Sapna

C-93, Defence Colony, New Delhi - 110024
Helpline: 9810408182
Email: ngo.sapna@gmail.com

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Photo : Anil Gaba

Sapna

.....realising a dream

Public Health

Education

Women's Empowerment

Community Development
&
Social Welfare

Annual Report 2008

GENERAL SECRETARY'S MESSAGE

Greetings from SAPNA. As you are aware, SAPNA is a non-profit organisation with the mission to work for the poor by nurturing and supporting projects in the area of health, education, care of sick, and the aged. In addition, SAPNA is working on providing legal protection to rural woman, increasing women participation in income generating activities, and enhancing child and maternal health by providing access to health care services and resources.

Registered under the Society's Registration Act, SAPNA is working mostly in Delhi and Alwar district of Rajasthan. Its primary objective is to;

- Address health issues by providing poor patients all forms of support and care
- Provide shelter to the old, sick and abandoned
- Develop Community health programs and services
- Address endemic illness and disabilities
- Support literacy centres
- Increase e-learning through computer literacy and usage
- Build the capacity of women by providing learning opportunities, livelihoods and legal protection
- Ensure environment sustainability by educating people in natural resource management

For its health support project based in Delhi, SAPNA has been able to develop a "Bottom Up", patient centric model to ensure that the patients coming from far flung areas of the country are provided not only food, and medicines but also need based medical and surgical consumables, operative and post operative care. The organisation outreach extends to patients accessing services at the Safdarjung Hospital, All India Institute of Medical Sciences, and the Trauma Centre of AIIMS.

The old, sick and abandoned patients are sheltered at SAPNA's Old Age Home at Vijay Mandir in Alwar, Rajasthan. At Vijay Mandir, the organisation also runs a Public Health Care Centre and is partnering with the Venu Eye hospital, Delhi in conducting monthly eye camp for poor villagers in the area.

SAPNA's pioneering initiative at Vijay Mandir includes a Computer Literacy Centre and Adolescent Learning Centre. A Community Library supports these endeavours.

Organisationally, SAPNA is committed to capacity development of rural women and girl children by organising them into self help groups and providing legal protection, learning and sustainable livelihood

options. It partners with Rajasthan police for the activities of Mahila Salah Evam Suraksha Kendra a redressal and counselling centre for women at Moti Dungri in Alwar . It is in the process of deepening its work to build a linkage between self help groups and the Sarva Shiksha Abhiyan and other formal and informal education avenues. It is also providing women group with vocational training to augment their livelihood.

SAPNA is borne out of the coming together of a group of professionals committed to Gandhian ideals and talisman. It is a young organisation that has made a beginning but has a long way to go. Its model of change is based on "Antodaya" and the necessity of working in a decentralised way to address the multiple dimensions of poverty and development. As an organisation it is seeking to scale up and replicate its model by partnering with likeminded organisations working for change.

SUDHIR PRATAP SINGH
GENERAL SECRETARY
SAPNA

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1. SAFDURJUNG HOSPITAL DHARAMSHALA (SHD), NEW DELHI

SAPNA extends support to poor patients and attendants coming from far flung areas and staying in the Dharmashala for long term treatment. Medicines, milk, food, fruits, rations, blankets, clothing, etc. are provided to the patients. SAPNA also bears the cost of operations by providing diagnostic and surgical consumables, and supportive aids like crutches, wheelchairs, collars, etc. SAPNA helps in procuring healthy donors of blood, and addressing the counseling as well as devotional needs of patients and attendants.

- VOLUNTEERS (Paid): 2
  - Ramashankar Upadhayay S/o Late Kalpnath Vill. Shampur, P.S. & Post Rajesultanpur Dist. Ambedkar Nagar (UP)
  - Rafeeq Hoqua S/o Late Yayab Ali, Vill. Kuchimara Post & P.S. Mankachar Dist.- Dhubri (Assam) – 783131

A summary of the no. of patients, items distributed to patients and total expenditure in SHD are shown below :

1.1 ANNUAL STATEMENT SHD-2008

S No	ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL (No./Rs.)
1	No. of Patients	52	54	60	54	60	77	70	83	66	63	71	70	780
2	Medicines(Rs)	8,789	7,241	14,492	7,450	27,764	13,800	28,678	17,700	15,924	21,186	6,751	5,024	174,799
3	No. of Patients Operated/ Exp. (Rs.)	1\43,000	0	1\5,000	0	1\2,484	2\12,299	2\1,100	-	1\3,004	-	1\7,800	1\3,000	10\87,587
4	Blood Units	8	8	6	8	8	5	23	8	17	3	14	5	113
5	MRI	1	-	-	-	-	-	1	1	-	1	-	-	4
6	X-Ray	-	3	-	-	-	1	-	2	-	1	-	-	7
7	City Scan	-	-	1	1	-	2	1	1	1	1	-	-	8
8	Ultra Sound	1	1	2	2	2	1	-	3	3	1	-	-	16
9	Echo.	-	-	-	-	-	-	-	-	-	1	-	-	1
10	Angiography	-	-	-	1	-	-	-	-	1	-	-	-	2
11	Wheel Chair	-	-	16	-	-	-	-	1	1	1	1	12	32
12	(Milk Rs.)	12,132	12,987	14,751	15,354	14,832	14,886	14,580	24,704	25,021	13,968	14,103	12,060	1,89,378
13	Fruits(Rs.)	3,134	3,756	4,760	6,250	5,286	5,632	5,484	5,332	4,740	4,900	4,800	4,180	58,254
14	Juice(Rs.)	1,680	1,180	1,490	1,720	1,550	1,250	1,990	1,550	1,120	1,700	960	880	17,070
15	Lunch (Rs.)	21,194	19,791	23,870	22,772	23,905	20,322	28,391	24,742	28,828	24,064	24,163	21,413	2,83,455
16	Walker	1	-	2	1	5	3	3	-	1	2	2	-	20

17	Baisakhi/ Crutch	1	1	3	-	3	2	-	2	1	1	6	3	22
18	Stick elbow	-	3	1	-	3	-	2	1	-	-	3	-	13
19	Sweater	-	11	-	-	-	-	-	-	-	-	-	-	11
20	Shawl	-	11	-	-	-	-	-	-	-	-	-	-	11
21	Chappal	-	-	-	-	-	-	2	1	-	-		-	3
22	Blanket	22	11	-	-	-	-	-	-	-	101	25	127	286
23	Dari	-	11	-	-	-	-	5	-	-	-	-	-	16
24	Bed Sheet	-	11	-	15	15	15	40	50	55	50	-	15	286
25	Mat	-	-	2	-	-	1	11	-	1	2	-	2	19
26	Water Bed	-	-	-	1	-	-	-	-	-	-	-	-	1
27	Fried Gram	12.5	-	10	-	5	-	-	-	-	-	-	-	27.5
28	Soap	90	-	330	190	160	200	140	-	60	200	-	100	1470
29	Biscuit Packet	1240	-	1556	1500	1550	500	600	300	700	1610	-	55	9611
30	Misc. Exp.	21,485	14,263	12,324	13,719	14,225	6,866	3,442	2,993	2,581	1,310	-	-	93,208
31	Honorarium	12,750	3,750	3,750	2,500	2,500	3,500	3,500	3,500	4,112	3,000	3,000	3,000	45112

TOTAL EXPENDITURE - Rs. 7,74,064

SAFDARJUNG DHARAMSHALA

2. RAJGARHEA VISHRAM SADAN(RVS), AIIMS, NEW DELHI

In a similar manner, SAPNA supports the BPL (Below Poverty Line) patients staying in the Sadan by providing medicines and weekly rations. SAPNA also gives milk in the morning to all the patients in the Dharmashala.

SAPNA desires to support all BPL patients suffering from cancer and kidney ailments for which resources will have to be mobilized.

2.1 Blood Donation – 2008

Month	Recd.	SHD/ Donated	Balance	Recd.	AIIMS / Donated	Balance
January	33	8	25	0	0	0
February	0	8	17	10	4	6
March	25	6	36	0	4	2
April	0	8	28	0	0	2
May	0	8	20	0	0	2
June	0	5	15	0	0	2
July	25	23	17	10	0	12
August	0	8	9	0	6	6
September	25	17	17	0	4	2
October	25	3	39	10	6	6
November	0	14	25	0	3	3
December	40	5	60	37	0	40
TOTAL	**173**	**113**	**60**	**67**	**27**	**40**

3. TRAUMA CENTRE (TC), AIIMS, NEW DELHI

SAPNA completed a year at the Trauma Centre, AIIMS on the 18th of Dec., 2008. Sapna continues to take care of unattended patients and rehabilitates them by establishing linkages with Rehabilitation Centers in and around Delhi. Some of the patients are accomodated at the Old Age Home in Alwar.

- VOLUNTEER (Paid): 2
  - Lalita Alexander w/o Late Alexander Fernandes, 126-Rajnagar, Near Kamal Cinema, New Delhi-110029.
  - Bir Bhadur Thapa s/o Sh. DB Thapa, School Bari, Bhanugolai, Post-Rangili Bazar, Dist. East Sikkim.
- VOLUNTEER (Honorary):1

- Ms. Asha Tiwary w/o Sh. Lalit Tiwari, E-72, Type-V, Nivedita Kunj, Sec.-10, R K Puram, New Delhi.

A total of 353 unattended patients were taken care by SAPNA during 2008. 321 patients were restored to their homes.32 patients were rehabilitated at Various Rehabilitation Centers in Delhi and Old Age Home at Alwar.

3.1 LIST OF REHABILITATION CENTRES

Sr. No.	REHABILITATION CENTRES	TEL.	No. REHABILITATED
1	Swarg Dwar Ashram, Chattarpur, Near Tindi Garden, New Delhi	9968430390, 011-65070506	09
2	Shanti Niketan Ashram, A-51 Harswroop Colony, Chattarpur, New Delhi.	9213736659, 011-64652483	10
3	Vishram Vridh Ashram(Old Age Home), B/K-2, Gautam Puri, Phase-I, 14/5 Indra Vikas Colony, Delhi-35	9212710751	01
4	Pravena Niketan, Basti Vikas Kendra, Community Center, E Block, Phase-3, Dwarka. New Delhi.	9818228414 (Meenu Saxena)	01
5	Sharmik R. Center, Sharan Kalyan Kendra, Bal Mukund Khand, Gir Nagar, Kalkaji, New Delhi.	9971750506, 011-20053715	01
6	Shanti Bhawan Plot No.-479, Ajeet Vihar, Burari, New Delhi.	011-27614286, 011-27619471	01
7	Ashaulya WZ -33, Charak Sadan, App. Vikas Puri	--	01
8	Old Age Home, Vijay Mandir, Alwar, Rajasthan	09473737543	08
		Total	**32**

761 relatives of patients were counseled for blood donation. SAPNA was given a appreciation letter for this work by the Blood Bank authorities.

