****

**ftyk &&&&&&**

**\*\*tu&LokLF; fuxjkuh izi=\*\***

**jk"Vªh; LokLF; fe’ku**

**vk’kk fjlkslZ ls.Vj**

**e/;izns’k**

****

**LokLF; lsokvksa dh leqnk; vk/kkfjr fuxjkuh D;k gS\**

**\*\*Ikfjp;\*\***

jk"Vªh; LokLF; fe’ku varxZr LokLF; ls tqM+s dk;Zdzeksa esa leqnk; dh Hkwfedk dks vge cuk;k x;k gSA xkWoksa esa vk’kk dk p;u] lfefr;ksa dk xBu] eqDr jkf’k dk vkoaVu] xzke vkjksX; dsUnzksa dh LFkkiuk bR;kfn izR;sd xzke ds egRoiw.kZ ?kVd gSaA ea’kk ;g Hkh gS fd leqnk; flQZ LokLF; lsokvksa dk fgrxzkgh u gksdj ;kstukvksa ds fu;kstu] fdz;kUo;u] fuxjkuh vkfn esa Hkh dsUnz esa jgsa] vius xzke dh LokLF; lsokvksa ds fy;s ekax djsaA leqnk; vk/kkfjr LokLF; lsokvksa dh fuxjkuh dk;Zdze ¼dE;wfuVh ,D’ku QkWj gsYFk½ jk"Vªh; LokLF; fe’ku ds egRoiw.kZ dk;Zdzeksa esa ls ,d gS] ftldk mn~ns’; ;g tkuuk gS fd leqnk; ¼ykHkkFkhZ½ LokLF; lsokvksa dh iznk;xh] xq.koRrk] lfefr lapkyu] vukc) jkf’k ds mi;ksx ,oa lsok iznku djus okys eSnkuh Lrj ds deZpkfj;ksa ds dk;Z] O;Ogkj vkfn ds ckjs esa D;k lksprs gSa\ D;k os izkIr lsokvksa ls laarq"V gSa\

ogha nwljh vksj leqnk; dk Hkh mRrjnkf;Ro gS fd LokLF; veys dks xzke Lrj ij vk jgh ijs’kkfu;ksa dks lg;ksx ls nwj djsa rkfd lsok iznkrk ,oa izkIrdrkZ nksuksa ds e/; ,d larqfyr leUo; LFkkfir gks ldsA blds fy;s vko’;d gS fd leqnk;@lfefr lnL;ksa ls cSBdksa esa iwjh lfdz;rk ls Hkkx ysa] vius eksgYys] Vksys] xzke ls lacaf/kr iks"k.k] LoPNrk ,oa LokLF; laca/kh eqn~nksa dks mBk;sa rFkk O;ofLFkr dk;Z;kstuk cukdj vukc) jkf’k dks lcdh lgefr ls [kpZ djsaA vukc) jkf’k dks fdlh ,sls en esa u [kpZ djsa ftldk ctV izko/kku vkidh xzke iapk;r dkss fdlh en esa 'kklu dh vksj ls fn;k tkrk gksA vf/kd ls vf/kd yksxksa dks mldk ykHk feyuk pkfg;sA [kpZ dk fglkc j[ksa rkfd ikjnf’kZrk cuh jgsA

leqnk; dks nh tk jgh LokLF; lsokvksa dh izxfr dh lqijfotu@ekWfuVfjax gsrq orZeku esa vkarfjd ra= ¼Internal Monitoring system½] lkof/kd losZ] v/;;u ¼Periodic Serveys & Studies½ }kjk fd;k tkrk gS vr% gesa rhljs ra= \*\*leqnk;\*\* dks LokLF; lsokvksa dh fuxjkuh gsrq mi;ksx fd;s tkus dh vko’;drk gSA foHkkx mu QhMcsd ij lq/kkjkRed dk;Zokgh dj lds rkfd csgrj LokLF; lsok;sa leqnk; rd igqWapkbZ tk lds] vkSj leqnk; dh larqf"V dk Lrj c<+sA lfefr lnL;ksa ds 'kS{kf.kd Lrj] tkudkjh] ;ksX;rk] miyC/k lalk/kuksa] lfefr esa mudh lgHkkfxrk vkSj lfdz;rk dks n`f"Vxr j[krs gq, ljy] lqcks/k izi= cuk;k x;k gS] bldk mi;ksx dj vklkuh ls xzke Lrj ij tu&LokLF; lsokvksa dh fuxjkuh dh tk ldrh gSA

