**PÀ£ÁðlPÀ gÁdå ¸ËºÁzÀð ¸ÀAAiÀÄÄPÀÛ ¸ÀºÀPÁj ¤AiÀÄ«ÄvÀ,**

**‘¤ªÀiÁðt ¨sÀªÀ£À’, qÁ.gÁeï PÀÄªÀiÁgï gÀ¸ÉÛ, 1£ÉÃ ¨ÁèPï, gÁeÁf£ÀUÀgÀ,** **¨ÉAUÀ¼ÀÆgÀÄ-560010.**

**gÁdåzÀ ¸ËºÁzÀð ¸ÀºÀPÁjUÀ½UÁV**

**E-¸ÁÖA¦AUï ªÀiÁUÀðzÀ²ð**

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**¸ÁéAiÀÄvÀÛvÉ, ¸ÀéAiÀÄA DqÀ½vÀ, ¸ÀéAiÀÄA ¤AiÀÄAvÀæt £ÀªÀÄä zsÉåÃAiÀÄ.**

**IÄUÉéÃzÀzÀ°è ¸ËºÁzÀð LPÀå ªÀÄÆ®ªÀÄAvÀæ**

**NA ¸ÀAUÀZÀÒzsÀéA ¸ÀA ªÀzÀzsÀéA ¸ÀA ªÉÇÃ ªÀÄ£ÁA¹ eÁ£ÀvÁªÀiï**

**zÉÃªÁ ¨sÁUÀA AiÀÄxÁ ¥ÀÆªÉÃð ¸ÀA eÁ£Á£Á G¥Á¸ÀvÉÃ**

**¸ÀªÀiÁ£ÉÆÃ ªÀÄAvÀæ: ¸À«Äw: ¸ÀªÀiÁ¤Ã**

**¸ÀªÀiÁ£ÀA ªÀÄ£À: ¸ÀºÀ avÀÛªÉÄÃµÁªÀiï**

**¸ÀªÀiÁ£ÀA ªÀÄAvÀæªÀÄ©üªÀÄAvÀæAiÉÄÃ ªÀ:**

**¸ÀªÀiÁ£ÉÃ£À ªÉÇÃ ºÀ«µÁ dÄºÉÆÃ«Ä**

**¸ÀªÀiÁ¤Ã ªÀ DPÀÆw: ¸ÀªÀiÁ£Á ºÀÈzÀAiÀiÁ¤ ªÀ:**

**¸ÀªÀiÁ£ÀªÀÄ¸ÀÄÛ ªÉÇÃ ªÀÄ£ÉÆÃ AiÀÄxÁ ªÀ: ¸ÀÄ¸ÀºÁ¸Àw**

**NA ±ÁAw: ±ÁAw: ±ÁAw:**

**PÀ£ÀßqÁ£ÀÄªÁzÀ**

**§AzsÀÄUÀ¼ÉÃ,**

**£ÁªÉ®ègÀÆ MnÖUÉ ºÉeÉÓ ºÁPÉÆÃt**

**M¼ÉîAiÀÄ ªÀiÁvÀÄUÀ¼À£ÀÄß DqÉÆÃt**

**M§âgÀ£ÉÆß§âgÀÄ CjvÀÄ PÀ¯ÉvÀÄ ¨Á¼ÉÆÃt**

**MªÀÄä£À¹ì£À ±ÀæzÁÞ ¨sÀQÛ ¨sÁªÀUÀ½AzÀ**

**¸ÀvÀÌªÀiÁð£ÀÄµÁ×£À ªÀiÁqÉÆÃt**

**£ÀªÀÄä PÁAiÀÄð £ÀªÀÄä ªÀÄ£À¸ÀÄì £ÀªÀÄä zÉÃºÀ**

**MAzÉqÉ PÉÃA¢æÃPÀÈvÀªÁVgÀ°**

**«±Àé±ÁAw £ÀªÀÄä KPÉÊPÀ ¥ÀgÀªÀÄ UÀÄjAiÀiÁVgÀ°.**

**NA ±ÁAw: ±ÁAw: ±ÁAw:**

## E\_¸ÁÖA¦AUï ¸ÉÃªÉAiÀÄ°è ¸ËºÁzÀð ¸ÀºÀPÁjUÀ¼ÀÄ

EzÀÄ J¯ÉPÁÖç¤Pï AiÀÄÄUÀ. DzsÀÄ¤PÀ vÀAvÀæeÁÕ£ÀPÉÌ ºÉZÀÄÑ ªÀÄºÀvÀé PÉÆlÄÖ CzÀ£ÀÄß C¼ÀªÀr¹PÉÆ¼Àî¢zÀÝgÉ £ÀªÀÄä ¥ÀæUÀw ¸ÁzsÀå«®è. MAzÀÄ jÃwAiÀÄ ªÀiÁ»w vÀAvÀæeÁÕ£ÀzÀ PÁæAw¬ÄAzÀ ¥Àæw¤vÀåªÀÅ ºÉÆ¸ÀvÀ£ÀªÀ£ÀÄß PÁt¨ÉÃPÉA§ ªÀÄºÀvÀÛgÀ D¸ÉAiÀÄ°èzÁÝ£É F ªÀiÁ£ÀªÀ. §zÀ¯ÁªÀuÉ dUÀzÀ ¤AiÀÄªÀÄ. §zÀ¯ÁªÀuÉUÉ ºÉÆA¢PÉÆAqÀÄ ¨Á¼ÀzÀ ªÀÄ£ÀÄµÀå K£À£ÀÆß ¸Á¢ü¸À¯ÁgÀ. §zÀ¯ÁªÀuÉAiÀÄ£ÀÄß M¦àPÉÆ¼Àî¨ÉÃPÀÄ ªÀÄvÀÄÛ CzÀgÀAvÉ ¨Á¼ÀÄªÀÅzÀ£ÀÄß PÀ°vÀÄPÉÆ¼Àî¨ÉÃPÁzÀÄzÀÄ C¤ªÁAiÀÄð.

¥Àæ¸ÀÄÛvÀ bÁ¥Á PÁUÀzÀUÀ¼À §zÀ°UÉ E-¸ÁÖA¦AUïÀ ªÀåªÀ¸ÉÜ ºÉZÀÄÑ ¥ÀæZÀ°vÀªÁUÀÄwÛzÉ. zÀ¸ÁÛªÉÃdÄUÀ½UÉ J¯ÉPÁÖç¤Pï ªÀåªÀ¸ÉÜAiÀÄ ªÀÄÆ®PÀ ¸ÁÖA¦AUï ªÀiÁr ¸ÀgÀPÁgÀPÉÌ ºÀt¥ÁªÀw¸ÀÄªÀ ªÀåªÀ¸ÉÜAiÉÄÃ “E” ¸ÁÖA¦AUï ªÀåªÀ¸ÉÜAiÀiÁVzÉ. zÀÀ¸ÁÛªÉÃdÄUÀ½UÉ “E” ¸ÁÖA¦AUï ªÀiÁqÀÄªÀ ªÀÄÆ®PÀ ºÀ¼ÉAiÀÄ ¥ÀzÀÞwAiÀÄ°èzÀÝ ¸ÁÖA¥ï ¥8

DzsÀÄ¤PÀ vÀAvÀæeÁÕ£ÀªÀ£ÀÄß §¼À¹ E¯ÉPÁÖçç¤PïÀ AiÀÄAvÀæUÀ¼À ªÀÄÆ®PÀ ºÉZÀÄÑ zÀPÀëvÉ, ¸ÀàµÀÖvÉ ºÁUÀÆ ¥ÁgÀzÀ±ÀðPÀvÉ¬ÄAzÀ ¸ÁªÀðd¤PÀjUÉ ¸ÁÖA¥ï ¥ÉÃ¥Àgï §zÀ°UÉ zÀ¸ÁÛªÉÃdÄUÀ¼À£ÀÄß “E“¸ÁÖA¦AUï ªÀiÁqÀÄªÀ ¸Ë®¨sÀåªÀ£ÀÄß PÀ¼ÉzÀ 5 ªÀµÀðUÀ½AzÀ zÉÃ±ÀzÀ°è eÁjUÉ vÀgÀ¯ÁVzÉ. ErÃ «±ÀézÀ°è E-¸ÁÖA¦AUï ªÀåªÀ¸ÉÜAiÀÄ£ÀÄß C¼ÀªÀr¹gÀÄªÀÅzÀÄ ¹AUÀ¥ÀÆgÀ, ºÁAUïPÁAUï , ¹éd¯ÉðAqï ªÀÄvÀÄÛ ¨sÁgÀvÀ. FUÁUÀ¯ÉÃ zÉºÀ°, UÀÄdgÁvï, PÀ£ÁðlPÀ, (ªÀÄºÁgÁµÀÖç), C¸ÁìªÀiï , »ªÀiÁZÀ¯ï ¥ÀæzÉÃ±ï, zÀªÀÄ£ï ªÀÄvÀÄÛ ¢AiÀÄÄ, zÁzÀgï ªÀÄvÀÄÛ £ÁUÀgïºÀªÉÃ°, GvÀÛgïRAqï, gÁd¸ÁÛ£ï , vÀ«Ä¼ï£ÁqÀÄ, ¥ÀÄzÀÄZÉj, GvÀÛgï ¥ÀæzÉÃ±ï, ZÀwÛÃ¸ïUÀqï, ©ºÁgï eÁgïRAqï, dªÀÄÄä PÁ²äÃgï, gÁdåUÀ¼À°è eÁjUÉÆ½¸À¯ÁVzÉ.

