

## **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 1<sup>st</sup> 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 15<sup>th</sup> December 2025 and for July 2025 admission is 15<sup>th</sup> 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 of .....days, 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 Phase1
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 of .....days, 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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vkSj fofM;ks dk vf/kdre Qksdl vki ij gksuk pkfg, & vki D;k dj jgs gSa  
vkSj dg jg gSaA cPpksa ds psgjksa ij fofM;ks dks QksDI u djsa&  
muds dsoy lkbM dk psgjk ;k mudh ihB dk QksVks ysA ;g cPpksa  
dh xksiuh;rk cuk, j[kus ds fy, vko';d gSA
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- **vkidks izkstsDV Qkby ds lkFk ohfM;ks vPNh DokfyVh dh isu  
M`kbo esa Hkstusa gksaxsA** /;ku jgs fd isu M`kbo dks vyx iSdsV

essa lko/kkuh ls yisVdj Hktsa rkfd Mkd ls vkus ij og [kjk u gksA isu M`kbo okys iSdsV ij viuk jksy uacj vkSj uke fy[ksaA isu M`kbo okys bl iSdsV dks ml eq[; iSdsV esa j[ksa ftles vkidh izkstsDV Qkby gSA isu M`kbo vkSj izkstsDV Qkby dks vyx&vyx u Hksats D;ksafd bXuw esa tek djrs le; ;g [kks ldrh gS ;k [kkjk gks ldrh gS A **isu M`kbo okys iSdsV dks viuh izkstsDV Qkby ds lkFk ,d etcwr /kkxsa ls ck/ksas vkSj nksuks ,d lkFk ,d gh iSdsV esa gksusa pkfg,A**

### **xkbM }kjk izkstsDV odZ dk i;Zos{k.k vkSj ewY;kadu**

- xkbM ds lkFk izkstsDV eSuqvy vkSj bu vfrfjDr fn'kkfunsZ'kksa dks lk>k djsaA vki izkstsDV eSuqvy dh gkMZ dkih ;k e-gyankosh dk fyad tgkWa izkstsDV eSuqvy viyksM fd;k x;k gS xkbM ds lkFk lk>k dj ldrs gSa rkfd og izkastsDV dk;Z ds fy, vkids }kjk fd, tkus okys dk;Z dks xkbZM le> ldsA xkbM dks lacaf/kr layXud (Annexure) vkSj vadu ;kstuk (Marks) ds ckjs esa lwfpr djsaA
- izhLdwy @ulZjh Ldwy@izh&izkbejh lsD'ku@lqpk# #i ls dk;Zjr vkaxuckMh es cPpkssa ds lkFk ifj;kstuk dk;Z ds fy, fd, x, lHkh dk;ksZa dks fu;fer vk/kkj ij xkbZM dks fn[kkuk gksxk rFkk ml ij mudsa gLrk{kj vkSj fpgz (Stamp) izklr djuk gksxkA
- tc vki izhLdwy @ulZjh Ldwy@izh&izkbejh lsD'ku@lqpk# #i ls dk;Zjr vkaxuckMh esa cPpkssa ds lkFk dke dj jgsa gksa rks xkbM dks pj.k 2 vkSj pj.k 3 ds ohfM;ks fn[kkuk t#jh ughsa gS D;ksafd og vkidks cPpkssa ds lkFk dke djrs gq, izR;{k ns[k jgh gksrh gSA ysfdu vxj og ohfM;ks ns[kuk pkgrh gS rks vkidksa mls os ohfM;ksa fn[kkusa gksaxsaA

