**Appendix - I**

कविता

मर महात्मा

शैक्षणिक शोध या संदर्भ में आपके विचार का रूपांतरण करना कि आपने गला या उत्तार देखते थे या नहीं।

प्रभाकर ने बोला

<table>
<thead>
<tr>
<th>लेखकारे नाम</th>
<th>सामग्री नाम</th>
<th>लोक संख्या</th>
</tr>
</thead>
<tbody>
<tr>
<td>बाहम संवादगत बार्त</td>
<td>संवाद वर्तमानों का</td>
<td>कर्मचारी का प्रश्नांक</td>
</tr>
<tr>
<td>अर्थशास्त्राचे नाव</td>
<td>संवाद वर्तमानों का</td>
<td>कर्मचारी का प्रश्नांक</td>
</tr>
<tr>
<td>वर्तमा</td>
<td>संवाद वर्तमानों का</td>
<td>कर्मचारी का प्रश्नांक</td>
</tr>
</tbody>
</table>

**विवरण वर्तमान संख्या**

1. वर्तमान अवस्थेचा प्रश्नांक पुरस्कार योजनाचे सोहळे वर्तमान

2. विवरण। सोहळे वर्तमान

3. वर्तमान सोहळिचे प्रश्नांक

4. प्रत्येक भागाचा वर्तमान / नाही

5. प्रत्येक वर्तमान / नाही

विश्वास किंतू नली कि वि कर्मचारी नाही पर्यंत प्राप्त घटने खालीले

Shri Sant Gajanand Maharaj College of Engineering, Shemgaon, Maharashtra
6 सस टी ची साधनमान पाहे / आहे
बसल्वास किंसी फे फे करूनतर नाही पर्यंत याचे लाक्षण____________

7 फेक किंसा ठकसाचा बांव पता


8 कों ऑक्टेनॅक सॉसावडी आहे / आहे
असल्वास कार्य ______________________
बसल्वास न्या सॉसावडी मधून सुविधा निवडून तीव्र बाव
_________________________ बाव

9 लोकांना पर्यंत योजन्धील्या योजनेचे बाव
योजना
योजनेच्या लाग किंसी लोकांना करूनता आवश्यक असल्वास
पेन्या-दा सर्ववेळे बाव
_________________________ बाव
_________________________ बाव
_________________________ बाव

10 सरकारी रवस्त धान्याच्या डुकानाचे बाव_________________________

11 दृष्ट फक्तव फेंड आहे/आही बसल्वास जववक्या संकलन केंद्राचे बाव

12 माहितीचे बाव कार्य


13 सार्वजनिक किंसा मोठे कार्य कल्य ओळख येईला नातात त्या जववक्याचे बाव


14 चुळाचा व्यवस्थाना आहे/आही बसल्वास जववक्या देखभालाच्या बाव - बाव

15 इंस्ट्रक्टर कार्यालयाचे बाव कार्य


16 पोलीस चौकी आहे/आही बसल्वास जववक्या पोलीस चौक्याचे बाव - बाव -
17 आठवडी बाजाराचा दिवस बसल्यास बवक्क्या आठवडी बाजाराचे आहे/बाहेर बाव - __________ बाव - __________ दिवस - __________
18 बाबत बटावचे बाव सदस्य संख्या र प्रति माहा


19 दूसराची संख्या -
किराणा कपडा धान्य स्तेशनाचा मार्ग लाइंसार ऊपयोग इंतर


20 पिठाची नस्लास आहे/बाहेर असल्यास संख्या बसल्यास किंवा किंवा नवीन बाव आहे __________ बावामध्ये बाव __________

श्रुतिवाद

Shri Sant Gajanan Maharaj College of Engineering, Shegaon, Maharashtra
Annexure-II

Request

Dear sir,

Related to my research work here are some questions related to the work procedure of office you have visited. Please answer these questions and help me in completing my research-work.

Thanks.