gÁdå ¸ÀgÀPÁgÀ E-¸ÁÖA¦AUï ªÀåªÀºÁgÀUÀ¼À ¸ÉÃªÁ ¸Ë®¨sÀåªÀ£ÀÄß ¸ÀºÀPÁj PÉëÃvÀæzÀ ªÀÄÆ®PÀªÀÇ ¤ªÀð»¸ÀÄªÀ ªÀÄºÀvÀézÀ ¤tðAiÀÄªÀ£ÀÄß vÉUÉzÀÄPÉÆAqÁUÀ ¸ÀºÀPÁjUÀ¼É®ègÀÆ ¸ÀAvÉÆÃµÀ¢AzÀ ¸ÁéUÀw¹zÀgÀÄ. ¸ÁªÀðd¤PÀjUÉ ¸ÉÃªÉ ªÀiÁqÀ®Ä §rØAiÉÄÃvÀgÀ DzÁAiÀÄUÀ¼À£ÀÄß ºÉaÑ¹PÉÆ¼Àî®Ä EzÉÆAzÀÄ GvÀÛªÀÄ PÉëÃvÀæªÁVzÉ. ¸ÀgÀPÁgÀPÉÌ PÀÈvÀdÕvÉUÀ¼À£ÀÄß ¸À°è¹zÀgÀÄ. ¸ËºÁzÀð ¸ÀºÀPÁjUÀ¼ÀÄ EzÀgÀ°è ªÉÆzÀ°UÀgÁzÀgÀÄ. PÀ£ÁðlPÀzÀ d£ÀvÉUÉ bÁ¥ÁPÁUÀzÀUÀ¼À£ÀÄß J¯ÉPÁÖçÖç¤Pï AiÀÄAvÀæzÀ ªÀÄÆ®PÀ MzÀV¸ÀÄªÀ vÀ£ÀÆä®PÀ ¸ÁªÀðd¤PÀgÀ ¸ÉÃªÉ ªÀiÁqÀÄªÀ CªÀPÁ±ÀªÀ£ÀÄß ¸ÀºÀPÁjUÀ½UÉ ¤ÃrgÀÄªÀÅzÀ£ÀÄß ¸ËºÁzÀð ¸ÀºÀPÁj PÉëÃvÀæzÀ°è ¥Àæ¥ÀæxÀªÀÄªÁV G¥ÀAiÉÆÃV¹PÉÆ¼Àî¯Á¬ÄvÀÄ. ¸ÀºÀPÁj PÉëÃvÀæzÀ°è ¸ËºÁzÀð ¸ÀºÀPÁjUÀ¼À£ÀÄß UÀÄgÀÄw¸ÀÄªÀ ªÀÄ£ÀßuÉ ¤ÃqÀÄªÀ PÁAiÀÄðªÀ£ÀÄß ¸ÀgÀPÁgÀ ªÀiÁrzÀÝPÁÌV ¸ÀgÀPÁgÀªÀ£ÀÄß C©ü£ÀA¢¸À¯Á¬ÄvÀÄ.

gÁdåzÀ ¸ËºÁzÀð ¸ÀºÀPÁj PÉëÃvÀæzÀ ªÀiÁvÀÈ¸ÀA¸ÉÜAiÀiÁV PÁAiÀið¤ªÀð»¸ÀÄwÛgÀÄªÀ PÀ£ÁðlPÀ gÁdå ¸ËºÁzÀð ¸ÀAAiÀÄÄPÀÛ ¸ÀºÀPÁjAiÀÄ £ÉÃvÀÈvÀézÀ°è EAzÀÄ gÁdåzÁzÀåAvÀ 30 f¯ÉèUÀ¼À°è 151 vÁ®ÆèPÀUÀ¼À°è ¸ËºÁzÀð ¸ÀºÀPÁjUÀ¼À 786 PÉÃAzÀæUÀ¼À°è E-¸ÁÖA¦AUï PÁAiÀÄðªÀ£ÀÄß AiÀÄ±À¹éAiÀiÁV ¤ªÀð»¸À¯ÁUÀÄwÛzÉ. ¸ËºÁzÀð ¸ÀºÀPÁjUÀ½UÉ CµÉÖÃ£ÀÆ ¯Á¨sÀªÀ®èzÀ F ªÀåªÀºÁgÀ EzÉÆAzÀÄ DyðPÀ ZÀlÄªÀnPÉAiÉÄAzÀÄ ¸ÁªÀðd¤PÀgÀ ¸ÉÃªÉAiÀÄ CªÀPÁ±ÀªÉAzÀÄ gÁdå ¸ÀgÀPÁgÀzÀ PÉ®¸ÀªÉAzÀÄ F PÁAiÀÄðªÀ£ÀÄß ¤ªÀð»¸ÀÄwÛzÉ. F PÉëÃvÀæzÀ°è ¸ËºÁzÀð ¸ÀºÀPÁj PÉëÃvÀæ ªÀÄÄAZÀÆtÂAiÀÄ°èzÉ JA§ÄzÀÄ UÀªÀÄ£ÁºÀð. ¸ÁªÀðd¤PÀjUÉ GvÀÛªÀÄªÁzÀ ¸ÉÃªÉAiÀÄ£ÀÄß ¸À°è¸ÀÄwÛzÉ JAzÀÄ ¸ÁÖPï ºÉÆÃ°ØAUï PÁ¥ÉÆÃðgÉÃ±À£ï D¥sï EArAiÀiÁzÀªÀjAzÀ ªÉÄZÀÄÑUÉAiÀÄ£ÀÄß ¥ÀqÉ¢gÀÄªÀÅzÀÄ ¸ÁéUÀvÁºÀð ºÁUÀÆ C©ü£ÀAzÀ¤ÃAiÀÄ.

**E-¸ÁÖA¦AUï**

E-¸ÁÖA¦AUï JAzÀgÉ PÀA¥ÀÆålgï C¦èPÉÃµÀ£ï DzsÁj¹, ¸ÀPÁðgÀPÉÌ £Áå¬ÄPÉÃvÀgÀ (Non-Juducial) vÉjUÉ ¥ÁªÀw¸ÀÄªÀ ¸ÀÄgÀQëvÀ ªÀiÁUÀð. E-¸ÁÖA¦AUï ¸Ànð¦üPÉÃmï ¤«ÄµÀUÀ¼À°è ¸ÀÈ¶×¸À§ºÀÄzÀÄ ªÀÄvÀÄÛ F ¸Ànð¦üPÉÃmï£À°è wzÀÄÝ¥ÀrUÉ CªÀPÁ±À«gÀÄªÀÅ¢®è. E-¸ÁÖA¦AUï ¸Ànð¦üPÉÃmï£À ¸ÀvÁå¸ÀvÉåUÀ¼À£ÀÄß «ZÁgÀuÁ WÀlPÀzÀ ªÀÄÆ®PÀ w½AiÀÄ§ºÀÄzÀÄ. E-¸ÁÖA¦AUï ¸Ànð¦üPÉÃmï MAzÀÄ «±ÉÃµÀ UÀÄgÀÄw£À ¸ÀASÉåAiÀÄ£ÀÄß (UIN- Unique Identification Number**)** ºÉÆA¢gÀÄvÀÛzÉ. EzÀPÉÌ AiÀiÁªÀÅzÉÃ ¤¢ðµÀ× ªÀUÀðUÀ¼À ªÀÄvÀÄÛ ¥ÀAxÀUÀ¼À ªÀVÃðPÀgÀtzÀ CUÀvÀå«®è.

