EUROPEAN COMMISSION

Humanitarian Aid

NARRI
National Alliance for Risk Reduction and Response Initiatives

evsjv‡`‡k NwY©So AvBjv `y‡h©vM cieZ©x Ri“ix Lv`¨ wbivcËv I RxweKvqb mnvqZv cK‡íi DcKvi‡fvMx‡`i Rb¨

`y‡h©vM SuywK e¨e¯'vcbv cwiKíbv g¨vbyqvj

RyjvB, 2011

KvwiMix mn‡hvwMZvq

Network for Information, Response And Preparedness Activities on Disaster

nirapad

19/13, evei †ivW (wbPZjv),
eK-we, †gvnv¤§`cyi, XvKv-1207, evsjv‡`k|
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I‡qe: http://www.nirapad.org

actionaid care CONCERN worldwide ISLAMIC RELIEF WORLDWIDE Oxfam SOLIDARITÉS INTERNATIONAL

`ÿhvM SÿK e¨e¯'vcbv cwk¶Y gwWDj

mvwe©K ZË¡veavb

KvRx mvwn`ÿ ingvb, wbivc`

†gvt KvBQvi †iRfx, AKdvg-wRwe

Mšbv I m¤úv`bv

bvivqb Kgvi †fŠwgK

mgyb Gm.Gg.G Bmjvg

nvwmbv Av³vi wgZv

G.Gm.Gg.gvmy`yi nvmvb

‰mq`v Zvwbqv Bmjvg

Dc‡`óv

Rvwn` †nv‡mb

gyLeÜ

evsjv‡`k GKwU `ÿhvM ceY †`k| cvq cwZ eQiB †Kvb bv †Kvb `ÿhvM we‡ki `wi`Zg G †`‡ki gvbyli Dci `vb‡ei gZ AvNvZ nv‡b| A_‰bwZK, mvgwRK fv‡e wec`vcb G‡`‡ki †ewki fvM gvbyl‡K cwZwbqZB `ye©ln `wi‡`i cvkvcvwk fqven cvKwZK `ÿhvMmgn‡K †gvKv‡ejv K‡i †eu‡P _vK‡Z nq| A_‰bwZK I mvgwRK wechqmn Avgv‡`i fwel¨Z cRb¥ `ÿhv‡Mi Kvi‡Y I gvivZ¥K ¶wZi m¤§yLxb n‡”Q| `ÿhvM SwK nv‡m m¶g Rb‡Mvôx wewbgvY AvR mviv we‡ki cavbZg AMwaKv‡i cwiYZ n‡q‡Q| G Dcjwä †_‡KB `ÿZ gvbyli Lv`¨ wbivcËv wbwðZ Kivi Rb¨ Mp,xZ Ôevsjv‡`‡k NwYSo AvBjv `ÿZ GjvKvq Ri'ix Lv`¨ wbivcËv I RxweKvqbÕ cK‡íi AvIZvq 42,2520 cwievi‡K Ôcwkÿ‡Yi wewbg‡q A_Õ c`v‡bi Rb¨ `ÿhvM SÿK e¨e¯'vcbv welqK cwkÿY gwWDj cYqb Kivi D‡`¨vM †bqv n‡q‡Q| GB cwkÿY gwWDjwU mwVKfv‡e e¨envi K‡i Dbqb KgxMY AvBjv আক্রান্ত জনগণK `ÿhvM SÿK e¨e¯'vcbv wel‡q m‡PZb Kivi gva¨‡g `ÿhv‡Mi ÿqÿwZ Kwg‡q Avb‡Z fwgKv ivL‡Z mÿg n‡eb, cvkvcvwk cwkÿ‡Yi wewbg‡q A_ cwßi gva¨‡g G mKj `wi` `ÿZ gvbyli Lv`¨ wbivcËv wbwðZ n‡e| cwkÿY gwWDjwU cYq‡bi mgq GKB Z_¨ bZb K‡i bv wj‡L wewfb msMVb Gi, we‡kl K‡i, AKdvg, Kbmvb BDwbfvmvj, †Kqvi evsjv‡`k Gi wewfb gwWDj †_‡K h_vh_ †idv‡iÝ Gi gva¨‡g msKjb Kiv n‡q‡Q| GQvov GB gwWD‡j †ek wKQz mxgve×Zv i‡q‡Q| mgq Ges m¤ú‡`i ¯íZvi Rb¨ welq¸‡jv Mfxifv‡e †`Lvi mÿhvM nqwb| d‡j wKQz wKQz m¤úwKZ welq Av‡jvPbvq Av‡mwb| gvV chv‡qi mswkó D`vniY, Qwe/‡cv÷vi/wdcPvU/dvkKvW w`‡q welq¸‡jv nq‡Zv Av‡iv †evaMg¨ Kiv †hZ| Gme mxgve×Zv m‡Ë¡I, Avkv Kwi, gwWDjwU `ÿhvM SÿK e¨e¯'vcbv †evSvi †ÿ‡Î djcm~fwgKv ivL‡Z m¶g n‡e|

সূচীপত্র

পাতা নং

প্রশিক্ষণের উদ্দেশ্য

প্রশিক্ষণ পদ্ধতি

প্রশিক্ষণ উপকরণ

মূল্যায়ন পদ্ধতি

প্রশিক্ষণ কর্মসূচী

অধিবেশন 01: দুর্যোগ ঝুঁকি

অধিবেশন 02: দুর্যোগ ঝুঁকি হ্রাস

অধিবেশন 03: দুর্যোগকালীন ব্যবস্থাপনা

অধিবেশন 04: বন্যা ব্যবস্থাপনা

তথ্যসূত্র

cwkÿ‡Yi D‡Ïk¨

GB cwk¶Y †k‡l AskMnYKvixMY `ÿhvM SyK e¨e¯vcbv m¤úK© wb‡¤œv³ welq¸‡jv ej‡Z I cvjb Ki‡Z DØy× n‡eb-

- ¯vbxq Avc`;
- wec`vcbZv I Zvi Dcv`vb;
- Rxeb, RxweKv I cwi‡e‡ki Dci `ÿhv‡Mi cfve;
- cwZ‡iva I ckgb;
- Awf‡hvRb;
- ce©mZKZv I KiYxq;
- ¯vbvši I wbivc` Avkq;
- Rxeb i¶v I `ªæKv jvNe;
- Lv`¨ wbivcËv I RxweKvi wbðqZv;
- cwi‡ek myi¶v I `‡Y †iva;
- eyÜai i¶Yv‡e¶‡Yi Dcvq I KiYxq|

cwk¶Y c×wZ

cwk¶Y c×wZi g~j wfwË n‡e GWvë jvwbs c‡mm Gi AbymiY hv wbfi Ki‡e wb‡¤œv³ welq¸‡jvi Dcit

- AskMnYKvix‡`i AwfÁZv wewbgq Ges ¯vbxq GjvKvi †cw¶Z we‡ePbv K‡i ev¯ewfwËK D`vni‡Yi D×wZ.†`Iqv|
- †hLv‡b m¤e nv‡Z-Kj‡g A_ev GjvKv cwi`k‡bi gva¨‡g cwk¶Yv_x‡`i DØy× Kiv|
- cwk¶‡Yi D‡Ïk¨ c‡Y GB gwWD‡j D‡jwLZ wfRy¨vj †Uwbs g¨v‡Uwiqvj e¨envi Kiv|
- cwkÿ‡Yi mgqKvj, AskMnYKvix‡`i aiY, cwkÿ‡Yi m¤ve¨ †fbÿ we‡ePbv K‡i wKQyKvhKi AskMnYg~jK c×wZi mvnv‡h¨ †KvmwU cwiPvwjZ n‡e| h_vt
    - c`kb
    - e³Zv Av‡jvPbv
    - Db¥y³ Av‡jvPbv
    - †QvU `‡j Av‡jvPbv
    - †Rvov `‡j Av‡jvPbv
    - AwfÁZv wewbgq

cwk¶Y DcKiY

†cv÷vi †ccvi/wdcwkU, gvKvi, mnvqK Z_¨, `ÿhvM SyK e¨e¯vcbv welqK wdcPvU, dvkKvW, wfcKvW, gvw¤b †Uc/WK wKc| GB cwk¶‡Y wb‡¤œv³ `ÿhvM SyK e¨e¯vcbv welqK wdcPvU e¨envi Kiv th‡Z cv‡i-

1| `ÿhvM †gvKv‡ejv wdcPvU, wmwewWAviAvi c‡R±, XvKv AvnQwbqv wgkb I Kbmvb BDwbfvmvj

2| `ÿhvM SyKnvm I RjevqycwieZb welqK mÿgZv eyw×‡Z mnvqK wdcPvU, dvw wmwKDwiwU di `¨ Avëv cyi Bb `¨ nvIi wiwRqb (GdGmBDwc-GBP), †Kqvi evsjv‡`k

gšÿ¨vqb c×wZ

- †gšwLK ck DËi
- ch‡e¶Y
- djvdj we‡kIY
- gyw wgUvi

`ýhvM SyuK e¨e¯'vcbv wel‡q cvk¶Y gwWDj

AskMnYKvix- ÔevsjvţY`‡k NyiwY©So AvBjv `yMZ GjvKvq Rxe‡bi Rxweiv Ges Lv`¨ wbivcËv I RxweKvqb mnvqZvÕ cKí‡ii DcKvix‡fvMxeѣ`

mgqKvj- 12 N›Uv

cvk¶Y KgmPx

w`em	mgq	welq
c_g	3 N›Uv	**Awa‡ekb 01: `ýhvM SyuK** 1.1. ¯'vbxq Avc` m¤ú‡K avibv 1.2. wec`vcbZv I Zvi Dcv`vb 1.3. Rxeb, RxweKv I cwi‡e‡ki Dci `ý‡hvMi cfve
wØZxq	3 N›Uv	**Awa‡ekb 02: `ýhvM SyuK nvm** 2.1. cwZ‡iva I ckgb m¤ú‡K avibv 2.2. Awf‡hvRb m¤ú‡K avibv 2.3. c¯'wZ m¤ú‡K avibv
ZZxq	3 N›Uv	**Awa‡ekb 03: `ýhvM Kvjxb e¨e¯'vcbv** 3.1. ce-mZKZv I KiYxq 3.2. ¯'vbvšĺi I wbivc` Avkq 3.3. Rxeb i¶v I `ýkv jvNe 3.4. Lv`¨ wbivcËv I RxweKvi wbðqZv 3.5. cwi‡ek myi¶v I `ł-Y †iva
PZz_	3 N›Uv	**Awa‡ekb- 04: eb¨v e¨e¯'vcbv** 4.1. eb¨v i¶Yv‡e¶‡Yi c‡qvRbxqZv 4.2. eb¨v i¶Yv‡e¶‡Yi Dcvq I KiYxq 4.3. cvkÿY cieZx Kg cwiKíbv 4.4. cvkÿY gƒj¨vqb

Awa‡ekb 01 : `ÿhvM SyK

Av‡jvP¨ welqe¯' t

1.1. ¯'vbxq Avc` m¤ú‡K aviYv

1.2. wec`vcbZv I Zvi Dcv`vb

1.3. Rxeb, RxweKv I cwi‡e‡ki Dci `ÿhv‡Mi cÖfve

D‡Ïk¨ t

GB Awa‡ekb †k‡l AskMÖnYKvixMY Avc`, wec`vcbZv, SyK Ges Rxeb, RxweKv I cwi‡e‡ki Dci `ÿhv‡Mi cÖfve m¤ú‡K Rvb‡Z I e¨vL¨v Ki‡Z m¶g n‡eb|

c×wZ t

Db¥y³ wPšÍv, e³…Zv Av‡jvPbv, c`kb Ges `jxq Av‡jvPbv I Dc¯'vcbv |

DcKiY t

†cv÷vi †ccvi, gvKvi, `ÿhv‡Mi Qwe m¤^wjZ wdcPvU, wjwLZ †cv÷vi †ccvi, gvw¯'b †Uc/wK wKc|

mgq t *3 (wZb) N›Uv|*

অধিবেশন পরিচালনা প্রক্রিয়া

wkLY chvq	অধিবেশন পরিচালনা প্রক্রিয়া	mgq
1.1.	• অংশগ্রহণকারীদের স্বাগত জানিয়ে অধিবেশনের কার্যক্রম শুiæ Kiæb| • Avc` I `ÿhvM m¤ú‡K ck K‡i AskMÖnYKvix‡`i aviYv¸‡jv Rvbyb Ges G m¤ú‡K D`vniYmn Zv‡`i aviYv ¯úó Kiæb (mnvqK Z_¨ 1.1 Abyhvqx) | • ¯'vbxq `ÿhv‡Mi aiY wPwýZKi‡Yi Rb¨ AskMÖnYKvix‡`i‡K 3/4wU `‡j wef³ K‡i ¯'vbxq AÂ‡ji `ÿhvMmg~n Av‡jvPbv K‡i wbw`ó Ki‡Z ejyb| • `jxq Kv‡Ri wb‡`kbvmn mgq I ¯'vb D‡jL Kiæb| • cwiZwU `‡ji Dc¯'vcbv †k‡l Av‡jvPbvi gva¨‡g ¯'vbxq `ÿhvMmg~n mybw`ó fv‡e wjwce× Kiæb|	40 wgwbU
1.2.	• mnvqK Z_¨ 1.2 Abyhvqx wec`vcbZv m¤ú‡K AskMÖnYKvix‡`i AeMZ Kiæb Ges c‡qvR‡b G m¤ú‡K ¯úó aviYv c`v‡bi Rb¨ ev¯'em¤§Z D`vniY w`b| • Gici mnvqK Z_¨ 1.2 Abyhvqx †eovP‡jx Mv‡gi MíwU ejyb| • Dc¯'wcZ M‡íi Av‡jv‡K, ck K‡i ¯'vbxq wec`vcbZvi Dcv`vb¸‡jv m¤ú‡K Rvbyb| mnvqK Z_¨ 1.2 Abyhvqx †cvóv‡i wjwLZ wec`vcbZvi Dcv`vbmg~n প্রদর্শন এবং পর্যায়ক্র‡g Av‡jvPbv Kiæb (m¤¢e n‡j AskMÖnYKvix‡`i aviYvi mv‡_ wgwj‡q)|	1 N›Uv
1.3.	• Gici AskMÖnYKvix‡`i D‡Ïk¨ ck Kiæb GB `ÿhvMmg~n Avgv‡`i Rxeb, RxweKv I cwi‡e‡ki Dci wK ai‡Yi cÖfve †d‡j? • AskMÖnYKvix‡`i gZvgZ ïbyb Ges c‡qvR‡b wdcwk‡U mybw`ó fv‡e wjwce× Kiæb| • Gici mnvqK Z_¨ 1.3 Abyhvqx AskMÖnYKvix‡`i aviYvi mv‡_ wgwj‡q Rxeb, RxweKv I cwi‡e‡ki Dci `ÿhv‡Mi cÖfve we¯wiZ Av‡jvPbv Kiæb|	1 N›Uv
1.4.	• w`‡bi Av‡jvP¨ welqmg~‡ni mvims‡¶c Ges gš¿YvZvmg~n Av‡jvPbvi gva¨‡g mybw`ó Kiæb| • Av‡jvP¨ welq †_‡K ck K‡i wkLb hvPvB Ges mevB‡K ab¨ev` Rvwb‡q Awa‡ekb †kl Kiæb|	20 wgwbU

Aa¨v‡qi D‡Ïk¨

- GjvKvi Avc`/`y©‡hvM Rvbv _vK‡j G¸‡jv †_‡K eu¨vPvi Dcvq †ei Ki‡Z cvie|
- Rxeb, RxweKvq ¯'vbxq `y©‡hv‡Mi cÖfve m¤ú‡K Rvbe Ges ¶q¶wZ Kgve|

mnvqK Z_¨ - 1.1

[†hme g¨vbyqvj †_‡K Z_¨ †bqv n‡q‡Q-
`y©‡hvM SuyK e¨e¯'vcbvq bvixi †bZZ¡, wbivc` I AKdvg;
BDwbqb †¯^”Qv‡meK‡`i Rb¨ `y©‡hvM e¨e¯'vcbv cwk¶Y mnwqKv, cwk¶Y wefvM, `y©‡hvM e¨e¯'vcbv cKí,
mgwš^Z Lv`¨ wbivcËv KgmP~x, †Kqvi evsjv‡`k]