## xkbM dkSu gks ldrk gSA

Tkc vki cPpksa ds lkFk 'kkykiwoZ dsan@ulZjh Ldwy@izh&izkbejh lssD'ku esa izkstsDV odZ dj jgs gSa] rks mu cPpksa dh Dykl Vhpj tks ml d{kk esa cPpksa ds lkFk dk;Zjr gS] og xbm gksxhA ;fn vkaxuckMh es dj jgsa gSa rks vkaxuckMh dk;ZdrkZ vkidh xkbZM gksxhA

xkbM ds ikl fuEufyf[kr mfpr 'kSf{kd ;ksX;rk vkSj dk;Z vuqHko nksuksa gh gksuk vfuok;Z gSA

d<sup>1/2</sup> 'kSf{kd ;ksX;rk,i % ftl 'kkykiwoZ v/;kid@v/;kfidk ds ikl fuEufyf[kr 'kSf{kd ;ksX;rk,i gSa] og izkstsDV odZ ds fy, xkbM gks ldrk@ldrh gSA

- x`g foKku fo'k; ds varxZr M.A./M.Sc./B.A./B.Sc. fMxzh
- ulZjh Vhpj V<sup>a</sup>sfuax esa fMlyksek@'kkykiwoZ f'k{kk esa fMlyksek@izkjaEfHkd ckY;koLFkk ns[kHkky ,oa f'k{kk esa fMlyksek vFkok ih- th- fMlyksek
- ,yhesaV<sup>ah</sup> ,Mwds'ku esa fMlyksek@,yhesaV<sup>ah</sup> Vhpj V<sup>a</sup>sfuax esa fMlyksek@twfu;j csfld V<sup>a</sup>sfuax@csfld Vhpj dkslZA
- ch-,M~ fMxzh rFkk ftlus 'kkykiwoZ f'k{kk ds {ks= esa ,d ;k ,d ls vf/kd lsfeukj@odZ'kkWi@izf'k{k.k dk;ZØeksa esa Hkkx fy;k gksA
- vkaxuckMh dk;ZdrkZ ftls [ksy vk/kkfjr 'kkykiwoZ f'k{kk iznku djus ds laca/k esa izf'k{k.k (Training) izklr gksaA

[k<sup>1/2</sup> **O;kolkf;d vuqHko**

xkbM og O;fDr gh cu ldrh@ldrk gS tks orZeku esa 'kkykiwoZ dsUnz esa dk;Zjr gksa vkSj ftuds ikl 'kkykiwoZ mez ds cPpksa ds lkFk dk;Z djus dk de ls de ,d lky dk vuqHko gksA ftruk T;knk cPpksa ds lkFk vuqHko xkbM dks gksxk] mruk csgrj og vkidk ekxZn'kZu dj

ldsxh@ldsxkA

;g vko';d gS fd vki izkstsDV odZ 'kq: djus ls igys gh xkbM dh 'kkSf{kd  
;ksX;rk vkSj O;kolf;d vuqHko irk yxk yas D;ksafd xkbM dh ;ksX;rk vkSj  
vuqHko dk izek.k vkidks LkyXud 7 d ds :lk esa izkstsDV Qkby esa  
yxkuk gksxkA

### **layXud**

- ifj;kstuk eSuqvy esa fn, x, vuqyXud 1, vkSj 1ch dks layXu djus ds ctk;  
vkidks bl nLrkost ¼iz'B 16 vkSj 17½ esa fn, x, la'kksf/kr vuqyXud 1,  
vkSj 1 ch dks ifj;kstuk Qkby esa layXu djuk gksaxkA
- vuqyXud 2, 3 , 3 ch, 4, 5 vkSj 6 ifj;kstuk fu;ekoyh ds vuqlkj gh  
jgsaxsaA vuqyXud 6 oSdfYid (Optional) gSaA ;fn vki vuqyXud 6 ij  
{ks=h; dsaUnz ls gLrk{kj ugh djok ldrs rks vki v/;;u dsaUnz leUo;d ;k  
v/;;u dsaUn ijke'kZnkrk ls gLrk{kj djok ldrsa gSaA ;fn ;g Hkh laHko u  
gks rks vuqyXud 6 dks [kkyh NksaM nsaA
- izkstsDV Qkby ds lkFk ,d u;k vuqyXud 7d ¼xkbM dh 'kSf{kd ;ksX;rk  
vkSj dk;Z vuqHko dk fooj.k½ layXu djuk gksaXkkA ;g bl nLrkost ds  
i~'B 18 ij fn;k x;k gSA