**E-¸ÁÖA¦AUï ªÀåªÀ¸ÉÜAiÀÄ GzÉÝÃ±À**

* ¸ÁÖA¥ï ¥ÉÃ¥Àgï ªÀiÁgÁlzÀ CªÀåªÀºÁgÀ vÀqÉUÀlÄÖªÀÅzÀÄ.
* “E” ¸ÁÖA¥ï ªÀiÁgÁlzÀ ªÀÄÆ®PÀ ¸ÀgÀPÁgÀPÉÌ ¸ÀAzÁAiÀÄªÁUÀÄªÀ PÀAzÁAiÀÄzÀ°è£À ¸ÉÆÃjPÉAiÀÄ£ÀÄß vÀqÉUÀlÄÖªÀÅzÀÄ.
* GvÀÛªÀÄ PÀAzÁAiÀÄ ¸ÀAUÀæºÀ ªÀåªÀ¸ÉÜAiÀÄ ¤ªÀiÁðt ªÀiÁqÀÄªÀÅzÀÄ.
* J®è ªÀiÁ»wAiÀÄ£ÀÄß J¯ÉPÁÖç¤Pï ªÀiÁzsÀåªÀÄzÀ ªÀÄÆ®PÀ ªÀåªÀ¹ÜvÀªÁV ¸ÀAUÀæºÀ ªÀiÁqÀÄªÀÅzÀÄ.
* ªÀiÁ»w ¸ÀAUÀæºÀt ºÁUÀÆ §¼ÀPÉAiÀÄ°è DzsÀÄ¤PÀvÉ.
* PÀ¤µÀÖ AiÀÄAvÀæUÀ¼À §¼ÀPÉ ºÉZÀÄÑ ªÀåªÀ¹ÜvÀ PÁAiÀiÁðZÀgÀuÉ.
* 24/7 ¸ÉÃªÉUÀ¼ÀÄ ®¨sÀåªÁUÀÄªÀAvÀºÀ CAvÀeÁð®zÀ ªÀåªÀ¸ÉÜ
* £ÉÆÃAzÀuÉ ªÀiÁqÀÄªÀ C¢üPÁjUÀ¼ÀÄ ¸ÀzÀj PÀæªÀÄ ¸ÀASÉåAiÀÄ£ÀÄß ¯ÁPï ªÀiÁqÀÄªÀ ªÀåªÀ¸ÉÜ¬ÄgÀÄªÀÅzÀjAzÀ ¨ÉÃgÉÉAiÀÄªÀgÀÄ F PÀæªÀÄ ¸ÀASÉåAiÀÄ£ÀÄß G¥ÀAiÉÆÃV¸À®Ä CªÀPÁ±À«gÀÄªÀÅ¢®è.
* “2r” ¨Ágï PÉÆÃqï EgÀÄªÀÅzÀjAzÀ zÀÄgÀÄ¥ÀAiÉÆÃUÀªÁUÀÄªÀ CªÀPÁ±À«gÀÄªÀÅ¢®è.
* “E” ¸ÁÖA¦AUï ªÀiÁqÀÄªÀ PÁUÀzÀªÀ£ÀÄß £ÀPÀ®Ä ªÀiÁqÀ®Ä §gÀÄªÀÅ¢®è CxÀªÁ zÀÄ§ð¼ÀPÉ ªÀiÁqÀ®Ä CªÀPÁ±À«gÀÄªÀÅ¢®è.

¨sÁgÀvÀ ¸ÀgÀPÁgÀªÀÅ ªÉÄÃ°£À GzÉÝÃ±ÀUÀ½UÁV “E” ¸ÁÖA¦AUï ªÀåªÀºÁgÀªÀ£ÀÄß ¤ªÀð»¸À®Ä ¸ÁÖPï ºÉÆÃ°ØAUï PÁ¥ÉÆÃðgÉÃ±À£ï D¥sï EArAiÀiÁzÀªÀjUÉ M¥ÀàAzÀ ªÀiÁrPÉÆ¼ÀÄîªÀ ªÀÄÆ®PÀ ªÀ»¸À¯ÁVzÉ. CvÀåAvÀ £ÀÆvÀ£À vÁAwæPÀvÉAiÀÄ£ÀÄß C¼ÀªÀr¹ UÁæºÀPÀjUÉ GvÀÛªÀÄ ¸ÉÃªÉAiÀÄ£ÀÄß MzÀV¹ ºÀtPÁ¹£À ºÁUÀÆ vÁAwæPÀvÉAiÀÄ ¸ÉÃªÉ ¸À°è¸ÀÄªÀ°è ªÀiÁgÀÄPÀmÉÖAiÀÄ°è GvÀÛªÀÄ ¸ÀA¸ÉÜAiÀiÁV PÁAiÀÄð¤ªÀð»¸ÀÄªÀ UÀÄjAiÀÄ£ÀÄß F ¸ÀA¸ÉÜ ºÉÆA¢zÉ.

#### “E”¸ÁÖA¦AUï ªÀåªÀºÁgÀ ¤ªÀðºÀuÉAiÀÄ°è vÉÆqÀV¹PÉÆArgÀÄªÀ ¸ÀA¸ÉÜUÀ¼ÀÄ

* ¸ÁÖPï ºÉÆÃ°ØAUï PÁ¥ÉÆÃðgÉÃ±À£ï D¥sï EArAiÀiÁ ªÀÄÄA§¬Ä. (J¸ïºÉZï¹LJ¯ï) (¹DgïJ)

# ”E”¸ÁÖA¥ï ªÀiÁgÁlzÀ ºÁUÀÆ PÀAzÁAiÀÄ ¸ÀAUÀæºÀuÉAiÀÄ C¢üPÀÈvÀ PÉAzÀæUÀ¼ÀÄ (J¹¹)

### G¥À£ÉÆAzÀuÁ¢üPÁj

# PÀAzÁAiÀÄ E¯ÁSÉ

**¸ÁÖPï ºÉÆÃ°ØAUï PÁ¥ÉÆÃðgÉÃ±À£ï D¥sï EArAiÀiÁ (J¸ïºÉZï¹LJ¯ï) ªÀÄÄA§¬Ä**

¸ÁÖPï ºÉÆÃ°ØAUï PÁ¥ÉÆÃðgÉÃ±À£ï D¥sï EArAiÀiÁ (J¸ïºÉZï¹LJ¯ï) EzÀÄ MAzÀÄ ¸ÀA¸ÉÜAiÀiÁVzÉ. ¨sÁgÀvÀ ¸ÀgÀPÁgÀªÀÅ “E” ¸ÁÖA¦AUï ªÀåªÀºÁgÀªÀ£ÀÄß ¤ªÀð»¸À®Ä ¸ÁÖPï ºÉÆÃ°ØAUï PÁ¥ÉÆÃðgÉÃ±À£ï D¥sï EArAiÀiÁzÀªÀjUÉ M¥ÀàAzÀ ªÀiÁrPÉÆ¼ÀÄîªÀ ªÀÄÆ®PÀ ªÀ»¸À¯ÁVzÉ. J¸ïºÉZï¹LJ¯ï gÁµÁÖçzÀåAvÀ 190 ±ÁSÉUÀ¼À ªÀÄÆ®PÀ PÁAiÀÄð¤ªÀð»¸ÀÄwÛzÉ. EzÀgÀ PÁAiÀÄð¤ªÀðºÀuÉ ºÁUÀÆ ªÀåªÀºÁgÀUÀ¼É®è ¨sÁgÀvÀ ¸ÀgÀPÁgÀzÀ ºÉ¸Àj£À°ègÀÄvÀÛzÉ.

¸ÁÖPï ºÉÆÃ°ØAUï PÁ¥ÉÆÃðgÉÃµÀ£ï D¥sï EArAiÀiÁªÀ£ÀÄß ¸ÉAlæ¯ï gÉPÁðqï QÃ¦AUï KeÉ¤ì (CRA)AiÀiÁV ¤AiÉÆÃf¸À¯ÁVzÉ. CRA £À PÁAiÀÄðUÀ¼ÉAzÀgÉ Lr §¼ÀPÉzÁgÀgÀ £ÉÆÃAzÀtÂ, ¸ÀAWÀnvÀ ¨Áå¯É£Àì£À ¤ªÀðºÀuÉ, MmÁÖgÉ E-¸ÁÖA¦AUï C¦èPÉÃµÀ£ïUÀ¼À PÁAiÀÄðUÀ¼À£ÀÄß UÀªÀÄ¤¸ÀÄªÀÅzÀÄ ºÁUÀÄ CªÀÅUÀ¼À ¤ªÀðºÀuÉ.

# ”E”¸ÁÖA¥ï ªÀiÁgÁlzÀ ºÁUÀÆ PÀAzÁAiÀÄ ¸ÀAUÀæºÀuÉAiÀÄ C¢üPÀÈvÀ PÉAzÀæUÀ¼ÀÄ (J¹¹)

ACC JAzÀgÉ C¢üPÀÈvÀ ¸ÀAUÀæºÀt PÉÃAzÀæ. ¸ÁÖPï ºÉÆÃ°ØAUï PÁ¥ÉÆÃðgÉÃµÀ£ï D¥sï EArAiÀiÁ ºÁUÀÄ

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1. ¨ÁåAPÀÄUÀ¼ÀÄ
2. CAZÉ PÀbÉÃjUÀ¼ÀÄ
3. EvÀgÉ DyðPÀ ¸ÀA¸ÉÜUÀ¼ÀÄ.

