



Majlis Pusat Sathya Sai Baba Malaysia

Sathya Sai Baba Central Council of Malaysia

VISION

An Organisation Dedicated to Fostering and Promoting Human Values at all Levels of Society for Self-Development and Nation Building.

CIRCULAR (CC/07/04) No. 2

Dated: 20th June 2005

Dear State Coordinators

Re: Revised State Coordinator's Quarterly Reporting Formats

Reference is made to the Circular (CC/07/04) No. 1 dated 16th June 2005 which is related to the Reporting Formats for Centres, Bhajan Units and Devotional Groups.

Enclosed herewith is the following:

- o State Coordinator's Quarterly Report Ref: SC (CC/07/04) No. 2 REV: 0 – YR 2005

You are required to summarise the Quarterly reports submitted by the Centre Chairmen (which shall also cover reports from the Bhajan Units and Devotional Groups), by utilising the reporting format mentioned above.

Kindly submit your reports in soft copies to the Council Secretariate by the 15th of the month preceeding the last quarter. For example, all reports for the quarter ending March shall be submitted to the Council Secretariate by the 15th of April.

You are also required to submit the soft copy reports of all the Centres, Bhajan Units and Devotional Groups together with your quarterly reports. The same would be made available to Vice Presidents, National coordinators, Sathya Sai Academy etc for their further action.

PLEASE DO NOT MODIFY THE FORMATS. You may however add on activities that have not been included at the bottom of the relevant sections.

Please do not hesitate to contact the following persons for further clarifications:

1. Bro A Ravindranath 012-2574271
2. Bro G. Reddy 012-2357336

Thank you,
Yours in Sai Service

Bro G.Reddy
National Secretary

Bro Billy Fong
President

CC: Central Council Members
Ex-officio Members of the Council
Central Council Secretariate
Sathya Sai Educare Academy