**mi;qZDr vuqyXudkasa dks layXu djuk vfuok;Z gSA** lacaf/kr  
vuqyXudkasa ds fcuk izLrqr dh xbZ ifj;kstuk Qkby bXuw }kjk LokhdKj ugh  
dh tk,xh vkSj mls okil dj fn;k tk,xkA

### **ewY;kadu**

- **xkbM }kjk fn, x, vadks dk 30% osVst gksxk rFkk bXuw fo'ks'kK  
}kjk fn, x, vadks dk 70% osVst gksxkA**
- blds vkykok bXuw fo'ks'kK dks xkbM }kjk vkidks fn, x, vadks dks

ekWMjsV djus dk vf/kdkj gSA

**izkstsDV Qkby dks tek djuk**

- izkstsDV Qkby dks gkMZ dkWih ds #i esa bXuw ds Nk= ewY;kadu izHkkx dks Hkstuk gksxkA isuM`kbo dks izkstsDV Qkby ds lkFk gh Hkstuk gksxkA

**DECE PROJECT File**

**Room 19, Blcok 3,**

**Project Cell**

**Student Evaluation Division**

**IGNOU**

**Maidan Garhi**

**New Delhi -110068**

- tuojh 2025 esa izos'k izklr fd, fo|kfFkZ;ksa ds fy, izkstsDV Qkby tek djus dh vafre frfFk 15 fnlaEcj 2025 gS vkSj twykbZ 2025 esa izos'k ds fy, 15 ebZ 2026 gSA
- vxj vki mij crkbZ xbZ rkjh[kksa rd Qkby tek ughs dj ikrs gSa, rks fpark u djsa A bXuw vkidks Mh bZ lh bZ iwjk djus ds fy, rhu lky dk le; nsrk gSA blfy, vxj vki mij crkbZ xbZ le;&lhek esa izkstsDV odZ iwjk ughs dj ikrs gS, rks vki vius iathdj.k dh rkjh[k ls rhu lky dh vof/k ds Hkhrj dHkh Hkh izkstsDV odZ iwjk dj ldrs gSaA gkykWafd csgrj gksxk fd vki lc dqN tYn ls tYn iwjk dj ysaA

**d`i;k /;ku nsa %**

dbZ 'kkykiwoZ fo|ky;ksa esa vkWuykbU rjhdksa dk iz;ksx dj f'k{kk iznku dh tk jgh gSaA ijarq bXuw izkstsDV odZ ds fy, 'kkykiwoZ cPpksa ds lkFk

vkWuykbu d{kk ysuk Lohdkj ugha fd;k tk,xkA ,slk blfy, D;ksafd DECE dk;ZØe  
esa vkidks NksVs cPpksa ds lkFk vkWuykbu ek;/e ls dk;Z djus dh fof/k ls  
ifjfr ugha dj;k;k x;k gSA

ckt+kj ls izkstsDV odZ u [kjhnsaA u gh osclkbM ls dkWih djsa] vkSj u  
gh fdlh vU; fo|kFkhZ dh izkstsDV Qkby dh udy djsaA ,sls ekeyksa esa  
ewY;kadu ^Qsy\* ;k ^dkih dsl^ n'kkZ,xk vkSj izkstsDV Qkby vkidks  
ykSVk nh tk,xhA

dsoy vkids Lo;a }kjk fd;k x;k ekSfyd izkstsDV odZ dk gh ewY;kadu  
fd;k tk,xkA

Lak'kksf/kr layXud 1d

$\frac{1}{4}$ izkstsDV eSuqvy esa fn, x, layXud 1d dh ctk, bldks Hkjas $\frac{1}{2}$

ekSfyd o fof/kor~ iw.kZ (Original and duly completed) izkstsDV odZ ds fy, izek.k-i=