**J.¹.¹.PÉÃAzÀæUÀ¼À PÁAiÀÄð¤ªÀðºÀuÉ**

* ”E”¸ÁÖA¥ï ªÀiÁgÁlzÀ ºÁUÀÆ PÀAzÁAiÀÄ ¸ÀAUÀæºÀuÉAiÀÄ C¢üPÀÈvÀ PÉÃAzÀæUÀ¼ÀÄ (K¹¹)
* ¸ÁªÀðd¤PÀgÀ zÀ¸ÁÛªÉÃdÄUÀ½UÉ “E”¸ÁÖA¦AUï ªÀiÁqÀÄªÀ ªÀÄÆ®PÀ PÀAzÁAiÀÄ ¸ÀAUÀæºÀuÉ
* ¸ÀAUÀæºÀuÉAiÀiÁzÀ PÀAzÁAiÀÄªÀ£ÀÄß J¸ïºÉZï¹LJ¯ïUÉ ¸ÀAzÁAiÀÄªÀiÁqÀÄªÀÅzÀÄ.
* “E”¸ÁÖA¦AUï ªÀåªÀºÁgÀªÀ£ÀÄß CZÀÄÑPÀmÁÖV zÁR°¸ÀÄªÀÅzÀÄ ºÁUÀÆ ¤ªÀð»¸ÀÄªÀÅzÀÄ.
* ºÉZÀÄÑªÀj ¸ÁÖA¥ï qÀÆån d£ÀgÉÃmï ªÀiÁqÀ®Ä PÀæªÀÄ«qÀÄªÀÅzÀÄ.

###### G¥À£ÉÆÃAzÀuÁ¢üPÁjAiÀÄªÀgÀ PÁAiÀÄð

* “E”¸ÁÖA¦AUï ªÀåªÀºÁgÀ ¥Àj²Ã®£É.
* zÀ¸ÁÛªÉÃdÄUÀ¼À “E” ¸ÁÖA¦AUï PÀæªÀÄ¸ÀASÉåUÀ¼À£ÀÄß ¯ÁPï ªÀiÁqÀÄªÀÅzÀÄ.
* DqÀ½vÀ ªÀÄvÀÄÛ ªÀiÁ»w vÀAvÀæeÁÕ£À ¹zÀÞ¥Àr¸ÀÄªÀÅzÀÄ.

**PÀAzÁAiÀÄ E¯ÁSÉÉ PÁAiÀÄð**

* “E”¸ÁÖA¦AUï ªÀÄÆ®PÀ ¸ÀAUÀæºÀªÁUÀÄªÀ PÀAzÁAiÀÄ ¸ÀAUÀæºÀuÉ.
* “E”¸ÁÖA¦AUï £ÀA§gïUÀ¼À£ÀÄß ¯ÁPï ªÀiÁqÀÄªÀÅzÀÄ.
* J¹¹ PÉÃAzÀæUÀ¼À £ÉÃªÀÄPÁwAiÀÄ£ÀÄß C£ÀÄªÉÆÃ¢¸ÀÄªÀÅzÀÄ.
* ªÀiÁ»w vÀAvÀæeÁÕ£À ¥Àj²Ã®£É.

**“E”¸ÁÖA¦AUï PÁAiÀiÁðZÀgÀuÉAiÀÄ ºÀAvÀUÀ¼ÀÄ**

1. UÁæºÀPÀgÀÄ vÀªÀÄUÉ CªÀ±ÀåPÀªÉ¤¸ÀÄªÀ zÀ¸ÁÛªÉÃdÄUÀ½UÉ “E” ¸ÁÖA¦AUï ªÀiÁqÀÄªÀÅzÀPÁÌV ¤UÀ¢vÀ £ÀªÀÄÆ£ÉAiÀÄ°è ªÀiÁ»wAiÀÄ£ÀÄß ¨sÀwðªÀiÁr ºÀt ¥ÁªÀw¹ Cfð ¸À°è¸À¨ÉÃPÀÄ.
2. ºÀt ¸ÀAUÀæ»¹zÀ C¢üPÁjAiÀÄÄ UÁæºÀPÀgÀÄ MzÀV¹zÀ ªÀiÁ»wAiÀÄ£ÀÄß PÀA¥ÀÆåljUÉ zÁR°¸À¨ÉÃPÀÄ.
3. PÀA¥ÀÆåljUÉ zÁR°¹zÀ ªÀiÁ»w ¸Àj¬ÄgÀÄªÀ §UÉÎ PÀA¥ÀÆålgï ¤AzÀ UÁæºÀPÀjUÉ vÉÆÃj¹ UÁæºÀPÀjAzÀ zÀÈrüPÀj¹PÉÆ¼Àî¨ÉÃPÀÄ.( ¦æÃªÀÇå)
4. PÀA¥ÀÆåljUÉ zÁR°¹zÀ ªÀiÁ»wAiÀÄÄ CAvÀgÀeÁð®zÀ ªÀÄÆ®PÀ J¸ïºÉZï¹LJ¯ï £À°è PÉÃA¢æÃAiÀÄ ¸ÀªÀðgïUÉ zÁR¯ÁUÀÄvÀÛzÉ. F ¸ÀªÀðgï£À°è “E”¸ÁÖA¦AUï ªÀiÁqÀ®Ä J¹¹ PÉÃAzÀæzÀ SÁvÉAiÀÄ°è CªÀ±ÀåPÀ«gÀÄªÀ ºÀt ®¨sÀå«gÀÄªÀ §UÉÎ «ªÀgÀ vÉÆÃj¸ÀÄvÀÛzÉ. ºÁUÀÆ “E”¸ÁÖA¦AUï ªÀiÁqÀ®Ä C£ÀÄªÀÄw¸ÀÄvÀÛzÉ.
5. ¸ÀªÀðgÀ£À°è C£ÀÄªÀÄw ¥ÀqÉzÀ £ÀAvÀgÀ C¢üPÁjAiÀÄÄ “E”¸ÁÖA¦AUï ªÀiÁqÀÄvÁÛgÉ.
6. MAzÀÄ ¸Áj “E”¸ÁÖA¦AUï ªÀiÁrzÀ £ÀAvÀgÀ CzÀgÀ°è AiÀiÁªÀÅzÉÃ wzÀÄÝ¥Àr CxÀªÁ §zÀ¯ÁªÀuÉ ªÀiÁqÀ®Ä CªÀPÁ±ÀÀ«gÀÄªÀÅ¢®è.