\*\*e-iz- jkti= ¼vlk/kkj.k½\*\* dzekad 444 fnukad 1 flracj 2010 esa izdkf’kr] xzke lHkk LoLFk xzke rnFkZ lfefr;ksa ds xBu] djksckj] lapkyu ,oa cSBd fu;eksa varxZr \*fu;e&9\* \*\*'kfDr;kWa]d`R; rFkk lfefr ds mRrjnkf;Ro\*\* esa xzke lHkk] LoLFk xzke rnFkZ lfefr tks fd xzke dk izfrfuf/kRo djrh gS] dks i;Zos{k.k ,oa ekWfuVfjax gsrq 'kfDr;kWa iznku dh xbZ gSA vr% LokLF; lsokvksa dh lkeqnkf;d fuxjkuh dk;Z bu lfefr;ksa ds ek/;e ls gh fd;k tkuk gSA leqnk; vk/kkfjr fuxjkuh dk vFkZ xyrh ;k nks"k fudkyuk ugha gS vkSj u gh pyrs dke dks jksd nsuk gSA

**lkekU; tkudkjh ,oa izi= Hkjus gsrq**

**ekxZnf’kZdk (User Manual)%&**

1. bl izi= dk mi;ksx izR;sd rnFkZ lfefr }kjk izR;sd ekg rnFkZ lfefr dh ekfld cSBd ds nkSjku LokLF; lsokvksa dh \*\*tu LokLF; fuxjkuh izi=\*\* ds :Ik esa fd;k tkosxkA
2. izR;sd cSBd vk’kk lg;ksxh dh mifLFkfr esa vk;ksftr gks rFkk og iwjh izfdz;k dks lapkfyr djkus esa lg;ksx iznku djsaxhA pWWawfd izi= eas vkaxuokM+h laca/kh tkudkjh Hkh 'kkfey gS vr% vkaxuokM+h dk;ZdrkZvksa dk Hkh cSBd esa gksuk vko’;d gSA
3. ;g fjiksVZ leqnk; dh vksj ls LokLF; lsokvksa dh fuxjkuh fjiksVZ gksxhA
4. rnFkZ lfefr@xzke LokLF;] LoPNrk ,oa iks"k.k lfefr ds leqnk; Lrj ds izfrfuf/k tSls iap] eksgYyks@Vksyksa ds izfrfuf/k bl izi= ds ek/;e ls xzke Lrj ij izkIr gks jgh LokLF;] LoPNrk ,oa iks"k.k fo"k;ksa ij leh{kk@fuxjkuh djsaxsA
5. ljdkjh deZpkjh@vf/kdkjh }kjk fjiksVZ~l ds fo’ys"k.k dks ldkjkRed :Ik esa fy;k tkuk pkfg;s ftlls leqnk; dks csgrj LokLF; lsok;sa iznku djus esaa lgk;rk feysxh rFkk leqnk; ls foHkkx dk laokn LFkkfir gksxkA
6. blls izR;sd ftys dks LokLF; lsokvksa ds laca/k esa leqnk; dh larqf"V dk Lrj Kkr gksxk vkSj Hkfo"; dh j.kuhfr rS;kj djus esa Hkh lgk;rk feysxhA
7. yxHkx lHkh lfefr lnL;ksa dh mifLFkfr esa lewg ppkZ ds vk/kkj ij lkeqfgd jk; ls v/;{k ;k vU; lnL;¼,,u,e] vk’kk] vkaxuokM+h dk;ZdrkZ dks NksM+dj½ bl izi= dks isu ls Hkjsaxs ,oa var esa gLrk{kj Hkh djsaxsA