3 blood donation camps were also organized at the Trauma Blood Donation Centre by SAPNA. The details are highlighted below :

3.2 BLOOD DONATION, TRAUMA CENTRE, AIIMS

Sr. No.	DATE	ORGANISATION	NO OF UNITS
1	05.09.2008	CISF	21
2	21.09.2008	CISF	12
3	27.11.2008	CISF	31
		TOTAL -	**64**

4. OLD AGE HOME (OAH), VIJAY MANDIR, ALWAR

The Old Age Home at Vijay Mandir, Alwar for the old, sick and abandoned gave shelter to 15 inmates during 2008, out of which 6 were rehabilitated and sent home. At present it has 9 inmates (Male-7, Female-2) and two children.

› VOLUNTEERS (Paid) : 4

- RAMESH KUMAR S/O SATYANARAIN, R/O MADHEPURA, BIHAR -CARETAKER
- BANWARI LAL S/O GANGA RAM, R/O VILL. KADUKI, ALWAR-HELPER
- TARAWATI W/O SHYAM SINGH, R/O KADUKI, ALWAR-HELPER
- SHYAM SINGH S/O PRABHU DAYAL, R/O KADUKI, ALWAR-HELPER

Old Age Home, Vijay Mandir, Alwar

- A picture of the inmates staying in the Old Age Home and those rehabilitated are appended below:

S. NO.	NAME	M/F	AGE	KNOWN/ UNKNOWN	ADDRESS	ILLNESS	IN DATE	OUT DATE	REMARKS
1	2	3	4	5	6	7	8	9	10
1.	MANGE RAM	M	65	UNKNOWN	VILL- NARA STATE- HARYANA	Right leg Amputated, Senile	15-09-2005		
2.	LAL BIHARI	M	45	-	VILL- VESDEVA P.S- BHAIRO DIST.- GOPAL GANG STATE- BIHAR	Spinal injury	05.01.2006		
3.	SUMO DEVI	F	50		DIST- KHAGARIYA		05.01.2006	15.03.2006	Restored to home
4.	SANTI DEVI	F	65		STATE- BENGAL		09.10.2007	10.02.2008	Restored to home
5.	BABU LAL	M	70		STATE- RAJASTHAN		10.10.2007	15.03.2008	Restored to home
6.	SURESH	M	45	UNKNOWN	STATE- BIHAR	Mentally unstable	05.04.2008		
7.	KEDAR	M	32	-	VILL- BHATNI DIST- GOPAL GANG STATE- BIHAR	Mentally unstable	18.07.2008		
8.	SABRI DEVI	F	68		DIST- ALWAR STATE- RAJASTHAN		04.07.2008	05.09.2008	Restored to home
9.	YOGESH PAWAR	M	30		VILL- VISHRANT WADI DIST- PUNE STATE- MAHARASHTRA		27.07.2008	16.09.2008	Restored to home
10.	OM PRAKASH	M	35		DIST- JAIPUR STATE- RAJASTHAN		27.08.2008	12.10.2008	Restored to home

11.	SINDHU DEVI	F	40	UNKNOWN	STATE- PUNJAB	Right leg amputated, left leg and right hand fracture	27.09.2008		
12.	PINKI DEVI	F	60	UNKNOWN	STATE- BENGAL	Left foot fracture	29.09.2008		
13.	NIZAMU DDIN	M	45	-	VILL- DALKALHI DIST- MUSIDABAD P.S- BHGAWAN GOAL KOLKATA, BENGAL	Right leg amputated, Mentally unstable	29.10.2008		
14.	LEKH RAM	M	65	-	B-212, RAJU PARK KHANPUR, N.D-62	Left foot fracture	02.11.2008		
15.	CHETAN RAM GUJAR	M	60	-	VILL- BAGRA DIST- AJMER STATE- RAJASTHAN	Multiple fractures	02.11.2008		
CHILDREN AT ALWAR HOME									
16.	MASTER RAJU	C	12		STATE- BIHAR		04.03.2008		
17.	MASTER AJAY KUMAR	C	15		VILL- BAGRA DIST- AJMER STATE- RAJASTHAN		02.11.2008		

SUMMARY

- OLD PATIENTS : 05
- NO OF PATIENTS ADMITTED IN 2008 : 10
- NO OF PATIENTS REHABLITATED : 06
- NO OF PATIENTS AT PRESENT : 09
- NO OF CHILDREN : 02

5. COMPUTER LITERACY CENTRE (CLC), VIJAY MANDIR, ALWAR

The Computer Literacy Center (CLC) at Vijay Mandir, Alwar for children of the adjoining villages as part of our computer literacy drive has evoked tremendous response. The Khandelwal Computer Research institute (KCRI), Alwar has come forward to support the CLC in framing of the curriculum and training of trainees in addition to providing a trained professional to oversee the day to day functioning of the centre. SAPNA aims to start a Certification Course with the KCRI.

We are greatful and happy to inform that the Nu LIFE FOUNDATION CHARITABLE TRUST, NEW DELHI has approved sponsorship of CLC and all revenue expenses of this center, up to a maximum of Rs.12,500/- per month, w.e.f, 1st September, 2008 shall be borne by the trust for one year.

- Computer Teachers (Paid):
  - Sunil Kumar s/o Sri Ramkishan r/o vill. Neemlakha, Alwar, Age 25, BA, PGDCA from Alwar
  - Surender Sharma s/o Radhey Shyam r/o Vill.Dehra, Alwar, Age 26, BA, Bed, Diploma in Computers

COMPUTER LITERACY CENTRE, VIJAY MANDIR, ALWAR

The monthly attendance at CLC is highlighted below:-

5.1 ATTENDANCE REPORT- 2008

JANUARY	33		JULY	55
FEBRUARY	42		AUGUST	69
MARCH	48		SEPTEMBER	97
APRIL	53		OCTOBER	87
MAY	45		NOVEMBER	51
JUNE	66		DECEMBER	72

5.2 PROLILE OF CLC:

- Established on 21st June, 2007
- Computer Lab. In two rooms and one class room
- Total No. of Computers/Workstations – 20
- HP /IBM/ HCL/(P3 / P4) Computers
- RAM: 64 MB to 1 GB MB
- Operating System: Windows 95, 98,2000 & XP SP2
- Ms Office 2000, Ms Office 2003 & Ms Office 2007
- Curriculum:

  Software DTP Desktop/ MS office / Adobe Page Maker / Photoshop / Coral Draw / Accounting packages (Tally) /Html/ Visual Basic / Internet

  Hardware: Basic training
- CD writing facility / Internet compatibility / LAN
- No charges

SAPNA continues its endeavor to make it into a centre of excellence

6. PUBLIC HEALTH CARE CENTRE (PHCC), VIJAY MANDIR, ALWAR

SAPNA started a Public PHCC on 1st August, 2008. Such a day care facility not only provides basic health care to the rural poor but also facilitates follow ups to the monthly health camps, the guiding principle being to ensure that all components of health care are developed in a synergistically complementary manner. All medicines are dispensed free, A basic diagnostic Lab. Has also been provided. It also caters to the need of patients of the Old Age Home. In addition to assuming an important role in the area of Public Health, Epidemiology and Management, the centre is designed to grow into a Telemedicine Centre, geared to provide high quality services though the national grid layout for telemedicine. The PHCC is also equipped with an vehicle which provides night service for patients in emergency.

6.1 PUBLIC HEALTH CARE CENTER

Month /2008	OPD	Cumulative Total	Medicines Dispensed (Rs.)
AUGUST	739	739	-
SEPTEMBER	737	1,476	21,953
OCTOBER	692	2,168	11,691
NOVEMBER	556	2,724	5,839
DECEMBER	624	3,348	10,574

- A DOT centre was recently added to the PHCC to treat tuberculosis patients. 2 such patients are under treatment at the moment.
- Dr Rajendra Gupta of City Hospital, Alwar has been keenly supporting the PHCC. Dr Richa Gupta w/o Dr. Rajendra Gupta holds a Gynae camp at the PHCC on the 1st & 16th of every month.
- Dr. Vijay Gupta, MD of Alwar supports the centre by providing a technician for the diagnostic lab which conducts basic blood and urine tests.
- Sh. Vishnu Surekha provides Rs. 10,000 worth of complimentary medicines monthly to this centre.
- It is planned to add a Family planning and HIV-AIDs Centre to the PHCC besides intiate an Immunization programme for the rural poor. A Child Rehab. Centre is also planned this year. SAPNA targets to procure a mobile health van during the current year. The ultimate aim is to develop a Telemedicine facility so that the poorest of the poor can locally access reliable medical advice.

7. OUTREACH HEALTH PROGRAMME (OHR), ALWAR

We have complimented the effort of the PHCC in providing health cover through our Outreach Health Programme. An Eye Camp is organized on every second Friday of the month by the VENU RESEARCH AND EYE INSTITUTE, SHEIKH SARAI, NEW DELHI. During 2008, eleven eye Camps were organized. 3326 OPD and 392 cataract surgeries/IPD were conducted by the hospital at Delhi. Medicines and spectacles are dispensed free during the camp. An overview of the Eye camps held in Alwar is appended below:

7.1 EYE CAMPS

S. No.	Date	Place	OPD	ADV. CAT.	PT. TRANS.	Male	Female	Total IPD	Spectacles Booked	Spec. Amt.	Med. Amt.	Surgery Charges	Exp. (Rs.)
1	11.01.08	VIJAY MANDIR ALWAR	157	33	23	13	9	22	58	7650	2000	11000	20650
2	14.03.08	VIJAY MANDIR ALWAR	136	44	29	16	12	28	50	5890	3026	14000	22916
3	11.04.08	RAJGARH, ALWAR	268	44	29	18	11	29	69	7290	4172	14500	25962
4	09.05.08	VIJAY MANDIR ALWAR	162	16	12	7	5	12	55	6090	1938	6000	14028
5	13.06.08	BAROD ALWAR	207	24	16	8	7	15	51	5360	3505	7500	16365

6	11.07.08	VIJAY MANDIR ALWAR	106	11	7	4	3	7	41	4400	1258	3500	9158
7	08.08.08	TAPUKRA , TIJARA	340	61	49	26	20	46	110	12290	3194	23000	38484
8	12.09.08	KISHANGARH,	346	71	56	32	20	52	39	4585	4188	26000	34773
9	10.10.08	BAROD ALWAR	410	70	42	21	17	38	70	7420	5681	19000	32101
		REFERRED PATIENTS	0	0	2	2	0	2	0	0	0	6000	6000
10	14.11.08	CHIKANI ALWAR	265	32	23	15	5	20	35	4230	4446	10000	18676
11	12.12.08	NIMHOR ALWAR	268	88	37	19	17	36	54	5820	5011	18000	28831
		SUMMARY	3326	618	417	230	162	392	796	93415	41419	201000	335834
										Amount Paid.			**250226**
										Balance Amt.			**85608**

Two eye camps at Barod were sponsored by the Seth Makhan Lal Trust, Alwar. One camp was sponsored by Shri Manoj Chachan, Director Lords International, Alwar. Shri Chachan also sponsors the bus for carrying the patients to and fro from the camp site to Venu Eye Hospital, Shekh Sarai, New Delhi.

