities of working with young children online.

DO NOT BUY PROJECT FROM THE MARKET, DO NOT COPY FROM WEBSITE, DO NOT COPY FROM ANOTHER STUDENT. IN ALL SUCH CASES THE PROJECT FILE WILL BE RETURNED TO YOU AND YOU WILL GET THE REMARK 'COPY CASE' OR 'FAIL' IN YOUR GRADE CARD.

ONLY ORIGINAL WORK WILL BE EVALAUTED.

REVISED ANNEXURE 1A

(fill this instead of existing Annexure 1A in Project Manual)

CERTIFICATE OF ORIGINAL AND DULY COMPLETED PROJECT WORK

To be certified by the Principal/In-charge of the Nursery School

I certify that the learner Mr/Mrs/Miss _____ with Enrollment No. _____ has done the Project Work for the stipulated duration for a total ofdays, under the guidance and supervision of Mr/Mrs/Miss _____ (name of the Guide) at _____ (name of the nursery school, full address) from _____ (starting date of Project Work) to _____ (end date of Project Work). The following details above provided by the Guide are correct.

Date :

Place :

Name and Signature of Principal/In-charge of Nursery School/Preschool

Stamp of the School

**To be certified by the Guide who is supervising the Project work of the learner
in the Nursery School**

I certify that the learner Mr./Mrs./Miss _____ (Enrolment number) _____ completed the following tasks under my guidance and supervision during the Project Work period.

The learner:

1. Observed and analyzed my work with the children for 5 days in Phase 1
2. Planned and Conducted 30 Activity Sessions in Phase 2 which were observed and evaluated by me
3. Planned Curriculum for 5 days in Phase 3 and, Planned and Conducted minimum 15 – maximum 20 Activity Sessions in Phase 3, which were observed and evaluated by me
4. Wrote Reports of 30 Activity Sessions in Phase 2 and of minimum 15 – maximum 20 Activity Sessions in Phase 3
5. Recorded Videos of all 30 Activities of Phase 2 and 15-20 Activities of Phase 3 while she was doing the activities with children
6. Informed me that she/he took permission from children's families/ Principal of nursery school to record the video and he/she will not use the videos for any other purpose.
7. Shared all work with me regularly for approval and evaluation

I certify that the work of the learner is her/his own original work and done under my supervision and I have given marks on the Evaluation Sheet (Annexure 3A). It has not been copied from any source or from any other student. I understand that IGNOU may confirm the authenticity of the learner's Project Work with me through telephone or e mail.

Date :

Place :

**Name and Signature of Guide at the
Nursery School/Preschool**

Phone No

E mail id of Guide

**Name and Signature of Principal/In- charge of Nursery School/ Preschool
Stamp of the School**

REVISED ANNEXURE 1B

(fill this instead of existing Annexure 1B in Project Manual)

SELF –CERTIFICATION BY LEARNER OF ORIGINAL AND DULY COMPLETED PROJECT WORK

(To be self-certified by the Learner)

I certify that I (Mr/Mrs/Miss) _____ with Enrollment No. _____ have done the Project Work for the stipulated duration for a total ofdays, under the guidance and supervision of Mr/Mrs/Miss _____ (name of the guide) at _____ (name of the nursery school, full address) from _____ (starting date of Project Work) to _____ (end date of Project Work).

I completed the following tasks for Project Work:

1. I have Analyzed 5 day observations of the preschool teacher's work with the children in Phase1.
2. I have Planned and Conducted 30 Activity Sessions in Phase 2 under the guidance of the Supervisor (preschool teacher).
3. I have Planned Curriculum for 5 days in Phase 3 and, Planned and Conducted minimum 15 – maximum 20 Activity Sessions in Phase3.
4. I have written Reports of 30 Activity Sessions in Phase 2 and minimum 15 – maximum 20 Activity Sessions in Phase 3.
5. I have shared all the work done by me with the Supervisor regularly for approval and evaluation.
6. I have recorded Videos of all the Activity Sessions conducted with children (30 Activities of Phase 2 and 15-20 Activities of Phase 3) after taking permission from parents of children / principal or in-charge of nursery school. I will not use these videos for any other purpose.
- 7a. I have uploaded these video on You Tube and provided the link on portal. OR
- 7b. I could not upload Project File on portal I have submitted the hard copy of Project File. The link of uploaded videos is written in the hard copy of the Project File on the first page.*(tick what is applicable for you – 7a or 7b)*

I certify that this is my own original work and has not been copied from any source, internet or from the work of any other student. The marks in Annexure 3A4 are given by the Supervisor. I understand if my work is found copied, then appropriate action will be taken by the University.

