

Subject: Training programme on Reporting & Documentation (05 – 07 September, 2017)

Dear Sir/ Madam,

As you are aware, **Vishwa Yuvak Kendra**, a pioneering organization in the field of youth development was established in 1959 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 the 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 going to organize 3 days' residential training programme on "**Reporting & Documentation**" from **05 – 07 September, 2017** at its premises in Delhi.

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

- **Type and structure of report writing**
- **Various mandatory documents (legal, administrative, financial, etc.) to fulfill the compliance**
- **Documentation for Strategic Planning and Management Information Systems [MIS]**
- **Steps and strategies involved in writing the reports in effective manner**
- **Exploring various mechanisms involved in drafting, editing, presentation, etc.**
- **Demonstrating model activities in reporting and documentation through successful case studies**
- **Exploring existing reporting and documentation system at organizational level and possible improvements**
- **Highlighting various types of reporting and documentation required at different stages during implementation of programmes and projects**

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. You may kindly 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 04 Sep, 2017 evening to 08 Sep, 2017 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. before 04 Sep, 2017 evening and after 08 Sep, 2017 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 05 Sep, 2017.
- 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 05 September, 2017. The venue of the training programme will be Vishwa Yuvak Kendra, Pt. Uma Shankar Dikshit Road, Teen Murti Marg, Chanakyapuri, New Delhi-110021.

In case of any query you may contact the **Programme Coordinator, Mr. Manjunath Karemunge** on +91 9650924422 / 9686372286 or office phone number 011-23013631 or other key Programme Officers on 8130344550 / 8130474475 / 8130344552 / 9821877590.

Please send the filled application form (**Enclosure**) to confirm the participation of the candidate from your organization along with the demand draft, **latest by 28 August, 2017.**

In anticipation of your favorable response,

Thanking you,
With warm regards,

Yours Sincerely,
For Vishwa Yuvak Kendra

Uday Shankar Singh
Chief Controller



Vishwa YuvaKendra

**“TRAINING PROGRAMME ON REPORTING & DOCUMENTATION”
05, 06 & 07 SEPTEMBER, 2017**

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 _____

PIN _____ Phone No _____
Fax No. _____
E-mail: _____
6. Designation _____
7. Years of experience _____
8. Reason for participating in Training Programme.
9. Whether participated in Kendra programme before
10. Cash/DD/Online Payment Reference No. _____ 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