**“E” ¸ÁÖA¦AUï PÁAiÀÄð ¤ªÀð»¸ÀÄªÀ J¹¹ PÉÃAzÀæzÀ C¢üPÁjUÀ¼ÀÄ UÀªÀÄ¤¸À¨ÉÃPÁzÀ «µÀAiÀÄUÀ¼ÀÄ.**

* + MAzÀÄ ¸ÀºÀPÁjAiÀÄÄ CªÀ±ÀåPÀªÉ¤¸ÀÄªÀµÀÄÖ PÉÃAzÀæUÀ¼À£ÀÄß ¸ÀAAiÀÄÄPÀÛ ¸ÀºÀPÁjAiÀÄ C£ÀÄªÀÄwAiÉÆA¢UÉ ¥ÁægÀA©ü¸À§ºÀÄzÀÄ.
  + AiÀiÁªÀ «¼Á¸ÀPÉÌ C£ÀÄªÀÄw ¥ÀqÉ¢gÀÄvÁÛgÉÆ D «¼Á¸ÀzÀ¯ÉèÃ **“E” ¸ÁÖA¦AUï** ¥ÁægÀA¨sÀ ªÀiÁqÀ¨ÉÃPÀÄ. «¼Á¸ÀªÀ£ÀÄß §zÀ¯Á¬Ä¸À®Ä ¸ÀAAiÀÄÄPÀÛ ¸ÀºÀPÁjAiÀÄ C£ÀÄªÀÄw ¥ÀqÉAiÀÄ¨ÉÃPÀÄ. C£ÀÄªÀÄw¬Ä®èzÉ «¼Á¸À §zÀ¯Á¬Ä¹zÀgÉ ¸ÀÆPÀÛ PÀæªÀÄ PÉÊUÉÆ¼Àî¯ÁUÀÄªÀÅzÀÄ.
  + ¥Àæw PÉÃAzÀæPÉÌ M§âgÀÄ ¸ÀÆ¥ÀgïÀªÉÊ¸ÀgïÀ ºÁUÀÆ M§âgÀÄ AiÀÄÆ¸Àgï EgÀ¨ÉÃPÀÄ.
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  + J¹¹ PÉÃAzÀæUÀ¼À£ÀÄß ºÉÆA¢gÀÄªÀ ¸ÀºÀPÁjUÀ¼ÀÄ ¤gÀAvÀgÀ mÉæÃrAUï r¥Á¹mï ªÉÆvÀÛªÀ£ÀÄß PÁAiÀÄÄÝPÉÆ¼ÀÄîwÛgÀ¨ÉÃPÀÄ. r¥Á¸ÉnÖVAvÀ®Æ ºÉaÑ£À ªÉÆvÀÛzÀ ªÀåªÀºÁgÀªÀ£ÀÄß ªÀiÁqÀÄªÀ ªÉÆzÀ®Ä r¥Á¹mï ªÉÆvÀÛªÀ£ÀÄß ºÉaÑ¹PÉÆ¼ÀÄîªÀÅzÀÄ CªÀ±ÀåPÀ.
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  + J¹¹ PÉÃAzÀæzÀ ¹§âA¢AiÀÄªÀgÀÄ ¸ÀÆ¥Àgï ªÉÊ¸ÀgïUÉ ¤ÃrgÀÄªÀ AiÀÄÆ¸Àgï Lr ºÁUÀÆ ¥Á¸ïªÀqïð£ÀÄß ¨ÉÃgÉAiÀÄªÀjUÉ w½¸À¨ÁgÀzÀÄ, ºÁUÉ w½¹zÀÝÀ°è ¨ÉÃgÉAiÀÄªÀgÀÄ ¸ÀzÀj AiÀÄÆ¸Àgï Lr ºÁUÀÆ ¥Á¸ïªÀqïð G¥ÀAiÉÆÃV¹ ¤ªÀð»¹zÁUÀ DUÀÄªÀ ºÀtPÁ¹£À ªÀåvÁå¸ÀUÀ½UÉ AiÀÄÆ¸Àgï Lr ºÉÆA¢gÀÄªÀ ¹§âA¢AiÀÄ£ÉßÃ ºÉÆuÉUÁgÀgÀ£ÁßV ªÀiÁqÀ¯ÁUÀÄªÀÅzÀÄ.
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  + J®è J¹¹ PÉÃAzÀæUÀ¼ÀÄ Mjf£À¯ï ¦æAlgï PÁmÉæÃeï£ÉßÃ G¥ÀAiÉÆÃV¸ÀvÀPÀÌzÀÄÝ. Mjf£À¯ï ¦æAlgï PÁmÉæÃeï£ÀÄß G¥ÀAiÉÆÃV¸À¢zÀÝ°è D J¹¹AiÀÄ ªÉÄÃ¯É ¸ÀÆPÀÛ PÀæªÀÄ vÉUÉzÀÄPÉÆ¼Àî¯ÁUÀÄªÀÅzÀÄ. PÀ£ÁðlPÀ gÁdå ¸ËºÁzÀð ¸ÀAAiÀÄÄPÀÛ ¸ÀºÀPÁj¬ÄAzÀ E-¸ÁÖA¦AUï ¸Ë®¨sÀå ºÉÆA¢gÀÄªÀ ¸ËºÁzÀð ¸ÀºÀPÁjUÀ½UÉ ¦æAnAUï PÁmÉæÃeï£ÀÄß ºÉZï ¦ PÀA¥À¤AiÉÆA¢UÉ M¥ÀàAzÀ ªÀiÁrPÉÆAqÀÄ RjÃ¢¸À®Ä CªÀPÁ±À ªÀiÁrPÉÆnÖgÀÄvÀÛzÉ. PÁmÉæÃeï£À ¨É¯É ºÁUÀÆ ºÉ¸ÀgÀ£ÀÄß F PÉ¼ÀUÉ w½¸À¯ÁVzÉ. ºÁUÀÆ RjÃ¢¹zÀ ¸ËºÁðzÀ ¸ÀºÀPÁjUÀ½UÉ PÁmÉæÃeï£ÀÄß ¥Àæw wAUÀ¼À ªÉÆzÀ® ªÁgÀzÀAzÀÄ ºÉZï ¦ PÀA¥À¤AiÀÄªÀgÀÄ «¯ÉÃªÁj ªÀiÁqÀÄvÁÛgÉ. PÁmÉæÃeï DqÀðgÀ£ÀÄß [printercartridge@souharda.coop](mailto:printercartridge@souharda.coop) E ªÉÄÃ¯ï LrUÉ PÀ¼ÀÄ»¸ÀvÀPÀÌzÀÄÝ. 2055r ¦æAlgï PÁmÉæÃeï ¨É¯É gÀÆ.4,330/- ºÁUÀÆ 401r ¦æAlgï PÁmÉæÃeï ¨É¯É gÀÆ.4,800/-.

**“E” ¸ÁÖA¦AUï ªÀåªÀºÁgÀ ªÀiÁqÀÄªÀ J¹¹ PÉÃAzÀæUÀ½UÉ (¸ÀºÀPÁjUÀ½UÉ) zÉÆgÀPÀÄªÀ PÀ«ÄÃ±À£ï**

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**E-¸ÁÖA¦AUï ¸Ànð¦üPÉÃmï£ÀÄß gÀzÀÄÝ¥Àr¸À§ºÀÄzÉ?**

E-¸ÁÖA¦AUï ¸Ànð¦üPÉÃmï£ÀÄß gÀzÀÄÝ¥Àr¸À®Ä gÁdå ¸ÀPÁðgÀ ¤AiÉÆÃf¹zÀ C¢üPÁjUÀ¼À£ÀÄß ¸ÀA¥ÀQð¸À¨ÉÃPÀÄ. PÀ£ÁðlPÀzÀ°è f¯Áè £ÉÆÃAzÀuÁ¢üPÁjUÀ¼À£ÀÄß ¸ÀA¥ÀQð¸ÀÄªÀÅzÀÄ.

**E-¸ÁÖA¥ï ¸Ànð¦üPÉÃmï PÀ¼ÉzÀÄPÉÆAqÀ°è K£ÀÄ ªÀiÁqÀÄªÀÅzÀÄ?**

E-¸ÁÖA¥ï ¸Ànð¦üPÉÃmï PÀ¼ÉzÀÄPÉÆAqÀ°è DAiÀiÁ gÁdåUÀ¼À°è eÁj¬ÄgÀÄªÀ ¸ÁÖA¥ï DPïÖ¤AzÀ ªÀiÁ»w ¥ÀqÉAiÀÄÄªÀÅzÀÄ. (CRA) ¸ÉAlæ¯ï gÉPÁðqï QÃ¦AUï KeÉ¤ì. SHCIL ¸ÁÖPï ºÉÆÃ°ØAUï PÁ¥ÉÆÃðgÉÃµÀ£ï D¥sï EArAiÀiÁUÉ E-¸ÁÖA¥ï ¸Ànð¦üPÉÃmï£À ¢é¥ÀæwAiÀÄ£ÀÄß PÉÆqÀÄªÀ C¢üPÁgÀ«®è.

**¸ÁÖA¥ïqÀÆån ¥ÀÆtðªÁV ¥ÁªÀw ªÀiÁqÀzÀ ¸ÀªÀÄAiÀÄ K£ÀÄ ªÀiÁqÀ¨ÉÃPÀÄ?**

UÁæºÀPÀ C¢üPÀÈvÀ ¸ÀAUÀæºÀt PÉÃAzÀæUÀ¼À°è ºÉZÀÄÑªÀj ¸ÁÖA¥ïqÀÆånAiÀÄ£ÀÄß ¥ÁªÀw¹ ºÉZÀÄÑªÀj ¸ÁÖA¥ïqÀÆån ¸Ànð¦üPÉÃmï£ÀÄß ¥ÀqÉAiÀÄvÀPÀÌzÀÄÝ. £ÉÆÃAzÀtÂAiÀÄ ¸ÀªÀÄAiÀÄzÀ°è ªÀÄÆ® ¸ÁÖA¥ïqÀÆån ¸Ànð¦üPÉÃmï ºÁUÀÄ ºÉZÀÄÑªÀj ¸ÁÖA¥ïqÀÆån ¸Ànð¦üPÉÃmï£ÀÄß MzÀV¸ÀÄªÀÅzÀÄ.