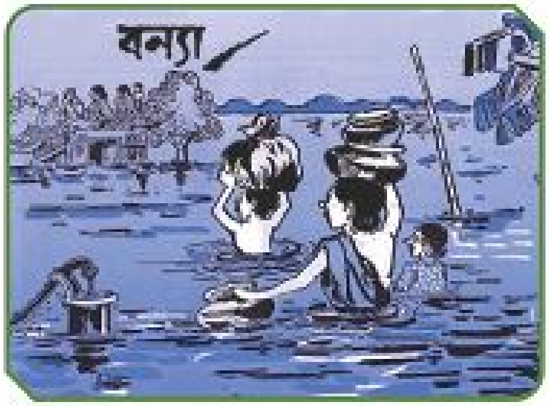
<u>¯'vbxq Avc` m¤ú‡K aviYv</u>

wewfbœ cvKwZK welqwU ev NUbv gvby‡li Rxeb I m¤ú‡`i e¨vcK ¶q¶wZ Kivi ¶gZv iv‡L| Avevi gvby‡li ˆZwi wewfbœ KgKv‡Ûi d‡j (†hgb- GKwU k³kvjx †evgv we‡ùviY n‡j) gvby‡li Rxeb I m¤ú‡`i ¶q¶wZ nIqvi m¤¢vebv _v‡K| gvby‡li Rxeb, RxweKv, cwi‡ek I m¤ú‡`i e¨vcK ¶q¶wZ mvab Kivi ¶gZv iv‡L Ggb cvKwZK ev gvby‡li m„ó welq ev NUbv¸‡jv‡K Avc` e‡j|

Gme cvKwZK ev gvby‡li m„ó Avc‡`i d‡j gv‡S gv‡S Lye gvivZK cwiw¯'wZi m„ó nq hv‡K `y©‡hvM e‡j| G cwiw¯'wZ‡Z GjvKvq emevmKvix Rb‡Mvôxi Rvb, gvj, cwi‡ek, cvZ¨nK RxweKv I g‡bvRMZ gvivZ¥Kfv‡e ÿwZM¯' nq Ges gvby‡K Ggb Amnvq K‡i †Zv‡j hv KvwU‡q DVvi Rb¨ A‡b¨i mn‡hvwMZv AZ¨vek¨K n‡q c‡o|

> †hgb- AvgZj¨ Lybv †Rjvi Kqiv Dc‡Rjvi g‡nkix BDwbq‡bi GKwU Mvg| MvgwU N~wY©So Ges R‡jv”Qvm ceY GjvKvq Aew¯'Z| AvKw®§K N~wY©So Ges R‡jv”Qv‡mi Kvi‡Y cvZ eQi GB Mv‡gi cvq AwaKvsk dm‡ji Rwg, ewoNi, iv¯—vNvU, nvUevRvi, agxq cwZôvb, wk¶v cwZôvb BZ¨vw` ¶wZM¯' nq| GeQi I R‡jv”Qv‡mi Kvi‡Y AvgZj¨ Mv‡g gvivZ¥K cwiw¯'wZi m„ó n‡qwQj| miKvix I †emiKvix msMV‡bi mvnvh¨ †c‡q †jvKRb G cwiw¯'wZ KvwU‡q DV‡Z m¶g n‡q‡Q|

**¯'vbxq Avc`mgn:** cwZeQi G AÂ‡ji gvby‡ li bvbv ai‡Yi Avc‡`i m¤§yLxb nq, †hgb- N~wY©So I R‡jv”Qvm, eb¨v, Kvj‰ekvLx, U‡b©‡Wv, fygK¤ú|



mnvqK Z_¨ 1.2

[†hme gwWDj †_‡K Z_¨ †bqv n‡q‡Q-
`ÿhvM SyK e¨e¯'vcbvq bvix‡i †bZZ¡ wbivc` I AKdvg]

wec`vcbZv I Zvi Dcv`vb

**wec`vcbZv:** দুর্যোগে আক্রান্ত *mKj Rb‡Mvôx ev GKB Rb‡Mvôxi mKj m`m¨ mgvbfv‡e wec`vcb nqbv| wec`vcbZv n‡"Q GKRb e¨w³ ev GKwU cwiev‡ii A_ev GKwU mgv‡Ri Ggb wKQy we‡kl ˆewkó¨ hv `ÿhvM SyK‡i gvÎv‡K evovq| hv‡`i wec`vcbZv †ewk Zv‡`i AvcÎ‡`i AvNvZ KvZi n‡q c‡o I Rxebhv‡Îv ¯^vfvweKfv‡e Pwj‡q †h‡Z cv‡ibv| `ÿhv‡M me‡P‡q wec`vcb †Mvôx nj: bvix, wkï, cwZeÜx e¨w³, eq¯‹, msL¨vjNy m¤úª`vq| Avi hv‡`i wec`vcbZv Kg, Zv‡`i Avc‡`i AvNvZ A‡c¶vK…Zfv‡e Kg Abyfe K‡i| Zv‡`i ¶wZ Kg nq I ¶q¶wZ m‡Ë¡I Zv‡`i ¯^vfvweK Rxebhv‡Îvq A‡bKUv wd‡i Avm‡Z cv‡i| e¨w³, cwiev‡ii ev Rb‡Mvôxi wec`vcbZvi gvÎv †fŠZ cwi‡ek, †fŠ‡MvwjK Ae¯'vb, †fŠZ KvVv‡gv I ¯'vcbv, cwZôvwbK m¤úK, Av_©mvgvwRK Ae¯'v Ges Ávb, m‡PZbZv I `¶Zv BZ¨vw` Dcv`vb Øviv cÖfvweZ nq|*

wec`vcbZvi Dcv`vb

cwi‡ek I Ae¯'vbMZ- *hviv Avc`cÖeY GjvKvq evm K‡i Zv‡`i †ewkgvÎvq Avc‡`i gy‡LvgywL nq I †ewk cwigv‡Y ¶wZM¯' nq| †hgb, DcK~‡j AÂ‡j* বসবাসকারী পরিবার ঘূর্ণিঝড়ে আক্রান্ত *nq; P‡i wbPy GjvKvi emwZ eb¨vq cøveZ nq; b`xi cv‡o emevmKvix cwievi¸‡jv b`x fv½‡b ewoNi nvivq|* বারবার দুর্যোগপীড়িত হওয়ার কারণে তারা ক্রমাগত অর্থ ও সম্পদ হারায় ও বেশিমাত্রায় *wec`vcb n‡q c‡o| ZvQvov, cwišK GjvKvq, †hgb- Pi AÂj ev fv½bcÖeY b`x Zxi msjMœ GjvKvq, cvK©Z¨ mgy`ª ¶v_v‡K bv ev †mLv‡b gRey` ev Avc` mnbkxj †fŠZ KvVv‡gv wbgvY Kiv m¤¢e nqbv| Gme GjvKvq emevmKvix‡i wec`vcbZvi gvÎv †ewk n‡q _v‡K|*

†fŠZ KvVv‡gv I ¯'vcbv- *k³ `vjvb‡KvVv ev gRey` ewoNi So SÅvq wU‡K _vK‡Z cv‡i; Dchy³ fU©vi ewo eb¨vq †W‡ebv| k³ eva eb¨v ev R‡jv"Qvm †_‡K i¶v K‡i| †UKmB iv¯—v _vK‡j `ªZ wbivc` Avk‡q hvIqv hvq| G¸‡jv wec`vcbZv Kgvq| Avi Gm‡ei NvUwZ n‡j cwievi I Rb‡Mvôxi wec`vcbZv †e‡o hvq|*

Av_©mvgvwRK Ae¯'v- *Rb‡Mvôxi `wi` I mye¨av ewÂZ Ask mvaviYZ SyKcÖY GjvKvq evm Ki‡Z eva¨ nq I m¤ú‡`i ¯^íZvi Kvi‡Y gRey` ev Avc` mwnòy ewoNi evbv‡Z cv‡ibv| d‡j Zv‡`i †ewk gvÎvq wec`vcb nq| Zvi Dci, Zv‡`i RxweKvi Dcvqmgn~ `ª~‡j ev AwbwðZ n‡j (†hgb- cwšK PvIev`, gvQaiv, w`b gRyi, †bŠKv Pvj‡bv, wi·v Pvj‡bv) cwievi¸‡jvi wec`vcbZv †e‡o hvq| mvgvwRK ixwZbxwZ I ¯'vbxq msMVb¸‡jv `yej n‡j ev `ÿhvM SyKnvmgyL bv n‡j H Rb‡Mvôxi wec`vcbZvi gvÎv †ewk nq|*

***Ávb, m‡PZbZv I `¶Zv-*** *Avc‡`i SyK I KiYxq m¤ú‡K hv‡`i Ávb Av‡Q Zviv wec‡`i ïi“‡ZB wec` Gov‡bvi †Póv K‡i, †hgb- N~wY©S‡oi mZKevZv cvIqvi mv‡_ mv‡_ Zviv Avkq‡K›`ª ev wbivc` ¯'v‡b m‡i hvq| m‡PZb e¨w³ ev cwievi `ÿhvM †gvKv‡ejv cwiKíbv Ki‡Z cv‡i I cÖ‡qvRb wb‡Z cv‡i| G‡`i wec`vcbZv Kg| mej kixi I Rxebgy‡L `¶Zv, †hgb- muvZvi KvUv, Mv‡Q Pov, gvbyl‡K Avc‡`i nvZ †_‡K euvP‡Z mvnvh¨ K‡i| Kg eqmx wkï, e„× cÖwZeÜx ev bvix, cwZeÜx e¨w³ I Amy¯' e¨w³i kvixwiK kw³ mvaviYZ Kg _v‡K, G‡`i A‡b‡KB muvZvi KvU‡Z ev Mv‡Q Po‡Z cv‡ibv| d‡j, Giv †ewk gvÎvq wec`vcb _v‡K|*

†hgb- †eovevjx Lÿbv †Rjvi Kqiv Dc‡Rjvi g‡nkix BDwbq‡bi GKwU Mvg| MvgwUi Ae¯vb wbPyGjvKvq nIqvi Kvi‡Y gv‡S gv‡SB N~wY©So Ges R‡jv"Qv‡m MvgwU cøveZ nq| R‡jv"Qv‡mi cvwb‡K evav †`qvi Rb¨ GB Mv‡g †Kvb Mvg i¶v euva †bB| GB Mv‡gi AwaKvsk gvbyl Mixe| ZvB Zv‡`i ewoNi I `yej| d‡j mn‡RB †XD‡qi AvNv‡Z ewoN‡ii ¶wZ nq| GB Mv‡gi AwaKvsk gvbyl Am‡PZb| Mv‡gi gvbyl ¶q¶wZ Kgv‡Z †Kvb c~e©cÖ¯ZywZ †bq bv| GB Mv‡gi gvbyl N~wY©S‡oi †Kvb ce©vfvm ev ms‡KZ cvq bv| GB †h MvgwUi wbPy GjvKvq Ae¯vb, euva bv _vKv, gvbyl i Lvivc A_©‰bwZK Ae¯v, Am‡PZbZv, †Kvb c~e©cÖ¯ZywZ KvR bv Kiv Ges N~wY©So ce©vfvm bv cvIqv meB †eovevjx Mv‡gi N~wY©So SyuwKi gvÎv‡K ewo‡q w`‡"Q| myZivs G¸‡jv meB †eovevjx Mvgevmxi wec`vcbZv| g‡b ivL‡Z n‡e, wec`vcbZv A‡bK ai‡Yi n‡Z cv‡i †hgb- †fŠ‡MvwjK: MvgwU wbPy GjvKvq, KvVv‡gvMZ: Mvg i¶v euva †bB, Av_©mvgvwRK: AwaKvsk gvbyl `wi`, †mevMZ: ce©vfvm cvq bv, AvPiYMZ - ce©c~wZ †bq bv BZ¨vw`|

mnvqK Z_¨ 1.3

[†hme gwWDj †_‡K Z_¨ †bqv n‡q‡Q- BDwbqb †¯'Qv‡meK‡`i Rb¨ `ÿhvM e¨e¯vcbvi cwk¶Y mnvwqKv, cwk¶Y wefvM, `ÿhvM e¨e¯vcbv cKí, mgšZ Lv`¨ wbivcËv KgmPx, †Kqvi evsjv‡`k, Rvbyqvix 2000]

Rxeb, RxweKv I cwi‡e‡ki Dci `ÿhv‡Mi cfve

cwi‡e‡ki mv‡_, Rxeb I RxweKvi m¤úK AZ¨š Nwbô| DcKÿj e¨e¯vcbv mÂ †_‡K Rvbv hvq †h, Gme AÂ‡ji , `wi`, AwZ`wi`, ga¨weË I abx †kYxi gvbyl cavbZ wewfbœ ai‡Yi cvKwZK m¤ú‡`i Dci wbfikxj| G¸‡jv n‡jv cÿwZ, Lvj, Rwg, ewo‡Z ˆZix evMvb, MvQ, gvQ I nvumgyiMx PvI, gaÿvI, KuvKov I wPswo †cvbv wkKvi I PvI| Avi Gme m¤ú`‡K wN‡i P‡j Zv‡`i Rxeb RxweKv| wKšy bvbvgyLx `ÿhv‡Mi d‡j Zviv Zv‡`i Rxeb avi‡Yi cavb wfËB nvwi‡q †dj‡Q| Rwg‡Z GLb Avi Av‡Mi g‡Zv Avev` n‡"Q bv, cKÿZi mv‡_ Zviv gvwb‡q wb‡Z cvi‡Q bv| jeYv³Zvi Kvi‡Y GLb Avi Aw½bvq kvK-mewR n‡"Q bv| kvgyK wSbyK Ajfv‡e nvumgyiMxI cvjb m¤¢e n‡"Q bv| ZvB wewfbœ †ckvq wb‡qwRZ gvbyl Zv‡`i wPivqZ †ckv e`j Ki‡Z eva¨ n‡"Q| mvZ¶xivi weL¨vZ cwU KwiMi, †R‡j, PvIx, Kgvi, ZvZxmn bvbv †ckvi †jvK †ckv e`j Ki‡Z eva¨ n‡q‡Qb|

¶q¶wZ (Damage)	**Rxeb:** cvYnvbx I kvixwiK ¶wZ **m¤ú`:** AeKvVv‡gvMZ (Niewo, iv¯v-NvU Ges Ab¨vb¨ m¤ú`), Mp¯vjx mvgMx, dmj I cvYxm¤ú` **cwi‡ek:** fv½b, jeYv³Zv, bve¨Zv nvm, MvQcvjv aŸsm I ivmvqwbK বিষক্রিয়া
e¨vnZ Kiv (Disruption)	**†mevi †¶‡Î:** ¯v¯¨ myeav, cvwb I cqtwb®vkb e¨e¯v, †hvMv‡hvM, we`ÿr mieivn, শিক্ষা কার্যক্রম ব্যাহত ও বাজার ব্যবস্থা cf‡½ cov **RxweKvi †¶‡Î:** Rxeb-RxweKvi mÿhvM, †hgb- Avq I Kgms¯vb **cwiewiK I mvgwRK †¶‡Î:** kvwš, mvg¨ Ges HK¨ bó nq, †hgb- SMov I Kjn e„w× cvq
`y`kvM¯ (Deprivation)	**kvixwiK:** Abvnvi, AmyZv, ZòvZZv I i³MZv **A_©‰bwZK:** Afve, `wi`Zv I gvbwmK ‰`b¨Zv **gvbwmK:** gvbwmK Pvc, fq I `ÿwPšvM¯Zv **mvgwRK:** AeÁv I j¾v, ÎvY mvgMx wbfikxjZv Ges †hŠb nqivwb