SAPNA through this endeavor has joined the National Blindness Control Programme (NBCP) and aspires to make Alwar district cataract free.

SAPNA also organized a Deafness Camp in Dec. 2008. Dr Someshwar Singh, a cochlear transplant surgeon with Max Hospital, New Delhi and his team held a camp at Vijay Mandir and examined more than 202 patients from the nearby areas. The following 3 young children have been identified for cochlear transplant:

S.No	Name /Fathers Name	Age	Address	Ph. /Mob. No.
1	LALIT KUMAR s/o SATVEER	8	VILL. BAHADURPUR, ALWAR	9950668580
2	ADITDYA d/o SANJAY KUMAR	4	N.E.B,. SUBHASH NAGAR, PLOT NO. 2, ALWAR	0144-2738045
3	ARTI d/o MAHESH	5	SHREE RAM COLONY, ALWAR	

SAPNA has taken up the case of Master Aditya, aged 4 years for cochlear transplant which would cost around Rs. 5 lacs. The said amount has to be mobilized.

The overwhelming response in these medical camps has highlighted the dire need of outreach health care in rural India. SAPNA plans to hold more camps related to cardio logical, gynecological and pediatric super specialties.

An Old Lady at Eye Camp

8. ADOLESCENT LEARNING CENTRE (ALC), VIJAY MANDIR, ALWAR

SAPNA started an Adolescent Learning Centre (ALC) at Vijay Mandir, Alwar for the children of the neighboring villages for strengthening their Maths and English. Such a strengthening would also help in their computer education. Ms. Suchi Gupta of Alwar recently joined SAPNA and has been appointed Coordinator of the ALC. Shri Sammay Singh, Volunteer (Paid) and Maths Teacher assists her.

A **Community Library** was recently added by the efforts of Ms. Sujata Prasad, Executive Member, SAPNA 230 books were donated to the library.

8.1 ADOLESCENT LEARNING CENTRE, SESSION REPORT - 2008

Month	No. Of Students	Month	No. Of Students
JUN.	15	OCT.	45
JUL.	7	NOV.	26
AUG.	50	DEC.	39
SEPT.	53		

Academic Learning Centre, Vijay Mandir, Alwar

9. MAHILA SALAH EVAM SURAKSHA KENDRA (MSSK), MOTI DUNGRI, ALWAR

Since 1st of December, 2008, SAPNA started looking after the affairs of the Mahila Salah & Suraksha Kendra (MSSK) located at Moti Dungri, Alwar. An MOU was signed between Vishakha, a jaipur based NGO(earlier looking after this centre) and SAPNA.

MAHILA SALAH EVAM SURAKSHA KENDRA, MOTI DUNGRI, ALWAR

The MSSK is a holistic redressal centre for women run with the collaboration of Rajasthan Police and women's organizations. The centre has been setup at the Mahila Thana (women's police station). Cases of violence against women (VAW) not only need multiple interventions but a shift in approach, to give women the right to make an informed choice when subjected to violence. The objectives set forth for the MSSK are as follows: -

Providing support to women facing violence by way of:

- Assisting them to negotiate their way through the Criminal Justice System,
- Settling disputes through alternative dispute resolution mechanisms,
- Providing rehabilitation to women survivors of violence
- Providing medical aid, legal aid, psycho-social support, shelter, economic rehabilitation and any other relief required.

The concept underlying the centre is that of providing a comprehensive strategy of redressal for women who come to the centre, for support. The single window assistance can range from mediation to legal aid, to intervention within the police system and the judiciary, to economic rehabilitation, to trauma counseling, to shelter and care. Women have easy accessibility to the centre as it is located in a women's police station.

The centre functions through the services of a Coordinator Ms. Rekha Bedi, two full time paid social workers Ms. Rashmi Vasishta & Ms. Sarita and two police officers, Constable Jitendra Choudhary and Lady Constable Sumitra attached from the Mahila Police Station, Alwar. Representatives of women's organizations and other civil society representatives have been requested to come on a voluntary basis regularly. Regular service of a lawyer, a psychologist and a gynecologist will also be provided at the centre. The centre is in the process of setting up referral services with other organizations in order to provide effective relief to the women seeking assistance from it.

An overview of the activities at the MSSK is highlighted below:-

9.1 WORK STATEMENT – DEC. 2008

NO OF CASES AS ON 01.12.2008	NO OF CASES ADDED	NO OF CASES REOPENED	NO OF CASES DISPOSED OFF	NO OF CASES PENDING AS ON 31.12.2008
82	11	02	05	90

10. The story of a young man's tryst with 'SAPNA'

Hundreds of accident victims are admitted to the 'Trauma Centre' of AIIMS everyday for treatment of injuries, disabilities, and deformities. On August 12, 2008, an anonymous young man of around 30 years of age was brought in by the CATS Ambulance to the centre at 11 AM. He was found to be suffering from fractures resulting from a grievous fall from the train. It was difficult to reconstruct his personal history since he was not responding to queries in either English or Hindi. Efforts to communicate with him in the sign language also did not bear fruit!

The patient was put through the diagnostic protocol recommended for injuries of his kind. The injury seemed relatively minor and he recovered in a fortnight and was ready to be discharged. The only information that could be elicited from him was regarding his name. The young man's name was 'Yogesh' but for all practical purposes he continued to be anonymous with no clue about his whereabouts or his ancestral home.

Sapna decided to take charge of him and rehabilitated him over a period of time. He was taken to the Old Age Home at Alwar on September 3 and given all the care, love and support needed for healing his inner mindscape. In a few days he began to look more lively ! Even though he was given to pacing up and down the long corridors the whole day he seemed to be responding to the caring ambience of the place.

During the stay at Alwar, Yogesh had been able to recollect his father's name. Even though deciphering his incoherent language was not really possible, he seemed to belong to Maharashtra. Weteated each information as vital missing pieces of the jigsaw puzzle that we were somehow determined to quickly solve. Another clue came our way when after a few days Yogesh seem to suddenly recollect that his hometown was Pune and that he lived in some place called Vishrantwadi. Using connections in the CISF, the Assistant Commandant Incharge of security at Pune Airport Shri C.P. Sahi was requested to find out if such a place existed in Pune. We were told that Vishrantwadi was not a fictional place but was a thriving slum close to the Airport.

The missing pieces of the jigsaw puzzle seemed to be falling in place –when on the basis of some information and photographs that we sent, we were told that Yogesh's 'missing people's report' had been found in the 'Missing Report' Register at the Vishrantwadi Police Station. Through this report it was not difficult to locate Yogesh's house in a basti in Pune. Yogesh's mother Tarabai was traced in Mumbai and was duly informed about Yogesh's whereabouts.

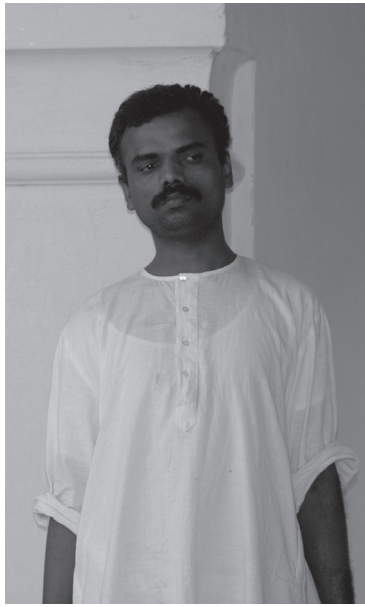


Photo : Yogesh

Reconstructing Yogesh's story was now possible. His full name was Yogesh Yashwant Pawar and he was the third child of his parents. His father, Yashwant Pawar was working as a Peon in the Indian Railways and had expired about a year ago. During his childhood Yogesh had met with an accident and suffered a head injury after falling down from a train while traveling from Pune to Mumbai. His memory loss could perhaps be linked to the head injury received during that period. Yogesh had three sisters, all of whom were married and were living in Mumbai. Yogesh was living a sheltered life with his mother in Mumbai.

The current crisis in Yogesh's life started on August 8 when he accompanied his mother to Pune on her monthly voyage to collect her widow's pension from a bank at Vishrantwadi. Yogesh seem to have wandered off while she was collecting her pension and somehow boarded a Delhi bound train. His mother, Tarabai, and his sisters desperately searched for him for days to no avail! The local police also launched a search but had to give up after a few days. Heartbroken, his mother Tarabai succumbed to heart related illnesses and underwent an operation at Mumbai.

In a fairytale ending Yogesh left Alwar on October 8 for a happy reunion with his family in Mumbai. We, at 'SAPNA', have a reason to smile!

11. GOVERNING BODY OF SAPNA

S. No.	Name	Address	Occupation	Designation
1	Dr. B N Sharma	4A, Dolphin, Pilot Bunder Road,Mumbai-400005	Doctor (Retd.)	President
2	Sh. Narayan Singh Manaklao	21, Ferozeshah Road, New Delhi	Social Worker	Vice-President
3	Sh. Sudhir Pratap Singh	D-II/56, Shahjahan Road, New Delhi - 110003	Civil Servant	General Secretary
4	Ms.Susmita Shekhar	207, Sahyog Appts, Mayur Vihar, Phase - I, Delhi-110091	Sanitation Expert	Secretary
5	Sh. Rajesh Chiranewala	C-93/Defence Colony, New Delhi-110024	Business	Treasurer
6	Sh. Jitendra Singh	Phool Bagh Palace, Alwar,Rajasthan	Social Worker	Executive Member
7	Ms. Jasveen Ahluwalia	Care Afghanistan, Kabul	Woman Activist & Social Worker	Executive Member
8	Sh. Ranjit Kumar	A-47, Kailash Colony, New Delhi -110048	Senior Advocate, Supreme Court	Executive Member
9	Dr Harsha Vardhana Singh	A-89, Madhuvan, Delhi-110092	DDG, WTO, Geneva	Executive Member
10	Ms. Sujata Prasad	D-1/50,Rabindra Nagar,New Delhi	Civil Servant	Executive Member

12. AGENDA AGM 3RD JAN-2009, VIJAY MANDIR, ALWAR

- Approve the following for the period **01.01.08 to 31.12.08:-**

1. Expenditure of Rs. 3,94,668 on Milk in Safdarjung Hospital Dharamshala (SHD) & Rajgaria Vishram Sadan, (RVS) AIIMS.
2. Expenditure of Rs. 4, 87,827 on Medicines in Safdarjung Hospital Dharamshala & Rajgaria Vishram Sadan (AIIMS).
3. Expenditure of Rs. 2, 83,455 on Lunch in Safdarjung Hospital Dharamshala.
4. Expenditure of Rs. 75,324 on Fruit and Juice in Safdarjung Hospital Dharamshala.
5. Expenditure of Rs. 87,587 on Operations at Safdarjung Hospital Dharamshala / Rajgaria Vishram Sadan (AIIMS).
6. Payment of Rs. 4, 03,402 as Honorarium to Volunteers.
7. Payment of Rs. 2, 39,013 to Venu Eye Institute & Research Centre on Eye Camps.
8. Expenditure of Rs. 8,075 on Washer man charges.
9. Expenditure of Rs. 20,308 on Dailli Mart.
10. Misc. expenditure of Rs. 5, 28,492.
11. Total Expenditure of Rs. 25,28,159 during 2008
12. Approve minimum honorarium of Rs. 3000 to be be paid to a volunteer, besides PF and gratuity.
13. Approve Board Rotation Policy
14. Approve Investments Purchase & Sale Policy
15. Approve Policy on Sale & Purchase of Assets
16. Approve Personnel Policy

17. To receive, consider, approve and adopt the Audited Statement of Affairs as at 31st March, 2008 and the Income & Expenditure Account for the year ended on that date and the report of the Auditors thereon. The audited statement was filed on 29th September, 2008.