F ªÀåªÀ¸ÉÜAiÀÄÄ §AzÁV¤AzÀ gÁdåzÀ°è ¸ÁªÀðd¤PÀjUÉ ¸ÀÄ®¨sÀªÁV bÁ¥ÁPÁUÀzÀUÀ¼ÀÄ E-¸ÁÖA¦AUï ªÀÄÆ®PÀ zÉÆgÉAiÀÄÄwÛªÉ. F ªÀåªÀ¸ÉÜ CvÀåAvÀ ¸ÀÄ¨sÀzÀæ ªÀåªÀ¸ÉÜAiÀiÁVzÀÄÝ AiÀiÁªÀÅzÉÃ jÃwAiÀÄ ¯ÉÆÃ¥ÀUÀ½UÉ CªÀPÁ±ÀªÁUÀzÀAvÉ JZÀÑjPÉ ªÀ»¸À¯ÁVzÉ. gÁdåzÀ°è 786 E-¸ÁÖöåA¦Uï PÉÃAzÀæUÀ¼À£ÀÄß ¸ËºÁzÀð ¸ÀºÀPÁjUÀ¼ÀÄ £ÀqÉ¸ÀÄwÛªÉ. gÁdåzÀ ¨ÉÆPÀÌ¸ÀPÉÌ 1 PÉÆÃn gÀÆUÀ½UÀÆ ºÉZÀÄÑ DzÁAiÀÄªÀ£ÀÄß ¥Àæw¤vÀå ¸ÀAUÀæ»¸ÀÄwÛªÉ. ¸ÁªÀðd¤PÀjUÉ CUÀvÀåªÉ¤¸ÀÄªÀ E£ÀÆß C£ÉÃPÀ AiÉÆd£ÉUÀ¼À£ÀÄß ¸Ë®¨sÀåUÀ¼À£ÀÄß ¸ÀºÀPÁj PÉëÃvÀæzÀ ªÀÄÆ®PÀªÉÃ ªÀiÁqÀ®Ä ¸ÀgÀPÁgÀ aAw¸ÀÄwÛÛzÉ. F aAvÀ£ÉUÀ¼ÀÄ §ºÀÄ¨ÉÃUÀ ¸ÁPÁgÀªÁUÀ°. CªÉ®èªÀÅUÀ¼À£ÀÄß §¼À¹PÉÆAqÀÄ ¸ÀºÀPÁgÀ PÉëÃvÀæ ¸ÁªÀðd¤PÀjUÉ GvÀÛªÀÄ ¸ÉÃªÉAiÀÄ£ÀÄß ¤ÃqÀ®Ä ¸ÁzsÀåªÁUÀ° EzÀgÀ £ÉÆÃl ¸ÀºÀPÁgÀ PÉëÃvÀæ §°µÀ×ªÁV ¨É¼ÉAiÀÄ° JAzÀÄ ¸ÀAAiÀÄÄPÀÛ ¸ÀºÀPÁjAiÀÄÄ C¥ÉÃQë¸ÀÄvÀÛzÉ.

**Agenda and notes**

1. **AUTHORIZED COLLECTION CENTER (ACC)**
2. **USER / SUPERVISOR ID’S**
3. **PAPER**
4. **STAMP PAPER**
5. **POWER BACKUP**
6. **PRINTER AND CARTRIDGE**
7. **SERVICE CHARGES**
8. **COMMISSION**
9. **CHANGE OF ADDRESS**
10. **DETAILS REGARDING FILLING THE FORMS**
11. **KSSFCL E-STAMPING ACCOUNT DETAILS AND IMPREST BALANCE**
12. **IMPORTANT NOTE**

**NOTES**

1. **AUTHORIZED COLLECTION CENTER (ACC)** : The ACC has to operate E-stamping process only at the place where the permission has been given . They are not authorized to operate in any other place. If the ACC violates the rules ,serious action will be taken.
2. **USER / SUPERVISOR ID’S** : Two ID’s will be created by SHCIL for the ACC to operate.

**User id:-** who collects the application from the customer and enters the data online and submits.

**Supervisor ID**:- where the data entered by the User will be reflected in the Supervisor ID. The Supervisor will check the details entered by the user and then will give a print out of the stamp certificate after verification.

The id’s should be used by the concerned person in whose name it is been created. He/she should not share or give their id/password to any other person. If the id and password is disclosed to a third person it is illegal and also will lead to complications. Hence, It should be strictly prohibited and kept confidential. The id’s should be logged out when it is not in use.

1. **PAPER** : The paper used for printing E-Stamp certificate should be of **80-100 GSM** executive bond paper. Other normal papers should not be used by the ACC.
2. **STAMP PAPER** : E-Stamp certificate should be issued in the name of the individual or a corporate. Both first party and second party’s name should be mentioned in the specified column. Only for **Affidavit** the second party name should be mentioned as **NA** (not applicable). Other than Affidavit all the other certificates should have the first and the second party’s name. Before issuing the stamp certificate to the customer the user/supervisor should check all the details correctly and give a preview of the same to the customer in case the stamp paper is of high value amount for confirmation and ensure that he/she takes the signature of the customer on the preview. Only after that they can issue the certificate. Because, after accepting the details typed no corrections can be made. Before issuing the stamp certificate to the customer Branch head / supervisor’s seal and signature is mandatory.
3. **POWER BACKUP** & **INTERNET:** **It is mandatory that all the ACC’s should and must have a power back up.** Usage of direct raw power may lead to problems. If there is no power backup or UPS and if the power goes off the data which will be under process will get deleted and you will not be able to retrieve the same once again. Also, the amount will be deducted from the imprest balance. Both the systems should be connected to the UPS. Even If power goes off you will have power back up support and your data will not get deleted. You have to make sure antivirus software is being installed in the system to avoid virus. All the unnecessary data and unwanted files and downloads should be deleted in order to avoid future problems. **Make sure for every 15 days you are re-installing the** **JAVA and UNIVERSAL POST SCRIPT level 3 SOFTWARE. The internet speed should be of 2 mbps speed or above.**
4. **PRINTER (HP 2055D & M401D) AND CARTRIDGE** : You have to use only HP 2055D or M401D printer as prescribed by SHCIL. You are not supposed to use any other printer other than the prescribed printer as the other printers will not support the software designed for the use of E-Stamping. Do not connect the printer to direct power. Do not expose the printer to rainy weather. Before starting the operations of E-stamping take a test print every day and ensure the printer is functioning correctly and then only proceed further. The cartridge has to be checked every day. When the usage of printer cartridge shows 80% you will have to change the cartridge. You should always keep a spare cartridge. In case the existing cartridge gets over in the mid of the day, the spare cartridge will be of use. If the spare is not there then you will have to wait and stop the business till you get the new cartridge. The printer should not be shared to any other system other than e-stamping purpose. If it is shared you will not be able to get the stamp paper print, instead you will get error and there are chances of losing the data. Do not switch off the printer after giving the print command. Use of **original HP cartridge** is mandatory. If any of the ACC is found using a refilled or duplicate cartridge necessary action will be taken by **KSSFCL**. By using refilled cartridges the print on the stamp certificate will be as copy instead of original or while taking a Xerox of the certificate it will show as original and it might be re-used by the fraudster.

**KSSFCL has made an agreement with HP we have arranged to get the printer cartridge at a reasonable rate .** The cost of the printer cartridge for **2055D model is Rs.4,330/- and M401D model is Rs. 4,800/-.** You can send your printer cartridge order to [printercartridge@souharda.coop](mailto:printercartridge@souharda.coop) along with the ACC name with full postal address where it has to be delivered and the concerned person’s contact number and name. The cartridge will be delivered directly by the dealer to your ACC in the first week of every month.

**Note** : The ACC’s who are not purchasing the cartridge from KSSFCL will have to give us the invoice of the cartridge purchased to check if the ACC is using the original cartridge or not.

[**How to Improve the Print Quality on a Laser Printer**](http://www.wikihow.com/Improve-the-Print-Quality-on-a-Laser-Printer)   
  
There are a variety of ways you can significantly improve the quality of documents produced by a laser printer. Certain factors, such as original image quality, print resolution settings, color density, paper quality, print speed, heat, humidity and moisture, can have a measurable effect on projects printed from a laser printer. This article outlines several different methods for improving the print quality of documents and images on a laser printer.

1. **Clean and service the printer regularly to protect device components from dust and debris.** Small particles can collect on the toner cartridges and other components, which can significantly interfere with the print quality of a laser printer.
2. **Store spare toner cartridges in their original packaging in a clean and safe space.** Toner cartridges are easily damaged and should remain level at all times. Handle toner cartridges as directed by the manufacturer and as sparingly as possible to ensure optimum quality.
3. **Use the highest resolution graphic file possible to improve the image quality of photos or graphics printed from a laser printer.** The higher the resolution or "dots-per-inch"(dpi) of the original file, the better the quality of the final product. Un-check the Economode Option.
4. **Adjust the application settings and the printer settings to the highest possible resolution.** Both of these features can typically be accessed from the "Print" menu. Dpi settings can range between 72 dpi and 2400 dpi. Choose the highest dpi setting available for best results when using a laser printer.
5. **Use manufacturer recommended paper products.** Refer to the product documentation to determine the recommended paper thickness. Laser printers are pre-calibrated to use a specific type and thickness of paper. Using the wrong type of paper can affect the color saturation and reduce the print quality of projects. **Use Original Toners of HP**
6. **Protect the laser printer from sources of excessive heat.** Thermal stress can reduce the quality of documents and images printed on a laser printer. Ensure the printer is not set up next to computer towers, CRT monitors and other devices that may radiate heat and affect the print quality.
7. **Protect the laser printer from excessive moisture and humidity.** Situate the printer in a cool, dry place. Make sure it is located away from windows or other possible sources of water vapor and humidity.
8. **Confirm that the laser printer is using the latest device drivers and firmware versions available from the manufacturer.** Outdated drivers and firmware updates also can affect the quality of projects printed from a laser printer. Navigate to the manufacturer's support and downloads page to download and install the latest drivers and firmware updates available for your printer.   
     