8. ;g izi= lfefr ds leqnk; Lrj ds lnL;ksa }kjk gh Hkjk tkos] vk’kk] vk’kk lg;ksxh ;k ,,u,e }kjk lg;ksx fd;k tkosxkA blfy;s izi= Hkjus ds fy;s cSBd esa lfefr ds leqnk; Lrj ds vU; lnL;ksa dk gksuk vfr vko’;d gSA
9. xzke Lrj ij vk’kk dk;ZdrkZ@vk’kk lg;ksxh bl izi= dks Hkjus gsrq lnL;ksa dk {kerko/kZu ,oa izksRlkgu dk dk;Z djsaxhA
10. vk’kk dk;ZdrkZ dks bl laca/k esa chlh,e ,oa vk’kk QsflfyVsVj }kjk ekfld cSBdksa ,oa Hkze.kksa ds nkSjku crk;k tk;sA
11. izi= esa dkQh lkekU; Lrj dh tkudkjh gS ftlds fy;s lfefr lnL;ksa dks cgqr vf/kd rduhdh Kku dh vko’;drk ugha gS] cfYd jkstejkZ ds voyksdu] vkaxuokM+h dsUnz] eksgYyksa ds Hkze.k vU; yksxksa ls izkIr QhMcsd ds vk/kkj ij bl izi= dks \*\*gkWa@ugha@irk ugha\*\* mRrjksa ij ek= Vhd dj Hkj ldsasxsA
12. izi=ksa dks i<+dj] tkudkjh iwNus ,oa Hkjus ls Hkh lnL;ksa dks dkQh dqN tkudkjh irk pysxhA
13. ftu fcUnqvksa esa vad Hkjs tkus gS tSls%& 03&06 ekg ds cPpksa dh la[;k fdruh gS bl gsrq vkaxuokM+h dk;ZdrkZ,W la;qDr :Ik ls tkudkjh nsaxh vkSj lfefr lnL; mls HkjsaxsA ;fn fdlh xzke esa rhu vkaxuokM+h dsUnz gSa rks rhuksa dsUnzksa dh la[;k dk **tksM+** fy[kk tk;sxkA
14. ;fn fdlh xzke esa 04 vkaxuokM+h dsUnz gSa vkSj ;fn ,d Hkh vkaxuokM+h dsUnz can gS rks bldk mRrj \*\*ugha\* gh Hkjk tkosxkA
15. vU; ykbZu fMikVZesaV tSls& ih,pbZ] efgyk ,oa cky fodkl] LoPN Hkkjr vfHk;ku vkfn foHkkxksa ds e/; leUo; LFkkfir gksxk] D;ksafd bu izi=ksa esa vU; foHkkxksa ls lacaf/kr fcUnq Hkh lekfgr gS tks fd LokLF; dks lh/ks izHkkfor djrs gSaA
16. izi= dh vk/kkjHkwr tkudkjh vk’kk@vkaxuokM+h dk;ZdrkZ }kjk Hkjh tkosxhA
17. lfefr lnL;ksa }kjk fn;s x;s mRrj@fQMcsd dks fdlh Hkh Lrj ij cnyk ugha tkuk pkfg;sA
18. \*\*[k.M&v\*\* varxZr vk/kkjHkwr tkudkjh esa ftl ekg dh tkudkjh Hkjsaxs mlds iwoZ ds ekgksa dh tkudkjh Hkh fiNys ekgksa dh tkudkjh dks ns[kdj HkjsaxsA tSls&vDVwcj ekg dh tkudkjh Hkjrs le; ml o"kZ ds vizsy ls ysdj vDVwcj rd dh tkudkjh HkjsaxsA¼flQZ [k.M&v ds fy;s ykxw½