18. To continue Auditors Nagpal Nagpal & Associates (Chartered Accountants Membership No 84014) till 2010.

19. Approve Vision-2009

The above Agenda was approved by the Governing Body at AGM held on 3rd Jan., 2009.

13. ACCOUNTS

13.1 ANNUAL RECEIPTS / EXPENDITURE -2008

Year	Amount Received (Rs.)	Expenditure (Rs.)	Balance (Rs.)
2005	6,02,803	4,66,321	1,36,482
2006	15,24,020	11,65,154	4,95,348
2007	21,91,600	23,65,262	3,21,686
2008	34,17,423	25,28,159	8,89,264

The balance includes the following Fixed Deposits :

	BANK	ACCOUNT NO	AMOUNT	INTEREST RATE % P.A.	START DATE	MATURITY DATE
1	AXIS BANK, KHAN MARKET, NEW DELHI	1200104 00075633	57,867	9.00	16.02.2008	16.02.2009
2	-do-	1200104 00138833	25,000	9.25	07.07.2008	07.06.2010

13.2 STATEMENT OF AFFAIRS (BALANCE SHEET) AS AT 31ST MARCH, 2008

LIABILITIES		AMOUNT IN RUPEES	ASSETS		AMOUNT IN RUPEES
CORPUS FUND			Fixed Assets (As per schedule 'A' Attached)		126781.00
As per Last Year		248500.00			
CURRENT FUND			CASH & BANK BALANCES		
As per Last Year Add: Excess of Income over Expenditure during the year	266481.30 237207.00	503688.30	Balance in Savings Account with Axis Bank Ltd.	566295.50	
			Fixed Deposit with UTI Bank including accrued interest	59025.00	
			Cash in Hand	86.80	625407.30
		752188.30			752188.30
		0.00			

AUDITOR'S REPORT
As per our report of even date attached.

GENERAL SECRETARY TREASURER

FOR NAGPAL NAGPAL & ASSOCIATES
(Chartered Accountants)

PLACE: NEW DELHI
DATED: 29th September, 2008

(PARDEEP K. NAGPAL)
PARTNER

13.3 INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31ST MARCH, 2008

EXPENSES	AMOUNT IN RUPEES	INCOME	AMOUNT IN RUPEES
To Alwar Free Old-Age Home Running Expenses	164235.00	By Donations	2628050.00
To Bank Charges	404.00	By Interest on Savings Account	13598.00
To Cellphone Expenses	18653.00	By Interest on Fixed Deposit with Bank	224.00
To Depreciation	21631.00		
To Fees & Taxes	2057.00		
To Free Distribution of Food	972496.00		
Free Distribution of Medicines and medical supplies to needy poor patients	406329.00		
To Free Medical Treatment Expenses of poor needy patients	142540.00		
To Insurance	5113.00		
To Misc. Administrative Expenses	38675.00		
To Other Charity Expenses	11870.00		
To Postage & Telegram	584.00		
To Printing & Stationery	16620.00		

To Rent	26000.00
To Repair & Maintenance of Alwar Old-Age Home	219777.00
To Salary & Honorarium	249171.00
To Staff Uniform	16353.00
To Travelling & Conveyance	92157.00
To Excess of Income over Expenditure	237207.00
	2641872.00

2641872.00

AUDITOR'S REPORT
As per our report of even date attached.

GENERAL SECRETARY TREASURER

FOR NAGPAL NAGPAL & ASSOCIATES
(Chartered Accountants)

PLACE: NEW DELHI
DATED: 29th September, 2008

(PARDEEP K. NAGPAL)
PARTNER

13.4 SCHEDULE 'A'

FIXED ASSETS AND DEPRECIATION

PARTICULARS	RATE OF DEP.	OPENING W.D.V AS ON 01.04.07	ADDITIONS DURING THE YEAR	SALES DURING THE YEAR	Total AS ON 31.03.2008	DEPRECIATION FOR THE YEAR	CLOSING W.D.V AS ON 31.3.2008
AMBULANCE	15.00%	0.00	140000.00	0.00	140000.00	21000.00	119000.00
CELLPHONE	15.00%	0.00	8412.00	0.00	8412.00	631.00	7781.00
TOTAL	0.00%	148412.00	0.00	148412.00	21631.00	126781.00	

13.5 RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31ST MARCH, 2008

PAYMENTS	AMOUNT IN RUPEES	AMOUNT IN RUPEES	RECEIPTS
To Alwar Free Old-Age Home Running Expenses	164235.00	By Donations	2628050.00
To Bank Charges	404.00	By Interest on Savings Account	13598.00
To Cellphone Expenses	18653.00	By Interest on Fixed Deposit with Bank	224.00
To Fees & Taxes	2057.00	By Excess of Payments over Receipts	19674.00
To Free Distribution of Food	1011322.00		
To Free Distribution of Medicines and medical supplies to needy poor patients	497603.00		
To Free Medical Treatment Expenses of poor needy patients	142540.00		
To Insurance	5113.00		
To Misc. Administrative Expenses	38675.00		
To Other Charity Expenses	11870.00		

To Postage & Telegram	584.00
To Printing & Stationery	16620.00
To Purchase of Ambulance	140000.00
To Purchase of Other Assets	8412.00
To Rent	26000.00
To Repair & Maintenance of Alwar old-age Home	219777.00
To Salary & Honorarium	249171.00
To Staff Uniform	16353.00
To Travelling & Conveyance	92157.00
2661546.00	2661546.00

AUDITOR'S REPORT

This is to certify that we have compiled the above Receipts & Payments Account for the year ending 31st March, 2008 of M/s. SAPNA, New Delhi from the books of accounts produced before us and we further certify that the same are in confirmity therewith.

GENERAL SECRETARY TREASURER FOR NAGPAL NAGPAL & ASSOCIATES
(Chartered Accountants)

PLACE: NEW DELHI
DATED: 16th March, 2009

(PARDEEP K. NAGPAL)
PARTNER

13.6 DONORS NAME & CONTRIBUTION-2008

S. No.	Name	Donation (Rs.)
1	Dr. Harshavardhana Singh	3,35,000
2	Sh. Ranjit Kumar	3,00,000
3	M/s Gujarat Apollo Industries Limited (c/o Sh. Sandeep Garg)	3,00,000
4	Give India, Mumbai	2,93,000
5	Shree Ganeshji Maharaj Sewa Samiti c/o Sh. Anil Khaitan	1,80,000
6	Sh. Vishal Jalan c/o Sh. Rajesh Chiranewala	1,55,000
7	Sh. Mohit Saraf c/o Sh. Nidhesh Gupta	1,51,100
8	Sh. Nidesh Gupta	1,33,000
9	Sh. Tara Chand Jain	80,000
10	M/s Gitwako Farms (I) Pvt. Ltd. c/o Sh. Ajay Berry	60,000
11	M/s Vastram India Pvt. Ltd. c/o Sh. Mahesh Jain	55,000
12	Mr. S.K. Jain	51,000
13	Mr. Sanjeev Manchanda c/o Sh. Nidhesh Gupta	50,000
14	Dr. Murali Manohar Joshi	35,000
15	M/s Bhotika Trade and Services Pvt. Ltd. (c/o Saroj Bhotika)	30,000
16	Sh. Manav Kalyan Trust c/o Sh. Ramesh Kumar Saboo)	25,075
17	Ms. Banarsi Devi	25,000
18	Sh. Sanjay Khanna	25,001
19	Dr. B. N. Sharma	25,000
20	Nulife Foundation Charitable trust	24,309
21	Ms. Jasveen Ahluwalia	24,000
22	Sh. Sudhir Pratap Singh	24,000
23	Sh. Kunal Sehagal	23,300
24	Ms. Suruchi Nag	21,500
25	M/s Safex Packaging c/o Ms. Natasha	20,950
26	Gyan Kalyan Charitable Trust c/o Dr. Murali Manohar Joshi	20,000
27	Seth Makhanlal Mahawar Charity Trust, Alwar	20,000
28	Ms. L. Agnihotri	18,500
29	Ms. Guri Singh	16,000
30	Ms. Kiran Soni	15,500
31	Ms. Natasha	15,500
32	Ms. Bharti Dudeja	12,600
33	Ms. Kavita	12,100
34	Ms. Sangita Luthra	12,000
35	M/s Siddivinayak Groups c/o Ms. Natasha	11,000
36	Ms. Satjeet Dhillion	11,000