   **Also please arrange to install windows 7 operating system (and above, as windows XP is outdated and no technical support from Microsoft ) with latest version of Java, Internet explorer (latest ) and HP universal post script driver (Latest ) and Latest HP M401D Firmware and check for the quality of stamp paper print out.**
9. **SERVICE CHARGES** : The service charges should be collected as per the Government order. No ACC is authorized to make any variations in the service charges. It should be strictly followed by all the ACC’s. **The service charge from Rs.10/- to Rs.100/- stamp paper is Rs.10/- . From Rs.101 /- to Rs.5,000/- the service charge is Rs.15/-. No service charges to be collected from the customers for the stamp papers above Rs.5,000/-.It should be issued free of cost. PAN CARD details should be obtained from the customer if the requisition is more than Rs.50,000/-.** A separate receipt book has to be maintained by the ACC in the Co-operative Society name which has to be given to the customers for collecting the service charges .Also the acknowledgement of the stamp paper amount collected should be given to the customer without fail.
10. **COMMISSION**: The commission will be calculated on the monthly business of E-stamping. KSSFCL will be generating the reports of stamp duty collection made by the ACC every quarterly (3 months). On this total amount of 3 months a commission of 0.15% will be calculated by deducting 10% TDS. This commission amount will be added to the concerned ACC’s imprest balance and also a written letter with complete commission details will be sent to the ACC for their reference.
11. **Change of Address** : In case the ACC has to change the existing address or if they are shifting their premises to another building or place they have to send a written request to KSSFCL. Once the ACC gets permission from KSSFCL the concerned ACC can change the address. If the ACC changes the address without getting permission from KSSFCL necessary action will be taken on them.
12. **DETAILS REGARDING FILLING THE FORMS :**

STOCK HOLDING CORPORATION OF INDIA LTD. website to login – [www.shcilestamp.com](http://www.shcilestamp.com). In the **downloads** option you will be able to view all the forms like Branch Registration form, Password reset form, Additional ID creation form , De-activation form etc. All the necessary information about E-stamping , articles, and the centers etc., can be viewed in the web site mentioned above.

1. **ADDITIONAL USER ID CREATION FORM FOR ACC**: This form is filled in case the existing ACC requires another additional id’s to be created. The required information has to be filled in the form with the user / supervisor details with the photo, ID proof (it has to be in English )and Address proof (it has to be in English) enclosed along with the form.
   1. **Name of the ACC** – The full society name has to be entered in this column (no abbreviations has to be used).
   2. **Address –** The complete postal address of the existing ACC has to be filled in the address column.In the declaration column the box mentioned as “**for Branch Head with Seal”** has to be left blank. No overwriting or correction should be made on the application form. The id and address proof has to be matched with the details mentioned in the form. There should be no variations in any of the details mentioned. Even if there is small corrections or variations the application form will be rejected. After we (KSSFCL) receive the application form the same will be sent to SHCIL after verification for id creation and it will take minimum 15-20 days for the id’s to be created by SHCIL.
2. **CUSTOMER APPLICATION FORM:** This form should given free of cost to the customers for obtaining Stamp paper. The ACC has to ensure that all the necessary information is filled correctly in the application form. The Application date, stamp duty amount, and the description of the Article has to be filled correctly. The Details of the first party and the second party has to be entered correctly. Both the party names should be entered. In the SUBIN column the user has to fill the SUBIN no. without fail with his/her signature. After verifying the details entered by the user, the supervisor should ensure that all the details updated by the user is correct as per the application form and then only proceed further. After generating the stamp certificate the certificate no. has to be entered in the certificate no. column by the supervisor with his/her signature. Also make sure that the customer has to sign in the application form. After issuing the stamp certificate the supervisor must give the acknowledgement to the customer without fail for the payment made.
3. **PASSWORD RESET FORM :** whenever the concerned user/supervisor has entered the wrong password it will get locked automatically. In order to reset the password the ACC will have to fill the password reset form. The reset form can be filled directly in the system at the columns mentioned in the form. The ACC name (Co-operative Society name), user ID (id which has been locked), Branch (place), reason for password reset (Tick the relevant reason), Name of the user, Address (ACC complete address with telephone no.). The user whose id has been locked has to sign in the user signature column with the date and place mentioned. The Branch head of the concerned ACC or the supervisor will have to enter their name, Signature, date and place. The Co-operative Society Seal has to be put in the signature column of the Branch head. There should be no overwriting on the form. The Scanned password reset form duly filled has to be mailed to the respective id’s mentioned below. The original password reset form has to be couriered to KSSFCL (E-Stamp Division) on the same day as it is required for audit purpose. Once the password reset form is mailed to KSSFCL the same will be forwarded to SHCIL, Bangalore after verification. They will in turn verify and forward it to SHCIL, Mumbai office for reset. This process will take 3-4 hours. If the mail is sent to us after working hours the reset will be done only the next day. On Saturday and Sunday the password reset will not be done as SHCIL will not be working on these days. The reset will be done only on the next working day. The password will be mailed to the concerned user or supervisor’s e-mail id and it will not be sent to any other id.
4. **USER ID DE-ACTIVATION FORM :** In case any of the employee (user or supervisor) is leaving the job or resigned or transferred to another branch then the de-activation form has to be filled in order to get their id de-activated immediately so that nobody can misuse their id’s. In the name of the ACC column the Co-operative Society name has to be filled. User/supervisor details – Name of the ID to be de-activated, the id and the correspondence address of the ACC with the telephone no. of the society and mobile no. of the user/supervisor . Also the reason for de-activation has to be mentioned clearly. Do not put the society seal or signature on the Branch Head Column. It has to be signed and filled by the Authorized signatory of KSSFCL only. Once the De-activation form is sent to KSSFCL this form will be sent to SHCIL office Mumbai and it will take 4-5 working days to get the ID de-activated.
5. **ERROR REPORTING FOR E-STAMPING SYSTEM :** This form has to be filled in case the ACC is not able to get the print out of the Stamp certificate generated which is of Rs.200/- and above only. All the necessary information has to be filled in correctly in the form and the reason for the failure of print out has to be clearly mentioned. This form has to be sent immediately on the same day in order to get the re-print of the certificate. If the error reporting form is sent late it will be rejected by SHCIL Reset will not be done.
   * 1. **Certificate No.** : The Stamp paper certificate no. of which the print has not come have to be filled in this column as mentioned in the certificate generated.
     2. **Unique Doc Reference** : Once the user saves the data a SUBIN no. will be generated that SUBIN no. has to be entered in this column.
     3. **Supervisor Name** : The name of the Supervisor in whose id the stamp certificate has been generated that name of should be filled in this column.
     4. **Supervisor ID** : The ID in of the Supervisor has to be entered in this column.
     5. **ACC Name :** The ACC name has to be entered (no abbreviations should be used) in this column.
     6. **Branch Name** : The place where the Branch is located has to be entered in this column.
     7. **Nature of Error :** Here the ACC has to select the nature of error due to which reason the stamp certificate print has not come. He/She has to tick the relevant reason and mention it with description in the remarks column.
     8. First Party and the Second party names has to be filled as per the customer application form entered. No changes should be made. Amount of the Stamp paper, Certificate generated date and time to be filled in correctly.
     9. **Signature of the Supervisor :** The Supervisor of that ACC has to sign in this column.
     10. **For Confirmation by ACC Branch Head** : Here the Branch Head of the ACC has to sign with the Society Seal with the designation and location mentioned.

**Note:** The ACC should ensure that all the details filled in the form is matching with the certificate generated in the system. No changes or correction should be made. This form has to be Scanned and a mail has to be sent to [kavitha@souharda.coop](mailto:kavitha@souharda.coop) and the original copy has to be couriered to KSSFCL (E-Stamping Division) on the same day. It should not be delayed. It will take 4-5 working hours to get the reset done, as the same will be sent to SHIL Mumbai office and from there it will be sent to KSSFCL.

1. **KSSFCL E-STAMPING ACCOUNT DETAILS AND IMPREST BALANCE**: The concerned ACC’s has to deposit the trading transaction amount to any of the below mentioned account. The account has to be in the Co-operative Society name only. And after depositing the amount to (KSSFCL) account the concerned Branch head or the Supervisor will have to send us a mail with complete payment information to [souhardaestamping@gmail.com](mailto:souhardaestamping@gmail.com) only. The ACC will have to maintain a daily record of the transactions. A daily report also will be sent to the ACC of their imprest balance. It is the duty of the ACC to maintain this regularly and in case of any variations it has to be informed to KSSFCL (E-Stamp Division) immediately so that the same will be rectified. The ACC should maintain sufficient imprest balance. A minimum balance of Rs.50,000/- has to be maintained by the ACC according to their daily business. In case the ACC does not maintain the required balance the concerned ACC id’s will be locked and a penalty will be imposed with necessary action.