Awa‡ekb 02: `‡hvM SyK nvm

Av‡jvP¨ welqe¯‘

2.1. ckgb
2.2. Awf‡hvRb
2.3. c¯wZ

D‡Ïk¨

GB Awa‡ekb †k‡l AskMnYKvixiv `‡hvM SyKnvm, ckgb, Awf‡hvRb Ges c¯wZ m¤ú‡K Rvb‡Z I e¨vL¨v Ki‡Z cvi‡eb|

c×wZ

Db¥y³ wPšÍv, e³…Zv Av‡jvPbv, `jxq Av‡jvPbv, c`kb I Dc¯vcbv|

DcKiY

wdcwkU, gvKvi, gvw¯‹b †Uc/WK wKc|

mgqt 3 (wZb) N›Uv|

অধিবেশন পরিচালনা প্রক্রিয়া t

wkLY chvq	Awa‡ekb পরিচালনা প্রক্রিয়া	mgq
2.1	• Awa‡ek‡bi ïi‡Z AskMnYKvix‡`i ¯vMZ Rvbvb| Kzkj wewbgq Ki‡b Ges wkLY Dc‡hvMx cwi‡ek ˆZwi Ki‡b| • ck K‡i Av‡Mi w`‡bi Awa‡ek‡bi welq I wkLY m¤ú‡K Rvb‡Z Pvb| AskMnYKvix‡`i gZvgZ I Av‡jvPbvi gva¨‡g wkLYmg~n ¯úó Ki‡b|	30 wgwbU
	• ck K‡i ckgb m¤ú‡K AskMnYKvix‡`i gZvgZ Rvbyb| • cieZx‡Z mnvqK Z_¨ 2.1 Gi Av‡jv‡K AskMnYKvix‡`i ckgb m¤ú‡K m”Q aviYv c`vb Ki‡b|	
2.2	• ck K‡i Awf‡hvRb m¤ú‡K AskMnYKvix‡`i gZvgZ Rvbyb| • cieZx‡Z mnvqK Z_¨ 2.2 Gi Av‡jv‡K AskMnYKvix‡`i Awf‡hvRb m¤ú‡K m”Q aviYv c`vb Ki‡b|	15 wgwbU
2.3	• ck K‡i c¯wZ m¤ú‡K AskMnYKvix‡`i gZvgZ Rvbyb| • cieZx‡Z mnvqK Z_¨ 2.3 Gi Av‡jv‡K AskMnYKvix‡`i c¯wZ m¤ú‡K m”Q aviYv c`vb Ki‡b|	15 wgwbU
2.4	• AskMnYKvix‡`i‡K wZbwU `‡j wef³ Ki‡b| Gici `‡hvM ckgb, Awf‡hvRb Ges c¯wZi wdcPvU c`kb Ki‡b | • Gici c_g `‡jK `‡hvM ckgb Kvhvejxi m¤wjZ Qwe †`‡L ¯vbxq `‡hvM ckg‡b wK ai‡bi ckgb Kvhvejx MnY Kiv †h‡Z cv‡i Zv `jxqfv‡e Av‡jvPbv K‡i wbaviY Ki‡Z ejyb| • এভাবে দ্বিতীয় এবং তৃতীয় দলকে যথাক্রমে অভিযোজন এবং c¯wZi Kvhvejxi m¤wjZ Qwe †`‡L ¯vbxq `‡hvM SyK nvm wK ai‡Yi Awf‡hvRb Ges c¯wZi Kvhvejx MnY Kiv	1.30 N›Uv

wkLY chv©q	Awa‡ekb পরিচালনা প্রক্রিয়া	mgq
	†h‡Z cv‡i Zv `j¸wj fv‡e Av‡jvPbv K‡i wba©viY Ki‡Z ej‡eb|  • `j¸ K‡Ri mgq I ¯'vb D‡jL Ki‡eb| • দলীয় কাজ শেষে প্রতিটি দলকে পর্যায়ক্রমে দলীয় কাজ উপস্থাপনের জন্য আমন্ত্রY Rvbvb| • cÖwZwU `j¸ Dc¯'vc‡bi †k‡l Aci `‡ji gZvgZ cÖKv‡ki mych©vM w`b|  • `j¸ Dc¯'vcbvq ckœgb, Awf‡hvRb Ges c¯'wZ সংক্রান্ত Kvh©ej¨ hv AskMÖnYKvix‡`i w`K †_‡K Av‡mwb Zv hy³ Ki‡eb Ges cÖশমন, অভিযোজন এবং প্রস্তুতি সংক্রান্ত Kvh©ej¨ mywbw`ó Ki‡eb|	
1.4.	• w`‡bi Av‡jvP¨ wel¯qmg‡ni mvims‡¶c Ges Av‡jvPbvi gva¨‡g g~j¨vqb‡mgn mywbw`ó Ki‡eb| • Av‡jvP¨ wel¯qmg‡ni Icic ck K‡i wkLb hvPvB Ges mevB‡K ab¨ev` Rvwb‡q Awa‡ekb †kl Ki‡eb|	30 wgwbU

Aa¨v‡qi D‡Ïk¨

- Avc` I `y©‡hvM eÜ Kiv hvq bv, wKš' ¶q¶wZ Kgv‡bv hvq|
- `y©‡hvM SyuK nv‡mi Rb¨ UvKvi †P‡q †ewk c‡qvRb Á‡bi I m‡PZbZv|
- Avc‡`, `y©‡hv‡M Avgiv cwZwbqZ †ev‡P _wK, AvgivB Rwb ¶q¶wZi Kgv‡bvi Dcvq|
- Avgiv AvR †_‡KB fvee/c¯wZ †be, wKfv‡e Avmb `y©‡hv‡M Avgvi cwie‡ii `y‡f©vM Kgv‡bv hvq|

mnvqK Z_¨ 2.1

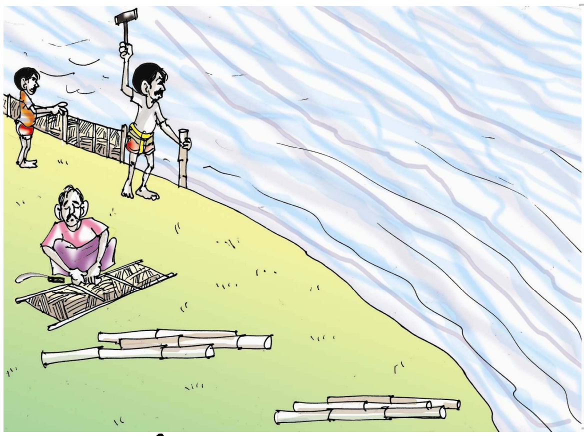
[†hme g¨vbyqvj †_‡K Z_¨ †bqv n‡q‡Q-
`y©‡hvM SyuK e¨e¯'vcbvq bvix‡i †bZZ¡ wbivc` I AKdvg;
BDwbqb †¯'”Qv‡meK‡`i Rb¨ `y©‡hvM e¨e¯'vcbv cwk¶Y mnwqKv, cwk¶Y wefvM, `y©‡hvM e¨e¯'vcbv cKí,
mgwšZ Lv`¨ wbivcËv Kgm~wP, †Kqvi evsjv‡`k, Rvbyqvix 2000]

ckgb

N~wY©So, R‡jv"Qvm, eb¨v, Liv, b`x fv½b ev f~wgK‡¤úi gZ Avc` KLbB cwZ‡iva Kiv hvqbv| cvKw"ZK wbq‡g Gi D™¢e nq| Avi Gi cfv‡e Rxeb, m¤ú` I cwi‡e‡ki ¶q¶wZ nq| `ywU a‡Yi কার্যক্রমের মাধ্যমে দুর্যোগের ক্ষয়ক্ষতি প্রশমন করা যায়। h_v- 1) †fŠZ KvVv‡gvMZ 2) AvPiYMZ|

ckgb ev ¶wZ Kgv‡bvi Rb¨ mvgwRK Kgm~wP †bIqv nq ev †fŠZ KvVv‡gv wbgvY Kiv nq| cPwjZ †fŠZ KvVv‡gv wfwËK ckgb Kv‡Ri g‡a¨ Ab¨Zg nj euva ev †ewoeva wbgvY, N~wY©So Avkq‡K›` I wKjv wbgvY, †mP cKí ev e¨v‡iR wbgvY| †fŠZ KvVv‡gv wbgv‡Yi gva¨‡g `y©‡hvM ckg‡bi KvR cwiZôwbK chv‡q, mvaviYZ wewfbœ Dbqb cK‡íi mnvqZvq Kiv n‡q _v‡K| A‡bK mgq †emiKvwi ms¯'v Gme Kv‡R RwoZ nq| Avevi Rb‡Mvôxi `y©‡hvM SyuK m¤úwKZ Ávb, `¶Zv I m‡PZbZv mwó I ebvq‡bi gva¨‡gI `y©‡hvM ckg‡bi †Póv Kiv nq| mvaviYZ, †emiKvwi ms¯'v¸‡jv GB a‡Yi mvgwRK Kgm~wP cwiPvjbvq AMÖYx f~wgKv cvjb K‡i|

cwZôwbK chv‡q ckgbgj~K KvR		cwiewiK chv‡q ckgbgj~K KvR	
†fŠZ KvVv‡gvMZ	**AvPiYMZ**	**†fŠZ KvVv‡gvMZ**	**AvPiYMZ**
- †ewo euva ˆZix I msi¶Y - wKjv ˆZix I msi¶Y - c¨vivweb ev jeY cwb‡Z evu‡P Ggb Mv‡Qi eb ˆZix I msi¶Y - N~wY©So Avkq‡K›` wbgvY - e"¶‡ivcY Ges msi¶Y - Mvg i¶v †eóbx ˆZix	- প্রশিক্ষণ কার্যক্রম - `¶ Kgx evwnbx MVb - `y©‡hvM SyuK nvm cwiKíbv cYqb Ges ev¯evqb	- emZwfUv DuPzKiv - `y©‡hvM mnbkxj Nievox ‰Zix Kiv - `y©‡hvM mnbkxj dmj †ivcY Kiv	- wec` †gvKv‡ejvi Rb¨ UvKv-cqmv mÂq Kiv - `y©‡hv‡Mi c‡e N~wY©So - Avkq‡K‡›` hvIqv - `y©‡hvM SyuK nvm m¤úwKZ cwk¶Y †bqv I Kv‡R jvMv‡bv



wPÎ: evua w`‡q `ywfvM ckgb

wPÎ: cwk¶‡Yi gva¨‡g `ywfvM ckgb

mnvqK Z_¨ 2.2

[†hme g¨vbyqvj †_‡K Z_¨ †bqv n‡q‡Q-
`ywfvM SyK e¨e¯'vcbvq bvixi †bZ…Z¡, wbivc` I AKdvg]

Awf‡hvRb

mg‡qi mv‡_ mv‡_ `y‡h©v‡Mi cfv‡ei ZxeZv Ges gvÎv †e‡oB P‡j‡Q| GB cwieZb I `ywfv‡M wU‡K _vKvi Rb¨ gvby wewfb ai‡Yi Awf‡hvRb †KŠkj e¨envi K‡i| ¯'vbxq RbMY wb‡R‡`i AwfÁZvjä Áv‡bi gva¨‡g Awf‡hvR‡bi †Póv K‡i| K…wl‡¶‡Î Awf‡hvR‡bi Rb¨ miKvix fv‡e A‡bK cKí †bIqv nq| wewfb GbwRI cwZôvbK I †jvKvqZ Awf‡hvRb †KŠkj cPvi I cmvi Ki‡Z mvnvh¨ K‡i|

K…wl‡¶‡Î Awf‡hvR‡bi D`vniY

- **km¨ eûgyLxKiY-** cPwjZ km¨ Qvov I Av‡iv A‡bK bZyb R‡Zi dm‡ji Avev` Kiv| Gid‡j `ywfv‡M GK dm‡ji ¶wZ n‡j Ab¨ dmj Avev` K‡i ¶wZ cyl‡q †bevi myhvM _v‡K|
- **`ywfvM mnbkxj km¨-** evsjv‡`k avb M‡elYv Bbw÷wUDU I K…wl.Awa`ßi eb¨v mnbkxj avb, Liv mnbkxj avb I jeYv³Zv mnbkxj avb D™¢veb I cmv‡ii e¨e¯'v Ki‡Q| Gme Avev‡`i gva¨‡g KIK cwievi `ywfv‡M dm‡ji ¶wZ Kgv‡Z cvi‡e|
- **¯'í‡gqv`x I AvMvg R‡Zi avb-** `ywfvM †gŠmy‡gi Av‡MB GB dmj †Zvjv hvq e‡j Gi SyK Kg|
- **fvmgvb meuR †¶Z-** Rjve× GjvKvq GwU GKwU ¯'vbxq Awf‡hvRb| eZgv‡b GbwRI iv Gi cmvi NUv‡"Q|

cwb e¨e¯'vcbvq Awf‡hvR‡bi D`vniY

- **†iBb IqvUvi nv‡fw÷s-** jeYv³ `-Y GjvKvq eyói cwb a‡I †i‡L Zv e¨envi Kiv nq| Z‡e cwievi‡ii Rb¨ GUv GKUv e¨qeûj c×wZ| ZvQvov, eIv †gŠmy‡gi cwb msMn K‡i Zv w`‡q mviv eQ‡ii cwbi Pvwn`v wgUv‡bv m¤¢e nqbv|
- **cÛ m¨vÛ wdëvi-** jeYv³ GjvKvq †hLv‡b bjK‚‡ci gva¨‡g myc‡q cwb cvIqv hvq bv †mLv‡b GB c×wZ‡Z cyKy‡ii cwb †kvab K‡i e¨envi Kiv nq| Z‡e, kxZKv‡j hLb cyKy‡ii cwb ïwK‡q hvq ZLb GB e¨e¯'v Avi KvhKi _v‡Kbv|
- **Av‡mwbK wdëvi-** †hme GjvKvq bjK‚‡ci cwb‡Z Av‡mwbK `-‡Yi gvÎv †ewk †mLv‡b GB ai‡bi wdëvi e¨envi Kiv nq| Z‡e, Gme wdëv‡ii KvhKwiZv m¤ú‡K h‡_ó m‡›`n Av‡Q|

wkLb RwbKvi D`vniY

wPswo Pvl I KvKov Pvl- †`‡ki `w¶Y cwðgvÂ‡j KIK wPswo Pvl‡K Awf‡hvRb wnmv‡e MnY K‡i‡Q| GB Awf‡hvRb Ae¯'vcb Kl‡Ki gva¨‡gi cmvi jvf K‡i‡Q| A_©bwZK w`K †_‡K jvfRbK n‡jI GUv cwi‡e‡ki cwZ ûgwK ¯'iƒc| Z‡e AwZ Mwie cwiev‡ii bvix wPswo †পানা সংগ্রহ করে ও তা বিক্রি করে অর্থ উপার্জন করার সুযোগ পায়। GKBfv‡e, jeYv³ GjvKvq KvKov Pv‡li cPjb n‡q‡Q| Mwie cwiev‡ii bvix KvKov Pvl K‡i Avq Ki‡Z cv‡i|

mnvqK Z_¨ 2.3

[†hme g¨vbyqvj †_‡K Z_¨ †bqv n‡q‡Q-
`y©hvM SwyK e¨e¯'vcbvq bvixi †bZ"Z¡ wbivc` I AKdvg;
BDwbqb †¯'”Qv‡meK‡`i Rb¨ `y©hvM e¨e¯'vcbvi cwk¶Y mnvwqKv, cwk¶Y wefvM, `y©hvM e¨e¯'vcbv cKí,
mgwšZ Lv`¨ wbivcËv KgmPx, †Kqvi evsjv‡`k]

c~e©Z m¤ú‡K avibv

`y©hvM c~e©Z _vKvi jvf n‡jv- c_gZ, GB c~e©Z Avক্রান্ত Rb‡Mvôx‡K ¯'vfvweK Ae¯'vq wd‡i Avmvi I `y©hv‡Mi ¶q¶wZ wbqš¿‡Y ivLvi mvg_¨ evov‡Z mvnvh¨ K‡i| Gi d‡j, `y©hv‡Mi cfve nvm cvq I gvbweK mvnv‡h¨i Pvwn`vI Kg nq| wØZxqZ, `y©hvM c~e©Z mvov c`‡bi mvg_¨ e"w× K‡i I hLb mvov c`vb Riæwi n‡q c‡o ZLb Zv mgqgZ, KvhKi I gvbm¤§Zfv‡e Kiv hvq|