P.V. Bokad

Personal Information:
Name: _____________________________
Address: ___________________________ City / Town: ________________
Sex: [M F]
Age: ______
Occupation: ___________________________
Office: _____________________________

Q1. How many times you have visited this office? [ ]

Q2. What Service / Document you was demanding to this office? _____________________________

Q3. What was expected time to get this service? [ ] Days

Q4. What was actual time required to get this service? [ ] Days

Q5. What was your experience about concerning table / person?
Satisfactory [ ] Good [ ] Bad [ ] Not Satisfied [ ] Can't say [ ]

Q6. Was there any incident of complaint about the table? [Yes / No]
If yes, Complaint submitted to:

Q7. What was the effect of complaint: Action taken [ ] Action not taken [ ]
Q8. Have you approached to middleman to get your work done? Yes / No
   If yes, who was the middleman: _______________________________________

Q9. When you approached to middleman, what was the expenditure?
   a) Same      b) Double      c) more than double

Q10. When you approached to middleman, what was the expected time and actual time
to complete the work?
    Expected time:      Actual time:  

Q11. How it comes to know you about this service / Scheme?
    a) From local people  b) From Notice Board of the office
    c) From outside Advertising media  d) It was the routine work of this office

Q12. Following facilities are available in this office:
    a) Vehicle parking arrangement  b) waiting room
    c) Drinking water & toiletries  d) Entertainment

Q13. Whether the office has automated its services?
    If yes, what you feel?
    a) Speed of work increased  b) Procedure simplified
    c) Mediator's interference reduced  d) Cost reduced  Increased

Q14. Any suggestion to improve the procedure:

__________________________________________________________________________
__________________________________________________________________________

Thanks.

***
Annexure-III

Request

Dear sir,

Related to my research work here are some questions related to the work procedure of your bank. Please answer these questions and help me in completing my research-work.

Thanks.

P.V.Bokad

Q1. Expected consumed time for different services/functions in the office

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Service/Function name</th>
<th>Expected Time</th>
<th>Consumed Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Q2. Type of Customer: Residential / In Taluka / Outside Taluka

Q3. Documents required for different services:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Service / Function Name</th>
<th>List of necessary documents to be enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Q4. Promotional Campaign –

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Name of the Service / Function</th>
<th>Ad. Campaign used</th>
<th>Average Cost</th>
<th>Success Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Q5. Mediator :

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Name of the Service / Function</th>
<th>Mediator</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Shri Sant Gajanan Maharaj College of Engineering, Shegaon, Maharashtra
Q6. Service fee:

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Name of the Service / Function</th>
<th>Fee</th>
<th>Type of Customer</th>
<th>% of commission</th>
</tr>
</thead>
</table>

Q7. Special scheme launched by government in social benefit:

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Name of the Service / Function</th>
<th>Beneficiary</th>
<th>Duration</th>
</tr>
</thead>
</table>

Q8. Admiration from your office or Society:

Admirer: ____________________________  How: ____________________________

Q9. Satisfaction of work:
1. Good salary package [ ] 2. Working for good administration [ ]
3. Satisfaction about doing something for society [ ]

Q10. Whether the workload is properly distributed or you feel overloaded?
1. Properly distributed [ ] 2. Overloaded [ ] 3. Satisfactory [ ]

Q11. Problems / Barriers in doing work properly:

_____________________________

_____________________________

_____________________________

Q12. Number of Customers visited:

<table>
<thead>
<tr>
<th>Service / Function</th>
<th>No. of Persons</th>
<th>Local / Outsider</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Q13. Cost of Procedural formats:

<table>
<thead>
<tr>
<th>Name of Service / Function Form</th>
<th>Cost</th>
<th>From office / Outside</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Q14. Tick the facilities your organization is providing to the customers:
1. Vehicle parking arrangement
2. Waiting room
3. Drinking water & Toiletries
4. Entertainment (T.V. / Tape / Radio/ Books)
5. Any other

Q15. Are you satisfied with the following office arrangements at your organization?
1. Lighting
2. Fan / Air freshener
3. Ventilations
4. Cleanliness
5. Table arrangement
6. Any other

Q16. Are the services automated in your office? If yes what you feel?
1. Service Time reduced
2. Cost of service is reduced
3. Procedure is simplified
4. Not satisfied
5. Any other

Q17. Any suggestion to improve the work quality:

________________________________________________________________________
________________________________________________________________________

* * *
Applications for Citizenship Certificate

To
The Sub-Divisional Officer
(Citizenship Section)


Sir,

I beg to state that I am in need of getting my by birth Citizenship Certificate in early date. The required information along with 2(two) nos. of Passport size photos and other evidence are furnished below.

