झिमरुक गाउँपालिका

**lemd?s ufpFkflnsfsf] dd{t, ;Def/ sf]if ;+rfng sfo{{ljlw,@)&&**

**झिमरुक गाँउपालिका**

**गाउँ कार्यपालिकाको कार्यालय**

**भ्यागुते, प्यूठान**

**५ नं प्रदेश, नेपाल**

**lemd?s ufpFkflnsfsf] dd{t, ;Def/ sf]if ;+rfng sfo{{ljlw,@)&&**

**k|:tfjgfM**

lemd?s ufpFkflnsf If]qleq /x]sf ef}lts k"jf{wf/, ;Dkbf, pks/0f cflbsf**]** ;dodf g} dd{t ;Def/ u/L nfut k|efjsf/Ltfsf , vr{{ ldtJolotf / lbuf] jgfpg cfjZos ePsfn] / dd{t ;Def/nfO{ Jojl:yt u/L lgodg ug{{ / hjfkmb]xL agfpg jf~5gLo b]lvPsfn] :yfgLo ;/sf/ ;+rfng P]g, @)&$ sf] bkmf !)@ sf] pkbkmf @ n] lbPsf] clwsf/ k|o]fu u/L lemd?s ufpF sfo{kflnsfn] of] sfo{ljlw agfPsf] 5 .

!=;lIfKt gfd / k|f/De M -!\_ of] sfo{ljlwsf] gfd æ lemd?s ufpFkflnsfsf] dd{t ;+ef/ sf]if ;+rfng sfo{ljlw,@)&&Æ /xs]f 5 .

-@\_ of] sfo{ljlw ufpF sfo{kflnsfaf6 :jLs[t eP kZrft nfu' x'g] 5 .

@=kl/efiff M ljifo jf k|+;un] cGo cy{ gnfu]df o; sfo{ljlwdfM

-s\_ æsfo{ljlwÆ eGgfn] lemd?s ufpFkflnsfsf] dd{t ;Def/ sf]if ;+rfng sfo{ljlw, @)&&

nfO{ aemfpg] 5 .

-v\_ æufpFkflnsfÆ eGgfn] lemd?s ufpFkflnsfnfO{ a'emfpg] 5 .

-u\_ æufpF sfo{{kflnsfÆ eGgfn] lemd?s ufpF sfo{{kflnsfnfO{ a'emfpg] 5 .

-3\_ æ:yfgLo txÆ eGgfn] lemd?s ufpFkflnsfnfO{ a'emfpg] 5 .

-ª\_ æpkef]Qmf ;ldltÆ eGgfn] ufpFkflnsfsf 6f]n / j:tL If]qdf ;~rfng x'g]

 cfof]hgfaf6 k|ToIf ;]jf k'Ug] ;d"xaf6 pQm of]hgf ;+rfng ug{{ agsf] ;+u7g eGg] a'emfpg] 5 .

r\_ æcWoIfÆ eGgfn] lemd?s ufpFkflnsfsf] cWoIf a'emfpg] 5 .

5\_ æk|dv k|zf;sLo clws[tÆ eGgfn] lemd?s ufpFkflnsfsf] k|d'v k|zf;sLo clws[tnfO{ a'emfpg] 5 .

h\_ æef}lts k"j{fwf/Æ eGgfn] ufpFkflnsf If]qleqsf ;8s, 9n, k'n, sNe{6, s'nf], vfg]kfgL, t6jGw, ejg, v'nf d}bfg tyf o:t} cGo ;fj{hlgs ;+/rgfsf cltl/Qm k'/ftflTjs, ;+f:slts, P]ltxfl;s ;Dkbf jf cGo k"j{fwf/ ;d]tnfO{ ;Demg'k5{ .

em\_ æ;ldltÆ eGgfn] of] sfo{ljlw adf]lhd u7g x'g] ;ldltnfO{ j'emfpg] 5 .

#= sfo{{ljlwsf] p2]Zo lgDgfg';f/ /xsf] 5 M

s\_ ef}lts k"jf{wf/x? lbuf] ?kdf ;~rfng eO{/xg] cj:yfsf] ;[hgf ug]{{

v\_ :yfgLo >d, ;Lk / k|ljlwdf dd{t ;Def/ ug]{{ .

u\_ ;dodf g} dd{t ;Def/ u/L yk wg– hg / ;+/rgfsf] gf]S;fgL x'gjf6 hf]ufpg] .