`y© ai‡Yর কার্যক্রমের মাধ্যমে দুর্যোগের ক্ষয়ক্ষতি হ্রাসের জন্য প্রস্তুতি গ্রহণ করা যায়।যথা- 1) †fŠZ KvVv‡gvMZ 2) AvPiYMZ| wb‡g wKQz c~e©Zg~jK কার্যক্রমের উদাহরণ †`qv nj:

cwZôvwbK chv©‡q c~e©Zg~jK KvR		cwievwiK chv©‡q c~e©Zg~jK KvR	
†fŠZ KvVv‡gvMZ	**AvPibMZ**	**†fŠZ KvVv‡gvMZ**	**AvPiYMZ**
- †bŠKv I ÎvY mvgMx - iv¯—vNvU I evua †givgZ - mvB‡Kvb †këvi ‰Zix Kiv - `y©hvM mnbkxj weRfb ai‡Yi dm‡ji RvZ ˆZix Kiv	- Nwy©S‡oi mZK ms‡KZ cPvi e¨e¯'v M‡o †Zvjv I kw³kvjx Kiv - Nwy©So c~e©Z cwiKíbv ˆZix Kiv - Kgx© ewnbx‡K cwk¶Y †`qv, hv‡Z Zviv KvhKifv‡e `y©hvMKv‡j KvR Ki‡Z cv‡i - GQvov miÄvg msMn Kiv - D×vi I ¯'vbvš‡ii Rb¨ Kgx© ewnbx‡K cwk¶Y †`qv	- Avj‡Mv Pjv ‰Zwi - Rvjvwb msMn - `y©hv‡Mi ¶wZ Kgv‡bvi Rb¨ ewoi Pvicv‡k †XvjKjwg I Kjv MvQ jvMv‡bv - Mv®§Kvj ïiæ‡ZB Ni †givgZ Kiv - gvPv ‰Zix Kiv - †bŠKv Ges †fjv †givgZ Kiv - fvmgvb `e¨w` e¨env‡ii c~e©Z wb‡q ivLv - Nwy©So †gŠmy‡gi kyiæ †_‡KB wbZ¨ c‡qv‡Rbxq wRwbm †hgb- †gvgewZ, w`qvkjvB, †K‡ivwmb Ges c‡qvRbxq Lv`¨ mvgMx, †hgb- Pvj, wPov, jeY BZ¨vw` Avjv`v ivLv - †ewoevua i¶Yv‡e¶Y	- ïK‡bv Lvevi, †hgb- wPov, gyo ev mewR ïUwK gRy` Kiv - wb‡Ri Avq †_‡K wKQy UvKv Rgv‡q ivLv - `y©hv‡Mi mZK ms‡KZ m¤ú‡K †LuR Lei ivLv Ges mZK ms‡KZ Abyhv‡i Avkq‡K›` hvIqv - AvKv‡i †QvU Ges gyj¨evb wRwbmcÎ Ges Lvevi mvgMx cwÑ‡Ki KvMR w`‡q †e‡auN‡ii gv‡S MZ K‡i gwUi wb‡P mh‡Z †i‡L †`qv - †h evox‡Z `yai wkï Av‡Q †mLv‡b weKí Lvev‡ii e¨e¯'v ivLv - `v, LšÍv, iwk Ggb `e¨w` hv Nwy©S‡oi ciciB Lye `iKvi n‡q c‡o Ggbme wRwbm m‡½ wb‡q hvIqv wKsev wbivc` RvqMvq gwUi wb‡P †i‡L hvIqv

Awa‡ekb 03 : `y‡h©vMKvjxb e¨e¯'vcbv

Av‡jvP¨ welqe¯' t

3.1. c~e© mZK©Zv I KiYxq
3.2. ¯'vbvšÍi I wbivc` Avkq
3.3. Rxeb i¶v Ges `ÿZv jvNe
3.4. Lv`¨ wbivcËv I RxweKvi wbðqZv
3.5. cwi‡ek myi¶v I `y‡h©vM †iva

D‡Ïk¨ t

GB Awa‡ekb †k‡l AskMÖnYKvixMY c~e© mZK©Zv I KiYxq, ¯'vbvšÍi I KiYxq, wbivc` Avkq, Rxeb i¶v Ges `ÿZv jvNe, Lv`¨ wbivcËv I RxweKvi wbðqZv Ges cwi‡ek myi¶v I `y‡h©vM †iva m¤ú‡K© ej‡Z I KiYxq welq¸‡jv cvjb Ki‡Z DØy× n‡eb|

c×wZ t

Db¥y³ Av‡jvPbv, e³"Zv Av‡jvPbv, wjwLZ †cv÷vi †ccvi Dc¯'vcbv, দলীয় কার্যক্রম ও দলীয় আলোচনা।

DcKiY t

†cv÷vi †ccvi/wdcPvU, gvKvi, gv¯‹vb †Uc/WK wKc, Z_¨ m¤^wjZ wjwLZ †cv÷vi †ccvi|

mgq t 3 (wZb) N›Uv|

অধিবেশন পরিচালনা প্রক্রিয়া t

wkLY chv©q	অধিবেশন পরিচালনা প্রক্রিয়া	mgq
3.1	• Awa‡ek‡bi ïi‡Z AskMÖnYKvix‡`i ¯^vMZ Rvbvb| Kzkjvw` wewbgq Ki“b Ges wkLY Dc‡hvMx cwi‡ek ˆZwi Ki“b| • ck K‡i Av‡Mi w`‡bi Awa‡ek‡bi welq I wkLY m¤ú‡K© Rvb‡Z Pvb| AskMÖnYKvix‡`i gZvgZ I Av‡jvPbvi gva¨‡g wkLYmgn~ ¯úó Ki“b|	15 wgwbU
	• c~e© mZK©Zv wK? Gm¤ú‡K© ck K‡i AskMÖnYKvix‡`i aviYv Rvbyb Ges wdWe¨vK‡Ui wjwce× Ki“b| • mnvqK Z_¨ 3.1 Abyhvqx mZK© ms‡KZ I KiYxq wjwLZ †cv÷vi c`kb K‡i Av‡jvPbvi gva¨‡g mZK© ms‡KZ I KiYxqmgn~ mnR fvlvq e¨vL¨v Ki“b		30 wgwbU
3.2	• ck K‡i ¯'vbvšÍi I wbivc` Avkq Ges Gi ¸i“Z¡ m¤ú‡K© AskMÖnYKvix‡`i aviYv m¤ú‡K© Rvbyb| • AskMÖnYKvix‡`i gZvgZ MÖnY †k‡l m¤úvwKZ aviYv ¯”Q Ki“b| • ejyb, ¯'vbvšÍ‡ii mgq wKï, e¯‘, cwZeÜx e¨w³i cwZ we‡kl fv‡e †Lqvj ivLv c‡qvRb| Gi‡i wb‡R‡`i evox/GjvKvi Ga‡Yi gvby‡li ¯'vbvšÍ‡ii mgqe×Zv I c‡qvRbxqZv wb‡q Av‡jvPbv Ki‡Z ejyb| • wbivc` Avk‡qi wewfbœ D`vniY w`b (mnvqK Z_¨ 3.2 Abymv‡i)| • AskMÖnYKvix‡`i‡K wb‡R‡`i GjvKvi †cÖ¶‡Z wbivc` Avk‡qi ¯'vbmgn~ wPwýZ Ki‡Z ejyb| • AskMÖnYKvix‡`i gZvgZ ï‡b †cvóv‡i wjwce× Ki“b|	30 wgwbU

wkLY chvq	অধিবেশন পরিচালনা প্রক্রিয়া	mgq
3.3	• ck K‡i Rxeb i¶v Ges `ÿkv jvNe m¤ú‡K AskMÖnYKvix‡`i aviYv Rvbyb Ges †cvóvi †ccv‡i wjwce× Kiæb| • mnvqK Z_¨ 3.3 Abymv‡i Rxeb i¶v Ges `ÿkv jvN‡e Lv`¨ I cv_wgK wPwKrmvmn KiYxqmgn- AskMÖnYKvix‡`i AewnZ Kiæb|	30 wgwbU
3.4	• ck K‡i Lv`¨ wbivcËv I RxweKvi wbðqZv m¤ú‡K AskMÖnYKvix‡`i aviYv Rvbyb Ges wdcwkU/‡cv÷vi †ccv‡i wjwce× Kiæb| • mnvqK mnvqK Z_¨ 3.4 Abymv‡i Lv`¨ wbivcËv I RxweKvi wbðqZv m¤ú‡K AskMÖnYKvix‡`i aviYv ¯úó Kiæb|	30 wgwbU
3.5	• AskMÖnYKvix‡`i i‡K wb‡R‡`i GjvKvi †cwi¶‡Z cwi‡ek msi¶v I `‡Y †iva Gi ¸iæZ I c‡qvRbxqZv e¨vL¨v Ki‡Z ejyb| • Av‡jvPbv †k‡l mnvqK Z\_¨ 3.5 Abymv‡i cwi‡ek msi¶v I `‡Y †iva AskMÖnYKvix‡`i m¤ú‡K aviYv ¯"Q Kiæb|	30 wgwbU
	• w`‡bi Av‡jvP¨ welqmg‡ni mvims‡¶c Ges Av‡jvPbvi gva¨‡g g~j¨vqZvmgn- mywbw`ó Kiæb| • Av‡jvP¨ welqmg‡ni Ici ck K‡i wkLb hvPvB Ges mevB‡K ab¨ev` Rvwb‡q Awa‡ekb †kl Kiæb|	15 wgwbU

Awa‡ek‡bi gyj¨evZv

- m¤ú‡`i †P‡q Rxe‡bi g~j¨ A‡bK †ewk, ZvB mZK ms‡KZ Abyhvqx wbivc` Avkq‡K‡›` †h‡Z n‡e|
- MZ wmMbv‡j wKQz nqwb, AvR‡Ki wmMbv‡j †h wKQz n‡e bv Ggb †Kvb wbðqZv †bB| ZvB me wmMbvj mgvb ¸i‡Zi mv‡_ †g‡b wbivc` Av‡kq †h‡Z n‡e|
- `y‡hv©M bvix, wkï, e„× I cÖwZeÜx‡`i mnvqZv c‡qvRb mevi Av‡M, me‡P‡q †ewk|

mnvqK Z_¨ - 3.1

[†hme gwWDj †_‡K Z_¨ †bqv n‡q‡Q-
`yh©vM SuyK e¨e¯'vcbvq bvix‡`i †bZZ¡, wbivc` I AKdvg;
BDwbqb †¯^”Qv‡meK‡`i Rb¨ `y‡hv©M e¨e¯'vcbv cwk¶Y mnvwqKv, cwk¶Y wefvM, `y‡hv©M e¨e¯'vcbv cKí,
mgwšZ Lv`¨ wbivcËv KgmP~x, †Kqvi evsjv‡`k;
mgvR wfwËK `y‡hv©M SuwK nvmKiY cwk¶Y ÷¨vÛvW© wb‡`©wkKv m`m¨‡`i Rb¨; XvKv AvnQvwbqv wgkb Ges Kbmvb BDwbfvmvj]

<u>ce© mZKZv I KiYxq m¤ú‡K Av‡jvPbv</u>

Avc‡`i m¤¢vebv †`Lv w`‡j mZK ms‡KZ cPvi Kiv nq| mZK ms‡K‡Zi gva¨‡g gvbyl Rvb‡Z cv‡i †Kvb Avc` KLb I †Kv_vq AvNvZ nvb‡Z cv‡i| Gi d‡j Zviv mgq _vK‡Z wbivc` ¯'v‡b m‡i †h‡Z cv‡i| Z‡e GiKg mZK ms‡KZ ïay Î NwYS‡oi †¶‡Î B †`Iqv nq, Ab¨vb¨ Avc‡`i †¶‡Î GB e¨e¯'v Lye mxwgZ|

cwZôvwbK chv©‡q mZK evZv© cPvi: AvenvIqv wefvM †_‡K cvß Z_¨ †iwWI-wUwf‡Z cPvi Kiv nq| Lv`¨ I `y‡hv©M gšYvj‡qi Aaxb NwYSo c¯'wZ KgmP~x Rb‡Mvôx wfwËK †¯^”Qv‡meK `‡ji †bUIqv‡Ki mn‡hvwMZvq mvgwRK chv©‡q NwYSo ceY GjvKvq cPvi K‡i| cwb m¤ú` gšYvj‡qi Aaxb eb¨v ce©vfvm I mZKxKiY †K›` B-‡gBj, dn¨v· I Kw¤úDUv‡ii gva¨‡g cwbi D”PZv m¤úwKZ AvMvg Z_¨ m¤wjZ ey‡jwUb cwZw`b wewfbœ cPvi gva¨g I ms¯'vq †ciY K‡i _v‡K, Rivwi Ae¯'vq G ey‡jwUb Avi I `ªZfv‡e †ciY I cPvi Kiv nq| cwb m¤ú` gšYvj‡qi Aaxb †m›Uvi di GbfvqibB‡g›Uvj GÛ wRI MÖvwdK Bbdi‡gkb mvwf©mm wewfbœ cavb b`xi fv½b RwbZ cavb cavb ¯'vbmgn~ m¤ú‡K evwlK cwZ‡e`b cKvk K‡i|

NwYS‡oi mZK ms‡KZ cPvi e¨vcKfv‡e Kiv nq| mgy`ª e›`‡ii wec` ms‡KZ †`qv n‡j †mLv‡b jvj cZvKv UvwO‡q †`qv nq Ges †iwWI, †Uwjwfk‡b evi evi mZK ms‡KZ cPvi Kiv nq| mvaviYZ Dc‡Rjv wbevnx Awdm, AvenvIqv Awdm, DcRj¨vjvb, BDwbqb cwil` feb I DcRjvM‡Q cZvKv D‡Ëvjb K‡i wec` ms‡KZ †evSv‡bv nq| GQvov miKvix KZ©c¶ gvB‡Ks Gi gva¨‡g cPviY Pvjvq I mvB‡ib evRvq| GQvov †Xvj ev wUb wcwU‡q mZK ms‡KZ Mvgevmx‡K Rvbv‡bv nq|

<u>mvgwRK chv©‡q mZK evZv© cPvi:</u> Mv‡gi cy‡ivwnZiv nvUevR‡i hvq, Pv‡qi †`vKv‡b e‡m| Zviv mn‡RB mZK evZv cvq| ZvQvov, Zv‡`i wb‡R‡`i ga¨ msev` Av`vb-c`v‡bi e¨e¯'v _v‡K| GKRb mZK evZv †c‡j, †m Zv Ab¨‡`i Rvbv‡q ‡`q| †ckvRxex †kYxi GB e¨e¯'v †ek PvjyAv‡Q| GKRb gwS GiKg

Lei †c‡j Zv Ab¨ gvbyl‡`i Rvbv‡q †`q| AvRKvj †gvevBj †dv‡bi cPjb nIqvi Kvi‡Y GB c×wZi e¨envi Av‡iv †e‡o‡Q|

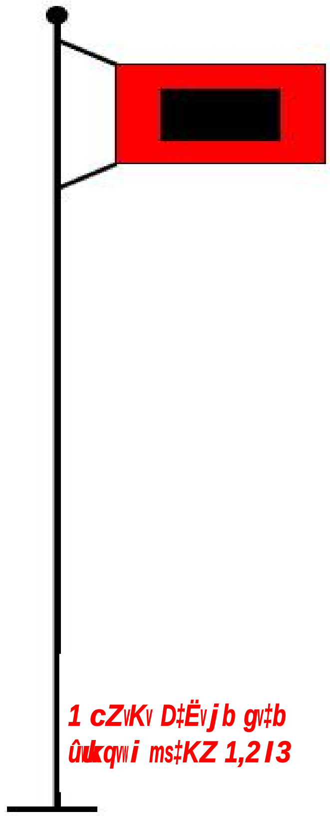
**cwievi chv©‡q mZK evZv© c`vb:** cwievi‡ii †Kvb m`m¨ †iwWI, wUwf †_‡K mZK evZv© †c‡j †m Ab¨‡`i Rvbvq| ewoi evB‡i †KD mZK ms‡KZ ïb‡j †m ewo G‡m Ab¨‡`i Rvbvq| G‡Z A‡bK mgq bó nq| Avevi, A‡bK mgq, †m ewo bv G‡m mivmwi †kë‡i P‡j hvq| d‡j H cwievi‡ii bvix wkï‡`i g‡a¨ _v‡K|

