EA Request From for Operator/ Supervisor Association

Enrollment Agency code

Enrollment Agency Name:
Registrar Code:
Registrar Name:

Full Name of the Operator / supervisor:

Aadhaar No. of the Operator / Supervisor:

Certificate NO. Of the Operator / Supervisor:

Proposed User ID/ Operator ID. Of the Operator / Supervisor:

Status of the Operator / Supervisor – Active/ Inactive/ Disassociated

Date of joining with EA as operator / Supervisor

Date Month Year

The

Operator/ supervisor will be working in sweep Mode/ Permanent center in:
State:
District:

Sub District:

Details of Enrollment center in charge/ Owner where operator will be working:

Name of EC in charge/ Owner:

Address of EC in charge/Owner:

Aadhaar NO of EC in charge/ Owner:

Mobile NO of EC in charge/ owner

Pan No. of EC in charge/ owner.

Owner of the enrollment kit where operator will be working

Name of Person-

Name of organization:

Mobile no of kit owner:

Reason of Association of new operator / Supervisor in the existing center:

_____

_____

IN case of any further details, the below may be contacted:

Agency Co-coordinator / state Head / District Head Name:

Agency co-coordinator / state Head/ District head name Mobile number:

It is hereby declared that the information and particulars furnished above are true and correct to the best of my/our knowledge and belief and nothing has been concealed.

Place:

Date:

Seal & Signature of technical co-coordinator
State head of Enrollment Agency

Operator/Supervisor consent form for Association with EA

Sir/Madam,

I am willing to work with EA……As an 'Operator'/'Supervisor',

My Details are as below

Full Name:

Father's Name:

Address:

Education Qualification:

(Please tick a mark to the appropriate option)

10th 12th Graduation Post graduation

Recent photograph

Aadhaar No. of the operator/Supervisor-

Certificate No. of the operator/Supervisor-

Mobile No. of the Operator/Supervisor-

Email of the operator/Supervisor-

It is to affirm further that, I was previously working with the following Enrolment Agency and willfully Joined EA

……as operator/Supervisor.

The Further details about my employment in concerned area till date is furnished below:-
Date of joining present employer/EA as operator/Supervisor

/ /

Date Month Year

The details of previously agency are furnished below:-

Name of the previous Employer/Enrolment agency:

Previous Enrolment Agency Code:-

Previous Enrolment Agency Code:

It is hereby declared that the information and particulars furnished above are true and correct to the best of my/our knowledge and belief and nothing has been concealed.

Place:

Date: Signature of operator/Supervisor

RO OFFICE

The above request for association of operator with EA have been thoroughly verified after due diligence.

The information and particulars furnished above is found

Correct ☐

Incorrect ☐

Place:

Date: Signature of SSA/PMU

Place:

Date: Signature of ADG In charge/DDG

Correct:-Recommended for association with EA

Incorrect:-Not recommended for association with EA

TERMS OF ENGAGEMENT / CONSENT OF AADHAAR ENROLMENT OPERATOR

Date:	
Name of the Operator:	
Aadhaar Number:	
NSEIT Cert No.	
Mobile Number:	
Email ID:	
Registrar Code - Name:	
Registrar Code:	
EA Code - Name:	
Operator ID:	
Station ID:	

I hereby certify that the information and particulars furnished above are correct.

I. Termination/Cancellation of Credentials of Aadhaar Enrolment Operator/Supervisor:

I understand that UIDAI/Registrar/EA can cancel the credentials of Aadhaar Enrolment Operator for:

I. Non abiding of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 and Regulations issued there under.
II. Non-adherence to the UIDAI Policies on enrolment processes, standards, guidelines, data quality, which includes use of latest enrolment client version, timely client sync, upload of resident data packets and non indulgence of corrupt/fraudulent practices.
III. Evidence of sub-contracting of enrolment work.
IV. Consistent inferior quality of biometrics and demographic data captured.
V. Usage of biometric devices which are not certified by UIDAI.
VI. Mismanagement of the enrolment centre.
VII. Non-provision of necessary infrastructure at the enrolment centre.
VIII. Non-co-operation during audits/inspections by UIDAI/Registrars/EA and auditing agencies empanelled/appointed by them.
IX. Conditions arising from audits are not met within the specified time period.
X. Not maintaining the confidentiality of the documents, data collected or any other matter. Violation of UIDAI data security guidelines for Enrolment Agencies.
XI. Undertaking enrolment operations at locations without valid agreement/ approval with the UIDAI/Registrar/EA or running enrolment centre in some other location than what is mentioned in the portal of UIDAI.
XII. Soliciting information outside the scope of work.
XIII. UIDAI will Cancel/Suspend the credentials of Enrolment Operator/Supervisor, if it determines that the Operator/Supervisor has been engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive practices, directly or indirectly, in execution of the enrolment work.
XIV. Indulgence in any fraudulent activity such as forged document preparation, using gummy fingerprints for authentication, provide remote sharing of my system containing Aadhaar Client to any unauthorized persons.
XV. Any other reasons deemed fit by the UIDAI for termination cancellation/suspension of the enrolment operations.

( )

Signature of the Operator

II. Privacy and Security:

I understand that the Operator/Supervisor must ensure that the data is kept in a very secure and confidential manner and under no circumstances, shall they either use the data themselves or part with the data to any other agency other than the UIDAI.

I understand that UIDAI requires that the Operator/Supervisor must observe the highest standards of ethics during the performance and execution of the enrolment work. I will not share any documents provided by the Resident to any person or body, under any circumstance.

III. Dispute Resolution:

I understand that I have been appointed/ engaged by the Enrolment Agency for the Aadhaar enrolment activities. I also understand that any dispute related to Cancellation/Suspension of Operator credentials will be taken up only through my Enrolment Agency/ Registrar.

I understand that I can be asked to undergo Aadhaar Operator retraining and/or re-Certification for undertaking enrolment with poor quality of biometrics and demographic data. I also understand action can be taken by UIDAI for Cancellation/Suspension of Operator credentials immediately as soon as my mistakes are detected; I also understand that the UIDAI, after a due inquiry as per their Rules and Regulations, can impose financial disincentive for noncompliance of enrolment guidelines, as per Regulation 26 of Aadhaar (Enrolment and Update) Regulations, 2016 issued by UIDAI from time to time.

I hereby certify that I have read the above Terms and Conditions carefully and understood; I agree to abide by all the conditions mentioned herein and that with the signing of these terms & conditions, I have bound myself to the terms and conditions mentioned herein.

I further hereby give my consent for association and on-boarding as Operator/ Supervisor with the Enrolment Agency(_____) & Registrar(_____).

( )

Signature of the Operator

Indemnity Bond/क्षतिपूर्ति बांड

यह क्षतिपूर्ति बांड ..... में आज दिनांक ..... दिन..... को निम्नलिखित के बीच निप्पादित किया गया।

मै ..... पिता/पति श्री .....उम्र ..... वर्ष निवास स्थान ..... आगे से क्षतिपूर्तिकर्ता के रूप में संदर्भित(जिस अधिव्यक्ति से तात्पर्य जब तक के उसके संदर्भ या अर्थ के प्रतिकूल ना हो और जिसमें उनके उत्तराधिकारी और निदृष्ट लोग सम्मिलित हैं।) एक पक्ष **और**

छत्तीसगढ इंफोटेक प्रमोशन सोसायटी जिसका कार्यालय स्टेट डाटा सेन्टर द्वित्तीय तल सिविल लाईन रायपुर (छ.ग) मे स्थित है आगे से चिप्स के रूप मे संदभित (जिस अभिव्यक्ति से तात्पर्य जब तक के

उसके संदर्भ या अर्थ के प्रतिकुल न हो और जिसमे उनके उत्तराधिकारी और निर्दिप्ट लोग सम्मिलित है।)
दूसरा पक्ष
जबकि

1 चिप्स के माध्यम से क्षतिपूर्तिकर्ता द्वारा स्थाई अधार पंजीकरण केन्द्र के संचालन किया जा रहा है।
2 क्षतिपूर्तिकर्ता द्वारा चिप्स से प्रदाय किए गए स्टेशन आईडी पर ही आधार पंजीयन का कार्य किया जा रहा है।
3 क्षतिपूर्तिकर्ता द्वारा चिप्स एवं जिला प्रशासन के निर्देशानुसार जिले मे आधार पंजीयन का कार्य किया जा रहा है।