ulZjh [Ldwy dh eq[;k/;kfidk@eq[;kv/;kid@izHkkjh@vkaxuckMh dk;ZdrkZ }kjk IR;kfir

eSa izekf.kr djrh@djrk gwj fd Jh@Jherh@lqJh -----  
----- ¼ukekadu la;k -----½ us fu;r vof/k ds fy, -----  
fnu ¼dqy vof/k½ ----- ds  
ekxZn'kZu vkSj i;Zos{k.k esa ¼xkbM dk uke½-----  
----- Ldwy esa ¼ulZjh Ldwy dk iwjk uke o irk½  
-----fnukaWad ls ¼ifj;kstuk dk;Z 'kq: djus dh frfFk½-----  
----- fnukWad rd ¼ifj;kstuk dk;Z iw.kZ gksus dh frfFk½ ifj;kstuk dk;Z fd;k gSA  
xkbM }kjk crk, x, fuEufyf[kr C;kSjs lgh gSaA

**fnukad %**

**LFkku %**

ulZjh Ldwy@'kkykiwoZ dsanz dh eq[;k/;id@eq[;k/;kfidk @izHkkjh ds gLrk{kj o uke

Ldwy dh LVSEi-----

**xkbM }kjk izekf.kr] tks ulZjh Ldwy esa folkFkhZ ds dk;Z dk ekxZn'kZu vkSj  
i;Zos{k.k dj jgh gSa**

eSa izekf.kr djrh@djrk gwj fd lqJh@Jherh@Jh -----  
-----] ukekadu la;k ----- us esjs  
ekxZn'kZu vkSj i;Zos{k.k esa ifj;kstuk dk;Z ds nkSjku fuEufyf[kr dk;Z iwjs fd,A

folkFkhZ us %

- 1- pj.k 1 esa esjs }kjk cPpksa ds lkFk fd, x, ik;P fnuksa ds dk;Z dk voyksdu vkSj fo'ys"k.k fd;k(  
2- pj.k 2 esa 30 fØ;kvksa dh ;kstuk cukdj mUgsa vk;ksftr fd;k ftudk eSaus voyksdu vkSj  
ewY;kadu fd;k(  
3- pj.k 3 esa ik;P fnuksa ds fy, ikB~;p;kZ dh ;kstuk cukbZ vkSj pj.k 3 esa U;wure 15 vkSj  
vf/kdre 20 fØ;k l= vk;ksftr fd,] ftudk eSaus voyksdu vkSj ewY;kadu fd;k(  
4- pj.k 2 esa 30 fØ;k l=ksa vkSj pj.k 3 esa U;wure 15 vkSj vf/kdre 20 fØ;k l=ksa dh fjiVsZa  
fy[kha(  
5- folkFkhZ us pj.k 2 vkSj 3 esa cPps ds lkFk vk;ksftr izR;sd l= dh ohfM;ks fjdkWMZ djh(  
6- folkFkhZ us eq>s lwfpr fd;k fd ohfM;ks fjdkWMZ djus dh vuqefr cPpkas ds ifjokjkas@ulZjh  
Ldwy dh eq[;k/;kfidk@eq[;k/;kid ls ys yH Fkh vkSj og fdLH Hkh vU; iz;kstu ds fy, ohfM;ks dk  
bLrseky ugha djsxh@djsxk½(  
7- iwjs dk;Z ds vuqeksnu o ewY;kadu ds fy, folkFkhZ iwjk dk;Z fu;fer :i ls eq>s fn[kkrh  
jgh@jgkA

eSa izekf.kr djrh@djrk gwj folkFkhZ dk dke mldk viuk ekSfyd dk;Z gS vkSj esjs i;Zos{k.k esa  
fd;k x;k gSA eSaus izkstsDV odZ dk ewY;kadu fd;k gS vkSj layXud 3d esa folkFkhZ dks vad fn,  
gSaA folkFkhZ dk dke fdLH Hkh lzksr] baVjusV ;k vU; folkFkhZ dh udy ugha gSA eSa tkurh¼rk½  
gwj fd bXuw VsyhQksu ;k bZ-esy ds ek/e ls folkFkhZ ds izkstsDV odZ dh ekSfydrk ;k izekf.kdrk  
dh esjs ls iqf"V dj ldrk gSA