N~wY©So ms‡KZ m¤ú‡K© cwiwPwZ

Avenvl qv Awa`ßi n‡Z N~wY©So I R‡jv”Q¡vm সংক্রান্ত ¯^vbxq ûwkqvwi ms‡KZ bs 1, 2 I 3 gv‡b 1 cZvKv - Gi Rb¨ Avenvl qvi we‡kl weÁwß cÖvi Kiv n‡q‡Q| GgZve¯’vq, wb¤œiƒc ¶q¶wZ n‡Z cv‡i| 1 cZvKv †`Lv‡bvi ci cÖvi gva¨g¸‡jv‡Z cwZ AvavN›Uv ci ci MY`y‡hvM evZv© cÖwiZ nq|

eZgv‡b evZv‡mi cÖfv‡e †hme ¶q¶wZ n‡Z cv‡i, Zv n‡jv -

- km¨‡¶Î gvivZKfv‡e ¶wZM¯’ n‡Z cv‡i|
- A‡bK Kuv"v Ges AvavKuv"v Nievwo AvswkKfv‡e ¶wZM¯’ n‡Z cv‡i|
- ms‡KZ Avi evov‡bv bv n‡j DcKƒ‡j Rbmvavi‡Yi gvSwi ai‡bi ¶wZ n‡Z cv‡i|
- nvjKv †_‡K gvSvwi ai‡Yi R‡jv”Qv‡m GjvKv Ges msjMœ wbgœÂj mgn cøveZ n‡Z cv‡i|



1 cZvKv D‡Ëvjb gv‡b ûwkqvwi ms‡KZ 1,2 I 3

RbMY‡K e¨w³MZ chv©‡q †h mKj mZKZvgƒjK KvR Ki‡Z n‡e Zv wb¤œiƒc

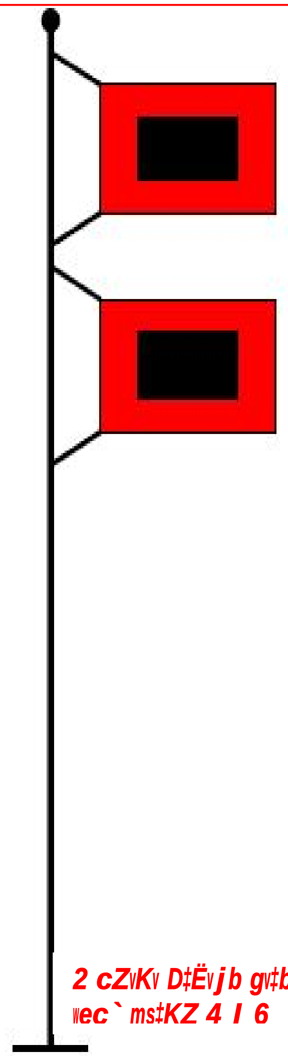
- Ggb †Kv_vI bv hvIqv †hLvb †_‡K Avm‡Z 1 w`‡bi †ewk mgq jM‡e|
- N~wY©So Avm‡Q GB wPšÍv gv_vq ivL‍v| N~wY©S‡oi cieZx© Ae¯'v Kx nq †mw`‡K †Lqvj ivLv|
- gƒ¨evb I fvmgvb wRwbmcÎ †Kv_vq Av‡Q †mw`‡K j¶¨ ivLv|
- N~wY©So Avkq¯‡j ¯'í mg‡qi g‡a¨ wKfv‡e †cŠQv‡Z n‡e †m e¨vcv‡i †LvuR ivLv|
- Mewv` cï evoxi KvQvKvwQ ivLv| Mewv`cï I nvm-gyiMx wbivc` Dc‡Rjv‡b ¯'vbvšÍi|
- c‡qvRbxq DcKiKY nv‡Zi Kv‡Q ivLv|
- AZ¨š— Rixwi I ¸iæZ¡c~Y© KvMRcÎ Ges UvKv-cqmv cwjw_‡b gy‡o (ewoi Avi I `xN©KRb‡K Rvbv‡q) gvwU‡Z cy‡Z ivLv|
- Rixwi gy‡Z c‡qvRb †gUv‡bvi Rb¨ wKQyïK‡bv Lvevi Ges cvwb cv‡Î †i‡L cwjw_‡b gy‡o gvwU‡Z cy‡Z ivLv|

- wUDe I‡q‡ji gy_ ¯Lyj I c‡ii †Lvjv gyL k³ cwj_b w`‡q fvj fv‡e gy‡o ivLv|
- dm‡ji exR e¯'vq ev cwjw_‡b †ejv DPz ¯'v‡b iv‡Lv A_ev Ab¨Î wbivc` ¯'v‡b †ciY|
- gnwec` ms‡KZ cvIqvi mv‡_ mv‡_ Kvjwej¤^ bv K‡i Avkq‡K›`ª A_ev Ab¨ †Kvb wbivc` Avk‡q P‡j hvIqv|
- Avkq‡K‡›`ª hvIqvi mgq enb‡hvM¨ ivbvi Pzjv, †gvgewZ, w`qvkjvB I wKQy Rvjvbx KvV m‡½ †bqv|
- Zvr¶wYK fv‡e `y‡hv©M e¨e¯'vcbv KwgwUi m`m¨‡`i mv‡_ †hvMv‡hvM i¶v Kiv|

1 cZvKv ev mZK ms‡K‡Zi ci 2 cZvKv ev wec` ms‡KZ 4 I 6| GwU †NvlYvi ci cPwi gva¨g¸‡jv‡Z cwZ 15 wgwbU A¯Íi mZKevZv cPwiZ nq|

2 cZvKv †`Lv‡bvi ms‡K‡Zi mg‡q wK wK ¶wZ n‡Z cv‡i

- A‡bK bwi‡Kj MvQ †f‡O †h‡Z Ges aŸsm n‡Z cv‡i Ges Ab¨vb¨ A‡bK eo eo MvQcvjv Dc‡o †h‡Z cv‡i|
- km¨w` i gviZ¥K ¶wZ n‡Z cv‡i|
- AwaKvsk KuvPv Ges AvaKuvPv Nievwoi Pvjv D‡o †h‡Z A_ev ¶wZM¯' n‡Z cv‡i| nvjKv †_‡K gvSvwi ai‡Yi cvKv Niewo ¶wZM¯' n‡Z cv‡i|
- we`y¨r mieivn Ges †hvMv‡hvM e¨e¯'v wew"Qb n‡Z cv‡i|
- GjvKv Ges Zv‡`i wbgvÂjmgn gvSvwi N‚wYS‡oi mv‡_ R‡jv"Qv‡m cøweZ n‡Z cv‡i |



2 cZvKv D‡Ëvjb g‡b wec` ms‡KZ 4 I 6

G mg‡q KiYxqt

- †iwWI Ab¨vb¨ cPvi gva¨‡g cPviKZ.ms‡KZmgn †kvbv we‡kl K‡i AvMZ N‚wYS‡oi Ae¯'vb KZ `‚‡i, evZv‡mi MwZ‡eM KZ Ges SowUi ¯'vb cwieZ‡bi MwZ‡eM KZ|
- evox‡i Ab¨vb¨ cwiev‡ii mv‡_ _vKv Ges mKj‡K gvbwmK mvnm c`vb|
- c‡qvRbxq mvgMx, †gvgewZ, gvPvi, wPov, ¸o, we¯yK Ges Lvevi cvwb cwi÷K cv‡Î f‡i, gyL fvj fv‡e eÜ K‡i mybw`ó RvqMvq MZ K‡i gvwUi wb‡P iv‡Lvi e¨e¯'v Kiv|
- Mew`cï‡`i wbKUeZx DPzRvqMv wKsev wKjv‡Z wb‡q hvIqv A_ev Zv‡`i euab Lyy‡j †`qv|
- g‡b iv‡L n‡e †h, Ae¯'vi AebwZ n‡j GB wec` ms‡K‡Zi c‡iB gnwec` ms‡KZ Avm‡e Ges H mg‡q PjvPj Kiv †gv‡UI m¤¢e nq bv|

Kv‡RB Avkq¯'‡j hvIqvi Rb¨ we‡kl K‡i kvixwiKfv‡e `ye©j‡`i gnvwec` ms‡KZ cvIqvi ce©gyû‡ZB ¯'vbvšÍ‡ii Dchy³ mgq|

➢ cwb c‡_ Pjvi hvbevnb we‡kl K‡i †bŠKv, BwÄb PvwjZ †bŠKv, †fjv, fvmgvb `e¨ c¯Z ivLv|

➢ gvBK, †gMv‡dvb, nY wm`‡q †iwWI ev †Uwjwfk‡b cPvKZ.ms‡KZ I N~wY©S‡oi Ae¯'vb I MwZweaai LeivLei cPvi Kiv|

➢ wbR cwiev‡ii ¯'vbvšÍ‡ii mv‡_ Aci‡K ¯'vbvšÍ‡i mvnvh¨ Kiv|

➢ k³ I †gvUv `wo w`‡q ˆZixKZ.gB wfUv evoxi Kv‡Q Aew¯'Z eo bvi‡Kj ev Zvj Mv‡Qi mv‡_ †eu‡a ivLv|

2wU cZvKvi ci †h ms‡KZ †`Lv‡bv n‡e †mwU n‡e 3wU cZvKv ev gnvwec` ms‡KZ bs 8, 9 I 10| GB gnvwce` ms‡KZ †NvlYvi ci cPvi gva¨g¸‡jv‡Z cvZ 5 wgwbU Aši mZKevZv cPvwiZ nq|

gnvwec` ms‡K‡Zi mg‡q wK wK ¶wZ n‡Z cv‡it

➢ gnvwec` ms‡K‡Zi AvIZvf³ mKj GjvKv/ †jvKvjq LyeB gvivZ¦K ¶wZi m¤§yxb n‡Z cv‡i|

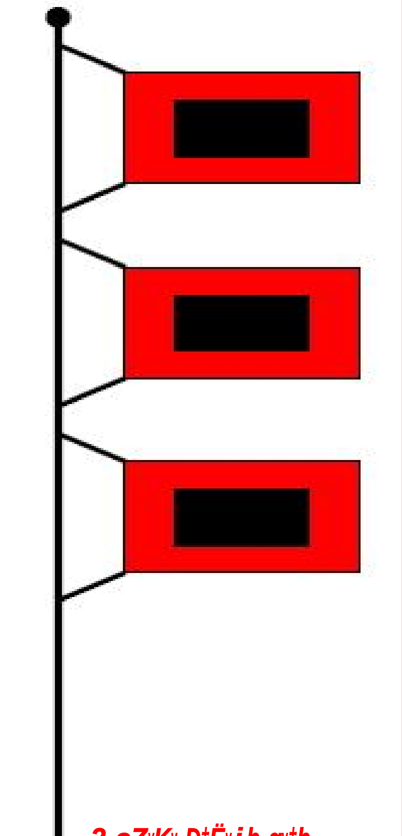
➢ AmsL¨ bwi‡Kj Ges Ab¨vb¨ eo MvQ-cvjv aŸsm n‡Z ev Dc‡o co‡Z cv‡i|

➢ km¨‡¶Î mgn mgú~Y©i‡c webó n‡q †h‡Z cv‡i|

➢ mKj KuvPv I AvavKuvPv Niewomgn aŸsm n‡Z cv‡i| nvjKv †_‡K gvSvwi ai‡Yi cvKv Niewo D‡jL‡hvM¨fv‡e ¶wZM¯ n‡Z cv‡i|

➢ we`yr mieivn Ges †hvMv‡hvM e¨e¯'v gvivZ¦Kfv‡e wew”Qb n‡Z cv‡i|

➢ GjvKv Ges Zv‡`i wbgvÂjmgn R‡jv”Qv‡m cøveZ n‡Z cv‡i |



3 cZvKv ev gnvwec` ms‡KZ †`Lv‡bvi mg‡q KiYxq t

➢ ms‡KZ bs 8 I 9 (gnvwec` ms‡KZ): GB ms‡K‡Zi mgq cavb KiYxq n‡”Q Rxeb euvPv‡bv, m¤ú‡`i Kx ¶wZ n‡”Q ev bv n‡”Q †m w`‡K †Kvb bRiB †`qv hv‡e bv|

➢ GB mg‡q AvenvIqv GZB `y‡hvMc~Y©_vK‡e †h PjvPj Kiv LyeB KóKi n‡e|

➢ Avkª`‡Z‡K A‡bK `~‡i e‡j MY¨ Ki‡Z n‡e Ges A‡bK †¶‡Î GB Avkª`‡ZI cvi nIqv ev অতিক্রম Kiv hvq bv cwZK~j Ae¯'vi Rb¨|

- G mg‡q †Kvb hvbevnb‡bi gva¨‡g we‡kl K‡i cwb c‡_ PjvPj bv Kiv|
- G mg‡q S‡ov nvIqvi MwZ‡eM GZ †ewk _v‡K †h Kv‡Qi †Kvb e¯'I †`Lv hvq bv evuói †dvUv kix‡i GZ †Rv‡i jv‡M †h g‡b nq eo eo wXj wKsev e›`ÿKi ¸wj jvM‡Q|
- G mg‡q evZvm GZ cej _v‡K †h Mv‡Qi Wvj, N‡ii wUb nvjKv RvZxq `‡e¨i gZ evZv‡m cPÛ †e‡M Do‡Z _v‡K|
- G mgq Avkq‡K›`ªi evB‡i bv hvIqv wKsev wew¶ß fv‡e †Nviv‡div bv Kiv|
- gnwec` ms‡KZ c`v‡bi mv‡_ mv‡_ †¯'”Qvq hw` †KD wbivc` ¯'v‡b ¯'vbvšÍi n‡Z bv Pvq Zv‡`i‡K †Rvo wKsev ej cÖ‡qvM K‡i n‡j I Zv‡`i‡K ¯'vbvšÍ‡ii e¨e¯'v Kiv|
- ms‡KZ bs 11- †hvMv‡hvM wew"Qb: `yZ Gjv‡Ki mv‡_ †h †Kvb iK‡gi †hvMv‡hvM bv nIqvi Kvi‡Y †Kvb Ae¯'v‡ZB †Kv_vq Kx n‡"Q ev n‡q‡Q Zv Rvbv hv‡e bv| G mgq Ggb Ae¯'vi mÿó nq †h, evev gv‡Ki mvg‡b mšÍvb, mšÍv‡bi mvg‡b evev gv †f‡m hvq wKQz Kivi _v‡K bv ev Ki‡Z cv‡i bv|
- G mg‡q GKgvÎ hy× nq wb‡Ri Rxeb euvPv‡bvi Rb¨, Avi G mZ¨‡KB ZLb †g‡b wb‡Z nq|

mnvqK Z_¨ - 3.2

[†hme g¨vbyqvj †_‡K Z_¨ †bqv n‡q‡Q-
`ÿhvM SÿK e¨e¯'vcbvq bvixi †bZZ¡, wbivc` I AKdvg;
BDwbqb †¯'"Qv‡meK‡`i Rb¨ `ÿhvM e¨e¯'vcbvi cwk¶Y mnvwqKv, cwk¶Y wefvM, `ÿhvM e¨e¯'vcbv cKí,
mgvšZ Lv`¨ wbivcËv KgmPx, †Kqvi evsjv‡`k]

<u>**¯'vbvšÍi I wbivc` Avkq**</u>

N~wY©S‡oi MwZc‡_i mKj emwZi Rb‡MvôxK Rxeb i¶vi Rb¨ wbivc` Avk‡q m‡i †h‡Z nq| mvaviYZ DcK~jvKv feb, †hgb- mvB‡Kvb †këvi, ¯'yj, miKwi-‡emiKwi Awdm, BDwbqb cwil` Awdm ev cwiZ¨³ ‡ekxi cvKv evwo Avkq wnmv‡e e¨envi Kiv nq| N~wY©S‡oi mZK evZv Rvwi nIqvi c‡i ¯'vbvšÍi ïiæ nq I Aí mg‡qi ga¨ A‡bK †jvK‡K wbivc` Avk‡q m‡i †h‡Z nq|

