



नेहरु युवा केन्द्र संगठन Nehru Yuva Kendra Sangathan

स्वायत्तशासी संस्था An Autonomous Body under the
युवा कार्यक्रम एवं खेल मंत्रालय Ministry of Youth Affairs and Sports
भारत सरकार Government of India



Ref No:NYKS/spl.projects/Punarjagarn/2015/ 1171

Dated: 20th August 2015

To,
The Zonal Director,
Nehru Yuva Kendra Sangathan,
J&K, Punjab, Rajasthan, Andhra Pradesh, Maharashtra, West Bengal, Bihar, Uttar Pradesh, Haryana,
Delhi, Chhattisgarh, Madhya Pradesh & Assam.

Sub:-Submission of Daily Report, Press Clippings, Photographs and Video Graphs of Punarjagaran Programme - reg.

Dear Sir/Madam,

Please refer to NYKS letter no. NYKS/Spl. Projects/Punarjagaran/2015/1163 dated 10/08/2015. Further to above, I am directed to request you to ask the concerned DYCs to send the Daily Report, Press Clippings, Photographs and Video Graphs of ongoing activities of Punarjagaran Programme on daily basis by e-mail to project.nyks@gmail.com

1. Photographs

The Photographs should contain the following caption below the action photograph:-

- Name of District NYK..... date.....
- Name of Programme/Activity.
- Date & Venue of Programme/Activity.
- Name of Dignitaries invited in the programme.

(The proforma for sending the photographs is annexed as Annexure- I)

The following important Points should be kept in mind while taking Photographs:-

- The photographs should be done by HD camera.
- The composition (Placement of relevant object and elements) of the Photograph should be correct.
- Proper light arrangement should be there while taking Photograph.
- Proper Background (i.e. concerned Activity's Banner, Backdrop).
- Youth wearing T-Shirts & Caps of Punarjagaran should be there while taking the Photographs.

Contd.....P/2

द्वितीय तल, कोर-IV, स्कोप मीनार, लक्ष्मी नगर जिला केन्द्र, विकास मार्ग, दिल्ली-110092
2nd Floor, Core-IV, Scope Minar, Laxmi Nagar District Centre, Vikas Marg, Delhi-110092
Tel : 011-22402800, 22446070 Fax : 011-22446069 email : feedback@nyks.org

Visit us at <http://www.nyks.org>

2. Press Clippings

Press clippings should be sent in the following manner:-

- Name of District NYK..... date.....Name of News Paper.....
- Name of The News Paper should be taken from the News Paper in which News has been appeared and pasted on the upper most place of A4 sheet.
- Date of the News Paper should be pasted below the name of News Paper.
- News cutting should be pasted below the date of news on A4 Size Sheet.
- Gist of the newspaper report should be given below the newspaper clippings in case of news in regional language other than English and Hindi.

(The proforma for sending press clippings is attached as Annexure II)

3. Video graphs

- Name of District NYK..... date.....
- The Video should be of HD quality.
- The video should be audible.
- The video should be capturing the relevant Activity/Programme properly.

(The videograph should be sent in DVD to the undersigned and also uploaded on the You Tube under intimation to hqrs.)

4. A brief **Write Up** of the Punarjagan Program and Yatra conducted on the day should be made and sent along with the above on daily basis.

(The zone wise summary of the above reports should be sent in the proforma at Annexure III by the concerned Zonal Director on daily basis)

Further, you are requested to direct concerned NYCs to purchase 5 News paper copies daily of each News Paper in which the news related to the Programme has been published. The NYC should keep one copy in the office and shall send 4 copies in the format mentioned above to Hqtrs.

The photographs, videos, press clippings and write up of that day should be sent to Hqtrs by evening of the same day by email on daily basis.

The hard copy on above should also be sent by speed post on daily basis. This is for the strict compliance of all concerned.

This issues as per direction of Director General.

Yours Sincerely

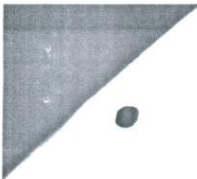


Dr. A.K Verma

Assistant Director (Spl. Projects)

Encl: (Annexure-I to III)

**CC: PS to DG, NYKS
Joint Director(Spl. Projects), Hqrs.**

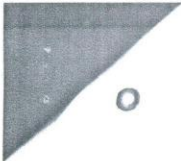


Punarijagan Programme Photographs

Name of NYK (District)..... Date

Name of activity..... Venue of the programme/activity.....

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|----------------------|
| <h1>PHOTOGRAPHS</h1> |
| Caption _____ |



Punarijagan Programme Newspaper Coverage

Name of NYK (District)..... Name of Newspaper.....

Date of Publication..... Name of activity.....

Venue of the programme/ activity.....

| |
|---|
| <h1>PRESS CLIPPINGS</h1> |
| Summary of the Press Clipping:- _____ _____ _____ |

Annexure-III

ZONE WISE SUMMARY OF PUNARJAGARAN REPORT

DATE:- _____

| Sl. No. | Name of State/ Zone | Photographs with caption | Press Clippings with summary | Daily Report |
|---------|------------------------|-----------------------------|---------------------------------|-----------------|
| 1. | Jammu and Kashmir | | | |
| 2. | Punjab | | | |
| 3. | Assam | | | |
| 4. | Rajasthan | | | |
| 5. | Andhra Pradesh | | | |
| 6. | Maharashtra | | | |
| 7. | West Bengal | | | |
| 8. | Bihar | | | |
| 9. | UP | | | |
| 10. | Haryana | | | |
| 11. | Delhi | | | |
| 12. | Chhattisgarh | | | |
| 13. | Madhya Pradesh | | | |
| | Total | | | |