3\_ dd{t ;Def/ sfo{df :yfgLo hg;d'bfosf] ;xeflutf / ckgTj j[l4 u/L ;–;fgf dd{t ;Def/ tyf cfof]hgfx?af6 lg/Gt/ nfe lng] Ifdtfsf] ljsf; ug]{.

ª\_ k'/fgf of]hgfx?nfO{ aLrd} /f]s]/ gofF of]hgf dfu ug]{ k|j[lQnfO{ lg?T;flxt ug]{ .

$=dd{t ;Def/ sf]if :yfkgf M -!\_ dd{t ;Def/ sf]ifsf gfdn] Pp6f 5'§} sf]ifsf] :yfkgf ul/g]

5, h;df b]xfo adf]lhdsf /sd hDdf x'g]5 M

s\_ g]kfn ;/sf/af6 k|fKt cgbfg /sd .

v\_ k|b]z ;/sf/af6 k|fKt x'g] /sd .

u\_ ufpF;efaf6 ljlgof]hg x'g] /sd .

3\_ s'g} JolQm jf ;+:yf jf lgsfo jf /fli6«o tyf cGt/f{li6«o u}=;=;x?af6 k|fKt x'g] cg'bfg /sd .

ª\_ cGo lgsfoaf6 dd{t ;Def/ jfkt k|fKt x'g] /sd .

**%=sf]if ;+rfng k|s[of**

s\_ sf]ifsf] gfddf k|fKt x'g cfPsf] /sd ddt{ ;Def/ sf]if vftf vf]nL hDdf ul/g] 5 .

v\_ k|d'v k|zf;sLo clws[t / cfly{s k|zf;g zfvf k|d'v jf ;xfos kfFrf}-n]vf\_sf] ;+o'Qm b:tvtaf6 sf]if ;+rfng x'g]5 .

u\_sf]ifsf] cfGtl/s n]vf k/LIf0f / clGtd n]vf k/LIf0f k|rlnt sfg"g adf]lhd x'g]5 .

**^=vr{{ ug{]{ sfo{{I]fq** M

 -!\_ dd{t ;Def/ sf]ifjf6 b]xfo jdflhdsf If]qx?df vr{{ ug{ ;lsg] 5.

 s\_ 9n dd{t ;Def/, Xo'd kfOk vl/b tyf dd{t sfo{{ .

v\_ j8f sfof{no÷;fd'bflos ejgx? dd{t sfo{{

u\_ vfgkfgL d'xfg,6\of+sL,kfOk, kf]v/L, l;+rfO{s'nf], kfOk tyf wf/f dd{t sfo{{ .

3\_ gfnL ;/;kmfO{ tyf dd{t sfo{ .

ङ\_ ;8ssf vfN8f v'N8L, af6f–3f6f k'g{ tyf d]l;g/L jfn lgdf{0f / dd{t ;Def/ ug]{ sfo{ .

च\_ t6jGw, aFfw dd{t, klx/f] tyf e" :vng x6fpg] tyf ldnfpg] / Uofljog hfnL nufpg sfo{ .

च\_ ;fd'bflos ljBfno÷:jf:Yo s]Gb«x?df cfsl:ds ?kdf cfpg] dd{t sfo{ .

छ\_ emf]n'+u] k'n tyf sNe{6 dd{t ;Def/ sfo{ .

ज\_ j8f leq x'g] cfsl:ds ;–;fgf dd{t sfo{x? .

em\_ P]ltxfl;s, ;f+:s[lts tyf wfld{s ;Dkbfx?sf] dd{t ;Def/ sfo{ .

`\_dd{t ;Def/ sf]if Joj:yfkg ;ldltn] cfjZos 7fg]sf cGo sfo{ ;d]t**.**

**&\_ vr{ ug]{ ljlw / k|s[of** M -!\_ dd{t ;Def/ sf]ifdf /x]sf] /sd vr{ ug]{ ljlw lgDgfg';f/ x'g]5M

s\_ ? @,)),)))÷– ;Ddsf dd{t sfo{ j8f ;ldltsf] l;kmfl/;df dd{t ;Def/ sf]if Joj:yfkg ;ldltsf] lg0f{ofg';f/ vr{ ug{ ;lsg] 5 . To;/L vr{ ubf{ k"jf{wf/ dd{tsf xsdf k|fljlws nfut Oli6d]6 adf]lhd ug'{ kg]{5 .