**wbivc` ¯'v‡b ¯'vbvšÍi:** Pig wec‡`i AvksKv _vKv m‡Ë¡I A‡b‡K c`Ë ms‡KZ wekvm K‡i bv Ges wbR evm¯'v‡b Ae¯'vb K‡i| we‡kl K‡i bvixiv †Kvb Ae¯'v‡ZB wbR evm¯'vb †Q‡o Ab¨ ¯'v‡b †h‡Z Pvq bv| ¯'vbvšÍ‡ii Rb¨ wbgœwjwLZ KvR¸‡jv Kiv hvq:

- gnwec` ms‡KZ cPwiZ nIqvi mv‡_ mv‡_ N~wY©So Avkq‡K›`ª Mgb| Avkq‡K›`ª `~‡i n‡j wec` ms‡KZ cPv‡ii mv‡_ mv‡_ iIbv n‡Z n‡e|
- Avkq‡K›`ª ïaygvÎ Rxeb i¶vi Rb¨ hvIqv| mv‡_ h‡Zv Kg mvgMx wb‡q hvIqv hvq ZZ fvj| KviY wb‡q hvIqv mvgMx Avkq‡K›`ª A‡bK RvqMv R~‡o _v‡K| G‡Z gvbyl‡i RvqMv nq bv, eis Kó nq|
- Avkq‡K›`ªi cwi‡ek KL‡bvB wb‡Ri evm¯'v‡bi cwi‡e‡ki g‡Zv n‡e bv Ges eû AcwiwPZ gvbyl‡i mv‡_ AwZ K‡ó N~wY©S‡oi mgqUv AwZevwnZ Ki‡Z n‡e|

- hZUzKz m¤¢e wkï, ex, cwZeÜx e¨w³ Ges bvix‡`i ‡K AMÖvaKvi w`‡Z n‡e|
- wbKUeZx ¯'v‡b Avkÿq‡K›`ª bv _vK‡j wKjv, DPz wUjv ev cvnvo, cvKv evox/gmwR`/gw›`i/¯‹zj/K‡jR cfÖwZ wbivc` RvqMvq Avkÿq MÖnY Kiv †h‡Z cv‡i|
- N~wY©So I R‡jv”Qv‡m i Pig gyn~‡Z© A‡b‡K bvi‡Kj, Zvj I Ab¨vb¨ k³ Mv‡Q Rxeb iÿv K‡i _v‡K|
- wej¤^ Kiv Pj‡e bv| ¯§iY ivL‡Z n‡e 1 wgwbU wej¤^ n‡j Rxeb iÿv Kiv bvI †h‡Z cv‡i|

wbivc` Avkÿq:

wewfb wbivc` Avkÿq¯'j	**Avcbvi GjvKvi wbivc` Avkÿq¯'j**
- mvB‡K¬vb †këvi, ¯‹zj - miKvwi-‡emiKvwi Awdm - BDwbqb cwil` Awdm - cvZ‡ekxi cvKv evwo - wKjv, DPz wUjv ev cvnvo - gmwR`/gw›`i/¯‹zj/K‡jR cfÖwZ	?

mnvqK Z_¨ - 3.3

[†hme gwWDj †_‡K Z_¨ †bqv n‡q‡Q- BDwbqb †¯'”Qv‡meK‡`i Rb¨ `ÿhvM e¨e¯'vcbv cvk¶Y mnwqKv, cvk¶Y wefvM, `ÿhvM e¨e¯'vcbv cKí, mgwšZ Lv`¨ wbivcËv KgmPx, †Kqvi evsjv‡`k]

<u>**Rxeb iÿv I `ÿkv jvNe**</u>

**Riæix Lv`¨ I weï× cvwbi e¨e¯'v Kiv:** N~wY©So I R‡jv”Qvm GgbB GKUv `ÿhvM hvi d‡j Aí mg‡qi g‡a¨ Ggb GK A¯'vfwweK cwi‡e‡ki m„wó nq †hLv‡b Rxeb evPv‡bvi Rb¨ wKQz _v‡K bv| mgM `ÿZ GjvKv Ggbfv‡e wew”Qbœ n‡q hvq †h Zvr¶wYKfv‡e †Kvb wKQz †mLv‡b †cuŠQv‡bv m¤¢e nq bv| d‡j `ÿZ †jvKRb n‡q c‡o Avil Amnvq, nwi‡q †d‡j mÂZ mvnm I AvZ¥wekvm| wcqRb nviv‡bvi †e`bv, AvnZ‡`i wb‡q `ÿšÍv Ges ¶zavi Zvobvq Zviv n‡q c‡o w`‡knvivi| Dc‡iv³ cwiw¯'wZ‡Z wbgœwjwLZ KvR¸wj Kiv †h‡Z cv‡i:

- DcK~‡j AÂjevmx‡`i m`¯'fv‡e †R‡b ivL‡Z n‡e †h N~wY©S‡oi mgq wKsev Zvi ciciB Zvr¶wYKfv‡e †Kvb mvnvh¨ G‡m †cuŠQv‡e bv| GB Pig gyn~‡Z wb‡RB wb‡R‡K mvnvh¨ Kiv Qvov Ab¨ †Kvb weKí †bB| Avcbv‡K N~wY©S‡oi Pig gyn~Z Qvov I wbR c‡Póv‡ZB 2/1w`b †e‡P _vK‡Z n‡e|
- †h‡nZz Î vYmvgMx Avcbvi Kv‡Q N~wY©S‡oi cig~n~‡ZB †cuŠQv‡e bv Kv‡RB Avcbv‡K nq Abvnv‡i _vK‡Z n‡e A_ev N~wY©S‡oi c‡e gwUi wb‡P ivLv `e¨w` Lv‡R †ei Ki‡Z n‡e|
- DcK~‡j AÂ‡j Lye Aí h‡ZB bvi‡Kj I ZvjMvQ Rbœq I e„¶ cvq| d‡j a‡i AwaK cwigv‡Y| N~wY©S‡oi c‡i Zvr¶wYKfv‡e nv‡Zi Kv‡Q hv cvIqv hvq Zv nj Wve I bvi‡Kj|

GB Wve I bvi‡Kj‡KB Rxeb euvPv‡bvi Rb¨ c_g I cavb mvgMÖx wn‡m‡e we‡ePbv Kiv †h‡Z cv‡i|

- Ab¨vb¨ djgyj I Hmgq cwb‡Z fvm‡Z _v‡K wKsev gwU‡Z c‡o _v‡K †hgb- †c‡c, Kjv, wgwó jvD BZ¨vw` hv Rxeb i¶vq mnvqK Lv`¨ wnmv‡e we‡eP¨ nq|
- NwY©So I R‡jv”Qv‡mi ci Lvevi cwbi †Kvb e¨e¯'v _v‡K bv| Lvevi cwbi mKj DrmB bó n‡q hvq| †hgb- cyKzi, Kzqv GgbwK wUDeI‡q‡j mvM‡ii jeYv³ I gqjv cwb X‡K Lvevi cwbi Drm bó K‡i †`q| Kv‡RB c‡e gwUi wb‡P iw¶Z Lvevi cwbB GKgvÎ Zv‡`i †gUv‡bi Dcvq| ZvQvov wUDeI‡qj hw` RjgM n‡q hvq Zvn‡j cwb m‡i hvIqvi c‡i GKbvMv‡i Ava N›Uv †_‡K †cŠ‡b GK N›Uv D³ wUDeI‡qj †_‡K cwb wb®vkb K‡i weï× Lvevi cwb cvIqv †h‡Z cv‡i|
- cwZKyj Avenvlqvi Kvi‡Y Lvevi I ÎvYmvgMx NwY©S‡oi cwiciB `yM©Z gvbyl‡K †c‡Q †cŠQvq bv| Avi hLb †cŠQvq ZLb cvq mK‡jB wekÂLjvi gva¨‡g mevi Av‡M cvIqvi †Póvq wjß nq| d‡j ÎvYmvgMx c`vbKvix e¨w³MY ÎvY weZiY eÜ K‡i A_ev †kl bv K‡iB ¯'vb Z¨vM K‡ib| evB‡ii ÎvYmvgMx msM‡n hZ AmyeavB _vKK bv †Kb ÎvYmvgMx c`vbKvix e¨w³‡`i wbqg Abyhvqx †m¸‡jv msMn Ki‡Z n‡e| g‡b ivL‡Z n‡e mKj `yM©Z gvbyl‡i mvnv‡h¨i Rb¨B Zviv G‡m‡Q, †Kvb GKK e¨w³ ev `‡ji Rb¨ bq, mK‡jB ZLb `yM©Z|
- cqtcYvjxi Rb¨ A¯'vqx fv‡e evm¯'vb †_‡K wKQz`‡i gwU‡Z MZ K‡i cvqLvbvi e¨e¯'v Kiv |

cv_wgK wPwKrmv: NwY©So gv‡bB AvnZ nIqv Avi R‡jv”Qvm gv‡bB †f‡m hvIqv| cPÛ AvKv‡ii NwY©So n‡j H AÂ‡ji gvbyl AvNvZcvß n‡eB| gvbyl‡i nVvr †Kvb AmyZvq Z‡K my iveLvi Rb¨ W³vi ev Wv³vix wPwKrmv cwßi ce- chš cv_wgKfv‡e †h mg¯ Riæix wPwKrmv †mev †`Iqv nq †m¸‡jv‡K cv_wgK wPwKrmv e‡j| †hgb- MvQ †_‡K c‡o nvo fv½v, cwb‡Z †Wvev, weI LvIqv, A‡bK¶Y †iv‡` †_‡K Amy n‡q cov BZ¨vw`i cv_wgK wPwKrmv|

cwb‡Z †Wvev: †Kvb Kvi‡Y cwb‡Z Wy‡e †M‡j hw` dzmdz‡mi g‡a¨ cwb X‡K dzmdzm f‡i hvq ev Ab¨ †Kvb fv‡e kvm-ckvm eÜ n‡q hvq Zvn‡j Aw·‡Rb Gi Afv‡e gvbyl‡i gZ¨y n‡Z cv‡i|

KZ¶‡Y gZ¨y n‡Z cv‡i:

1. **Zvr¶wYK gZ¨z** hw` KvwWqvK G¨v‡ió nq|
2. **`ªyZ gZ¨z** hw` cyivcywi Wy‡e gviv hvq Zvn‡j mvaviYZ cwb‡Z 4 †_‡K 5 wgwb‡Ui g‡a¨ Ges †jvbv cwb‡Z 8 †_‡K 12 wgwb‡Ui g‡a¨|
3. **†`ix‡Z gZ¨z** Wy‡e hvevi †_‡K D×v‡ii ci Bb‡dKkb n‡q gZ¨z| Ava N›Uv †_‡K K‡qK w`b|

e¨e¯'vcbv:

1. `ªæZ cwb †_‡K D×vi Kiv, gyL I wfZimn kvmZ‡š¿i Dc‡ii w`K †_‡K gqjv Kv`v _vK‡j Zv cwi®vi Kiv|
2. wRnŸv GKUz †U‡b mvg‡bi w`‡K ivLv †hb kvmbvjx cwi®vi _v‡K|

3. bv‡Ki wQ` mn kvmZ‡š¿i Dc‡ii w`K evi evi cwi®‹vi Kiv †hb dzmdz‡mi g‡a¨ mn‡R evZvm PjvPj Ki‡Z cv‡i|
4. ‡ivMx‡K Mjv Uvb K‡i, gv_v KvZ K‡i ïB‡q, †c‡U Pvc w`‡q wfZ‡ii cwb †ei Kiv A_ev cv Dc‡ii w`‡K w`‡q SvuwK w`‡q w`‡q cwb †ei Kiv|
5. c‡qvR‡b KwÎg kvm-ckvm Pvjy‡q hvIqv| (cwZ wgwb‡U 12 †_‡K 15 evi, 15 †_‡K 30 wgwbU chš, Ôgyj †_‡K gyjÕ Ôgyj †_‡K bvKÕ KwÎg kvm-ckvm)|
6. cwZ wgwb‡U 60 †_‡K 80 evi KwWqvK †g‡mR †`Iqv |
7. kxZKvj n‡j kixi Mig Kivi e¨e¯'v Kiv|

<u>**mv‡c Kvgov‡bv:**</u> mv‡c Kvgov‡j Ri"ix wfwË‡Z KiYxq-

1. fxZ `~i K‡i Z n‡e;
2. mvc hv‡Z ci ci A‡bK‡K Kvgov‡Z bv cv‡i †m w`‡K j¶¨ ivL‡Z n‡e;
3. fvj K‡i ¶Z¯'vb mvevb I cwb w`‡q a~‡Z n‡e;
4. †Kvb fv½v `uvZ ev Ab¨ †Kvb Ask wfZ‡i A‡Q wK bv cix¶v K‡i ‡`L‡Z n‡e;
5. wbivc` †_‡K hw` m¤¢e nq, Z‡e c‡i eYbv Kiv hvq Ggb fv‡e mvc †`L‡Z n‡e;
6. ¶Z¯'v‡bi Av‡kcv‡k wis _vK‡j Zv Lyj †dj‡v, KviY c‡i dz‡j wM‡q i³ PjvP‡j Amyweav n‡Z cv‡i;
7. gv‡Sgv‡S ¶Z¯'v‡bi Abyf~wZ cix¶v Kiv Ges i³ PjvP‡ji Amyweavi R‡b¨ ZvMvi bx‡Pi As‡k e‡Yi †Kvb cwieZY n‡"Q wK bv Zv j¶¨ ivLv;
8. ¶Z¯'v‡bi bovPov mxwgZ ivL‡Z w¯úøU †ea&a ivLv;
9. ¶Z¯'v‡bi Dc‡ii w`‡K nvjKv UvBU K‡i ZvMv ev †Wviv (UiwbK‡qU) †ea&a ivLv Ges 25 †_‡K 30 wgwbU cici Zv 20 †_‡K 30 †m‡K‡Ûi R‡b¨ Lyj †`Iqv, hv‡Z i³ PjvPj eÜ n‡q kixi c‡P bv hvq †mUv †iva Kiv;
10. ¶Z¯'vb ürwc‡Ûi †j‡fj †_‡K bx‡Pi w`‡K ivLv |

mv‡c Kvgov‡j th welq¸wji e¨vcv‡i mveavb _vKv Ri"ix:

1. KL‡bvB ¶Z¯'vb KvUv ev ïlv hv‡e bv, G‡Z Bb‡dKkb n‡Z cv‡i;
2. KL‡bvB ¶Z¯'v‡b eid jvMv‡bv hv‡e bv, d÷ evBU n‡Z cv‡i;
3. KL‡bvB ¶Z¯'v‡b B‡jw±K kK †`qv hv‡e bv;
4. KL‡bvB ¶Z¯'v‡b UvBU K‡i ZvMv (UiwbK‡qU) eva&v hv‡e bv |

<u>**†f‡½ hvIqv:**</u> j¶Y I DcmM-

1. BbRywi RvqMvq e¨_v nq;
2. BbRywi RvqMvq †dvjv _v‡K;
3. Abyf~wZ nwi‡q †h‡Z cv‡i;
4. A½ weKj n‡Z cv‡i ev bovPovq Amyweav n‡Z cv‡i;
5. kK n‡Z cv‡i|

e¨e¯'vcbv:

1. evB‡ii i ³ ¶iY eÜ Ki‡Z n‡e;
2. bov‡bv hv‡e bv,Avivg`vqK RvqMvq ivL‡Z n‡e;
3. ¯'úvBb fvO‡j Nvo ev Mjv †Nvi v‡bv hv‡e bv;
4. d¨vKPv‡ii wb‡Pi As‡k i ³ mieivn wVK Av‡Q wKbv †`L‡Z n‡e;
5. Ab¨vb¨ A½ wVK Av‡Q wKbv †`L‡Z n‡e;
6. fv½v A½ mveavb‡b I nvjKvfv‡e ai‡Z n‡e;
7. fv½v As‡ki wb‡P big ewjk ev †jc e¨envi K‡i Ges `iKvi n‡j w¯úÖU †eÜ (Kv‡Vi j¤v UyKiv, euv‡ki PUv BZ¨vw` fv½v hvqMvq iwk w`‡q Avj‡Zv fv‡e †eÜ †`Iqv, hv‡Z fv½v ¯vb bovPov bv K‡i) nvmcvZv‡j cvVv‡Z n‡e;
8. kK n‡j †m Abyhvqx e¨e¯v wb‡Z n‡e|