Date:

Name of Learner _____

Place:

Signature of Learner _____

ANNEXURE 7

EDUCATIONAL QUALIFICATIONS AND EXPERIENCE OF THE GUIDE

(Keeping the criteria listed on page 3-4 of this document, the following details regarding Guide's educational qualifications and work experience have to be filled and self-certified by the Guide and then have to be counter- signed and certified by the Coordinator of the Study Centre/ Principal of the Nursery School. The learner has to share this Annexure with the Guide and then attach the completed Annexure in the Project File).

Name of the Guide (Supervisor)_____

Educational qualification_____

Attach the photocopies of educational qualifications with this Annexure, if possible

Details of training programmes in preschool education attended by Guide , if any_____

Attach the photocopies of these training programmes with this Annexure, if possible

Number of years of teaching experience with preschool children_____

(The teacher should have the experience of working with a group of preschool children for a period of atleast 6 months; Attach work experience certificate, if possible)

This is to certify that all the information provided by me is correct.

Date :

Place :

**Name and Signature of Guide at the
Nursery School/Preschool**

Phone No and Email id of Guide

**Signature and Name of the
Coordinator of the Study Centre/
Principal or in-charge of the Nursery
School**

**Stamp of the Study Centre / Nursery
School**

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- t c vki i hdyw@ul ZhLdyw@i k i k bejhl S ku@l p# #i l sd k jr v kuckMhescPle
dsl kfk dle dj j gagsr xkM dkspj. k 2 vjS pj. k 3 dsohM ksn [kuk t #j hughgS
D k d og vki dscPledsl kfk dle dj rsgg i R {k nsk jgh gsh gA ydu vxj og
ohM ksn [kuk plgrhgS rsvki d kmi sosohM ksn [kuagkA

xkMd kG gksl drk gA

Tk vki cPledsl kfk 'kyki oZd a@ul ZhLdyw@i k i k bejhl S ku eai k SV

odZdj jgsg\$ rksmu cPksdh Dyk Vhpj t ksm d{k eacPksdsl kFkd k Zr
g\$ og xBMgk\$A ; fn vkauckMh esdj jgag\$ rksvkauckMh dk ZrkZvk dh
xlbMgk\$A

xlbMdsi k fuEufyfl k mpr 'k\$kd ; k\$rk v\$ dk Zvuok nksagh gk\$
vfuok Zg\$

d 1/2 'k\$kd ; k\$rk j %ft l 'kyki oZv/ ki d@v/ ki dkd si k fuEufyfl k 'k\$kd ; k\$rk j
g\$ og i k\$SV odZdsfy, xlbMgk\$ drk@l drhg\$

- xg fokku fo'k dsvaxZ M.A./M.Sc./B.A./B.Sc. flMh
- ul Zh Vhpj V\$u\$ ea fMyek@'kyki oZ f k\$ k ea fMyek@i j \$hd ck; kLFk
n\$khky , oaf k\$ k ea fMyek vFoki h t h fMyek
- , yea\$, M\$ku ea fMyek@, yea\$ Vhpj V\$u\$ ea fMyek@t fu, j c\$ d
V\$u\$@c\$ d Vhpj d k\$A
- ch M flMh rFk ft l us 'kyki oZ f k\$ k ds {k\$ ea , d ; k , d l s vfAd
l \$u j @odZM@i f k\$ k dk Dea\$ h\$ fy; k g\$A
- vkauckMh dk ZrkZft l s[g vkkj r 'kyki oZ f k\$ k i nku djusd sl azk eai f k\$ k
(Training) i k\$ r g\$A

[k\$ 2 O kol k\$ d vud\$

xlbMog ODr ghcu l drk@l drkgSt kor Zku ea'kyki oZ d hzead k Zr g\$ v\$
ft udsi k 'kyki oZ mezdscPksdsl kFkd k Zdjusd k de l sde , d l ky dk vud\$ g\$A
ft rukT; knkcPksdsl kFk vud\$ xlbMds g\$ k mruk cgrj og vki dke k\$ Z' k\$ dj
l d\$ h@l d\$ k\$A

; g vko'; d g\$ d vki i k\$SV odZ k\$ djusl si gysgh xlbMdh' k\$kd ; k\$rk v\$
Okol f, d vud\$ irkyxky\$ d k\$ xlbMdh; k\$rk v\$ vud\$ dki zkkvki d k\$
LlyXud 7 d ds: lkeai k\$SV Okoy eayxkuk g\$A