v\_ ? @,)),)))÷– eGbf a9Lsf dd{t ;Def/ sfo{ dd{t ;Def/ sf]if Joj:yfkg ;ldltsf l;kmfl/;df ufpF sfo{kflnsfsf] lg0{fofg';f/ ug{ ;lsg] 5 . To;/L vr{ ubf{ k"j{fwf/ dd{tsf xsdf k|fljlws nfut Oli6d]6 jdf]lhd ug'{ kg]{ 5 .

u\_ sfo{ ;DkGg eP kZrft k|fljlws sd{rf/Laf6 sfo{ ;DkGg tyf d"Nof+sg k|ltj]bgsf] cfwf/df e'QmfgL ug'{kg]{ 5 .

3\_cfjZostf cg';f/ cg'udg k|ltj]bg tyf cfjZos ljn ekf{O÷8f]/ xflh/Lsf cfwf/df dd{t sfo{ ug]{ JolQm÷;+:yf, ;d"x jf pkef]Qmf ;ldltnfO{ e'QmfgL lbOg] 5 .

ª\_ dd{t ;Def/ sf]ifsf] /sd k|zf;lgs vr{, cg'bfg tyf cfl{{{y{s ;xfotfdf vr{ ug{ kfOg] 5}g .

**\*= dd{t ;Def/ sf]if Joj:yfkg ;ldlt M** -!\_ dd{t ;Def/ sf]ifnfO{ a9L k|efjsf/L / e/kbf]{ 9+un] ;~rfng ug{ b]xfo adflhdsf] Ps dd{t ;Def/ sf]if Joj:yfkg ;ldlt /xg] 5 M

s\_ ufpFkflnsf cWoIf– cWoIf

v\_ ufpFkflnsf pkfWoIf– ;b:o

u\_ k|dv kzf;sLo clws[t– ;b:o

3\_ dd{t ;Def/ ul/g] ;DalGwt j8fsf j8fWoIf jf lghn] t]fs]sf j8f ;b:o – ;b:o

ª\_ k"jf{wf/ ljsf; zfvf k|d'v jf k|ltlglw– ;b:o

r\_ /fh:j tyf cfly{s k|zf;g zfvfsf] k|d'v jf k|ltlglw –;b:o

5\_ of]hgf cg'udg tyf tYof+s zfvf k|d'v– ;b:o ;lrj

-@\_ ;ldltsf] a}7s cfjZostf cg';f/ a:g]5 .

-#\_ a}7sdf cfjZostf cg';f/sf ;Dj4 ljz]if1 tyf sd{rf/Lx?nfO{ cfdGq0f ug{ ;lsg]5 . ;ldltsf] a}7sdf ax'dtsf] lg0f{o dfGo x'g]5 / dt a/fa/ ePdf a}7ssf] cWoIftf ug]{ cWoIfn] lg0ff{os dt lbg ;Sg]5 . cfsl:ds ddt{sf] nflu eg] cWoIfn] lbPsf] lgb]{zg g} dfGo x'g]5.

-$\_ ;ldltsf] a}7s ;~rfng ;DaGwL sfo{ljlw ;ldlt cfk}mn] lgw{f/0f u/] jd]flhd x'g]5 .

**(= dd{t ;Def/ s]fif Joj:yfkg ;ldltsf sfd, st{Jo / clwsf/M** -!\_ dd{t ;Def/ sf]if Joj:yfkg ;ldltsf sfd, st{Jo / clwsf/ b]xfo adf]lhd x'g]5 .

 -s\_ ufpFkflnsf If]qleqsf ljleGg cfo]fhgfx?sf] k|fyldstf tf]sL dd{t Plss[t ;Def/sf] jfli{fs sfo{qmd agfpg] .

 -v\_ dd{t ;Def/ sf]ifnfO{ dha't ,lbuf] / k|efjsf/L agfpg ;|f]t ;fwgsf] klxrfg tyf Joj:yfkg ug]{ .

-u\_ ;8s, 9n, vfg]kfgL, l;rfO{+, k'n, sNe{6, t6jGw, ejg, ;Dkbf nufotsf If]qx?sf lgoldt, k6s],cfjlws jf cfsl:ds dd{t ;Def/ ÷:t/f]GgtL ;DaGwL Joj:yfksLo sfo{x? ug]{ .

-3\_ dd{t ;Def/nfO{ lbuf] / e/kbf{] agfpg] pkfox?sf] vf]hL ug]{ .