<u>**i ³ ¶iY:**</u> Rxe‡bi Rb¨ SyuwKc~Y© i ³ ¶i‡Yi j¶Y-

1. wdbwK w`‡q i ³ †ei nq;
2. mg¯ e¨e¯v Mn‡Yi c‡i I i ³ ¶iY eÜ bv nIqv ev i ³ RgvU bv euvav;
3. k‡Ki j¶Y _vK‡Z cv‡i|

i ³ ¶iY Gi e¨e¯'vcbv:

1. ¶Z¯v‡b mivmwi Pvc w`‡q i ³ eÜ Kiv;
2. m¤e n‡j KvUv ¯vb DPzu K‡i ivLv ;
3. Pvc w`‡q e¨v‡ÛR evavi Z‡e Ggb Pvc †`Iqv hv‡e bv hv‡Z ¯vfvweK i ³ PjvP‡j Amyweav nq;
4. bvox (cvjm) Ges kvm ckvm gwbUi Ki‡Z n‡e;
5. kK _vK‡j Zvi wPwKrmv w`‡Z n‡e;
6. Wv³vi I G¨v¤yj¨Ý WvK‡Z n‡e|

mveavbZv:

1. mvevb Ges Mig cvwb w`‡q nvZ fv‡jv K‡i ay‡Z n‡e Ges fvjfv‡e ïKv‡Z n‡e hv‡Z Bb‡dKkb Gov‡bv hvq;
2. m¤e n‡j nv‡Z Mvfm c‡i †bqv fv‡jv;
3. Bb‡dKkb Gov‡bvi R‡b¨ ¶Z¯v‡bi KvQvKvwQ nuvwP, Kvwk †`qv ev K_v bv ejv fvj|

<u>**cyo hvIqv:**</u> Zxefv‡e kixi cyo hvIqv wKQyeviI‡qi Dci wbfi K‡i, †hgb-

1. †cvovi aiY (KZLvwb cyo‡Q)
2. †cvovi KviY (†KwgK¨vj, B‡jKwUªwU)
3. †ivMxi eqm (hyeK ev e„×)
4. †cvovi ¯vb ev RvqMv (kix‡ii †Kvb RvqMv cyo‡Q)
5. †cvovi MfxiZv (KZLvwb Mfxi)

e¨e¯'vcbv:

1. Kgc‡¶ 20 wgwbU a‡i cvwb Xvj‡Z n‡e;
2. bb-w÷K †Wªms w`‡q †X‡K w`‡Z n‡e;
3. k‡Ki wPwKrmv Ki‡Z n‡e|

KL‡bv hv Ki‡eb bv:

1. †jvkb ev ˆZj v³ wRwbm jvMv‡bv;
2. †dvmKv d‡Uv Kiv hv‡e bv;
3. mivmwi eid jvMv‡bv hv‡e bv;
4. †cvovi mv‡_ c~Yiv †Mv‡_ Av‡Q Ggb Kvco Avjv`v Kiv hv‡e bv;
5. †cvov cvwb †X‡j Qvov Ab¨ fv‡e cwi®‹vi Kiv hv‡e bv|

mnvqK Z_¨ - 3.4

[†hme gwWDj †_‡K Z_¨ †bqv n‡q‡Q- `ÿhvM SyK e¨e¯'vcbvq bvixi †bZ…Z¡ wbivc` I AKdvg; BDwbqb †¯'”Qv‡meK‡`i Rb¨ `ÿhvM e¨e¯'vcbv cÖwk¶Y mnwqKv, cÖwk¶Y wefvM, `ÿhvM e¨e¯'vcbv cKí, mgwšZ Lv`¨ wbivcËv KgmP~x, †Kqvi evsjv‡`k]

Lv`¨ wbivcËv I RxweKvi wbðqZv

`ÿhv‡Mi d‡j Lv`¨ wbivcËv I RxweKvi Drm¸‡jv ¶wZM¯' nq| ZvB `ÿhvMKvjxb I `ÿhv‡Mi cieZx© Lv`¨ wbivcËv I RxweKv wbwðZ Kiv Lye `iKvix KvR| Gmgq RbMY‡K ˆah¨ a‡i GKmv‡_ wec` †gvKv‡ejv Ki‡Z n‡e| GRb¨ wb¤œwjwLZ KvR¸‡jv Kiv †h‡Z cv‡i| h_v-

- `ÿhv‡M ¶q¶wZi nvZ †_‡K i¶v cvIqv ¯'vbxq Lv`¨ I Lv`¨ Drm mgv‡Ri mK‡j wg‡j LyR †ei Ki‡Z n‡e| †hgb- ¯'vbxq wewfbœ djgƒj I meRx ;
- cvß Lv`¨ mK‡ji gv‡S e›Ub Ki‡Z n‡e, hv‡Z mK‡j †fvM Ki‡Z cv‡i ;
- GjvKvi ¶q¶wZi wewfbœ Z_¨ †R‡b ivLv hv‡Z cybtwbgvY I cybtর্বাসন কার্যক্র‡gi mgq mwVK Z_¨ `‡Z cvIqv hvq|

Lv`¨ wbivcËv I RxweKvi Rb¨ `ÿhvMc~e© AvenvIqv †k‡l RbMY‡K e¨w³MZfv‡e †hme KvR Ki‡Z n‡e Zv n‡jv-

- `ÿhvMc~e© AvenvIqv †kl nevi mv‡_ mv‡_ Avkq‡K›` †_‡K wbR Ni-evwo‡Z wd‡i †h‡Z n‡e;
- evwoi Aw½bvq Ges Dcho¨³ ¯'v‡b `‡Z kvK-meRRi Avev` Kiv;
- `‡Z djbkxj dm‡ji PvI Kiv;
- †hš¿_fv‡e Nievwo †givgZ ev Lv`¨k‡m¨i Rb¨ Dcho³ KZ©c‡¶i wbKU Av‡e`b Kiv;
- ÎvY cvIqvi A‡c¶vq bv †_‡K wb‡Ri hv Av‡Q ZvB w`‡q Afve tgUv‡bvi †Póv Kiv;
- Kv‡Ri mÜvb Kiv, c‡qvR‡b Ab¨Î †hLv‡b KvR cvIqv hvq †mLv‡b Mgb Kiv;
- mvnv‡h¨i †P‡q KvR c`v‡bi Av‡e`b Kiv;
- ÎvY mvnvh¨ hv cvIqv hvq Zv w`‡q Afve †gUv‡bvi †Póv Kiv;
- †¯'”Qv‡mevgƒjK I cyMVb Kv‡R mn‡hvwMZv Kiv|

mnvqK Z_¨ - 3.5

[†hme gWDj †_‡K Z_¨ †bqv n‡q‡Q-
BDwbqb †¯^”Qv‡meK‡`i Rb¨ `y‡hvM e¨e¯'vcbv cwk¶Y mnwqKv, cwk¶Y wefvM, `y‡hvM e¨e¯'vcbv cKí, mgwšZ Lv`¨ wbivcËv KgmPx, †Kqvi evsjv‡`k]

cwi‡ek mya¶v I `~‡hvM †iva

evsjv‡`‡ki DcK~jxq AÂ‡j G chš— †hmKj fqven I cPÛ N~wY©So AvNvZ †n‡b‡Q Zvi c‡Z¨K¨wU‡ZB nvRvi nvRvi cvY bó n‡q‡Q| gZ¨ n‡q‡Q AMwYZ gvbyl I Ges mnvqK cvYx i| aŸsm n‡q‡Q AeKvVv‡gvi Ges m¤ú‡`i| d‡j DcK~jxq AÂj evmx‡`i Kv‡Q GUvB mZ¨ n‡q `vwo‡q‡Q †h N~wY©So gv‡bB gZ¨ I aŸsm| Dc‡iv³ cwiw¯wZ‡Z wbgwjwLZ KvR¸‡jv Kiv †h‡Z cv‡i:

- *gZ¨‡`nmg~n †X‡K ivLvi e¨e¯v Ki‡Z n‡e| KviY ¯vfvweKfv‡eB gZ¨‡`n hÎZÎ †`Lvi d‡j f‡qi m„ó nq Ges gvbyl AvZw¼Z nwi‡q †d‡j;*
- *gZ¨‡`nmg~n‡K `ªZ mrKvi KivB cavb `vwqZ;*
- *gZ Mevw`cïi `ªZ gwUi wb‡P Pvcv w`‡Z n‡e| Ab¨_vq `yM©‡Üi m„ó n‡e Ges G‡Z weª fb †iv‡Mi cv`yfve NU‡Z cv‡i;*
- *iv¯vNvU cwi®vi Ki‡Z n‡e|*

Awa‡ekb 04 : eb¨v e¨e¯'vcbv

Av‡jvP¨ welqe¯'t

4.1. eb¨v i¶Yv‡e¶‡Yi c‡qvRbxqZv
4.2. eb¨v i¶Yv‡e¶‡Yi Dcvq I KiYxq
4.3. cwk¶Y cieZx Kg cwiKíbv
4.4. cwk¶Y gj¨vqb

D‡Ïk¨t

GB Awa‡ekb †k‡l AskMnYKvixiv eb¨v i¶Yv‡e¶‡Yi c‡qvRbxqZv Ges eb¨v i¶Yv‡e¶‡Yi Dcvq I KiYxq Rvb‡Z I KiYxq welqmg~n cvjb Ki‡Z DØy× n‡eb Ges GKwU KvhKi Kg cwiKíbv cYqb Ki‡Z cvi‡eb|

c×wZ

Db¥y³ Av‡jvPbv, e³…Zv Av‡jvPbv, wjwLZ †cv÷vi †ccvi Dc¯'vcbv Ges `jxq Av‡jvPbv|

DcKiY

wdcwkU, †cv÷vi †ccvi, gvKvi, gvw¯‹s †Uc/WK wKc|

mgq t 3 (wZb) N›Uv|

অধিবেশন পরিচালনা প্রক্রিয়া

wkLY chvq	অধিবেশন পরিচালনা প্রক্রিয়া	mgq
4.1.	• Awa‡ek‡bi ïi‡Z AskMnYKvix‡`i ¯^vMZ Rvbvb| Kykjvw` wewbgq Ki‡b Ges wkLY Dc‡hvMx cwi‡ek ˆZwi Ki‡b| • ck Ki‡i Av‡Mi w`‡bi Awa‡ek‡bi welq I wkLY m¤ú‡K Rvb‡Z Pvb| AskMnYKvix‡`i gZvgZ I Av‡jvPbvi gva¨‡g wkLYmg~n ¯úó Ki‡b|	20 wgwbU
	• ck Kivi gva¨‡g `ÿhvM e¨e¯'vcbvq eb¨vi DcKwiZv m¤ú‡K AskMnYKvix‡`i gZvgZ MnY Ki‡b Ges †cvóvi †ccv‡i wjwce× Ki‡b I eo `‡j Av‡jvPbv Ki‡b| • c‡qvRb Abyhvqx mnvqK Z_¨ 4.1 Abyhvqx `ÿhvM e¨e¯'vcbvq eb¨v i¶Yv‡e¶‡Yi c‡qvRbxqZv AskMnYKvix‡`i‡K AewnZ Ki‡b|	20 wgwbU
4.2.	• AskMnYKvix‡`i 3wU (wZbwU) `‡j fvM Ki‡b| • Gici cwZwU `‡jK Av‡jvPbv K‡i ¯'vbxq GjvKvi evavmg~‡ni i¶Yv‡e¶‡Y KiYxq welq¸‡jv wbw`©ó Ki‡Z ej‡e| • `jxq K‡Ri ¯'vb I mgq wba©viY Ki‡b| • দলীয় কাজ শেষে প্রতিটি দলকে পর্যায়ক্রমে দলীয় কাজ উপস্থাপনের জন্য আহবান Rvbvb| • cwZwU `‡ji `jxq KvR Dc¯'vcb †k‡l Ab¨ `j¸‡jvi gZvgZ cKv‡ki my‡hvM w`b| • cwi‡k‡l †Kvb wKQz ms‡hvR‡bi c‡qvRb n‡j mnvqK Z_¨ 4.2 Abyhvqx ms‡hvRb Ki‡b|	1 N›Uv
	• w`‡bi Av‡jvP¨ welqmg~‡ni mvims‡¶c I gj¨vqbZvmg~n my¯úó Ki‡b|	30 wgwbU

wkLY chvq	অধিবেশন পরিচালনা প্রক্রিয়া	mgq
	• Av‡jvP¨ welqmg‡ni Ici ck K‡i wkLY hvPvB Kiæb|	
4.3.	• বড় দলে আলোচনার মাধ্যমে প্রশিক্ষণ উত্তর কার্যক্রমগুলো wVK Kiæb Ges †mB Abyhvqx mK‡ji AskMn‡Y GKwU Kgcwi Kíbv (mnvqK Z_¨ 4.3) cYqb Kiæb|	30 wgwbU
4.4.	• mnvqK Z_¨ 4.4 Abyhvqx cwkÿY gj¨vq‡bi Rb¨ mK‡j AskMnYKvix‡K AvgšY Rvbvb Ges gj¨vqb c×wZ m¤ú‡K mevB‡K fv‡jvgZ AeMZ Kiæb| • cwkÿ‡Yi AwRZ wkLY fwel¨‡Z Kv‡R jvMv‡bvi Aw½Kv‡ii Av‡jv‡K অংশগ্রহণকারীদের দুই একজন প্রতিনিধিকে প্রতিক্রিয়া জানানোর জন্য অনুরোধ করুন। • cwi‡k‡l DwÏcbvgj‡K e³e¨ c`v‡bi gva¨‡g mevB‡K ab¨ev` Rwb‡q cwkÿY কার্যক্রম সমাপ্ত করুন।	20 wgwbU

Awa‡ek‡bi gj~eÝ

- Rxeb I m¤ú` iÿv‡_ eb¨v iÿYv‡eÿY Kiv Lye Riæix|
- eb¨v Avgv‡`i, iÿYv‡eÿ‡Yi `vwqZ¡I Avgv‡`i|

mnvqK Z_¨-4.1

[†hme gWDj †_‡K Z_¨ †bqv n‡q‡Q-
cwb e¨e¯'vcbv AeKvVv‡gvi wbqwgZ cwiPvjb I iÿYv‡eÿY wb‡`wkKv, mgwšZ AskMnYgyjK †UKmB cwb
e¨e¯'vcbv cwiKíbv cKí (Bcmvg), cwiKíbv-3, evsjv‡`k cwb Dbqb †evW]

eb¨v i¶Yv‡e¶‡Yi c‡qvRbxqZv

eb¨v KvhKi ivLvi Rb¨ c‡qvRbxq e¨e¯'vcbv I †givgZ n‡"Q iÿYv‡eÿY| eb¨vi †QvU Lv‡Uv †givgZ I e¨e¯'cbv hv mviv eQi e¨vcx Kiv nq Zv wbqwgZ iÿYv‡eÿ‡Yi AvIZvq c‡o|

eb¨vi wbqwgZ iÿYv‡eÿY †Kb c‡qvRb?