37	Sh. Rajesh Bansal	11,000
38	Sh. Prem Gaba	11,000
39	Ms. Urmi Kesar	10,000
40	Sh. Rusheb Sakla	9,000
41	Sh. Sumeet Sood	8,000
42	Ms. Sneh Bhel	7,500
43	Ms. Sakshi Sharma	7,000
44	Sh. S.K. Bhan	7,000
45	Sh. Kapil Gupta	7,000
46	Ms. Kiran Nanda	7,000
47	Ms. Anuja	7,000
48	Sh. Sukant Monga	6,750
49	Ms. Renu Suri	6,000
50	Sh. Rajiv Pratap Rudy	6,000
51	NGO Sapna	5,815
52	Sh. Jayanti Bhai Kalidas Sha	5,500
53	Ms. Kiran Vohra	5,100
54	Sh. Chandan Kathuria	5,000
55	Ms. Rajshree Kumar	5,000
56	Sh. Vivek	5,000
57	Ms. Geeta Kumar	5,000
58	Ms. Chitra Singh	4,000
59	Ms. Sakshi Goyal	3,000
60	Dr. Rashmi Saluja	3,000
61	Ms. Parmila Gupta	2,500
62	Sh. Vikas Bahl	2,000
63	Ms. Rina	2,000
64	Mr. Tilak Malhotra	1,600
65	Ms. Ritu	1,500
66	Ms. Bhavna Monga	1,400
67	Mr. Saraf	1,000
68	Ms. Deepa	1,000
69	Sh. Sundar Lal Yadav	1,000
70	Ms. Renu Jain	1,000
71	Mr. Trilok Chand Sharma	501
	Grand Total -	**30,95,737**

13.7 Monthly Donations Received / Expenditure / Balance -2008

Month / 2008	Amount Received (Rs.)	Expenditure (Rs.)	Balance (Rs.)
Balance as on 01.01.2008 Rs. 3,21,686			
Jan.	5,18,600	2,38,302	6,01,984
Feb.	1,11,450	1,58,621	5,54,813
Mar.	2,30,500	1,47,536	6,37,777
April	2,31,000	2,00,081	6,68,696
May	1,28,800	1,54,477	6,43,019
Jun.	1,16,000	1,91,717	5,67,302
Jul.	3,68,875	2,20,619	7,15,558
Aug.	1,36,001	2,21,362	6,30,197
Sept.	2,87,500	278,164	6,39,533
Oct.	1,01,973	2,75,573	4,65,933
Nov.	4,53,815	2,02,569	7,17,179
Dec.	89,537	2,39,138	5,67,578
	30,95,737	**25,28,159**	**5,67,578**

Balance as on 01.01.2009 : 5,67,578

13.8 Expenditure on Milk – SHD & RVS (AIIMS)-2008

Month / 2008	SHD (Rs.)	RVS (AIIMS) (Rs.)	Total (Rs.)
Jan.	12,132	22,661	34,793
Feb.	12,987	19,969	32,956
March	14,751	17,535	32,286
April	15,354	17,411	32,765
May	14,832	11,406	26,238
June	14,866	12,780	27,646
July	14,580	13,158	27,738

Aug.	24,704	13,158	37,862
Sep.	25,021	12,788	37,809
Oct.	13,968	21,844	35,812
Nov.	14,103	21,723	35,826
Dec.	12,060	20,885	32,945
Total	**Rs. 1,89,350**	**Rs. 2,05,318**	**Rs. 3,94,668**
		Grand Total	**Rs. 3,94,668**

13.9 Expenditure on Medicines-2008

Month 2008	SHD (Rs.)	RVS (Rs.)	OAH (Rs.)	PHCC (Rs.)	Total (Rs.)
Jan.	8,789	0	14,374	0	23,163
Feb.	7,241	7,240	0	0	14,481
Mar.	14,492	14,491	0	0	28,983
April	7,450	7,450	14,138	0	29,038
May	27,764	0	0	0	27,764
Jun.	13,800	30,200	0	0	44,000
Jul.	28,678	11,322	0	0	40,000
Aug.	17,700	42,300	0	0	60,000
Sept.	15,924	46,516	0	21,953	62,440
Oct.	21,186	26,622	35,114	11,691	1,04,875
Nov.	6,751	4,600	0	5,839	23,042
Dec.	5,024	8,604	0	10,574	24,202
Total	**1,74,799**	**1,99,345**	**63,626**	**50,057**	**4,87,827**
				Grand Total	**4,87,827**

13.10 Expenditure Lunch SHD-2008

Month/2008	Lunch (Rs.)		Month/2008	Lunch (Rs.)
Jan.	21,194		July	28,391
Feb.	19,791		August	24,742
Mar.	23,870		September	28,828
Apr.	22,772		October	24,064
May	23,905		November	24,163
Jun.	20,322		December	21,413
Total	**2,83,455**			

13.11 Expenditure on Fruit & Juice in SHD-2008

Month/2008	Fruit (Rs.)	Juice (Rs.)	Total (Rs.)
Jan.	3,134	1,680	4,814
Feb.	3,756	1,180	4,936
Mar.	4,760	1,490	6,250
Apr.	6,250	1,720	7,970
May	5,286	1,550	6,836
Jun.	5,632	1,250	6,882
Jul.	5,484	1,990	7,474
Aug.	5,332	1,550	6,882
Sep.	4,740	1,120	5,860
Oct.	4,900	1,700	6,600
Nov.	4,800	960	5,760
Dec.	4,180	880	5,060
Total	**58,254**	**17,070**	**75,324**
		Grand Total	**75,324**

13.12 Expenditure on Operations - 2008

Month/2008	No. of Patient	Amount (Rs.)
January	1	43,000
March	1	5,000
May	1	2,484
June	2	12,299
July	2	11,000
September	1	3,004
November	1	7,800
December	1	3,000
Total	**10**	**87,587**
	Grand Total	**87,587**

13.13 List of Volunteers & Honararium-2008

S. No	Name / Address	Position	Honararium (Rs.)
	Safdarjung Hospital Dharmshala, Delhi		
1	Rafeeq Hoqua S/o Late Yayab Ali, Vill. Kuchimara Post & Ps. Mankachar Dist.- Dhubri (Assam) - 783131	Volunteer	1,500
2	Ramashankar Upadhayay S/o Late Kalpnath Vill. Shampur, Ps.& Post Rajesultanpur Dist. Ambedkar Nagar (UP)	Volunteer	1,500
	Trauma Centre, New Delhi		
3	Ms. Lalita Alexander w/o Late Alexander Fernandes, 96 Rajnagar, near Kamal Cinema, New Delhi	Social Worker	4,000
4	Ms. Asha Tiwari w/o Lalit Kumar Tiwary, E-72,Type V, Nivedita Kunj, Sector 10, R K Puram, New Delhi	Social Worker	HONARARY
5	Bir Bahadur Thapa s/o VB Thapa, Near School Bari Bhanu Golai,Rangoli Bazar,P.S. Rangoli Bazar,East Sikkim	Volunteer	1,500

	Rajgarhea Vishram Sadan, AIIMS, New Delhi		
6	Sundar Lal R/o 72A, Shivpuri, Part-2, Deenpur Najabgarh, New Delhi-43	Social Worker	HONARARY
	Old Age Home, Vijay Mandir, Alwar		
7	Ramesh Yadav S/O SH. Satyanaryan DIST. & PS - Madhepura, Bihar,	Caretaker	3,000
8	Banwari Lal S/o Shri Gangaram. Vill.- Kaduki. Dist.- Alwar - 301001	Volunteer	2,500
9	Shyam Singh S/o Parbhati Ram Vill.- Kaduki. Dist.- Alwar, Mob: 09351377617	Volunteer	2,500
10	Ms. Tarawati Devi W/o Shri Shyam Singh. Vill.- Kaduki. Dist.- Alwar	Volunteer	2,000
	Public Health Care Centre, Vijay Mandir, Alwar		
11	Dr. Bhagwan Singh S/o Shri Karan Singh 49, AZAD NAGAR ALWAR – 301001 MOB: 9414791211	Doctor	8,500
12	Vijay Singh Chouhan S/o Shri Hari Ram Chouhan, opp. Malakhera Gate, 60ft Road Alwar -301001 PH:- 01442736887	Nursing Asstt.	4,500
	Computer Literacy Centre, Vijay Mandir, Alwar		
13	Surender S/o Shri Radheshyam Sharma, Vill- Dehra, Dist.- Alwar - 301001, Mob: 09829751952	Computer Teacher	3,000
14	Sunil Kumar S/o Shri Ramkishan, Vill.- Nimla. Dist.- Alwar Mob: 09783782340	Computer Teacher	3,000
15	Chandan Kumar S/o Shri Ghuteshwar 166 Main Road Devli Khanpur, New Delhi - 62, Mob: 9928269641	Maintains Computer Hardware	1,000
	Adolescent Learning Centre, Vijay Mandir, Alwar		
16	Ms. Suchi Gupta, APS, Alwar	Coordinator	Honarary

17	Samay Singh S/o. Shri Prabhudayal, Vill. Kaduki, Dist.-Alwar Mob: 09772068420	Volunteer	2,500
	MSSK, Moti Dungri, Alwar		
18	Ms. Rekha Bedi, 9, Moti Dungri, Alwar	Coordinator	Honarary
19	Ms. Rashmi Vashisth W/o Sh. Sanjay Vashisth, Vikaspath, Alwar (Rajasthan)	Social Worker	8,500
20	Ms. Sarita Taneja D/o Sh. S.R. Taneja, A-170 Karmchari Colony, Alwar (Rajasthan)	Social Worker	7,000

13.14 Summary of Honararium Paid to Volunteers - 2008

Month /2008	No. of Volunteers	SHD	TC AIIMS	OAH	PHCC	CLC	ALC	MSSK	Total
		(Rs)	(Rs)	(Rs)	(Rs)	(Rs)	(Rs)	(Rs)	(Rs)
Jan.	10	4,750	8,000	8,000	0	2,500	0	0	23,250
Feb.	12	4,750	8,000	8,000	0	5,000	0	0	25,750
March	12	4,750	8,000	8,000	0	5,000	0	0	25,750
April	8	2,500	4,000	8,000	0	3,500	0	0	18,000
May	9	3,500	4,000	8,000	0	3,500	0	0	19,000
June	12	4,500	5,000	8,000	0	3,500	4,000	0	25,000
July	11	2,500	5,000	8,000	870	4,000	2,000	0	23,370
Aug.	15	3,112	5,000	11,000	13,000	10,500	2,000	0	44,612
Sep.	15	2,500	5,000	14,000	13,000	10,500	2,500	0	47,500
Oct.	15	3,000	5,500	13,000	13,000	10,500	2,500	0	47,500
Nov.	15	3,000	5,500	9,585	13,000	13,500	2,500	0	47,085
Dec.	16	3,000	5,500	9,585	13,000	7,000	2,500	16,000	56,585
Total		**41,862**	**68,500**	**1,13,170**	**65,870**	**79,000**	**18,000**	**16,000**	**4,03,402**
							Grand Total		**4,03,402**

*Zero Renumeration to Board Members

13.15 Highest & Lowest Salary

Head of the Organisation	Dr. B.N Sharma	Rs.0 Per Month
Higest paid	Dr Bhagwan Singh	Rs. 8500 per month
Lowest paid	Mr. Chandan Kumar	Rs. 1000 per month