1) Name of the Applicant (In block letter)

2) Father's name

3) Permanent address

4) Present address

5) Place of birth

6) Date of birth

7) Educational Qualification

8) Occupation of Applicant

9) Nationality of parents and duration of stay in India

10) Occupation of parents

11) Remarks

I pray and hope that you would be kind enough to grant my prayer on verification of records and evidences as required.

Date: Yours faithfully,

Shri Sant Gajanan Maharaj College of Engineering, Shegaon, Maharashtra
ANNEXURE - V

(For Passport)
SPECIMEN VERIFICATION CERTIFICATE
(On official stationery of verifying authority)

(Verification certificate issuing officer should attest the photograph of the applicant with his/her signature and rubberstamp in such a way that half the signature and stamp appear on the photograph and half on the certificate)

Verification Certificate
This is to certify that Mr./Mrs/Miss ___________________________ son of/wife of /daughter of ___________________________ whose personal particulars are given below has good moral character and reputation and that after having read the provisions of the section 6(2) of the Passport act 1967. I certify that these provisions are not attracted in case of this applicant and I recommend issue of an Indian passport to him/her. Applicant has been staying at his/her address continuously for the last one year.

Date of birth ___________________________

Place of birth ___________________________

Educational Qualification ___________________________

Profession (Govt/private service/others) ___________________________

Permanent Address ___________________________

Present Address ___________________________

Place ___________________________

Office Address ___________________________

With location ___________________________

Date: ___________________________

Signature ___________________________

Full Name ___________________________

Designation ___________________________

I card No ___________________________

(Enclose a photocopy of I card)
Tel.No(o)__________________________ (R) __________________________
Notes:

1. The applicant’s passport size photograph is also required to be affixed on the verification certificate and attested by the officer issuing the verification certificate with his/her signature and rubber stamp in such a way that half the signature and stamp appear on the photograph and half on the certificate.

2. If the applicant has resided at more than one place during the last one year then all previous address with the relevant dates should be mentioned.

3. This verification certificate may be got signed by any of the following:
   
   (i) A Deputy secretary/Director/Joint secretary /Add.Sec / Spl.secy /Secy/ cab.secy to govt. of India.
   
   (ii) A joint Secretary/Addl .Secy /Spl.Secy/Secy/Chief Secy to a State Govt.
   
   (iii) A sub divisional magistrate/Additional DM/District Magistrate of the district of residence of applicant.
   
   (iv) A District Supdt.of Police/Range, DIG/IG/DGP of district of residence of applicant.
   
   (v) A Colonel and above or equivalent ranks in the Air Force and the Navy.
   
   (vi) The General Manager of a Central Public Sector Undertaking.

4. Anyone who issues incorrect verification certificate may be prosecuted under section 12(2) of the Passport Act 1967.

5. SECTION 6(2) OF THE PASSPORT ACT 1967

"Subject to the other provisions of this Act, the passport authority shall refuse to issue a passport or to travel document for visiting any foreign country under clause(c) sub-section (2) of section (2) of section 5 of anyone or more of the following grounds , and on no other grounds, namely:-

   (a) that the applicant is not a citizen of India.
   
   (b) That the applicant may, or is likely to engage outside India in activities prejudicial to the sovereignty and integrity of India.
   
   (c) That the departure of the applicant from India may, or is likely to prejudice the friendly relations of India with any foreign country.
(d) That the presence of the applicant outside India may, or likely to prejudice the friendly relations of India with any foreign country.

(e) That the applicant has at any time during the period of five years immediately preceding the date of his application been convicted by a court of India for any offence involving moral turpitude and sentenced in respect thereof imprisonment for not less than two years.

(f) That criminal proceedings in respect of an offence alleged to have been committed by the applicant are pending before a court in India.

(g) That a warrant or a summons for the appearance or a warrant for the arrest of the applicant has been issued by a court under any law for the time being in force or that on order prohibiting the departure from India of the applicant has been made by any such court.