**fnukad %**

**LFkku %**

**xkbM dk gLrk{kj o uke -----**

xkbM dk Qksu u- -----

xkbM dk bZ-esy vkbZMh-----

ulZjh Ldwy@'kkykiwoZ dsanz dh  
eq[;k/;id@eq[;k/;kfidk @izHkkjh ds gLrk{kj o  
uke -----

Ldwy dh LVSEi-----

### Lak'kksf/kr layXud 1[k

¼izkstsDV odZ ds fy, izkstsDV eSuqvy esa fn, x, layXud 1[k dh ctk, bldks Hkjsa½

|                                                                                                     |
|-----------------------------------------------------------------------------------------------------|
| fo kFkhZ }kjk ekSfyd vkSj fof/kor~ iw.kZ (Original and duly completed) izkstsDV<br>odZ dk izek.k-i= |
|-----------------------------------------------------------------------------------------------------|

eaS izekf.kr djrh@djrk gwi fd eSaus -----

----- ¼viuk uke½] ukekadu la[;k -----

---- lqJh@Jherh@Jh -----

¼xkbM dk uke½ ds ekxZn'kZu vkSj i;Zos{k.k esa -----

----- Ldwy esa ¼ulZjh Ldwy dk uke o irk½ fu;r vof/k ----- esa

¼dqy fnu½ ----- fnukWad ¼ifj;kstuk dk;Z 'kq: djus dh frfFk½ ls -----

fnukWad ¼ifj;kstuk dk;Z iw.kZ gksus dh frfFk½ esa iwjk fd;k gSA

eSaus izkstsDV odZ ds fy, fuEufyf[kr dk;Z iwjs fd,&

- 1- igys pj.k esa eSaus xkbM }kjk cPpksa ds lkFk fd, x, 5 fnuksa dk fo'ys"k.k fd;k gSA
- 2- nwljs pj.k esa eSaus 30 fØ;k l=ksa dh ;kstuk cukdj mUgsa vk;ksftr fd;kA
- 3- rhljs pj.k esa eSaus ik;p fnuksa ds fy, ikB~;p;kZ dh ;kstuk cuk;h vkSj U;wure 15 vkSj vf/kdre 20 fØ;k l=ksa dh ;kstuk cukdj mUgsa vk;ksftr fd;kA
- 4- eSaus cPpksa ds lkFk pj.k 2 esa vk;ksftr fd, x, 30 fØ;k l=ksa dh fjiksVZsa fy[kha vkSj pj.k 3 esa cPpksa ds lkFk vk;ksftr U;wure 15 vkSj vf/kdre 20 fØ;k l=ksa dh fjiksVZ fy[khaA
- 5- vius ifj;kstuk dk;Z ds vuqeksnu vkSj ewY;kadu ds fy, eSaus fu;fer :i ls xkbM dks viuk iwjk dke fn[kk;k gSA
- 6- eSaus pj.k 2 vkSj 3 esa esjs }kjk vk;ksftr izR;sd fØ;k l= dh 5 feuVksa dh fjdkWMZax djh gSA cPpksa ds ifjokjksa ls@Ldwy dh eq[;k/;kfidk@eq[;k/;kid ls eSaus ohfM;ks fjdkWMZ djus dh vuqefr izklr dhA bu ohfM;ks dks eSa fdlh Hkh

vU; iz;kstu ds fy, bLrseky ugha d:;xh@d:;xkA  
 7d- eSaus fofM;ks fjdkfMZax dks ;w-V~;wc ij viyksM fd;k gS vkSj izkstsDV Qkby dks tek djkus ds iksVZy ij bldk fyad Hkh fn;k gSA vFkok