13.16 Distribution of Staff

Slab of gross salary per month (in Rs) plus benefits paid to staff	Male staff	Female staff	Total staff
Less than 5000	12	5	17
5,000-10,000	1	2	3
10,000-25,000	0	0	0
25,000-50,000	0	0	0
50,000-1,00,000	0	0	0
Greater than 1,00,000	0	0	0

13.17 WASHERMAN CHARGES & DAILLI MART -2008

Month/2008	Washerman (Rs.)	Dailli Mart (Rs.)	Total (Rs.)
January	670	1,104	1,774
February	280	694	974
March	365	0	365
April	230	1,491	1,721
May	675	1,523	2,198
June	0	1,981	1,981
July	1,570	2,347	3,917
August	825	3,031	3,856
September	890	1,620	2,510
October	1,390	3,452	4,842
November	11,80	1,754	2,934
December	0	1,311	1,311
Total	**8,075**	**20,308**	**28,383**
		Grand Total	**28,383**

13.18 Misc. Expenditure – 2008

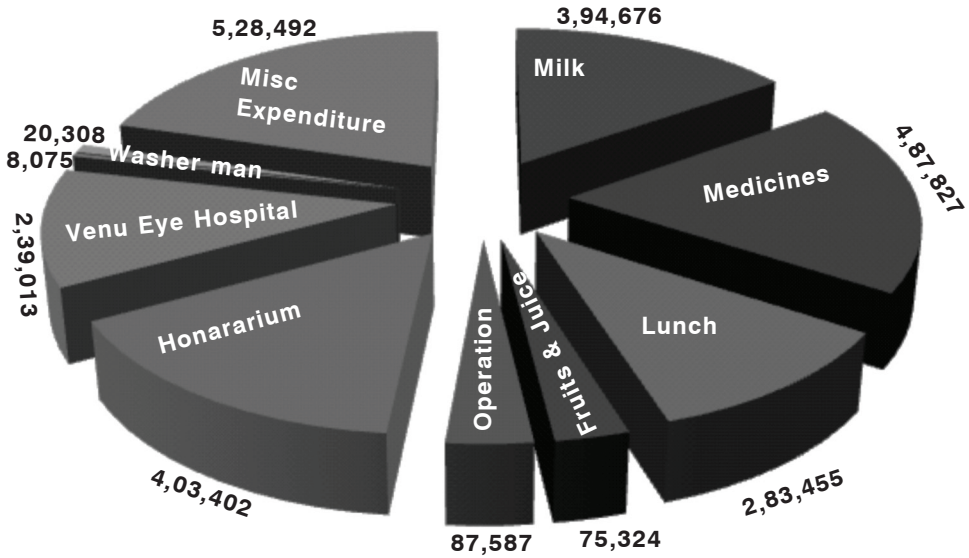
Sr. No	Item	Expenditure (Rs.)
1	Other Misc. Expenses	1,11,097
2	Petrol/Diesel	1,00,552
3	Cow food (OAH)	52,470
4	Fare	36,170
5	Mobile purchase and recharge coupon	30,133
6	House Rent, Delhi	24,000
7	Labour remuneration (OAH)	19,080

8	Computer items/internet data card/bill charges (CLC)	18,892
9	Vegetable/Fruits (OAH)	15,504
10	Out Reach Camp Expenses	14,983
11	Repair of Gaddas (SHD)	14,250
12	Toys (TC)	12,612
13	Furniture Purchase / repair	11,415
14	Bricks (Vijay Mandir)	10,000
15	POP, Paint tarpin (SHD)	9,324
16	Refrigerator(2) paint & repair charges (OAH)	8,890
17	Medicines (OAH)	8,294
18	Prescription Xerox/Postal charges	8,043
19	Stationary (ALC)	7,828
20	Give India Registration	7,500
21	Water Cooler repair	4,585
22	Fruits & gift for Blood Donors (TC)	1,830
23	Photography of patients (TC)	1,040
	Total	**5,28,492**

* No cost of International travel.

* Total cost of National Travel is included under head Petrol/Diesel and fare.

Breakup Total Expenditure



14. Board Rotation Policy

The policy of the Board is that members will **not be rotated**. All members shall serve for the term of their natural lives, or until they wish to retire or if otherwise found guilty of misconduct by the Board. New members shall be appointed as and when required, with the approval of the other board members.

15. Investment Policy

Mr. Sudhir Pratap Singh, General Secretary, SAPNA and two other trustees namely Ms. Susmita Shekhar, Secretary, SAPNA and Mr. Rajesh Chiranewala, Treasurer, SAPNA jointly have the authority –

- To open & operate bank accounts opened in the name of SAPNA.
- To deposit the trust fund in the bank accounts opened in the name of SAPNA.

- To invest surplus fund with any of the nationalized banks or/and co-operative banks in accordance with rules & regulations laid down in the Income Tax Act, 1961 or subsequent alterations, amendments or additions of the said act which deal with investment of trust fund.
- To collect interest, dividend on investment of trust fund.

16. Policy On Purchase & Sale Of Assets

The Governing Body of the society unanimously constitutes the Assets Management Committee to handle the purchase, sale and investment of the assets owned by the society. The said committee shall be comprised of (1) The General Secretary (2) Secretary and (3) The Treasurer of the society.

The Governing Body assigns the power to this committee to purchase any assets. Prior to purchase worth more than twenty thousand rupees quotations of the assets to be purchased would be invited from three different sellers or traders. The assets with the lowest cost & meeting quality specifications would then be purchased. Any purchase amounting to more than one lakh rupees shall be subject to the prior approval of the Governing Body of the organisation.

The Governing Body of the organisation further resolves that the aforesaid committee shall have the powers to sell any property, assets, equipment or commodity owned by the Society. The Body also shall have the power to dispose off any assets due to depreciation or uselessness but any such move shall be subject to the approval of the Governing Body of the Society.

17. PERSONNEL POLOCY

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1. Introduction:

This Employee Policy Note has been prepared to help you get familiar with the key policies, benefits, regulations and codes of conduct at SAPNA. This NOTE is intended for internal circulation only. The contents of this NOTE will be modified from time to time and amendments will be issued. Interpretation of the Handbook by the management is final. If you need any clarification or further information on any aspect of this NOTE, you can get in touch with the General Secretary. He will be happy to help you.

2. Terms Of Employment:

SAPNA is happy to have you as part of the organization and in order to ease the unfamiliarity of the new work surroundings, presents this NOTE.

When an employee joins SAPNA, on the first day, s/he is also required to furnish the following documents:

- Joining letter - as per the format in the employee manual
- Experience & Salary Certificate from previous employer
- Relieving letter - from previous employer, if working
- Proof of Qualifications (Certificates/ Mark sheets)
- Copy of birth certificate or other verification for the date of birth
- 2 Passport size photographs
- Copy of driving license (in cases where vehicle is provided)

In case of change in any of her/his personal data such as given below, an employee should update her/his personal records for future reference, by sending the information to Admin or to Accounts.

- Residential Address and Telephone number
- Change in Marital Status
- Change in the beneficiaries/ nominations for various benefits
- Additions in the family i.e. children
- Additional qualifications obtained

All employees will be on probation for a period of at least six months. The Governing Body may use its discretion and reduce or waive the probation period for an experienced professional. At the end of six months there will be another performance review, based on which the employee will be confirmed to the services of SAPNA. In case, the performance of the employee is less than satisfactory, the same will be communicated to the employee and her/his probation may be extended by another six months. However, if the performance is unsatisfactory even after the extension of the probation period, her/his employment with SAPNA is liable to be terminated.

3. Working Hours:

The office/field working hours at SAPNA are based on the project needs and demands. Thus a separate note will be circulated for each project. However the working days are six -normally from Monday to Saturday. All employees are required to sign in the register every morning upon arrival as a matter of discipline and employees must strictly adhere to the same. Every employee should attend on time. Late coming will be seriously viewed and disciplinary action may be taken.

In case an employee is asked to come to office due to exigencies of work; s/he shall be accordingly avail leave on other day with written approval from the Head of the centre.

4. Office Conduct:

The underlying philosophy of all aspects in this NOTE is discipline and integrity at all times. As it is not possible or feasible to list out every aspect simply the code of conduct should be valued. SAPNA has the right to take action that can include termination or suspension of the employee, as the situation warrants. This covers direct work performance, work-related conduct and general values of the society.

SAPNA believes in protecting the self-respect of our female employees. And therefore any person found harassing or misbehaving with a female employee would have to face serious consequences and have to leave the organization.

Only authorized people should speak to the press. To that extent, if any individual press person contacts an employee, s/he must be directed to the spokesperson designated by the organization to speak to the press. The designated person is currently the General Secretary.

5. Salary And Perquisites:

Salaries are paid on the 5th of every month for the proceeding month, by direct transfer to the employees' Bank accounts. Certain monthly reimbursements are usually made cash payment against the bills on 5th along with the salary. Tax is deducted at source as applicable.

All employees of the Foundation are eligible for Provident Fund and Gratuity as per law. Other allowances and reimbursements apply as provided for in the appointment letters.

6. Expenses / Reimbursements:

Except for Admin and Accounts, employees are not normally expected to incur any expenses on behalf of the organisation, except for travel and conveyance. Thus advances are given to Admin staff to meet operating expenses, and to all staff when required for long distance travel.

For purchase of daily use items such as files, photocopying, booklets, courier / postage etc, the employees should contact Admin. In case of items costing more than Rs. 500, please ensure that the Head has approved the same. In rare cases, an employee may make purchases of small items herself/ himself. Employees' can claim such expenses by submitting a monthly voucher along with bills.

All purchases of capital assets require prior approval of the Secretary. The process involves getting 3 quotes from the suppliers. A Purchase Order should be prepared and approved in writing before finalizing the same.

Each employee can claim one monthly voucher by the 3rd of the month for all the Petty expenses made by him/her, particularly for conveyance expenses incurred in the previous month. In case the employee is on tour/leave on the first three days of a month, then claim can be made on date of resumption. Claims not made on time shall lapse. Payment for the vouchers will be done only after the approval.

7. Tours And Travel :

Employees' conveyance from residence to office and back to residence is part of the employees' salary and therefore should not be claimed separately.

In case the employee has to go on an official tour; prior permission must be sought from the Head of the Centre. Normal eligibility for travel is sleeper class and / or actual bus fare. Travel advance will be given as per the need and after coming back from the Tour, the employee must submit a Tour Expense Statement and bills within 48 hours from return.

While on tour, an employee is entitled to consolidated boarding expenses of Rs 250 per day. Bills are required for these expenses.

Actual lodge fare will be paid against bills and it should be within the limits as per the town and as per the instructions at the time of leaving for the tour.

8. Performance Appraisals:

The appraisal is considered necessary for the organization's overall performance against its vision, mission and commitment to its projects.