-ª\_ dd{t ;Def/ ubf{ nfUg]{ vr{df Go"lgs/0f ug{ tt\;DaGwL sfo{of]hgf agfpg] .

-r\_ dd{t ;Def/ ;DaGwL sfo{sf cg'udg tyf lg/LIf0f ug]{ .

-5\_ cfjZostf cg';f/ cfsl:ds÷d]fafOn dd{t 6]fnL u7g u/L sfo{ lhDd]jf/L t]fsL dd{t ;Def/sf] sfo{nfO{ l56f], 5l/t]f / k|efjsf/L jgfpg] .

h\_cfkt\sfnLg cj:yfdf k"jf{wf/ dd{t ug]{ sfo{df ufpFkflnsfnfO{ cfjZos ;xof]u ug]{

**!)= dd{t ;Def/sf nflu 5gf}6sf dfkb08** M-!\_ pkef]Qmf ;ldltaf6 / j8f sfof{no, ljBfno Joj:yfkg ;ldlt, :yfgLo xf6ahf/, Joj:Yffkg ;ldltaf6 dd{t ;Def/sf nflu PsLs[t afli{fs sfo{qmddf ;dfj]z ug{ egL dfu eO{+ cfPsf of]hgfx? / ufpFkflnsfn] cfjZos 7fg]sf] dd{t ;Def/sf sfo{ b]xfosf cfwf/df k|fyldstf lgwf{/0f u/L 5gf}6 ug'{ kg]{5 .

s\_ ;a}eGbf a9L Iflt ePsf ef}lts ;+/rgfx? .

v\_ ef}lts ;+/rgf tyf k"jf{wf/sf] dxTjsf cfwf/df .

u\_ nfeflGjt x'g] hg;+Vof jf 3/w'/Lsf cfwf/df .

3 \_ dd{t ;Def/af6 xg] nfesf cfwf/df .

ª\_ ;fj{hlgs ef}lts ;+/rgfsf] bL3{sfnLg pkof]lutf / cfjZostfsf cfwf/df .

r\_ tTsfn dd{t ;Def/ ug'{kg]{ cfjZostfsf] cfwf/df .

**!!= cg'udg tyf ;'k/Lj]If0f M**

-!\_ dd{t ;Def/ sf]ifjf6 ;~rfng x'g] dd{t ;Def/ sfo{sf] cg'udg tyf d"Nof+sg b]xfo jdf]lhd xg]5 .

-s\_ k|To]s dd{t sfo{sf] j8f:t/Lo cg'udg ;ldltjf6 cg'udg ug'{kg]{5 .

-v\_ cfjZostf cg';f/ dd{t ;Def/ s]fif Joj:yfkg ;ldltjf6 ;d]t dd{t sfo{sf] cg'udg ug{k g]{5 .

-u\_ j8f :t/Lo cg'udg ;ldltn] cg'udgs]f k|ltj]bg rf}dfl;s ?kdf dd{t ;Def/ sf]if Joj:yfkg ;ldlt ;dIf k]z ug'{ kg]{5 .

-3\_ cg'udg k|ltj]bgdf c+f}NofOPsf ;'emfjx?nfO{ dd{t ;Def/ sf]if Joj:yfkg ;ldltdf 5nkmn u/L cfjZos ;'wf/ ug'{ kg]{5 .

**!@= ;+zf]wg tyf vf/]hL M**

 -!\_ dd{t ;Def/ s]fif ;+rfng sfo{ljlw kl/dfh{g, ;+zf]wg jf vf/]h ug'{ k/]df ;ldltsf] l;kmfl/;df ufpF sfo{kflnsfaf6 x'g] 5 .

-@\_ of] sfo{ljlwdf pNn]v ul/Psf s'/fx?sf] xsdf o; sfo{ljlw cg';f/ / pNn]v gePsf] xsdf k|rlnt P]g,sfg'g Pj+ lgod cg';f/ x'g]5 .

झिमरुक गाउँपालिकाको बैठकवाट मिति २०७७/०५/१९ गते पारित यो कार्यविधि झिमरुक गाउँ कार्यपालिकाको निर्णय वा आदेश र अधिकारपत्रको प्रमाणिकरण (कार्यविधि ) नियमावली, २०७४ को नियम ३ को उपनियम ४ बमोजिम प्रमाणीकरण गर्दछु ।

कमल प्रसाद भुसाल

प्रमुख प्रशासकीय अधिकृत

मिति २०७७/०५/२०