(h) That the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation.
ANNEXURE – VI

Application for Citizenship Certificate

To
The Sub-Divisional Officer
(Citizenship Section)


Sir,

I beg to state that I am in need of getting my by birth Citizenship Certificate in early date. The required information along with 2(two) nos. of Passport size photos and other evidence are furnished below.

1) Name of the Applicant
   (In block letter)

2) Father’s name

3) Permanent address

4) Present address

5) Place of birth

6) Date of birth

7) Educational Qualification

8) Occupation of Applicant

9) Nationality of parents and duration of stay in India

10) Occupation of parents

11) Remarks

I pray and hope that you would be kind enough to grant my prayer on verification of records and evidences as required.

Date:

Yours faithfully,

Shri Sant Gajanan Maharaj College of Engineering, Shegaon, Maharashtra
Annexure - VII

Application for Allotment of Permanent Account Number

Under Section 139A of the Income Tax Act, 1961

To avoid mistakes, please follow the accompanying instructions and examples carefully before filling up the form.

To

The Assessing Officer

Area Code AO Type AO Range AO Code AO No.

Sir,

I/we hereby request that a permanent account number be allotted to me/us.

I/We give below necessary particulars:

1. Full Name (Full expanded name: initials are not permitted)  
   Please Tick as applicable Shri/ Smt.  
   Last Name/Surname
   First Name
   Middle Name

2. Name you would like printed on the card

3. Have you ever been known by any other name?  
   Please Tick as applicable Yes/ No

4. Father's Name (Only Individual applicants: Even married women should give father's name only)  
   Last Name/Surname
   First Name
   Middle Name

5. Address
   R. Residential Address
   Post/Door/Block No.
   Name of Premises/Building/Village
   Road/Street/Lane/Post Office
   Area/Locality/Taluka/Sub-Division
   Town/City/District
   State/Union Territory
   Pin

6. Office Address (Name of Office)  
   Post/Door/Block No.
   Name of Premises/Building/Village
   Road/Street/Lane/Post Office
   Area/Locality/Taluka/Sub-Division
   Town/City/District
   State/Union Territory
   Pin

6. Address for communication  
   Please Tick as applicable R or 0


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<table>
<thead>
<tr>
<th>Column</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tel.No.</td>
<td>STD Code Tel.No. Email ID</td>
</tr>
<tr>
<td>2. Sex</td>
<td>(For Individual Applicants only) Please Tick as applicable Male Female</td>
</tr>
<tr>
<td>3. Status of the Applicant</td>
<td>Please Tick as applicable Individual P Firm F Hindu Undivided Family H Association of Persons A Local Authority L</td>
</tr>
<tr>
<td>4. Date of Birth</td>
<td></td>
</tr>
<tr>
<td>5. Registration Number</td>
<td>In case of Firms, Companies etc.)</td>
</tr>
<tr>
<td>6. Whether citizen of India?</td>
<td>Please Tick as applicable Yes No</td>
</tr>
<tr>
<td>7. (a) Are you a salaried employee? If yes, indicate Government Others</td>
<td>Name of the Organisation where working</td>
</tr>
<tr>
<td>7. (b)</td>
<td>If you are engaged in a business/profession, indicate nature of business or profession and fill the relevant code</td>
</tr>
<tr>
<td>7. (c)</td>
<td>If you are not covered by (a) or (b) above, indicate sources of income, if any</td>
</tr>
<tr>
<td>8. Full name, address of the Representative Assessee, who is assessable under the Income Tax Act in respect of the person, whose particulars have been given in column 1 to 13.</td>
<td>Full Name (Full expanded name - initals are not permitted) Please Tick as applicable Shri Smt. Kumari M/s</td>
</tr>
<tr>
<td>9. Last Name / Surname</td>
<td>First Name</td>
</tr>
<tr>
<td>10. Middle Name</td>
<td></td>
</tr>
<tr>
<td>11. Address</td>
<td>Flat/Door/Shop/Block No.</td>
</tr>
<tr>
<td>12. Name of Premises / Building / Village</td>
<td></td>
</tr>
<tr>
<td>13. Road / Street / Lane / Post Office</td>
<td></td>
</tr>
<tr>
<td>14. Area / Locality / Taluka / Sub-Division</td>
<td></td>
</tr>
<tr>
<td>15. Town / City / District</td>
<td>State / Union Territory</td>
</tr>
<tr>
<td>16. Pin</td>
<td>(Indicating PIN is mandatory)</td>
</tr>
<tr>
<td>17. We have enclosed proof of address as proof of identity and</td>
<td></td>
</tr>
<tr>
<td>18. what is stated above is true to the best of my/our information and belief</td>
<td></td>
</tr>
<tr>
<td>19. Verified today the</td>
<td>Signature/Left Thumb Impression of Applicant (inside the box)</td>
</tr>
</tbody>
</table>