अब यह क्षतिपूर्ति बांड निम्नतः प्रमाणित करता है

1 UIDAI के office Memorandum No. F. No.4(4)/57/249/2014-E&U Dated 20/06/2017 अनुसार अधार पंजीयन हेतु शाषन द्वारा निर्धारित सेवा-प्रभार से अधिक लिए जाने पर क्षतिपूर्तिकर्ता द्वारा चिप्स को निर्धारित राषि अर्थदण्ड स्वरूप देय है।
2 आधार पंजीयन हेतु क्षतिपूर्तिकर्ता द्वारा ऑपरेटरर लॉग इन का उपयोग किए बगैर आधार क्लाईण्ट का उपयोग किया जाता है, एसे स्थिति मे क्षतिपूर्तिकर्ता द्वारा रू 1 लाख की राषि चिप्स को अर्थदण्ड स्वरूप देय है।

क्षतिपूर्तिकर्ता के हस्ताक्षर

गवाह का नाम,पता और हस्ताक्षरः

1..... **2.....**
..... **.....**
..... **.....**

Date / /2017

Undertaking for activation of aadhaar operators under PECs

मैं श्री ----------पिता/पति----------उम्र

----------निवासी----------

चॉइस/सीएससी/एलएसके (स्थाई आधार पंजीयन केंद्र) सेंटर पता:- ----------

----घोषणा करता/करती हूँ कि चिप्स द्वारा आधार पंजीयन का कार्य अपने चॉइस सेन्टर से प्रदाय करता हू, जिसके लिए मेरे स्थाई आधार पंजीयन केंद्र में निम्नानुसार ऑपरेटर आधार पंजीयन एवं अद्यतन का कार्य कर रहे है। अगर इन ऑपरेटरो के विरुद्ध किसी प्रकार की शिकायत में दोषी पाए जाते है तो उसकी पुरी जवाबदारी मेरी होगी, एवं UIDAI द्वारा निर्धारित पेनाल्टी मेरे द्वारा वहन की जावेगी।

सरल क्रमांक	ऑपरेटर का नाम	सुपरवाइजर/ऑपरेटर सर्टिफिकेट क्रमांक
१		
२		
३		
४		
५		

चॉइस सेन्टर संचालक के हस्ताक्षर एवं सील

AGREEMENT

THIS AGREEMENT is made at …… (Area name cg, Raipur, Bilaspur, Janjgir-Champa, Durg, Kanker etc.) on this …… day of ……20…. This is an agreement between Collector, ……(District name eg. Raipur, Bilaspur, Janjgir-Champa Durg, Kanker etc.) in his status as Collector of the District as per Notification No 806/SIT/2003/ CHOICE dated 19th August,2003 of Government of Chhattisgarh, Department of Industries, (Information technology) (hereinafter referred to as 'THE FIRST PARTY'). Which expression shall, unless contrary to the context or meaning thereof include its successor(s)- in- interest, representative(s), assign(s) and administrators(s) OF THE ONE PART

AND

Mr./Mrs./Ms…… in his / her capacity as/ CHOiCE Agent as per Order no 244/CA/SIT/2010/ CHOiCE Raipur December 22, 2010 of Department of Information Technology and Biotechnology,
Government of Chhattisgarh and defined in clause 2 (b) of Notification No. *806/SIT/2003/* CHOiCE dated 19th August, 2003 of Government of Chhattisgarh, Deparment of Industries. (Information Technology) hereinafter referred to as "THE SECOND PARTY", which expression shall, unless contrary to the context or meaning thereof, include his hires, successors (s) - in-

1. **SCOPE OF EMPLOYMENT:**

The object of this agreement of THE SECOND PARTY by the FIRS PARTY as CHOiCE AGENT responsible for discharge of functions under Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003. THE SECOND PARTY shall discharge all functions and duties that may be assigned by THE FIRST PARTY underwritten orders from time to time.

2. **TERM OF SUBSITENCE OF AGREEMENT:**

This agreement shall have a term of subsistence of one year commencing from …….. . The aforesaid term of subsistence,shall,however,be subject to termination by either party as prescribed in article 5 here of further, article 6,8,9 and hereof shall continue to have effect beyond the period of subsistence of this agreement.

