**'kiFk&i=**

**¼'kiFk i= :0 10@& ek= ds ukWutwfMf'k;y LVkEi isij ij uksVjh }kjk izekf.kr½**

lR;kfir QksVks

le{k%mik/;{k] cqyUn'kgj [kqtkZ fodkl izkf/kdj.k] cqyUn'kgj

(Firm/company Name) }kjk izkf/kd`r izfrfuf/k ¼uke½ -----------------------------------------------------------------------------------------------------------------------------------vk/kkj la[;k----------------------------------------------------------------

iq=@iq=h@iRuh --------------------------------------------------------------------------------------------------------------------------------------------------------------

tUe frfFk ----------------------------------------------------------------- vk;q --------------------------------------------------------------------o"kZ ¼yxHkx½

fuoklh --------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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'kiFk iwoZd fuEufyf[kr c;ku djrk@djrh gw¡ %

1- ;g fd esjk mijksDr uke ,oa irk lc lgh gSA

2- ;g fd eSa cqyUn'kgj [kqtkZ fodkl izkf/kdj.k }kjk fnukad ---------------------------------------------------------- dks uhyke fd;s tk jgs lEifRr la[;k ------------------------------------------------------ ;kstuk [kqtkZ vkS|ksfxd ikdZ [kqtkZ dh uhykeh gsrq ¼Firm/company Name) ds izkf/kd`r izfrfuf/k ds :i es vf/kd`r gw¡] rRØe eas cksyhnkrk ds :i esa izfrHkkx dj jgk@jgh gw¡A

3-;g fd dEiuh ds izkf/kd`fr izfrfuf/k ;kfu eSusa uhykeh esa Hkkx ysus ls iwoZ iathdj.k iqfLrdk esa mYysf[kr fu;e o 'krksZa dk iw.kZ v/;~;u dj fy;k gS] tks eq>s iw.kZ :i ls Lohdkj gSA (Firm/company Name) uhykeh@vkoaVu dh lHkh 'krksZa dk ikyu d:axk@d:axhA

4- ;g fd mik/;{k] cqyUn'kgj [kqtkZ fodkl izkf/kdj.k dks esjs }kjk vkosfnr ;kstuk ls lEcfU/kr fdlh Hkh 'krZ esa la'kks/ku dk vf/kdkj gksxk] tks (Firm/company Name) @mRrjkf/kdkjh dks ekU; gksxkA

;g fd mijksDr 'kiFk i= dh lHkh /kkjk,a esjs futh Kku vkSj fo’okl esa lc lR; o lgh gSa] dksbZ dFku vlR; ugha gSA dksbZ Hkh lwpuk vlR; ik;s tkus ij esjs fo:) dk;Zokgh ds fy, eSa Lo;a ftEesnkj gq¡xk@gq¡xhA bZ’oj esjh enn djsA

LFkku % ---------------------------------------

fnukad % ------------------------------------ gLrk{kj 'kiFkdrkZ