व्यक्तिगत घटना दर्ता (जन्म, मृत्यु, विवाह, सम्बन्ध विच्छेद, बसाइ सराइ) सच्याउने प्रक्रिया

- १. निर्णय तयार गर्ने
- २. निर्णय स्क्यान गर्ने र pdf फाईल बनाउने
- ३. लाभग्राहीको विवरण सच्याउने
- ४. निर्णय अपलोड गर्ने
- ५. नयाँ प्रमाणपत्र दिने

9. निर्णय तयार गर्ने

व्यक्तिगत घटना दर्ता सच्याउनका लागि वडा सचिव (पंञ्जिकाधिकारी) ले वडामा सच्याउनु पर्ने विवरण र कारण समेत उल्लेख गरी Microsoft Word मा **युनिकोडमा** निर्णय तयार गरी, प्रिन्ट गरी, सहीछाप गर्ने ।



निर्णय १

VERSP-MIS मा व्यक्तिगत घटना दर्ता संशोधन गर्ने व्यवस्था जन्म, मृत्यु तथा अन्य व्यक्तिगत घटना (दर्ता गर्ने) ऐन, २०३३ को दफा ८ बमोजिम व्यक्तिगत घटना दर्ता तथा सामाजिक सुरक्षा व्यवस्थापन सुचना प्रणाली (VERSP - MIS) मा विवरण सच्याउन मिल्ने व्यवस्था गरिए अनुसार यस धनगढीमाई नगरपालिका बडा नं. १ मा बस्ने सूचक दुलाहा रामजी चौधरी र दुलही सरिता कुमारी चौधरीको मिति २०७६/०२/३० गते अनलाईन बाट विवाह दर्ता गर्ने कममा दुलहीको स्थायी ठेगाना लहान नगरपालिका वडा नं. १४ हुनुपर्नेमा भुलवश अन्यथा हुन गएकोले आज मिति २०७६/०२/३१ गते सच्याउने निर्णय गरियो ।

> वडा सचिव चन्द्रदेव यादव

- २. निर्णय स्क्यान गर्ने र pdf फाईल बनाउने
- क. आफ्नो कम्प्युटरको "Start" बटन थिचेर "scan" टाईप गर्ने ।



- ख. माथी आएको "Windows Fax & Scan" मा क्लिक गर्ने ।
- ग. निर्णयको पानालाई फोटोकपी मेशिनमा फोटोकपी गर्ने तरिकाले राख्ने ।
- घ. "New Scan" मा क्लिक गर्ने र "Scan" मा क्लिक गर्ने ।

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छ. "Upload Files" मा क्लिक गर्ने, डेस्कटपमा रहेको निर्णयको फाईललाई सेलेक्ट गर्ने र "Upload" मा क्लिक गर्ने ।

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३. लाभग्राहीको विवरण सच्याउने

क. सच्याउनुपर्ने लाभग्राहीको नाम खोज्ने,

ख. ताल्चा खोल्ने, सच्याउनुहोस् मा क्लिक गर्ने,

सर्ट गर्नका लागि हेडर क्लिक गर्नुहोस्										
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२	Nabin Chaudhary	नविन चौधरी	<u>२०४५०७२५०१२२७</u>	२०७६-०७-०३	o	<mark>₽∕</mark> ×∎₽				
ą	Rosan Pasman	रोोशन पासमान	<u> 2008087800023</u>	୧୦७६-୦७-୦३	o	8/×88				
۲	Enjira Kumari Sah	इनजिरा कुमारी साह	3088090408839	२०७६-०७-०३	o	₽\×∎⊖				
ų	Md.Ejaju Miya	मो॰इजाजु मिया	7039090407368	२०७६-०७-०१	o	₽\X∎⊖				
દ્	Md.Shivgatulah Raen	मो॰सिवगतुल्लाह राईन	7055040609833	૨૦૭૬-૦૭-૦૧	o	₽\X∎⊖				
19	Md. Haphijulah Raen	मो°हफिजुल्लाह राईन	3053005008286	१०-७०-३७०५	o	₽ / X ■ 8				
6	Radhika Kumari Mahato	राधिका कुमारी महतो	20194800406883	१०-७०-३७०२	ò	8/×88				
٩	Halima Khatun	हलिमा खातुन	256900959005305	୧୦७६-୦७-୦୧	o	₽ / X ■ 8				
80	Md Kali Mulah Baen	मो॰कलि मल्लाह राईन	2046823008484	80-00-3005	0	6/×88				

ग. आवश्यक विवरण सच्याउने,

४. निर्णय अपलोड गर्ने

क. पानाको अन्त्यमा रहेको निर्णय गर्ने अधिकारीको नाम, पद र निर्णय मिति राख्ने,

ख. संशोधन गर्नुपर्ने कारणमा निर्णयमा लेखेको पुरै कपि गरी पेस्ट गर्ने,

ग. संशोधन गरिने विवरणमा के सच्याईएको हो त्यो लेख्ने (सूचकको जन्ममिति, सूचकको बाबुको नाम)

घ. संशोधन गर्नुपर्ने आधारमा "Choose File" क्लिक गरी डेस्कटपमा रहेको निर्णयको pdf फाईल अपलोड गर्ने,

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ङ. "पेश गर्नुहोस्" क्लिक गर्ने ।

४. नयाँ प्रमाणपत्र दिने

सूचीमा सच्याईसकेको लाभग्राहीको नाम खोजी ताल्चा लक गर्ने र प्रमाणपत्र छापेर दिने ।

धनगढीमाई नगरपालिका