I g\$ Xud

- i fj; k\$ uke\$ ay eafn, x, vug\$ Xud 1, v\$ 1ch dsl g\$ Xud jusd sct k vki d k\$ bl

nLrko\$ 1½B 16 vL\$ 17½ eafn, x, l akkr vugXud 1, vL\$ 1 ch dksi fj; k\$ uk
Okby eal g Xu djukgkA

- vugXud 2, 3, , 3 ch 4, 5 vL\$ 6 i fj; k\$ uk fu; ekoyhds vubkj ghjgA vugXud
6 o\$ fyd (Optional) gA ; fn vki vugXud 6 ij {sh d bz l sgLrkKj ugh djok
l drsrksvk v/; u d bz l el; d ; kv/; u d h ije' k\$ k l sgLrkKj djok l dra
gA ; fn ; g Hh l Hh u gsrksvugXud 6 dks[kyhNkA/na
- i k\$ BV Okby dsl kFk, d u; kvugXud 7d ½kbMdh' k\$ d ; k\$ rk vL\$ dk Zvub dk
fooj. k\$ l g Xu djukgkA ; g bl nLrko\$ dsi 'B 18 ij fn; kx; kgA

mi; Dr vugXud k adsl g Xu djuk vfuok ZgA l afk vugXud k adsfuk i zrq dhxbZ
i fj; k\$ uk Okby bXvYk k Lok kj ughdht k xhvL\$ m sok l dj fn; kt k xkA

eVY ka u

- xkbM} k k fn, x, v d ksd k 30% o\$ \$ g\$ k r Fk bXvfo' k\$ k } k k fn, x, v d k\$
dk 70% o\$ \$ g\$ kA
- bl dsvly lok bXvfo' k\$ k d k xkbM} k k vki d k fn, x, v d ksd k e\$ k\$ d j usd kv f d kj
gA

i k\$ BV Okby d kst ek dj kuk

- i k\$ BV Okby d ksgLZd k\$ d s#i eabXv d sNk= eVY ka u i k\$ d ksh k\$ uk g\$ kA i sMbo
dksi k\$ BV Okby dsl kFk gh k\$ uk g\$ kA

DECE PROJECT File

Room 19, Blcok 3,

Project Cell

Student Evaluation Division

IGNOU

Maidan Garhi

New Delhi -110068

- t uoj h 2025 eai zsk i tr fd, fo| kFZ kdsfy, i z SV Qkby tek djusdhvfr e fr ffk 15 fnl fcy 2025 gsv k t ykbZ 2025 eai zsk dsfy, 15 ebZ 2026 gS
- vxj vk mij crkbZxbZrkj h kard Qkby tek ughsdj i ksgS rksfpak u djaA bXuw vk dksMh bZl hbZ ijk djusdsfy, rhu l ky dkl e; nsk gS bl fy, vxj vk mij crkbZxbZl e; & l tek eai z SV odZi jk ughsdj i ksgS rksvk vi usi a h d j. kdhr kj h k l srhu l ky dhvofk dsh h j d h h h i z SV odZi jk dj l drsgS gky kV csrj gsk fd vk l c d t Yn l st Yn ijk dj yA

di; k /; ku n a %

dbZ ky ki vZ fo| ky; k eav k y ku r j h k a d k i z k dj f k k i n k u d h t k j g h g S i j a d p X u w z SV odZdsfy, 'ky ki vZ c p l a d s l f k v k y k u d { k y s k L o h d j ugha fd; k t k x k A , b k bl fy, D k d DECE d k D e eav k d s N k s c p l a d s l f k v k y k u e k / e l s d k Z d j u s d h f o f k l s i f j f r u g h a d j k k x; k g S

ckt k l si z SV odZu [k j m A u g h o s l k b M l s d k w h d j a v k S u g h f d l h v U fo| k F k Z d h i z SV Qkby d h u d y d j A , s s e k e y k a e a e w k d u Q y * ; k d k h d s ^ n' k Z x k v k S i z SV Qkby vk d k s y k k n h t k x h A

d s y v k d s L o; a j k j k f d; k x; k e k y d i z SV odZd k g h e w k d u f d; k t k x k A