7[k- eSaus izkstsDV Qkby iksVZy ij viyksM ugha djh gSA eSaus izkstsDV Qkby dh gkMZ dkWih lCkfeV djh gSA ;w-V~;wc dk fyad tdk; eSaus fofM;ks viyksM fd, gSa] og izkstsDV Qkby ds igys i`"B ij fy[kk gS ¼7d vkSj 7[k esa ls tks fodYi vkids fy, ekU; gks ml ij fu'kku yxk,a½A

eSa izekf.kr djrk@djrH gw; esjk ;g izkstsDV odZ ekSfyd gS ftls eSaus Lo;a cuk;k gSA eSaus izkstsDV odZ fdLh vU; lzksr] baVjusV ;k fdLh folkFkhZ ds dke dh udy djds ugha cuk;k gSA layXud 3d esa fn, x, izkstsDV odZ ds vad esjs xkbM us gh fn, gSaA eSa le>rk@le>rh gw; fd ;fn esjs dk;Z dks fdLh dh udy ik;k x;k rks fo'ofokj; }kjk esjs lkFk leqfpr dk;Zokgh dh tk,xhA

|                |                                  |
|----------------|----------------------------------|
| <b>frfFk %</b> | <b>folkFkhZ dk uke -----</b>     |
| <b>LFkku %</b> | <b>folkFkhZ ds gLrk{kj -----</b> |
| -----          |                                  |

## layXud 7

xkbM dh 'kSf{kd ;ksX;rk,i vkSj O;kolkf;d vuqHko ls lacaf/kr C;kSjs

i`"B 12 ij fn, x, ekunaMksa dks /;ku esa j[krs gq, xkbM dh 'kSf{kd ;ksX;rk,i vkSj O;kolkf;d vuqHko ls lacaf/kr fuEufyf[kr C;kSjs xkbM }kjk Hkjsa tk,axsA xkbM bls izekf.kr ¼certify½ djsa vkSj fQj ulZjh Ldwy dh eq[;k/k;kfids@eq[;k/kid@izHkkjh@v/;;u dsanz ds dksvkjMusVj }kjk Hkh IR;kfir ¼verify½ djkaA

folkFkh ;g QkjesV xkbM dks fn[kk,i vkSj izkstsDV Qkby esa Hkjs x, bl layXud dks yxk,iA

xkbM dk uke -----

xkbM dh "kSf{kd ;ksX;rk,i -----

\*bl layXud ds lkFk 'kSf{kd ;ksX;rk,i vkSj O;kolkf;d vuqHko ls lacaf/kr fuEufyf[kr C;kSjs xkbM }kjk Hkjsa tk,axsA xkbM bls izekf.kr ¼certify½ djsa vkSj fQj ulZjh Ldwy dh eq[;k/k;kfids@eq[;k/kid@izHkkjh@v/;;u dsanz ds dksvkjMusVj }kjk Hkh IR;kfir ¼verify½ djkaA

'kkykiwoZ cPpksa dks i<+kus dk vuqHko ¼o"kkZa dh la[;k½] -----

'kkykiwoZ f'k{kk laca/kh izf'k{k.k dk;ZØeksa esa Hkkx ysus dh vof/k] ;fn Hkkx fy;k gS rks

-----  
;g izekf.kr fd;k tkrk gS fd esjs }kjk nh xbZ lkjh tkudkjh lgh gSA

frfFk %

LFkku %

ulZjh Ldwy esa dk;Zjr xkbM dk uke o  
gLrk{kj -----

xkbM dk Qksu ua- rFkk bZ-esy -----  
-----

v/;;u dsanz ds dks-vkWjfMusVj@ulZjh Ldwy  
ds eq[;k/;kid  $\frac{1}{4}$ eq[;k/;kfidk $\frac{1}{2}$ @izHkkjh ds  
gLrk{kj o uke -----

v/;;u dsanz ds dksvkWjfMusVj@ulZjh Ldwy dh eq[;k/;kfid ;k eq[;k/;kid ;k izHkkjh  
dh LVSEi -----