**Account Details of KSSFCL (E-Stamping)** :

* + - 1. **AXIS BANK**

1. Bank Name : AXIS BANK
2. Account Name : KARNATAKA STATE SOUHARDA FEDERAL CO-OPERATIVE LTD
3. SB Account number : 910010008037593
4. Branch Name : RAJAJINAGAR
5. IFSC CODE : UTIB0000559
   * + 1. **IDBI Bank**
6. Bank Name – IDBI Bank
7. Account Name : KARNATAKA STATE SOUHARDA FEDERAL CO-OPERATIVE LTD
8. SB Account number. : 0243104000134620
9. Branch Name : MARGOSA ROAD, MALLESHWARAM.
10. IFSC Code : IBKL0000243

1. **IMPORTANT NOTE** :
2. All the queries regarding Accounts and daily reports should be sent to [souhardaestamping@gmail.com](mailto:souhardaestamping@gmail.com)
3. Regarding password resets , new id creations , error reporting and additional id’s please send the mails to [kavitha@souharda.coop](mailto:kavitha@souharda.coop)
4. Any other queries , complaints , requests etc., relating to E-stamping please send your mails to [shobhar.012@gmail.com](mailto:shobhar.012@gmail.com)
5. To order for printer cartridge you have to send the request to [printercartridge@souharda.coop](mailto:printercartridge@souharda.coop) only

**Note** : For any information you can log on to our website [www.souharda.coop](http://www.souharda.coop)

**ADDRESS – KARATAKA STATE SOUHARDA FEDERAL CO-OPERATIVE LTD**

**NIRMANA BHAVAN , 1ST BLOCK RAJANINAGAR,**

**Dr.RAJKUMAR ROAD, BANGALORE – 560 010**

**PH: 080-23378375 – 80, FAX – EXTN - 208**

**e-Stamping Articles**

|  |  |
| --- | --- |
| **ARTICLE No** | **Document Description** |
| 1 | Acknowledgement |
| 2 | Administration Bond |
| 3 | Adoption Deed |
| 4 | Affidavit |
| 5 | Agreement relating to Sale of Immoveable property. |
| 6 | Agreement relating to Deposit of Title Deed |
| 7 | Appointment in execution of a power |
| 8 | Appraisement or Valuation |
| 9 | Apprenticeship Deed |
| 10 | Article of Association |
| 11 | Award other than partition Award |
| 12 | Bond |
| 13 | Bottomary Bond |
| 14 | Cancellation of Instruments |
| 15 | Certificate of Sale |
| 16 | Certificate or other documents, evidencing the right or title of the holder there of, or any other person, either to any share, script or stock in or of any incorporated company or other body corporate or to become proprietor of share, script or stock in of any such company or body. |
| 17 | Certificate of Enrolment as Advocate |
| 18 | Charter Party |
| 18 (A) | Clearance List |
| 19 | Composition Deed |
| 20 | Conveyance |
| 21 | Copy of a extract |
| 22 | Counter part or Duplicate |
| 23 | Customs Bond |
| 24 | Delivery order in respect of Goods |
| 25 | Divorce |
| 26 | Exchange of Property |
| 27 | Further Charge |
| 28 | Gift |
| 29 | Indemnity Bond |
| 30 | Lease of Immovable Property A period of lease is 1) |
| 31 | Letter of Allotment |
| 32 | Letter of License |
| 32 (A) | License of Immovable and Movable Property |
| 33 | Memorandum of Association of a company |
| 34 | Mortgage Deed |
| 35 | Mortgage of a Crop |
| 36 | Notarial Act |
| 37 | Note or Memorandum |
| 38 | Note of Protest by the Master of a ship |
| 39 | Partition Rural payments Rs.250/- per share Semi-Urban Rs.500/- per share Urban Rs .1000/- per share |
| 40 (A) | Partnership : (with immoveable property) |
| 40 (A) | Partnership : (without immoveable property) |
| 40 (B) | Reconstitution (with immoveable property) |
| 40 (B) | Reconstitution (without immoveable property) |
| 40 (C) | Dissolution (with immoveable property) |
| 40 (C) | Dissolution (without immoveable property) |
| 41 | Power of Attorney |
| 42 | Protest of Bill |
| 43 | Protest by the Master of a Ship |
| 44 | Re-conveyance of Mortgage |
| 45 | Release |
| 46 | Respodentia Bond |
| 47 | Security Bond or Mortgage Deed |
| 48 | Settlement |
| 49 | Share Warrants |
| 50 | Shipping |
| 51 | Surrender of Lease Duty on a) Where Duty on original lease does not exceed 22.50 b) in any other case. |
| 51 | Surrender of Lease (more than 1 year) |
| 52 | Transfer |
| 53 | Transfer of Lease (more than 1 year) |
| 53 | Transfer of Lease a) Where remaining period has not exceed 30 years. b) Where remaining period exceed 30 years. |
| 53 (A) | Transfer of License |
| 54 | Trust : A) Declaration (with immoveable property) i) Concerning any money of amount conveyed by the author to the trust as corpus. ii) Concerning any immovable property owned by the author and conveyed to the trust of which, the author is the sole trusties. iii) Concerning any immovable property owned54 by the author and conveyed to the trust of which, the author is not a trusties or one of the trusties. B) Revocation of concerning any property when made by any instruments other than a will. |
| 54 | Trust : A) Declaration (with immoveable property) i) Concerning any money of amount conveyed by the author to the trust as corpus. ii) Concerning any immovable property owned by the author and conveyed to the trust of which, the author is the sole trusties. iii) Concerning any immovable property owned54 by the author and conveyed to the trust of which, the author is not a trusties or one of the trusties. B) Revocation of concerning any property when made by any instruments other than a will. |
| 55 | Warrant of Goods |

**¸ÀºÀPÁgÀ VÃvÉ**

¸ÀªÀiÁd ºÉÊ DgÁzsÀå ºÀªÀiÁgÁ, ¸ÉÃªÁ ºÉÊ DgÁzsÀ£Á !

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AiÀÄºÀ ¸ÀªÀiÁeï IÄuï ¥ÀÆuïð ZÀÄPÁ£É, eÉÆ ¥ÁAiÀiÁ ¸ÉÆ ¨ÁAl£Á !!

¨sÁgÀvÀ ªÀiÁvÁ PÉ ªÉÊ¨sÀªÀ »vÀ, ¸ÀºÀPÁjvÁ QÃ ¸ÁzsÀ£Á !!

¸ÀºÀPÁjvÁ QÃ ¸ÁzsÀ£Á !!¥À!!

¸ÀªÀiÁ£ï CªÀ¸Àgï «Ä¯É ¸À©üÃ PÉÆÃ, PÉÆ¬Ä©üÃ £À G¥ÉÃQëvï ºÉÆÃ !

¸À©üÃ ¸Àé¸ÀÜ ²Qëvï, ¸ÀA¸ÁÌjvï, ¸ÀªÀÄxÀð Ogï ¸ÀÄgÀQëvï ºÉÆÃ !

zÀAiÀiÁ £À»Ã, G¥ÀPÁgÀ £À»Ã AiÀÄºï, C¥À£É¥À£ï Q ¨sÁªÀ£Á !!

¨sÁgÀvÀ ªÀiÁvÁ PÉ ªÉÊ¨sÀªÀ »vÀ, ¸ÀºÀPÁjvÁ QÃ ¸ÁzsÀ£Á !!

¸ÀºÀPÁjvÁ QÃ ¸ÁzsÀ£Á !!¥À!!

¨sÁµÁ, ¥ÁæAvï, eÁw eÉÆ ©üÃ ºÉÆÃ, ¨sÁgÀvÀ ªÀiÁ PÉ ¥ÀÄvÀæ ¸À©üÃ !

UÁæªÀiï, £ÀUÀgï, ªÀ£ÀªÁ¹ Vjd£ï, C¥À£É vÉÆ ºÉÊ §AzsÀÄ ¸À©üÃ !

d£ÀvÁ PÉ ¸ÀÄR ªÉÄ »Ã vÉÆ ºÉÊ, ¸ÀªÀiÁd-¸ÀÄSï QÃ zsÁgÀuÁ !!

¨sÁgÀvÀ ªÀiÁvÁ PÉ ªÉÊ¨sÀªÀ »vÀ, ¸ÀºÀPÁjvÁ QÃ ¸ÁzsÀ£Á !!

¸ÀºÀPÁjvÁ QÃ ¸ÁzsÀ£Á !!¥À!!

**¸ÀºÀPÁgÀ ªÀÄAvÀæ**

¸ÀªÀð ¨sÀªÀAvÀÄ ¸ÀÄT£ÀB ¸ÀªÉÃð ¸ÀAvÀÄ ¤gÁªÀÄAiÀiÁB !

¸ÀªÉÃð ¨sÀzÁætÂ ¥À±ÁåAvÀÄ, ªÀiÁ PÀ²Ñvï zÀÄRB¨sÁUï ¨sÀªÉvÀÄ !!