1. eb¨v‡K hZ`~i m¤¢e KvhKi I fvj Ae¯'vq ivLv|
2. Rjve×Zv I †mP mgm¨v Kgv‡bv hv‡e Ges eb¨vi dvUj, ÿq, †Pjv BZ¨vw` †iva Kiv m¤¢e n‡e| ¯'vbxq m¤ú‡`i `xN©†gqv`x fvj I e¨envi Dc‡hvMx _vK‡e| Lv‡j c‡qvRbgZ cwb cvIqv hv‡e|
3. eb¨v I Rjve×ZvRwbZ Kvi‡Y km¨ I mKj mnvq-m¤ú` ÿwZ †_‡K iÿv cv‡e|
4. iÿYv‡eÿ‡Yi eo ai‡bi e¨q Kg n‡e, A_©vr cybe©vmb e¨q †_‡K iÿv cvIqv hv‡e|

mnvqK Z_¨-4.2

[†hme gWDj †_‡K Z_¨ †bqv n‡q‡Q-
cwb e¨e¯'vcbv AeKvVv‡gvi wbqwgZ cwiPvjb I iÿYv‡eÿY wb‡`wkKv, mgwšZ AskMnYgyjK †UKmB cwb
e¨e¯'vcbv cwiKíbv cKí (Bcmvg), cwiKíbv-3, evsjv‡`k cwb Dbqb †evW]

eb¨v i¶Yv‡e¶‡Yi Dcvq I KiYxq

eb¨vi wbqwgZ iÿYv‡eÿY:

- eÁvKv‡ji Av‡M I c‡i eb¨v cwi`kb Kiv;
- eb¨v iÿYv‡eÿY I e¨e¯'vcbvq mK‡ji AskMnY wbwðZ Kivi Rb¨ eb¨vi c‡qvRbxqZv e¨vL¨v Kiv;
- †NvM,MZ, †iBbKvU Ges cwb Pzqv‡bvi KviY †ei Kiv Ges †givgZ Kiv:
- eb¨vi Xvj †givgZ Ges cwb Øviv aŸsq hvIqv eÜ Kiv;
- eb¨v ÿwZKviK Mv‡Qi †kKo †K‡U †djv Ges gwU Øviv MZ fiv Kiv Ges
- eb¨vi †hLv‡b c‡qvRb †mLv‡b Nvm jvMv‡bv Ges h_vh_ cwiPhv Kiv|
- eb¨v Ges msjMœ ¯'vb †_‡K gwU AcmviY bv Kiv|

†NvM †givgZ KvR:

- MZwU b`xi w`‡K 1 wgUvi Mfxi K‡i Lbb Kiv;
- LbbKZ.¯'vb Dchy³ gwU Øviv fivU Kiv Ges 15 †m.wg. ¯‡i gwU fivU Kivi ci `yigym Ki;
- eb¨vi †givgZ ¯'vb `yigyR K‡i mgvb Kivi ci Nvm jvMv‡bv; Ges

- Nvm hZw`b chš bv 10 †m.wg. j¤v nq ZZw`b cwiPh©v Kiv|

¯'ym, Bb‡jU Ges AvD‡jU Gi wbqwgZ iÿYv‡eÿY:
cwb e¨e¯vcbv msMVb KZK eQi e¨vcx wb¤wjwLZ KvR¸wj Ki‡Z n‡e:

- †nv‡qw÷s Ges †MU DVv-bvgvi avZe hšwš` cwi®vi Kiv I wMR jvMv‡bv;
- †Lvjv avZe Ask¸wj cwi®vi I is Kiv;
- wbqwgZ cixÿv K‡i †`Lv I c‡qvR‡b bvUe©ëzUvBU Kiv I †givgZ Kiv;
- KvVv‡gvi Dc‡i Ges Pvi w`‡K †NvM †`Lv w`‡j Zv †givgZ Kiv;
- cwj cwi®vi Kiv I AeKvVv‡gvi Av‡kcv‡k †h mKj e¯ cwb cev‡n evav m„wó K‡i Zv AcmviY Kiv Ges
- AvMvQv, R½j ev ÿwZKi MvQ (h_v KjwMvQ) bv jvMv‡bv I AcmviY Kiv|

¯'ym †M‡Ui ÿq †iva Kiv:

- hLb cwb wb®vk‡bi A_ev dwks Gi c‡qvRb _v‡K bv ZLb †MU eÜ ivLv|
- hLb †cvìv‡i cwbi ¯i Ges b`x‡Z cwbi ¯‡ii cv_K¨ Lye †ewk _v‡K ZLb †MU GKev‡i m¤úY© †Lvjv hv‡e bv| G Ae¯vq †MBU ax‡i ax‡i Lyj‡Z n‡e hv‡Z cwbi MwZ‡eM Kg _v‡K|
- DËg n‡"Q †Rvqvi/fvUvi mgq hLb †fZ‡i I evB‡i cwbi D"PZv/mgvb _v‡K ZLb †MBU †Lvjv|

Lv‡ji wbqwgZ iÿYv‡eÿY
cwb e¨e¯vcbv msMVb KZK.eQi e¨vcx wb¤wjwLZ KR¸wj Ki‡Z n‡e:

- fvmgvb AveRbv Ges KPzwicvbv Acmvib Kiv:
- MvQ Ges jZv¸j¥ hv Lv‡j cwb cev‡n evav m„wó K‡i †m¸wj‡K KvUv Ges mwi‡q †djv Ges
- Lvj †_‡K Avoeva/gvQ aivi Rvj BZ¨wv` AcmviY|

mnvqK Z_¨-4.3

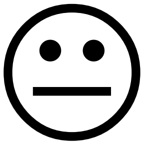
<u>cwk¶Y cieZx Kg cwiKíbv QK</u>

ক্রমিক	Kার্যক্রম	†gqv`Kvj	`wqZ	c‡qvRbxq mnvqZv

mnvqK Z_¨-4.4

gj¨vqb gwWjwgUvi

wb‡Pi Q‡Ki †h †Kvb GKwU‡Z ✓ wPý w`‡q cwkÿY m¤ú‡K© Avcbvi Abyf‚wZ cKvk Ki“b|

fv‡jv	 †gvUvgywU fv‡jv	fv‡jv bv

mnvq‡Ki Rb¨ wb‡`kbv

- eo GKwU †cv÷vi †ccvi ev evDb †ccv‡i QKwU‡K c¯‘Z Ki“b|
- QKwU cÖ‡Y m¤ú‡K© AskMnYKvix‡`i fv‡jvgZ AeMZ Ki“b|
- QKwU‡K cwk¶Y K‡ÿi Ggb GKwU ¯'v‡b jvwM‡q w`b †hLv‡b mv”Q‡›`¨ AskMnYKvixMY QKwU cÖ‡Y m¶g n‡eb |
- cwi®‹vi K‡i ejyb GKRb AskMnYKvix ïaygvÎ GKevi Q‡Ki GKwU N‡i ✓ wPý w`‡q Zvi gZvgZ cKvk Ki‡Z cvi‡eb|
- QK cÖ‡Yi ‡¶‡Î A‡b¨i gZvgZ †bqv †_‡K weiZ _vK‡Z ejyb|

Z_¨m~Î

- `y‡hvM SywK nvm e¨e¯vcbvq bvix †bZ…Z¡; AKdvg-wRwe evsjv‡`k †cvMvg, 2011
- Ni¥So RwbZ ¶q¶wZ Kgv‡bvi j‡¶¨ cwievi I mgvRwfwËK D‡`¨vM Ges Ni¥So m¤ú‡K MYm‡PZbZv e„×g~jK wk¶v DcKiY; AKdvg-wRwe evsjv‡`k †cvMvg
- `y‡hvM SwK e¨e¯vcbv g¨vbyqvj; AKdvg-wRwe evsjv‡`k †cvMvg, wW‡m¤^i 2006
- BDwbqb †¯'”Qv‡meK‡`i Rb¨ `y‡hvM e¨e¯vcbvi cwk¶Y mnwqKv; cwk¶Y wefvM, `y‡hvM e¨e¯vcbv cKí, mgwšZ Lv`¨ wbivcËv KgmPx, †Kqvi evsjv‡`k, Rvbyqvix 2000
- `y‡hvM e¨e¯vcbv cwk¶Y mnwqKv- Dc‡Rjv `y‡hvM e¨e¯vcbv KwgwU; cwk¶Y wefvM, `y‡hvM e¨e¯vcbv cKí, mgwšZ Lv`¨ wbivcËv KgmPx, †Kqvi evsjv‡`k, Rvbyqvix 2000
- `y‡hvM DËi gvbv-mvgwRK cwiPhv g¨vbyqvj; wbivc`; †mšnv`¨ KgmPx, †Kqvi evsjv‡`k RyvB 2005
- wK‡kvi-wK‡kvix I Zi“Y‡`i †bZ…‡Z `y‡hv‡Mi SywK- e¨e¯vcbv cwk¶Y mnwqKv; wbivc`; kvcjv bxo, 2009
- BDwbqb `y‡hvM e¨e¯vcbv KwgwUi cwk¶Y-n¨vÛAvDU; wbivc`; †Kqvi evsjv‡`k I BDGmGAvBwW, gvP 2007
- mnwqKv: Ri“ix Ae¯vq wki mjy¶v; †mf `¨ wPjWªb mv‡Wb-‡WbgvK, †deªyqvix 2009
- mnwqKv: g‡bvmvgwRK †mev; †mf `¨ wPj‡Wb mv‡Wb-‡WbgvK, †deªyqvix 2009
- eb¨v c¯wZ mnwqKv; GKkb GBW evsjv‡`k, Rvbyqvix 2007
- mnwqKv: Ri“ix Kgm~Pz‡Z wki AskMnY;†mf `¨ wPj‡Wb mv‡Wb-‡WbgvK, †deªyqvix 2009
- Rjevqycwi eZb I evsjv‡`k-‡gvKv‡ejv I c¯yZ‡Z Avgv‡`i KiYxq; KvB‡gU †PÄ †mj, cwi‡ek Awa`ßi, Kgwc‡nbwmf wWRv÷vi g¨v‡bR‡g›U †cvMvg, 2008
- AskMnYg~jK wec`vcbZv we‡kIY-cwk¶b mnwqKv; wWRv÷vi †dvivg; GKkb GBW evsjv‡`k, Gwcj 2007
- evsjv‡`‡ki `y‡hvM I MYm‡PZbZv; Gwkqvb wWRv÷vi wc‡cqvW‡bm †m›Uvi; evsjv‡`k Avievb wWRv÷vi wgwU‡Mkb c‡R±, †Kqvi evsjv‡`k, wW‡m¤^i, 2002
- `y‡hvM welqK ¯vqx Av‡`kvejx; `y‡hvM e¨e¯vcbv I ÎvY gšYvjq, `y‡hvM e¨e¯vcbv eY¨ti, Rvbyqvix 1997 (Draft update approved version, 2010)
- `y‡hvM‡Kvl; mwweK `y‡hvM e¨e¯vcbv KgmP(wmwWGgwc), RyvB 2009
- mwweK `y‡hvM e¨e¯vcbv welqK cvi¤cwiK cwk¶Y cwk¶Yv_x n¨vÛeyK; `y‡hvM e¨e¯vcbv eY¨ti, Lv`¨ I `y‡hvM e¨e¯vcbv gšYvjq, MYcRvZšx evsjv‡`k miKvi, XvKv, †g, 2007
- cwk¶Y g¨vbyqvj-¯’vbxq e¨e¯vcbv KwgwU; Kbmvb BDwbfv‡mj, †deªqvix 2010
- mgvR wfwËK `y‡hvM SywK nvmKiY cwk¶Y ÷vÛvW we‡MW m`m¨‡`i Rb¨; XvKv AvnQwbqv wgkb Ges Kbmvb BDwbfvmvj, Rvbyqvix 2010
- জরুরি পরিস্থিতিতে শিক্ষা কার্যক্রমে আপৎকালীন পরিকল্পনা; cwUwm‡cUwi GKkbm UzqvWm wiwRwj‡q›U ¯’vbxq m GÛ GWy‡Kkb wm‡÷gm (cvi‡mm), সেক্রেটারিয়েট, একশন এইড
- Ò`y‡hvM-SywK I cwZKviÓ welqK cwk¶Y g¨vbyqvj; ‡mf w` wPj‡Wb Gjv‡qÝ,‡g,2008
- Avkq‡K›` e¨e¯vcbv cwk¶b gwWDj; BDGmGBW Ges ‡mf w` wPj‡Wb , b‡f¤^i 2008
- QvÎQvÎx‡`i Rb¨ `y‡hvM welqK cwk¶Y gwWDj; ‡mf w` wPj‡Wb
- wk¶K cwk¶Y g¨vbyqvj; ‡mf w` wPj‡Wb
- `y‡hvM e¨e¯vcbv cwk¶Y gwWDj- BDwbqb `y‡hvM e¨e¯vcbv KwgwU; Bgvi‡RÝx †mKkb, Rxeb I RxweKv KgmPx, ‡mf w` wPj‡Wb BDGmG, evsjv‡`k wdì Awdm, RyvB-2005
- mÜvb I D×vi cwk¶Y mnwqKv; Rxeb I RxweKv KgmPx, ‡mBf w` wPj‡Wb- BDGmG I Ni¥So c¯wZ কর্মসূচী, বাংলাদেশ রেড ক্রিসেন্ট সোসাইটি, আগষ্ট ২০০৬

- BDwbqb †¯'Qv‡meK‡`i Rb¨ `ÿhvM e¨e¯'vcbvi cwk¶Y mnwqKv; Bgvi‡RÝx †mKkb, Rxeb I RxweKv KgmP~x, ‡mf w` wPj‡Wb BDGmG, evsjv‡`k wdì Awdm, b‡f¤^i-2005
- cwk¶K cwk¶Y: KwgDwbwUwfwËK `ÿhvM e¨e¯'vcbv; XvKv AvnQwbqv wgkb Ges Kbmvb BDwbfvmvj, Rvbyqvwi 2009
- mgvR wfwËK `ÿhvM SuK nvmKi‡Y Avc`Kvjxb cwiKíbv cbqb wb‡`wkKv; XvKv AvnQwbqv wgkb Ges Kbmvb BDwbfvmvj, Rvbyqvwi 2009
- ÷ªW›U we‡MBW- avibv cÎ I ev¯evqb bxwZgvjv; XvKv AvnQwbqv wgkb Ges Kbmvb BDwbfvmvj, Rvbyqvwi 2009
- mgvR wfwËK `ÿhvM SuK nvmKiY cwk¶Y ÷ªW›U we‡MW m`m¨‡`i Rb¨; XvKv AvnQwbqv wgkb Ges Kbmvb BDwbfvmvj, Rvbyqvwi 2009
- `ÿhvM e¨e¯'vcbvq wmGjwm, ¯'vbxq Ges ¯'vbxq ckvm‡bi কার্যক্রম সমন্বয় বিষয়ক কর্মশালা; XvKv AvnQwbqv wgkb Ges Kbmvb BDwbfvmvj, gvP 2008
- cwk¶Y g¨vbyqvj: KwgDwbwUwfwËK `ÿhvM e¨e¯'vcbv- ¯'vbxq wk¶K/wkwk¶Kv; XvKv AvnQwbqv wgkb Ges Kbmvb BDwbfvmvj, gvP 2008
- cwk¶Y g¨vbyqvj: KwgDwbwUwfwËK `ÿhvM e¨e¯'vcbv- BDwbqb cwil‡`i m`m¨; XvKv AvnQwbqv wgkb Ges Kbmvb BDwbfvmvj, gvP 2008
- cwk¶Y g¨vbyqvj: KwgDwbwUwfwËK `ÿhvM e¨e¯'vcbv- BDwbqb †¯'Qv‡meK; XvKv AvnQwbqv wgkb Ges Kbmvb BDwbfvmvj, gvP 2008
- mgvRwfwËK `ÿhvM e¨e¯'vcbv : Pv‡š Kg‡Kškj cYqb Kgkvjv-wmGjwm e¨e¯'vcbv KwgwUi m`m¨; XvKv AvnQwbqv wgkb Ges Kbmvb BDwbfvmvj, gvP 2008
- mgvRwfwËK `ÿhvM e¨e¯'vcbv; XvKv AvnQwbqv wgkb Ges Kbmvb BDwbfvmvj, Rvbyqvwi 2009
- Rb‡Mvôxi SuK wbiƒcY I ¯'vbxq chv‡q SuK nvm KgcwiKíbv cYq‡bi e¨enwiK MvBW; mwueK `ÿhvM e¨e¯'vcbv KgmP~x (CDMP).
- cwb e¨e¯'vcbv AeKvVv‡gvi wbqwgZ cwiPvjb I iÿYv‡eÿY wb‡`wkKv, mgwšZ AskMnYgƒjK †UKmB cwb e¨e¯'vcbv cwiKíbv cKí (Bcmvg), cwiKíbv-3, evsjv‡`k cwb Dbqb †evW, 2006
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