Ld k6/r l gXud 1d

%k6 SV eSoy eafn, x, l gXud 1d dhctk bl dksHj 3/2

ek6y d o fof/ror -i wZ(Original and duly completed) i k6 SV od Zd sfy, i ek ki =

ul ZhLdyw dheq; k/; kfi d k@eq; k/; k d @i k6j h v k uckMndk ZrkZ} k k l R kfi r

eSi ek6/r d jrh@d jrk gvd J h@J h r h@l dh _____ uke6u l 6; k _____ 1/2
usfu; r vof/k dsfy, _____ fnu 1dg vof/k 1/2 _____ d sek6' k6 v6i; Z6k kea
%k6Mdk uke1/2 _____ Ldyw ea'ul ZhLdyw dki jk uke o i r k 1/2
_____ fnu k6 l s6fj; k6 ukdk Z kq dj usd hfr f k 1/2 _____ fnu k6 l rd 16fj; k6 ukdk Z v6
g6sd hfr f k 1/2 fj; k6 ukdk Zfd; k6 x6M} k6 kcrk x, fuEufy f k C6sl ghg6

fnu k6 %

LFku %

ul ZhLdyw@' ky ki vZd a zd heq; k/; i d @eq; k/; kfi d k @i k6j h dsgLr k6j o uke _____

Ldyw dh LVS _____

x6M} k6 ki ek6/r } t k sul ZhLdyw eafol k6Zd sd k Zdk ek6' k6 v6i; Z6k k dj j ghg6

eSi ek6/r d jrh@d jrk gvd l dh@J h r h@l Jh _____] uke6u l 6; k _____
_____ usejsek6' k6 v6i; Z6k kea i fj; k6 ukdk Zdsn6Su fuEufy f k dk Z j6fd, A

fo l k6Zus%

- 1- pj.k1 eaejs} k6 k cP6sd l k6 fd, x, i k6 fnu k6 sd k Zdk voy6du v6i f6 y6k k fd; k
- 2- pj.k2 ea30 f6; k6 k dh; k6 ukcukdj m66v k6 r fd; k ft ud ke6s voy6du v6i e6w6du fd; k
- 3- pj.k3 eai k6 fnu k6 sfy, i k6-p; k6 dh; k6 ukcuk6Zv6i pj.k3 eaU wre 15 v6i v6fdre 20 f6; k l = v6 k6 r
fd,] ft ud ke6s voy6du v6i e6w6du fd; k
- 4- pj.k2 ea30 f6; k l = k6 v6i pj.k3 eaU wre 15 v6i v6fdre 20 f6; k l = k6 dh f i k6Zy f k6
- 5- fo l k6Zuspj.k2 v6i 3 eacP6sd l k6 v6i k6 r i R d l = dhohM ksf d k6Zj k
- 6- fo l k6Z us e6s l f6r fd; k fd ohM ksf d k6Z djus dh vu6r cP6sd i f6j k6 ul ZhLdyw dh
eq; k/; kfi d k@eq; k/; k d l sysh f6v6i og fdl h6h v6i iz k6u dsfy, ohM ksd k bl r6ky ugha d j sh@d j s k6
- 7- i j6sd k Zds vu6du o e6w6du dsfy, fo l k6Z j k dk Zfu; fer : i l seqsn[k6 h j gh@j g6

eSi ek6/r d jrh@d jrk gvd l k6Zdk le m dk vi uke6y d dk ZgSv6i ejsi; Z6k kea fd; kx; k6 g6 e6si k6 SV od Zdk
e6w6du fd; k6 g6 v6i l gXud 3d eafol k6Zd k6v6i f6, g6 fo l k6Zdk le fdl h6h l k6] b6j us; kvU fo l k6Zdhudy
ugh6a e6t kur h6k v6i b6w6y h6k; k6Zes dsek; e l sf6l k6Zdsi k6 SV od Zd he6y drk; ki ek6/r krd hejs l s
i qv dj l drk g6

fnu k6 %

LFku %

xlbMdk gLrk kj o uke _____

xlbMdk Qks u- _____

xlbMdk bZes vlbMh _____

ul jhLdyw@'kyki oZd azdheq; k/; i d@eq; k/; kfi dk
@i hkhsgLrk kj o uke _____

Ldyw dhLVs _____

Ldkkr l gXud 1[k

1/4ks SV odZdsfy, i ks SV esqy eafn, x, l gXud 1[k dhct k bl dksHj 3/2

fo| kfkZ} kj kekyd vls fofkor ~i vZ(Original and duly completed) i ks SV odZdk i ek ki =

esi zk.k djrh@djrk gwfd eis _____ 1/4i uk ule 1/2 ule du
l h; k _____ l dh@Jherh@Jh _____ 1/4bM dk ule 1/2 ds
ekx'k vls i; Zk kea _____ Ldyw ea 1/4l jhLdyw dk ule o i r k 1/2 fu; r vofk
_____ ea 1/4g fnu 1/2 _____ fnu 1/4 1/4j; ks uk dk Z' kq djus dhfr ffr 1/2 s _____ fnu 1/4 1/4j; ks uk dk Z
i vZgus dhfr ffr 1/2 ei jk fd; kgS