3. **APPOINTMENT :-**

THE SECOND PARTY shall get appointed by the order of THE FIRST PARTY and shall provide security of Rs. 5000/-(Five Thousand only) by way of sureties or bank guarantees. The appointment shall be effective from the date when THE SECOND PARTY shall long on to prescribed computer resource and complete the formalities of registering. Amount of security deposit/ security shall be refunded released by THE FIRST PARTY on termination of the term of the agreement but shall be liable to forfeiture by the first party for breach of any condition of the agreement or loss/ damages sustained by FIRST PARTY.

4. **SERVICE:-**

THE SECOND PARTY shall provide notified services as specified on order No 817/CA/SIT/2003/CHOICE dated August 19, 2003 of Government of Chhattisgarh, Department of Industries (Information Technology) & clause 5 of Notification No. 806/PS/SIT/2003/CHOICE dated AUGUST 19, 2003 of Government of Chhattisgarh, Department of Industries (Information Technology) and herein commits of adhere to shall service standerds and to abide by all Instruction and directions issued by the respective principle office (as specified in clause 2 (g) of Notification No. 806/PS/SIT/2003 CHOICE dated AUGUST 19, 2003 of Government of Chhattisgarh , Department of Industries (Information Technology) as well as THE FIRST PARTY and Department of Information Technology with regard to the following :-

a) **BUSINESS HOURS :**

THE SECOND PARTY shall maintain and operate from a CHOiCE center siuanted at…… in compliance with Chhattisgarh citizen Service (Electronic Governance) Rules, 2003 and function with timings as per the directions of THE FIRS PARTY from time to time.

b) **CUSTOMER INQUIRIES:**

THE SECOND PARTY shall havesufficient personnel to provide service and respond to citizen inquiries promptly.

c) **RESTRICTIONS:**

THE SECOND PARTY shall not accept any application or petition or collect any taxes, charges or dues or any other money payable to or on behalf of any office, department or agency of the Government unless specifying authorized in writing in

this behaf. THE PARTY may, at time, impose restrictions and / or prohibitions on THE SECOND PARTY'S use of the services or certain data. THE SECOND PARTY understands that such restrictionsd or changes in access may be of modification in policy of THE FIRST PARTY , a modification of THIRD PARTY agreements, modification in industry standards, or a change in law or regulation. Upon written notification by THE FIRST PARTY , of such restrictions, THE SECOND PARTY agrees to comply with such restrictions.

d) **AUDIT:**

THE SECOND PARTY understands and agrees that in odre to ensure compliance with applicable law amd policies, THE FIRST PARTY may conduct periodic reviews of activities of THE SECOND PARTY and may , on a random basis require THE SECOND PARTY to provide for hard and soft copy of recoreds (in accordance with Chhattisgarh Citizen Service – Electronic Government Rules , 2003) in custody of THE SECOND PARTY . THE FIRST PARTY may also investigate all legitmate reports of abuse or misuse of servises being provided by THE SECOND PARTY . THE SECOND PARTY agrees to cooperate fully with any and all investigations.

e) DISPLAY :

THE SECOND PARTY shall exhibit the appointment order, and notices showing working hours. Applicable rates etc. for information of the public at a conspicuous plac11e in the place of business as per directions issued in this behalf.

f) **ABSENCE:**

THE SECOND PARTY shall inform THE FIRST PARTY in writing in case THE SSECOND PARTY is not able to operate for a period of time.

g) **INFRASTUCTURE**:-

THE SECOND PARTY shall maintain minimum infrastructure as specified in ORDER NO. 243/CA/SIT/2010/CHOICE Raipur December 22,2010 of Government of Chhattisgarh, Department of Information Technology and Biotechnology.

5. TERMINATION

THE FIRST PARTY may terminate the agreement without assigning reasons or through at least one month's advance notice in writing to THE SECOND PARTY. Further, THE FIRST PARTY may terminate the agreement without prior notice in writing to THE SECOND PARTY stating the manner in which THE SECOND PARTY has defaulted in performance of obligations hereunder. THE SECOND PARTY may terminate the agreement at least with two months prior notice in writing from the intended date of discontinuance to the other party and further, effecting due and proper charge transfer as provided for in article 6 hereof to the satisfaction of the first party failing which THE SECOND PARTY would be able as indicated in the said article.