Goals are to be set at the beginning of the year (April 1 - March 31) on a yearly basis. For new employees, one month's goals are to be set on the Date of Joining. After every 6 months, there will be a review with the superior (in October). • The first review for the new employees will happen after one month. After that, new goals and targets will be set and then the half yearly review pattern will follow. At the end of the year, the Annual Review would happen and increments / re-designations would be decided after that with effect from April 1.

9. Leave:

The year for calculation of leave would be the same as the financial year - April 1st to March 31st. Pro rata adjustments will be made to bring the entitlements in line with this.

Employees are eligible for 24 days leave within a year (April to March).

Married women employees are eligible for Maternity Leave as per the state's rules and regulations.

An employee seeking leave must take prior approval from the concerned head. It cannot be claimed as a matter of right and shall be at the discretion of the superior.

Leave as normally calculated on the calendar days i.e. in case a leave is taken on Saturday/ Monday, it shall be considered as 1 day. But if a leave is taken on both Saturday and Monday, it becomes 3 days. This method of calculating leaves also applies on any other declared holidays, e.g., if a Friday is a declared holiday and an employee takes Saturday off, it will be counted as 3 days.

Using of leave above the eligible leave will be treated as loss of pay. Prior written permission is equired to go on leave without pay.

Six days each year have been identified as Public Holidays. This will include January 26, August 15, and Diwali, (3 days). Three days holidays will be given as per the choice of the employee's based on their religion/sect. An employee may choose one of the following sets of sectional holidays-

- Dussera, Karthika Somavaram, Ganesh Chaturthi
- Christmas, Good Friday, Dussera
- Ramzan Id, Bakri Id, Muharram
- Baisakhi, Raksha Bandhan, Dussera

10. Separation :

In the event that the employee is constrained to leave the organization, s/he is required to give 30 days notice in writing or one month's salary, in lieu of such notice. When an employee plans to part with the organization, s/he must submit her/his resignation to the General Secretary. SAPNA is entitled to accept it with immediate effect or from any date before the expiry of the notice period.

If an employee is asked to leave the organization, SAPNA will give 30 days' notice or one month's salary, in lieu of such notice. The employee will be entitled to accept such termination with immediate effect or from any date before the expiry of the notice period.

18. AMBASSADORS OF SAPNA

	NAME	ADDRESS	PHONE	E-MAIL
1	ACHAL KAKKAR	ARAVALI HOTEL, NEAR RLY. STATION, ALWAR, RAJASTHAN	09828112101	hotelaravali@hotmail.com
2	AJAY BERRY	42, BIRBAL ROAD, JANGPURA EXT. NEW DELHI-110014	011-24313198	gitwako@gmail.com
3	AJAY SINGH	GLOBAL SUPERIOR, 15 BIRBAL ROAD, JANGPURA EXT. NEW DELHI-14	09051616422	ajay.singh@globalsuperior.com
4	AKHILESH JHA		09899116226	jha_akhilesh@hotmail.com
5	AKLISHESH KUMAR SINGH	36, AURANGZEB ROAD, NEW DELHI.	01123019311 01123019312	
6	ALWAR HOME	VIJAY MANDIR, BEHROR ROAD,ALWAR	09413737543	ngo.sapna@gmail.com
7	AMOD KANTH	SECRETARY, PRAYAS 59, TUGHLAKABAD INSTITUTIONAL AREA, NEW DELHI-62	09810995059 29956244	kanthamod@hotmail.com
8	ANIL KHETAN	SUNIL HEALTH CARE LTD., 38E/252 A, VIJAY TOWERS, SHAHPUR JAT, NEW DELHI-49	09810017118	chairman@shalimargroup.biz
9	ANNIE	4/2 M.S. FLATS, SHAHJAHAN ROAD, NEW DELHI 110011	01123384104 09818109300	anniesinha@gmail.com
10	ANIL KHETAN	DIRECTOR, LORDS INTERNATIONAL SCHOOL & COLLEGE, CHIKANI, ALWAR	09414018474	mkchachan@yahoo.com

11	ANUJA	KP-115, MAURYA ENCLAVE, PITAMPURA, DELHI	09810314997	corp_interiors@yahoo.com
12	ANIL GABA	9 MANU MARG ALWAR -301001	09414021212	anilgaba@hotmail.com
13	ASHA TIWARI	E-72 TYPE-5 NIVEDITA KUNJ R.K.PURAM, N.D.-22	011-26175972	masnl_14@hotmail.com
14	AMRIT MATHUR		09810065262	
15	BHARAT VISHAKA	NGO VISHAKHA, 9 PRATAP COLONY, NEAR TONK ROAD JAIPUR, RAJASTHAN	09414051996	bharatvish@yahoo.com info@vishakhawe.org
16	BHANVAR SAINI	JAIPUR ROAD, PURANA BHURASIDHA MANDIR, ALWAR - 301001	09413908372	
17	CHANDAN	ALWAR	09928269641	chandan-its@hotmail.com
18	CHITRA SINGH	D-7179,1st FLOOR POCKET-7,SECTOR-D, VASANT KUNG NEW DELHI-110070	09212715012 011-26122377	--
19	Dr. GAURAV GUPTA	2/6 SARVAPRIYA VIHAR NEW DELHI-16	09811020769	goravgupta@hotmail.com
20	Dr. PRADEEP GUPTA	CMO, ALWAR	09414318055	
21	Dr. SOMESHWAR SINGH	C-82, NEETI BAGH 1st FLOOR NEW DELHI-110049	0995872553	someshwar@gmail.com
22	DURRU MIYA	LOHARU HOUSE, CIVIL LINES JAIPUR.	09414066877 0141-2222305"	--
23	Dr. B.N. SHARMA	4A DOLPHIN, PILOT BUNDER ROAD MUMBAI-400005	02222151400	ramabsharma@rediff mail.com

24	Dr. HARSHAVARDHANA SINGH	A-89 MADHUBAN, DELHI-110092	09871554496	harsha.singh@gmail.com
25	Dr. RAJENDAR GUPTA	CITY HOSPITAL,4,NEB, SUBHASH NAGAR ALWAR-301001	09829096040	raj.10_gupta@yahoo.com
26	Dr. BHAGWAN SINGH	49,AJAD NAGAR 60FIT ROAD ALWAR	09414791211	
27	Dr. ARUN MATHUR	TRINITY HOSPITAL, SHARDARPURA, JODHPUR, RAJASTHAN	09829026030 0291-2636030	anuragmathur26@yahoo.com
28	Dr. M.M. GOYAL	93, ADARSH NAGAR,BEAWAR DIST. AJMER-305901	09414268900	manmohangoyal@hotmail.com
29	Dr. SANGEETA	3/5 GSD TAMPLE TRUST BILDING SITLADEVI TAMPLE ROAD MUMBAI - 400016	09821064251 022-24177273	sangeetabdesai@rediffmail.com
30	Dr. VIJAY GUPTA	VIJAY ULTRA SOUND, BHAGAT SINGH CIRCLE, ALWAR,RAJASTHAN	0144-2337401 09829096140	archana_1960@yahoo.com
31	DHARAMVEER	MANAGING DIRECTOR, PAJERO INTERNATIONAL PVT. LTD., L1/13, 2ND FLOOR, HAUZ KHAS ENCLAVE, N.DELHI-16	09810152217	adidev@gmail.com
32	DHIRENDRA SINGH		09650846401	ds2020.spa@gmail.com
33	GOPAL SINGH	PLOT NO-148, SHANTI NAGAR, BEHIND PS JAM NAGAR, AJMER ROAD, JAIPUR	09828146003	

34	GAURI SINGH	S-20,NIVEDITA KUNj, R.K.PURAM- NEW DELHI	09871127271	gaurisingh@gmail.com
35	HITENDER JAIN	G-91 PREET VIHAR, VIKAS MARG, NEW DELHI – 110092	011-42420060	genesisadvt@hotmail.com
36	JAGBIR	VPO MAHLANA, DIST. SONIPAT, HARYANA	01129561994	
37	JASVEEN AHULWALIA	CARE AFGHANISTAN,KABUL	09810658336	jasveen.alhulwalia@gmail.com
38	JITENDRA SINGH	PHOOL BAGH PLACE, ALWAR -30100, RAJASTHAN	0144-2347253	phoolbaghpalace@gmail.com
39	J.K. JAIN	M/s LMJ LOGISTIC LTD . 23/7, MATHURA, ROAD BALLABHGARH, FARIDABAD (W), HARAYANA– 121004	09810062076 09810062076	jkj@imggroup.com
40	JAGMAL SINGH	VILLAGE NIMOR, POST: ANANTPURA, BEHROR, DISTT. ALWAR RAJASTHAN	09251772298	
41	JAGPAL SINGH	VILLAGE NIMOR, POST: ANANTPURA, BEHROR, DISTT. ALWAR RAJASTHAN	09214005693	
42	K.K. BERRY	BEHIND PHOOLBAGH PETROL PUMP CURCIT HOUSE ROAD, ALWAR (RAJ)	0144-2337768	berrykk@gmail.com
43	LALITA ALEXANDER	126, RAJ NAGAR N.DELHI-29	09811439291	
44	LAKSHMI KHANDEWAL	4-GHA -30-31, MANU MARG, OPP MILITARY HOSPITAL, ALWAR	09414016577	kcricollege@yahoo.com

45	L.R. AGGARWAL		011-41459230 09868209289	krepdel@bol.net.in
46	L. AGNIHOTRI	E-1/ 4,VASANT VIHAR, NEW DELHI-110 057	011-26140411 011-26148796	rt_mayathapa@yahoo.co.in
47	MANOJ CHACHAN	DIRECTOR, LORDS INTERNAIONAL SCHOOL & COLLEGE, CHIKANI, ALWAR	09414018474	mkchachan@yahoo.com
48	MAHESH JAIN	L- 94, SARITA VIHAR, NEW DELHI- 110076	09811006937	vastram1@gmail.com
49	MANZAR OSAMA	D-307, FF SARVODAYA ENCLAVE NEW DELHI 110017	09810042862	osma@defindia.net
50	MAHILA SALAH EVAM SURAKSHA KENDRA (MSSK)	MOTI DUNGRI, ALWAR- 301001	01442702565	mssk_sapna@yahoo.com
51	VENU EYE INSTITUTE	PLOT NO.-1 SHEIKH SARAI INSTITUTIONAL AREA PHASE-2 N.D.- 110017	011-29251951 29251155 / 56	vcs@venueyeinstitute.org
52	MONIKA SINGH	B BLOCK 1029 NEW FRIENDS COLONY N.D.-25	09873051009	
53	MAHINDAR YADAV	VPO: HAMENDPUR, TEHSIL BEHROR, DISTT ALWAR.	09414014625 01494-231456	
54	MAHINDER YADAV	VILL. LODHADI, DIST.- ALWAR, RAJASTHAN-301001	09414770035	
55	MADHU BHAGAT	H-190 WESTERN AVENUE, LANE W-10A/3 SAINIK FARMS, NEW DELHI – 110062	09810017033 011-29552187	madhubhagat@hotmail.com