esi ks SV odZdsfy, fuEufy f[k dk Zi jvfd, &

- 1- i gyspj.keae sxbM} kj kcPladsl kfk fd, x, 5 fnu adk for ysk fd; kgS
- 2- nlj spj.keae s30 f0; kl =adh; ks uk cukdj mlgavk k r fd; kA
- 3- rhj spj.keae si kp fnu adsfy, i B~p; kZdh; ks uk cuk hvls Uwe 15 vls vfdre 20 f0; kl =adh; ks uk cukdj mlgavk k r fd; kA
- 4- escpk adsl kfk pj.k 2 eavk k r fd, x, 30 f0; kl =adhji kZfy [kavls pj.k 3 eacPladsl kfk vk k r Uwe 15 vls vfdre 20 f0; kl =adhji kZfy [kA
- 5- vi usi fj; ks uk dk Zdsvuqksu vls ewldu dsfy, esfu; fer : i l sxbMdk svi uki jk dle fn[k; k gS
- 6- espj.k 2 vls 3 eaejs} kj kvk k r i R d f0; kl = dh5 feuV adhjd kM djhgS cPladsi fjo kA
l @Ldyw dheq; k/; kfi dk@eq; k/; ki d l seashMksjd kM djus dhvuqfr i k r dA bu ohMksd kesS
fdl hhnvU izksu dsfy, blrsky ugrad: xh@d: xkA
- 7d- esfoMksjd kM dks; w;-wij vi ykMfd; kgS vls i ks SV Ohy dkst ek dj kusd si kZ ij bl dk
fyd Hhfn; kgS
vRok

7[k eSi kSV Qkby i kV ij viy kMughadjhg eSi kSV Qkby dhgkZdWl QeV djhgA ; w;-w
 dkfyd t gk eSfoMksviy kMfd, gSog i kSV Qkby dsi gysi "B ij fy[k kgS7d v kS 7k eal s
 t ksfod'Yi v k i d s fy, e k U g l s m i j f u ' k u y x k A

eSi z k f k d j r k @ d j r h g v e j k ; g i kSV odZeky d gSft l seSLo; acuk k gA eSi kSV odZfdl hvU l k]
 b a j u s ; k f d l h f o j k k Z d s d l e d h u d y d j d s u g h a c u k k g A l g X u d 3 d e a f n, x, i kSV odZdsvd e j s
 x k b M u s g h f n, g A e d i e > r k @ l e > r h g v d ; f n e j s d k Z d k s f d l h d h u d y i k k x ; k r k s f o' o f o j k y ; } k j e j s
 l k f l e p r d k Z g h d h t k x h A

fr fFk % foj k k Z d k u l e _____

LFku % foj k k Z d s g l r k k j _____

I g Xud 7

x k b M d h ' k S k d ; k r k j v k S Q o l k f d v u d o l s l a f k C k S

i "B 12 i j f n, x, e k u n a m a d k s / ; k u e a j [k r s g q x k b M d h ' k S k d ; k r k j v k S Q o l k f d v u d o l s
 l a f k f u E u f y f [k C k S x k b M } k j k H j a t k a A x k b M b l s i z k f k r 1 c e r t i f y 1 / 2 j a v k S f Q j u l j h L d y w
 d h e q ; k / k i d k @ e q ; k / k i d @ i H k j h e v / ; ; u d a z d s d k s k j f M u s j } k j k H h l R k i r 1 v e r i f y 1 / 2 j k A

foj k k h ; g Q k j e s x k b M d k s f n [k j v k S i kSV Qkby e a H j s x, b l I g X u d d k s y x k A

x k b M d k u l e _____

x k b M d h " k S k d ; k r k j _____

* b l I g X u d d s l k f k ' k S k d ; k r k v k a d h Q k s d k W h y x k j

' k y k i v Z c P k a d k i < k u s d k v u d o 1 o " k Z h l e ; k / 2 _____

' k y k i v Z k k l a z h i z k k k d k Z e l e a H k y a s d h v o f k j ; f n H k x f y ; k g S r k s _____

; g i z k f k f d ; k t k r k g S f d e j s } k j k n h x b Z l k j h t k u d k j h l g h g A

fr fFk %

LFku %

u l j h L d y w e a d k j r x k b M d k u l e o g l r k k j _____

x k b M d k Q k u a r F k b Z e g _____

v / ; ; u d a z d s d k s k j f M u s j @ u l j h L d y w d s
 e q ; k / k i d 1 e q ; k / k i d k e i H k j h d s g l r k k j o u l e —

v/ ; u d a z d s d k y W u j @ u l j h L d y d h e q ; k / k i d ; k e q ; k / k i d ; k i z k j h d h L V S
