



THE BHARAT SCOUTS AND GUIDES

Creating - better India

भारत स्काउट्स एवं गाइड्स

बेहतर भारत के निर्माण की ओर

Society Registration No. S462 of 1950-1951

President

DR. ANIL KUMAR JAIN, M.P. (RAJYA SABHA)  
डॉ. अनिल कुमार जैन, सांसद (राज्य सभा)

Chief National Commissioner

DR. K.K. KHANDELWAL, I.A.S. (RETD.)  
डॉ. के.के. खण्डेलवाल, मा.प्र.से. (री.नि.)

BSG/NTC/2033-24/ 1425

Dated-08.02.2024

To  
All the State Secretaries  
State Associations of  
The Bharat Scouts and Guides  
Indian Union

**Sub: Know Your Members (KYM)**

Sir/Madam

**Greetings from the National Training Centre, Pachmarhi.**

As part of our ongoing commitment to an effective and optimum utilization of Trainers, we are required to collect and update certain information from our esteemed Trainers. Therefore, we kindly request your cooperation in completing a "Know your Members" form.

The purpose of this form is to verify and update their personal information regarding training youth programme and administration, ensuring that we have accurate records on file. Your cooperation in this matter is essential to help us to continue providing you with the best possible support and utilization your service.

To facilitate the process, we have attached the KYM form in a Google link to this letter.

**GOOGLE LINK - <https://forms.gle/E48Aqmx68JtUv1x96>**

Please advise all the trainers to fill out the Google form accurately and completely latest by **29<sup>th</sup> February 2024.**

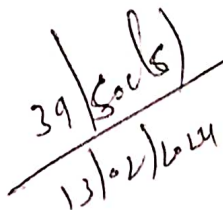
Hereafter, the Honourable charge will be renewed on submission of the KYC form. This will be applicable for the trainers of both the wing.

We sincerely appreciate your cooperation and understanding in this matter. Your prompt response will enable us to update our records efficiently and continue serving you with excellence.

Thanking you

Yours in Scouting/Guiding

  
S S. Ray  
DDSLT

  
39/Scout  
13/02/2024

S/d Kumud Mehra  
DDGLT

**Copy to**

1. Director, BSG,NHQ
2. Jt. Director Scouts and Guides (Prog.& Trg).



केन्द्रीय विद्यालय संगठन

भारत स्काउट्स एवं गाइड्स

KENDRIYA VIDYALAYA SANGATHAN  
BHARAT SCOUTS & GUIDES

१८, संस्थागतक्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-११००१६

18, INSTITUTIONAL AREA, SHAHEED JEET SINGH MARG, NEW DELHI - 110 016

दूरभाष/Tel.:26965168, वेबसाइट/Website: www.kvsangathan.nic.in



F.110353/21/2024-KVS (Acad)/ BS&G / 154 - 182

Dated: 14.02.2024

13

By E-mail

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Offices

Sub.: - Know your Members (KYM) reg.

Madam/Sir,

With reference to the subject cited above, I am forwarding the letter dated 08.02.2024 received from the Deputy Director (S/G), BS&G National Training Centre Pachmarhi, to inform you that:

All trainers of Scouts/Guides/Cubs/Bulbuls are required to fill out the Google form (link provided in the enclosed letter) latest by 29.02.2024. Furthermore, the honourable charge of the trainers for both wings will be renewed upon submission of the KYC form.

This is for your information and necessary action at your end.

Yours sincerely,

(Dr. Ritu Pallavi)

State Secretary, KVS State BS&G &  
Assistant Commissioner (Training)

Copy to:-

1. The Deputy Director (S/G), Bharat Scouts & Guides National Training Centre Pachmarhi for information.
2. The STC (S/G) , KVS State BS&G for information and necessary action.



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बेहतर भारत के निर्माण की ओर

National Headquarters

राष्ट्रीय मुख्यालय

Society Registration No. S462 of 1950-1951

## President

DR. ANIL KUMAR JAIN, M.P. (RAJYA SABHA)

डॉ. अनिल कुमार जैन, सांसद (राज्य सभा)

## Chief National Commissioner

DR. K.K. KHANDELWAL I.A.S. (RETD.)

डॉ. के.के. खण्डेलवाल, मा.प्र.रो. (से.नि)

Ref. No. BSG/NHQ.BSG/NTC/-2033-24/1427

Date: 12.2.2024

To  
All the State Secretaries  
State Associations of  
The Bharat Scouts and Guides  
Indian Union

**Sub: Basic Training Course for Unit Leaders**

Greetings from the National Training Centre, Pachmarhi.

This is to inform you that the following modifications have been incorporated into the methodology of the Basic Training Courses of all the sections.

1. A session on OYMS (Online Youth Management System) is to be conducted during the Basic training course by Day 3, with emphasis on how to register their units members.
2. UID of all the participants to be generated during the Basic Training Course by Day 5, under the head "others/volunteer".
3. UID to be printed on the Certificate of the participants. If he/she is already have UID, please mention the same.
4. Hence certificate issued without printed UID will not be accepted in further progressive training of the concerned participants.

Please ensure that these should come into practice with immediate effect as approved by the competent authority. All the Leaders of the Course are to be instructed to implement all the modifications, when they conduct Basic Courses.

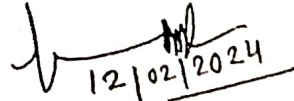
Further, technical support will be extended to the Leader of the Course if they face any challenges during implementation. A video on this topic available at the YouTube Channel

Thanking you .

Yours in Scouting Guiding

  
S. S. Ray

Deputy Director of Scouts  
(Leader Training)

  
12/02/2024

Kumud Mehra  
Deputy Director of Guides  
(Leader Training) i/c

Copy to:

1. Director BSG, NHQ
2. Jt. Director Scouts & Guides (Prog. & Trg.)
3. State Training Commissioners (Scout & Guides)



Lakshmi Mazumdar Bhawan, 16, Mahatma Gandhi Marg, L.P. Estate, New Delhi - 110002 (India)

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केन्द्रीय विद्यालय संगठन

भारत स्काउट्स एवं गाइड्स

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F.110353/17/2024-KVS (Acad)/ BS&G / 183 - 211

Dated: 14.02.2024

By E-mail

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Offices

Sub.:- Basic Training Course for Unit Leaders - reg.

Madam/Sir,

With reference to the letter dated 12.02.2024 received from the Deputy Director (S/G) of Bharat Scouts & Guides, National Headquarters, New Delhi, regarding the subject mentioned above, I would like to inform you that the following modifications have been incorporated into the methodology of the Basic Training Courses for all sections, effective immediately:

1. A session on OYMS (Online Youth Management System) will be conducted during the Basic Course by Day 3, with emphasis on how to register unit members.
2. UID of all participants will be generated during the Basic Training Course by Day 5, under the category 'others/volunteer.'
3. The UID will be printed on the certificates of the participants. If a participant already has a UID, please mention the same.
4. Henceforth, certificates issued without printed UID will not be accepted for further progressive training of the concerned participants.

This information is provided for your attention and necessary action.

Yours  
sincerely,

(Dr. Ritu Pallavi)

State Secretary, KVS State BS&G &  
Assistant Commissioner (Training)

Copy to:-

1. The Deputy Director (S/G), Bharat Scouts & Guides National Training Centre Pachmarhi for information.
2. The STC (S/G) , KVS State BS&G for information and necessary action.