6. CHARGE TRANSFER :-

Before the agreement ceased to subsist THE SECOND PARTY will transfer the charge in such manner as may be prescribed by THE FIRST PARTY specifically or generally, and including, inter alia.

(i) Supplying all paper or electronic documents, database, software, diagrams. Currency or other monies, equipment etc. in the custody of THE SECOND PARTY in relation to or as an incidence of the discharge of functions as in article I under this agreement, along with a written and signed statement listing the same and obtaining a receipt verified by THE FIRST PARTY.

(ii) A written and signed charge transfer report indicating the status of various pending applications with which THE SECOND PARTY is then associated: and

(iii) Listing. Accounting for and surrendering to THE FIRST PARTY in proper manner all instruments, devices etc. including passwords (s) mailboxes. Identity cards, biometric access right(s) access rights on various computer system(s), credit card (s), debit card (s), smart cards (s), digital signature certificate (s) and the like, that provide THE SECOND PARTY physical or electronic access to the office(s) property intellectual property, computer systems data bases etc of the THE FIST PARTY, or being in the care or custody of the fist party or its client(s) and which have been acquired by THE SECOND PARTY in relation to or as an incidence of the discharge of functions of THE SECOND PARTY under this agreement.

(iv) All records, registers, account books shall be handed over to THE FIRST PARTY or any other person authorized in this behalf.

(v) In the event of any consequents cost(s), damage (s) or liability arising either form failure to transfer charges as indicated in this article, or from any act of commission or commission for which any liability devolves from THE SECOND PARTY on THE FIRST PARTY under law or under Article I hereof, THE SECOND PARTY indemnifies THE FIRST PARTY against the same and any liability to THE FIRST PARTY shall recoverable form THE SECOND PARTY as an arrears of revenue of citizen services.

THE SECOND PARTY would affect the aforesaid charge transfer by the date on which the agreement would cease to subsist either on expiration of its term of subsistence or on expiration of the notice period.

7. SERVICE CHARGES TO THE SECOND PARTY:

During the period of subsistence of this agreement, the second party shall collect service charges as specified in Order No. **823/CA/SIT/2003/CHOICE** dated August 19, 2003 Government of Chhattisgarh, department of Industries (information Technology) of Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003 and instruction issued from time of time.

8. CONFIDENTIALLITY

THE SECOND PARTY acknowledges that during the period of subsistence here of THE SECOND PARTY will access to and will become acquainted with various information, records, specification owned by THE FIRST PARTY, THE SECOND PARTY agrees not to disclose or discuss my of the aforesaid, whether directly or indirectly, or to use any of these in any manner, either during the period of subsistence of this agreement or at any time thereafter except as required for due and proper performance of the functions and obligations hereunder and subject to the oven all control and direction of THE FIRST PARTY all files, records documents and similar items relating to the business of THE FIRST PARTY that may come into the possession of THE SECOND PARTY, whether prepared by THE SECOND PARTY or not, shall be so possessed only on behalf of THE FIRST PARTY and the THE SECOND PARTY shall not retain and copies of the aforesaid

beyond the period of subsistence of will have no claim to the same. THE SECOND PARTY shall not retain any copies of the aforesaid beyond the period of subsistence of this agreement without THE FIRST PARTY'S your written permission. Upon expiry of the term of or upon earlier termination of the agreement. Or whenever required by THE FIRST PARTY, THE SECOND PARTY shall forth with deliver to THE FIRST PARTY all such files, records, documents, specifications, information and other items etc. in his possession or under his control Further THE SECOND PARTY would not divulge the contents here of through any means, whether oral or documentary.

9. DISPUTES:

In the event of any unresolved dispute, the parties shall submit to arbitration by authority mutually agreed to before instituting any judicial proceedings. Any judicial proceedings may only be instituted before Courts having ordinary jurisdiction to hear matters relating Raipur city.

10. NON-ADMISSIBILITY OF CLAIM OR RIGHT TO EMPLOYMENT OR COMPENSATION

This agreement will not in any way entitle THE SECOND PARTY to any claim or right for employment beyond period mutually agreed to or to any claim or right to employment or any compensation whatsoever from the Government of Chhattisgarh under any circumstances.