56	MOIN KHAN	NAWAB KI KOTHI, NUH ROAD TAPUKRA, TEH: TIJARA, ALWAR RAJASTHAN	09828644612 0141-2225251	
57	MUKTA SRIVASTAVA	F-52, NEVIDITA KUNJ SEC. 10, R.K. PURAM, NEW DELHI-110022	011-26103158	mukta56@gmail.com
58	NAMITA BERI	42,BIRBAL ROAD,JANGPURA EXT. NEW DELHI-110014	09810019440	berrykk@gmail.com
59	NANDI	DUBAI, PO BOX-5514	0971504537095	nandimehta@hotmail.com
60	NARAYAN SINGH MANAKLAO	21, FEROZESHAH ROAD, NEW DELHI	09414133996	
61	NARENDRA MODI	21 ARYA NAGAR ALWAR-301001	09414016167	gmhitech@rediffmail.com
62	NATASHA	GA-13 SHIVAJI ENKLAVE, NEW DELHI	09810045007	Nko999@gmail.com
63	NARENDAR YADAV	VILL.& POST: KALAYNPURA, BEHROR, DISTT: ALWAR	09411460940	
64	NIDESH GUPTA	D-4/1, VASANT VIHAR, NEW DELHI-110057	09810100099	nideshhg@hotmail.com
65	NUZHAT	C/o MRS. ARCHANA GUPTA, B-10/137 A UDAIGIRI-II, SECTOR-34, NOIDA	09910852786	nuzhat.prayas@gmail.com
66	PAWAN KUMAR GROVER	SECRETARY, NU LIFE FOUNDATION CHARITABLE TRUST, 3455, RAJA PARK, NEAR RANI BAGH, DELHI-110034	09829076829	nulifefoundation@gmail.com
67	PAWAN GOYAL	15, MANU MARG, ALWAR, RAJASTHAN-301001	09829096007 0144-2337739	pawangoyal@hotmail.com

68	PRADEEP NAGPAL	RITHUMBHARA BUILDING, TRIBHUVAN COMPLEX, ISHAR NAGAR WEST, NEW DELHI-65	09811051189	pradeepnagpal@hotmail.com
69	PRABHA SINGH	SHIVANANDAN BHAWAN, BORING ROAD, PATNA (BIHAR) -800001	09430966011	
70	PRADEEP VATRANA	SHANTI FARM ,JAIPUR ROAD ALWAR-301001	09352200004 0144-3299004	
71	RAJESH CHIRANEWALA	C-93 DEFENCE COLONY, NEW DELHI-110024	011-26254743 09810055859	rcperfection@gmail.com
72	RAJEEV PRATAP RUDY	AB/97 SHAHJAHAN ROAD NEW DELHI-110011	011-23070300 011-23070999	rudypr@rediffmail.com
73	RANJIT KUMAR	A-47 KAILASH COLONY NEW DELHI-110048	011-29234476 09810184723	kranjit13@gmail.com
74	RAJSHREE PRASAD	C-9/9570, VASANT KUNJ, NEW DELHI- 110070	09312071755	
75	RAMESH SABOO	MANAV KALYAN TRUST 20, PODAR CHAMBERS, S.A. BRELVI ROAD,FORT MUMBAI-400023	09324404611	
76	RITURAJ	VILL. & POST MURAURA, BIHARSHARIF, DIST NALANDA	09934283347	rituraj67@gmail.com
77	RITU BHUSHAN	G 305, SOMVIHAR R.K. PURAM, NEW DELHI-12	09313848416	ritubhushan@gmial.com
78	RAJESH KUMAR	SINDHU DAKSH BHARTI, KISHNGARH, ALWAR	09414277491	
79	REKHA BEDI	9 MOTI DUNGRI, ALWAR-301001	09829076829	rekhabedi@gmail.com

80	RENUKA SINGH		09312600453	renuka.singh@ciionline.org
81	ROHTASH SINGH	HOUSE NO-527, V.P.O -TIKRI KALAN, NEW DELHI-110041	09711011754	drall_rohtash@rediffmail.com
82	C P SAHI	ASSTT. COMDT./CISF PUNE AIRPORT, PUNE	09860018049 020-26683234 020-27171516	sahi_ms@yahoo.com
83	SANGHAMITRA		09893300520	
84	SWAMIJI	C-2/56, JANAKPURI DELHI-110058	011-25547370	
85	SANIDHYA SANATAN,	MADRAS CHRISTIAN COLLEGE, THAMBRAM, CHENNAI	09500119005	sanidhya_sanatan003@gmail.com
86	SANJEEV GAUTAM	4186 D-4, VASANT KUNJ, NEW DELHI	0141-2385041	--
87	SAKSHI SHARMA	E-45, ANAND NIKETAN, NEW DELHI	09810232242	tosakshi@yahoo.com
88	SANDEEP GARG	PRESIDENT, PUNJ LYOD 95 INSTUITIONAL AREA, SECTOR-32 GURGAON- 122001	01242620123 9810059682	sgarg@punjlIloyd.com
89	SATISH KUMAR CHAWLA	PLOT NO. 60 CEDAR DRIVE, MALIBU TOWN, GURGAON- 122001	09810289297	satish.chawla@ranbaxy.com
90	SAROJ BHOTIKA	BIKAJI GAMA PLACE NEW DELHI- 110066	011-41459230	saroj@bhotikabrothers.com
91	SAVITA SINGH	DIRECTOR, GANDHI SMRITI & DARSHAN SAMITI 5, TEES JANUARY MARG, NEW DELHI	011-23392710 09810422055"	www.gandhismriti.nic.in
92	SATISH RUSTAGI	54, RAGHU MARG, ALWAR, RAJASTHAN	09829096295	satishrustagi@yahoo.com

93	SUPREET SINGH SHILPI	H.N. 2369, SCTOR-28 HOUSING BOARD COLONY, FARIDABAD	09810808330	nishanapparels@gmail.com
94	SHREE KISHAN LILA	70, C BLOCK, SRIGANGANAGAR RAJASTHAN-335001	09414089001 0154-2471487 0154-2470967	
95	SHAMSHER	AIIMS, DELHI	09899174626	
96	SHASHISH	C 62 GOLF RESIDENCY,SEC 47,NOIDA	09810844556 09311512828	kshashish@yahoo.com
97	S.K. JAIN	PRESIDENT, INDO GULF FERTILIZERS, JAGDISHPUR, U.P	09810232242	shikar@adityabirla.com
98	SOHAN LAL	VILL. KASBA DEHRA, DIST.-ALWAR, RAJASTHAN-301001	09784171124	
99	S.P. MARWAH	BABA CHARITABLE TRUST 8A/4 WESTERN EXT. AREA KAROLBAGH N.D.-110003	01125746813 09971202692	
100	SUDHIR PRATAP SINGH	B-6, RAKHSHA BHAWAN, MANSINGH ROAD, NEW DELHI - 110 001	09810408182	sudhirpratap@hotmail.com ngo.sapna@gmail.com
101	SUSMITA SHEKAR	207, SAHYOG APARTMENTS, MAYUR VIHAR, PHASE-I, DELHI-110091	09811051189	susmita_shekar@yahoo.co.in
102	SUNDARLAL	72-1, SHIVPURI, PART-II, DEENPUR, NAJAFGARH, NEW DELHI-110043	09968802040	
103	SUSHMA SINGHVI	N-116, PANCHSHEEL PARK,NEW DELHI -17	09810767140	sushma@gunjanfoundation.com

104	SUJATA PRASAD	D-1/50, RABINDRA NAGAR, NEW DELHI	011-26177801 09810228264	sujataprasad@hotmail.com
105	SUKANT MONGA	B-17, ANAND NIKETAN, NEW DELHI	09811705258	sukantmonga@hotmail.com
106	SUCHI GUPTA	C-60, KARAMCHARI COLONY, ALWAR-301001	09829235182	chandra.sgupta@gmail.com
107	SANDEEP AHUJA		09310298004	ahujasandeepedu@yahoo.co.uk
108	SUNITA SANGHI	5/8 ARAVALI VIHAR, ALWAR	09829054656	sunitasanghi@gmail.com
109	TARA CHAND JAIN	TARA CHAND NARESH CHAND, B.R. ESTATES, ALWAR-301001	09829215703	
110	TARA KOCHAR	SUNDAR NAGAR, NEW DELHI	09811276003	
111	UDAI ANAND	EC-11, F.F INDERPURI NEW DELHI-110012	0987344455	u.anand73@gmail.com
112	UMAKANT RUSTAGI	ALWAR HOTEL, 25,MANUMARG, ALWAR, RAJASTHAN-301001	09829096328 0124-4108328	ukrustagi@gmail.com
113	V.K AGGARWAL	237, SCHEME -8 ALWAR, RAJASTHAN - 301001	0144-2346033-38	ietalwar@ietalwar.com
114	V.K. SUREKHA	602, CHIRANJEEV TOWER,NEHRU PLACE, NEW DELHI	09312211852 011-26221934 011-26414057	headoffice@mauriya.com
115	VEENA JHA	A-89 MADHUBAN, DELHI-110092		harsha.singh@gmail.com
116	SETH MAKHAN LAL MAHAVAR CHARITABLE TRUST			

19. VISION - 2009

- Restore Vijay Mandir Lake
- Diagnostic Centre at PHCC
- Hiv/Aids Center at PHCC
- Immunization Centre at PHCC
- Family Planning Centre at PHCC
- Mobile Van for PHCC
- Child Rehab. Centre at Vijay Mandir
- Certificate Course- CLC
- Mobile Veterinary Hospital
- Demostrate Organic Farming
- Strengthen Sports Activities
- Recreation Room

VIJAY MANDIR LAKE, ALWAR

SAPNA is a movement that seeks to tap the positive energy and potential in the civil society for the betterment of the vulnerable sections of our population. It seeks to channelize goodwill, and empathy of the people in areas related to:

- Resource Mobilization
- Professional Skills
- Support Services

Axis Bank Ltd., 2A & 2B Khan Market, New Delhi - 110003 is the authorised banker of SAPNA.

Account No. : 120010100574525

SAPNA is registered under Foreign Contribution (Regulation) Act, 1976 (FCRA) to receive foreign contributions.

Account No. : 120010100817264

IFS CODE - UT1B0000120

Contributions to SAPNA are exempt under 80G of the Income Tax Act, 1961.

Accounts of SAPNA are audited yearly by Nagpal Nagpal & Associates (Chartered Accountants), New Delhi