Shri Sant Gajanan Maharaj College of Engineering, Shegaon, Maharashtra 390
Appendix – VIII

List of Gramsevak of Shegaon Taluka

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Gram Sevak</th>
<th>Main Village</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri. A. B. Shelke</td>
<td>Warud</td>
</tr>
<tr>
<td>2</td>
<td>Shri. B.G. Daberao</td>
<td>Manasgaon</td>
</tr>
<tr>
<td>3</td>
<td>Shri. B.R. Maghande</td>
<td>Shrishetra Nagziri</td>
</tr>
<tr>
<td>4</td>
<td>Shri. B. R. Lawange</td>
<td>Pahurjira</td>
</tr>
<tr>
<td>5</td>
<td>Shri. C. H. Shendre</td>
<td>Matargaon</td>
</tr>
<tr>
<td>6</td>
<td>Shri. D.C. Gawai</td>
<td>Bhastan (Kalwad)</td>
</tr>
<tr>
<td>7</td>
<td>Shri. D.N. Tayade</td>
<td>Gaulkhed</td>
</tr>
<tr>
<td>8</td>
<td>Shri. D.T. Bonde</td>
<td>Kathora</td>
</tr>
<tr>
<td>9</td>
<td>Shri. L. K. Dhanwade</td>
<td>Sambhapur</td>
</tr>
<tr>
<td>10</td>
<td>Shri. N. B. Mathe</td>
<td>Jawala (Palaskhed)</td>
</tr>
<tr>
<td>11</td>
<td>Shri. N.M. Zalte</td>
<td>Pimpri Deshmukh</td>
</tr>
<tr>
<td>12</td>
<td>Shri. P.G. Choudhari</td>
<td>Kurkhed</td>
</tr>
<tr>
<td>13</td>
<td>Shri. P.K. Salve</td>
<td>Dolarkhed</td>
</tr>
<tr>
<td>14</td>
<td>Shri. P.R. Deshmukh</td>
<td>Jawala (Bu.)</td>
</tr>
<tr>
<td>15</td>
<td>Shri. R.L. Kolte</td>
<td>Amboda</td>
</tr>
<tr>
<td>16</td>
<td>Shri. R.L. Kolambe</td>
<td>Sujatpur</td>
</tr>
<tr>
<td>17</td>
<td>Shri. S.M. Pachpande</td>
<td>Lanjud</td>
</tr>
<tr>
<td>18</td>
<td>Shri. S.S. Dandale</td>
<td>Janori</td>
</tr>
<tr>
<td>19</td>
<td>Shri. S.S. Hake</td>
<td>Gaigaon (Bu.)</td>
</tr>
<tr>
<td>20</td>
<td>Shri. S.S. Ingole</td>
<td>Alasna</td>
</tr>
<tr>
<td>21</td>
<td>Shri. S.S. Patil</td>
<td>Adsul</td>
</tr>
<tr>
<td>22</td>
<td>Shri. S.S. Rajput</td>
<td>Belura</td>
</tr>
<tr>
<td>23</td>
<td>Shri. U.U. Ingle</td>
<td>Sagoda</td>
</tr>
<tr>
<td>24</td>
<td>Shri. V.B. Raut</td>
<td>Tivhan (kh.)</td>
</tr>
<tr>
<td>25</td>
<td>Shri. V.D. Vairal</td>
<td>Yeulkhed</td>
</tr>
</tbody>
</table>