**tu LokLF; fuxjkuh \*izi=\***

**ekg&&&&&&&& o"kZ &&&&&&&&&**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| dksM | **[k.M&v ¼vk/kkjHkwr tkudkjh½** | | | | | | | | | | | | |
| v | xzke@CykWd%& | | |  | | | | | | | | | |
| c | Xkzke esa %& | | | efgyk;sa | | iq:"k | cPps | | ;ksx | | | ?kjksa dh la[;k | |
| Lk | Xkzke esa %& | | | vkaxuokMh dsUnz la[;k | | vk'kk dh la[;k | rnFkZ lfefr esa efgykvksa dh la[;k | | rnFkZ lfefr esa dqy lnL;ksa dh la[;k | | | | |
| **dksM** | | | **ekg** | | **cSBd esa mifLFkr lnL; la[;k** | | | **Ekkg esa vukc) jkf’k [kpZ :i;s esa** | | **lfefr ds [kkrs esa ekg esa 'ks"k cph jkf’k** | | | |
| **1** | | | **vizsy** | |  | | |  | |  | | | |
| **2** | | | **ebZ** | |  | | |  | |  | | | |
| **3** | | | **twu** | |  | | |  | |  | | | |
| **4** | | | **tqykbZ** | |  | | |  | |  | | | |
| **5** | | | **vxLr** | |  | | |  | |  | | | |
| **6** | | | **flracj** | |  | | |  | |  | | | |
| **7** | | | **vDVwcj** | |  | | |  | |  | | | |
| **8** | | | **uoacj** | |  | | |  | |  | | | |
| **9** | | | **fnlacj** | |  | | |  | |  | | | |
| **10** | | | **tuojh** | |  | | |  | |  | | | |
| **11** | | | **Qjojh** | |  | | |  | |  | | | |
| **12** | | | **ekpZ** | |  | | |  | |  | | | |
| **[k.M & c** | | | | | | | | | | | | | |
| **¼1½ vkaxuokM+h dsUnz** | | | | | | | | | | | | | |
| **dksM** | | **lwpd** | | | | | | | | | | | **mRrj** |
| 1-1 | | lHkh vkaxuokM+h dsUnz fu;fer :Ik ls [kqyrs gSaA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 1-2 | | D;k cPpksa dk lHkh dsUnzksa ij fu;fer otu fy;k x;k gSA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 1-3 | | D;k vkaxuokM+h esa iwjd iks"k.k vkgkj forfjr gks jgk gSA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 1-4 | | dqiksf"kr cPpksa dks iks"k.k iquZokl dsUnz Hkstk tkrk gS | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 1-5 | | cPpksa dks Hkkstu ls iwoZ lkcu ls gkFk /kqyk;s tkrs gSaA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 1-6 | | 3 ls 6 o"kZ ds cPpksa dh dqy la[;k **¼la[;k fy[ksa½** | | | | | | | | | | |  |
| 1-7 | | 3 ls 6 o"kZ ds cPpksa dh dqy la[;k tks vkaxuokM+h ugha tkrs**¼la[;k fy[ksa½** | | | | | | | | | | |  |
| 1-8 | | 0 ls 3 lky ds dqiksf"kr ,oa xaHkhj dqiksf"kr cPpksa dh dqy la[;k **¼la[;k fy[ksa½** | | | | | | | | | | |  |
| 1-9 | | dqy fdrus dqiksf"kr cPpksa dks xzke ls iks"k.k iquZokl dsUnz Hkstk x;k **¼la[;k fy[ksa½** | | | | | | | | | | |  |
| **¼2½ LokLF; lsok;sa** | | | | | | | | | | | | | |
| 2-1 | | D;k xzke vkjksX; dsUnz esa midj.k ,oa nokbZ;kWa ¼16 izdkj dh ½ miyC/k gSaA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 2-2 | | xHkZorh efgykvksa dks laLFkkxr izlo gsrq cqykus ij xkM+h vklkuh ls vkbZA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 2-3 | | D;k xzke esa ?kjksa esa izlo gq, gSaA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 2-4 | | xzke LokLF; ,oa iks"k.k fnu ij ,,u,e }kjk Vhdkdj.k fd;k x;kA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 2-5 | | uotkr f’k’kq dh ns[kHkky ds fy;s vk’kk@,,u,e }kjk ?kjksa dk nkSjk fd;k x;kA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 2-6 | | xHkZorh ekrk dks vk;ju dh yky ,oa fd’kksfj;ksa dks uhyh xksyh nh tkrh gSA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 2-7 | | D;k xkWao esa fdlh efgyk dh xHkZdky esa ;k fMyhojh i'pkr 42 fnuksa ds Hkhrj e`R;q gqbZ gSA | | | | | | | | | | | ¼gkWa @ugha@irk ugha½ |
| 2-8 | | D;k fdlh f’k’kq dh tUe ls ,d o"kZ ds Hkhrj e`R;q gqbZ gSA | | | | | | | | | | | ¼gkWa @ugha@irk ugha½ |
| 2-9 | | bl ekg vk'kkvksa }kjk fdrus yksxksa dks nokbZ;kWa nh xbZ¼la[;k fy[ksa½ | | | | | | | | | | |  |
| 2-10 | | bl ekg esa dqy fdruh efgykvksa dh izlo iwoZ tkWap dh xbZ&¼la[;k fy[ksa½ | | | | | | | | | | |  |
