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While making fair of the Scheme(s), the following points may be taken into consideration.

1. The front page should be the abstract for the sector in the prescribed proforma.
2. The Stencils should be compared by a responsible officer to avoid errors of omission and commission.
3. The copies of the schemes may be made in good quality paper of the size 21x33 cms. Positively.
4. The page numbering may be done as P-1 to P-2 and so on in respect of the sector.
5. No stapler pin should be used for making set of scheme(s); instead one set of Plan document may be kept in opposite direction and tied up together in bundles of 50 copies.

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