



# The Bharat Scouts and Guides

## National Headquarters

Lakshmi Mazumdar Bhawan, 16, Mahatma Gandhi Marg, Indraprastha Estate, New Delhi-110 002.

To  
All the State Secretaries,  
State Associations of  
The Bharat Scouts and Guides,  
INDIAN UNION.



## Youth-In

- Department of Youth Affairs



Circular No. : 109 / 2016  
Dated : 29<sup>th</sup> August, 2016

### SUB.: ENROLMENT OF YOUTH MEMBERS OF ORGANISATION IN YOUTH INDIA PORTAL

Dear Sir/Madam,

We are pleased to inform you that the Ministry of Youth Affairs and Sports has taken up initiatives with the blessings of Hon'ble Prime Minister of India and going to launch a public domain where all Youth organizations become part of "Youth India" portal

BSG has supported so far with all the data required by the Ministry of Youth Affairs. Ministry of Youth Affairs require complete primary data which is mandatory for every individual youth to be on the portal. Hence the excel sheet provided to all the organization is attached with the circular for initiating necessary action.

Each registered units of the district should enter the complete details in all the fields in the excel format and the soft copies of the excel file has to be emailed directly to National Headquarters with a copy marked to the respective District and State headquarters. Each excel file will not be more than 32 members data of the respective unit (Cub, Scout, Rover, Bulbul, Guide, Ranger Unit). In case of any group having more than 1 unit has to fill separate excel for each units. And the last rows of the excel will be filled with the details of the Adult Leaders of the unit starting from Unit Leader, Asst. Unit Leader, etc.,

The reference instruction manual for filling the excel file is also attached for filling excel with perfect data. The data provided should be through the respective School email id to make sure the data is authentic and approved for uploading in the Youth Portal as well as it will be kept as a central database record for the National Headquarters for future census and further activities reference and issue of Membership Certificate.





If the data provided is not up to the standard of the portal input it will be sent back immediately after the validation of the data with the remarks to the concerned units provided with a copy to respective district and state by email.

No Scanned copy of the excel file or hard copies of the format is required by the National Headquarters. Only soft copy of the excel file of prescribed file name in the instruction manual will be accepted.

Please send the data excel file to [info@bsgindia.org](mailto:info@bsgindia.org) and copy to [it@bsgindia.org](mailto:it@bsgindia.org) also mark copy to your respective district and state to ensure the unit is registered with them and the details provided by the units are correct.

All the State Secretaries are requested to kindly forward this by email to Districts /Units, wherever you find that the units are not connected by internet please use email id of unit leaders. KVS, NVS can use email IDs of the school for the purpose of unit ID and send us **on or before 05<sup>th</sup> September 2016**.

Please note that in future if any Unit is to be registered this excel sheet is to be filled. Any renewal is also to be submitted in this excel sheet only.

**Note:** For any further support related to this please write to [it@bsgindia.org](mailto:it@bsgindia.org) by email, no telephonic or letter correspondence to be made.

Thanking you,

Yours in Scouting,

  
(K. SUKUMARA)  
DIRECTOR

**Copy to: -**

01. All the Office Bearers of the Bharat Scouts & Guides.
02. All the Officers of the Bharat Scouts & Guides.
03. Chairman/ Secretary, Railway Scout & Guide Board, Rail Bhawan, New Delhi.
04. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Sahid Jeet Singh Marg, New Delhi-110016
05. The Commissioner, Navodaya Vidyalaya Samiti, Institutional Area, B-15, Sector-62, Noida, Uttar Pradesh-201309.