| 2-11 | | xzke esa fdrus fgrxzkfg;ksa dks tuuh lqj{kk ;kstuk dk iSlk **ugha** feyk gS\ ¼la[;k fy[ksa½ | | | | | | | | | | |  |
| 2-12 | | ?kj esa gq, izloksa dh dqy **la[;k** ¼la[;k fy[ksa½ | | | | | | | | | | |  |
| **¼3½ eSnkuh dk;ZdrkZvksa dk dk;Z] O;Ogkj leh{kk ,oa lg;ksx** | | | | | | | | | | | | | |
| 3-1 | | vkids xzke esa ,,u,e ds dk;Z ,oa O;Ogkj ls larq"V gSaA | | | | | | | | | | | ¼gkWa @ughaaa½ |
| 3-2 | | D;k vki xzke esa vkaxuokM+h dk;Zdrkvksa ds dke ,oa O;Ogkj ls larq"V gSa\ | | | | | | | | | | | ¼gkWa @ughaaa½ |
| 3-3 | | vkids xzke esa dk;Zjr vk’kkvksa ds dk;Z ,oa O;Ogkj ls larq"V gSa\ | | | | | | | | | | | ¼gkWa @ughaaa½ |
| 3-4 | | D;k vkids xzke dh vk’kkvksa dks foHkkx ls le; ij iSls dk Hkqxrku gksrk gS\ | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 3-5 | | xkWao ds yksx vLirky esa bZykt ds fy;s tkrs gSa ;k vk’kk }kjk Hksts x;s] rks muds lkFk LokLF; deZpkfj;ksa }kjk vPNk O;Ogkj fd;k x;kA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 3-6 | | 'kkldh; vLirky esa xkWao ds yksxksa dks bZykt djus ls bUdkj fd;k x;kA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 3-7 | | xkao dk dksbZ O;fDr fdlh Hkh ljdkjh vLirky esa bZykt djkrk gS rks] D;k mlls tkWp] bZykt ;k nokbZ ds cnys iSls ekaxs x;sA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| **¼4½ rnFkZ lfefr lapkyu** | | | | | | | | | | | | | |
| 4-1 | | lfefr dh fu;fer ekfld cSBd gksrh gSaA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 4-2 | | vukc) jkf’k [kpZ iwoZ lnL;ksa dh lgefr yh xbZA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 4-3 | | vukc) jkf’k v/;{k ,oa vk’kk] flQZ nks O;fDr dh ethZ ls gh [kpZ gqbZ gSA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 4-4 | | D;k xzke LokLF; ;kstuk cukbZ gSA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 4-5 | | cSBd esa xzke dh **lHkh** vkaxuokM+h dk;ZdrkZ vkbZA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 4-6 | | cSBdksa esa ih,pbZ foHkkx ls dksbZ deZpkjh vk;sA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 4-7 | | cSBd esa iapk;r lfpo vk;sA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 4-8 | | eqDr jkf’k gsrq psd ij gLrk{kj djus dss fy, lfefr dh v/;{kk }kjk iSls dh ekax dh xbZA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| 4-9 | | vukc) jkf’k [kpZ djus ds fy;s ljdkjh vf/kdkfj;ksa }kjk vkns’k ;k ncko fn;k x;kA | | | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ |
| **¼5½ is;ty ,oa LoPNrk** | | | | | | | | | | | | | |
| 5-1 | | ftrus ?kjksa esa 'kkSpky; cus gSa] mudk mi;ksx gks jgk gSA | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ | | |
| 5-2 | | D;k xkao esa uy dusD’ku gSaA | | | | | | | | | ¼gkWa @ughaa½ | | |
| 5-3 | | e/;kUg Hkkstu fn;s tkus ls iwoZ Ldwyksa esa cPpksa dks gkFk /kqyok;s x;sA | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ | | |
| 5-4 | | xzke esa fdrus gs.Miai [kjkc gSa\ ¼la[;k fy[ksa½ | | | | | | | | |  | | |
| 5-5 | | fdrus ?kjksa esa 'kkSpky; cus gSaA ¼la[;k fy[ksa½ | | | | | | | | |  | | |
| **¼6½ [kk| lqj{kk** | | | | | | | | | | | | | |
| 6-1 | | xjhch js[kk ls uhps okys ifjokjksa dks fu/kkZfjr ek=k esa jk’ku lkexzh feyrh gSA | | | | | | | | | ¼gkWa @ugha@dHkh dHkh½ | | |
| 6-2 | | eujsxk ds rgr xzke esa jkstxkj miyC/k gksrk gSA | | | | | | | | | ¼gkWa @ugha @irk ugha½ | | |
| 6-3 | | D;k eujsxk dh jkf’k dk Hkqxrku le; ij fd;k x;kA | | | | | | | | | ¼gkWa @ugha @irk ugha½ | | |
| 6-4 | | xkWao esa xjhch js[kk ls uhps fdrus ifjokj gSa\ ¼la[;k fy[ksa½ | | | | | | | | |  | | |

lfefr ds inkf/kdkfj;ksa ds gLrk{kj%&

v/;{k] vk’kk] vkaxu- dk;ZdrkZ] vkaxu- dk;ZdrkZ lnL;] lnL;] lnL;] lnL;

lnL;] lnL;] lnL;] l nL;] lnL;] lnL;] lnL; lnL;