

# VISHWA YUVAK KENDRA

(A Unit of Indian Youth Centres Trust)

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Pt. Uma Shanker Dikshit Marg  
Teen Murti Road, Opp. Police Station  
Chanakyapuri, New Delhi – 110021 (India)

Dear Sir/Madam,

*Greetings from Vishwa Yuvak Kendra!*

As you are aware, **Vishwa Yuvak Kendra (VYK)**, a pioneering organization in the field of youth development was established in 1961 with the active support of the then Prime Minister of India. Since inception, VYK has been implementing various training programmes to orient and enhance the capacity of NGOs/VOs and their dedicated team members who are working at grass root level.

Through interaction, analysis and observations, it was felt that the employees/volunteers of the organizations are putting their tremendous efforts for the betterment of the society. They have great skills to convince the people to engage and involve in development activities. However, there is great need to reflect their activities through reporting and documentation. Considering the importance of the subject, VYK is organizing 3-day residential training programme on "**Reporting & Documentation**" from **25 – 27 July, 2018** at its premises in Delhi.

Some of the major topics to be covered during the training are as follows,

- Reporting and Documentation: Concept, need and importance
- Various Stages of Reporting in Financial Management
- Kinds of Financial Reporting (Internal Reporting & External Reporting)
- Reports and Documents required for Resource Mobilisation: best practices, processes and presentation
- Basic required documents for NGOs for establishing its credibility: type, content,
- Issues and Challenges and its plausible solutions in reference to R & D
- Reporting and Documentation : Do's and Don'ts

VYK is extremely delighted to announce the training programme in which eminent, learned and highly experienced resource persons will impart essential tools and techniques in the art of reporting and documentation.

In this context, you/your representatives are being invited to attend the programme. We are not only hopeful but quite sure that you will grab this opportunity and avail the benefits of the event.

*Contd..*

You are kindly requested to note the following:

- Please ensure that the participants are minimum graduate with preferably 2 years' experience in voluntary sector.
- The medium of instruction will be English and Hindi.
- Each eligible participant would be required to pay **Rs.1770/- (Rs.1,500 + GST 18% i.e Rs.270)** towards registration fee through **Demand Draft or NEFT/RTGS/IMPS/ in favor of Vishwa Yuvak Kendra, Delhi (Bank Name : The Federal Bank Ltd, New Delhi VYK Extension Branch, Saving Account No. 15230100020938, IFSC Code : FDRL0001523, MICR No: 110049002).**
- The participants would be provided free lodging at our dormitories (separate for male and female) from 24 July, 2018 afternoon to 28 July, 2018 afternoon. The food would also be served during the programme without any additional charges.
- The participants who will come before the mentioned date and depart after the described date i.e. 24 July, 2018 afternoon and after 28 July, 2018 afternoon, have to make extra payment as per Kendra's rule for food and accommodation.
- The programme would commence with registration at 9.00am on 25 July, 2018 and will be concluded at 5.00pm on 27 July, 2018
- Travel expenditure will be borne by the participants.
- The registration fee will neither be refunded nor be adjusted against any other programme.

The participants are requested to report at the reception of Vishwa Yuvak Kendra latest by 9.00 A.M on 25 July, 2018. The venue of the training programme will be Vishwa Yuvak Kendra, Pt. Umashankar Dikshit Road, Teen Murti Marg, Chanakyapuri, New Delhi-110021.


In case of any query you may contact the Programme Coordinator, Mr Praveen Kumar Sharma on +91 8130344552 or office phone number 011-23013631

Please send the filled application form (**Enclosure**) to confirm the participation of the candidate from your organization along with the demand draft, latest by 25 June, 2018.

In anticipation of your favorable response,

Thanking you,  
With warm regards,

Yours Sincerely,

  
Uday Shankar  
Chief Contorller

**Training Programme on "Reporting & Documentation" from 25 – 27 July, 2018**

**APPLICATION FORM**

(PLEASE FILL UP THE PARTICULARS IN BLOCK LETTERS)

1. Name of the Participant: \_\_\_\_\_

2. Age: \_\_\_\_\_ Sex: Male  Female

3. Educational Qualification: \_\_\_\_\_

4. Occupation (with designation): \_\_\_\_\_

5. Name and address of the organization/Institution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PIN \_\_\_\_\_ Phone No: \_\_\_\_\_ E-mail: \_\_\_\_\_

6. If NGO, Please Specify Present Cause(Issue) \_\_\_\_\_

No of Village Covered \_\_\_\_\_ No of Family Covered \_\_\_\_\_ Total Coverage \_\_\_\_\_

7. Years of experience: \_\_\_\_\_

8. Reason for participating in Training Programme: \_\_\_\_\_  
\_\_\_\_\_

9. Whether participated in Kendra programme before (Yes/No) \_\_\_\_\_

10. Online/ DD No/Cash. \_\_\_\_\_ Dated \_\_\_\_\_ Amount Rs. \_\_\_\_\_

(Signature of the sponsoring organization)

(Signature of the participant)

*(If sponsored by an organization, please attach copy of the letter with the application)*

- Please note
1. Only confirmed participants allowed to participate.
  2. Send E-mail or use this form while forwarding application.

## NEFT/RTGS DETAILS

NAME : VISHWA YUVAK KENDRA

BANK NAME : THE FEDERAL BANK LTD

ACCOUNT NUMBER : 15230100020938

TYPE OF ACCOUNT : SAVINGS

BRANCH ADDRESS : CONNAUGHT CIRCUS EXTENSION COUNTER  
VISHWA YUVAK KENDRA  
CIRCULAR ROAD, CHANAKYAPURI  
NEW DELHI – 110 021

LOCATION OF THE BRANCH : NEW DELHI

IFSC CODE : FDRL0001523

MICR NO : 110049002