11. CONDUCT:

THE SECOND PARTY agrees to observe the following in respect of their conduct:-

(i) THE SECOND PARTY shall, at all times, maintain absolute integrity and devotion in discharge of functions.

(ii) THE SECOND PARTY shall, take all possible steps to ensure integrity of, and devotion to duty by, all personnel of the time being under THE SECOND PARTY'S control and authority.

(iii) THE SECOND PARTY shall act in best judgment while performance official duties.

(iv) THE SECOND PARTY shall not, any mean, criticize any act of or to do anything that is capable of embarrassing THE FIRST PARTY in media or in public for a , in discharge of aforesaid function.

(v) THE SECOND PARTY shall provide all assistance and allow access and information and all facility at all reasonable times to THE FIRST PARTY or any authorized person for purposes of inspection or conduction and inquiry.

(vi) If any doubt arises as to the provisions of this article, FIRST PARTY shall decide the same.

12. Liability:

THE SECOND PARTY will be liable to compensate THE FIRST PARTY for any loss. Demand, delay or default in observance of requirements hereunder, however occasioned, for sum equal in value to either the actual extent of loss or damage sustained by FIRST PARTY or the expense incurred by THE FIRST PARTY for rectifying the damage as the case may be' and which of the aforesaid two bases would be used to compute the liability would be determined by THE FIRST PARTY may recover any amount due to such liability through adjustment against the payment of monthly emoluments, performance, incentive or invoking of the indemnity bond,

and which of the aforesaid three bases would be used to compute the liability would be determined by THE PARTY at its sole instance, option and discretion.

13. <u>MODIFICATION(S) ORNAMENTED (S):</u>

No amendment, change, or modification to this agreement shall be valid unless in writing and signed by the parties hereto

14. <u>ENTIRE UNDERSTANDING:</u>

This document constitutes the entire understanding and agreement of the parties and any and all prior agreement(s), understanding(s), and representation(s) are hereby terminated and cancelled in their entirety and are of no further force and effect

15. <u>OTHER RULE:</u>

THE SECOND PARTY hereby agrees to abide by rules or procedures regarding work, office procedure, office timings, dress code, appropriate conduct, vis-a-vis Members of the opposite sex, language etc that may be framed by THE FIRST PARTY for its personal from time to time.

IN WITNESS THE ABOVE MENTIONED PARTIES HAVE SET THEIR HAND AND SIGNED THIS AGREEMENT ON DAY, MONTH AND YEAR FIRST HEREIN ABOVE MENTIONED IN THE PRESENCE OF

(----------)	**----------**
Collector	**----------**
----------	**----------**

EXECUTED IN THE PRESENCE OF

WITNESS 1	WITNESS 2
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vkonu i= dk ik:i ¼b&fMfLVDV lok gr½

ifr]

b&ftyk ic/kd
ftyk&tktxhj pkik ¼N-x-½

fo"k; %& b&fMfLVDV ikVy }kjk lok ink;xh gr vkb- Mh- inku dju gr vkonu A

egkn;]

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b&fMfLVDV ikVy ij dk; dju d nkjku] **e pkbl dUn d lpkyu gr jkT; 'kklu }kjk fu/kkfjr fd; x, lHkh fu;ek dk ikyu d:xk ,o ej }kjk vkonu gr fu/kkfjr 'kYd l vf/kd ugh fy;k tk;xk ,o mijkDr fu;ek d ifjikyu e =fV gku ij fu;ekulkj gku okyh dk;okgh gr ck/; jgxkA**

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lyXu %&

1- ftyk dk;ky; dyDVV }kjk tkjh pkbl ,tV fu;fDr dk o/k iek.k i= A
2- lh,llh lfVfQdV ,o lh,llh MlckM dh dkih A
3- tek fd; x; lj{kk fuf/k dh Nk;kifr A

ikFkh
uke &
lh-,l-lh- vkb- Mh-&
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b&ey vkb-Mh-&
दिनांक--

pkbl ,tV dk vkb-Mh- ikloM inku dju gr pd fyLV

pd fyLV

1-	vkb-Mh- ikloM inku dju gr vkonu i=	
2-	CSC सर्टिफिकेट एवं डैशबोर्ड कि छायाप्रति	
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