



The Bharat Scouts and Guides

Creating Better India

National Headquarters

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

Circular No.: 48 / 2025

Date : 07th March, 2025

SUB: ANNUAL TRAINING REPORT FOR THE YEAR 2024-25 (GUIDE WING).

Dear Sir/Madam,

Attached please find the Excel format of the Annual Training Report (Guide Wing), which is required at the National Training Centre, Pachmarhi, for consolidation of national training data. As per Scheme of Training (Guide Wing) Rule No.15, Page No. 46. State Training Commissioner (G) should collect, consolidate and send the Annual Training Report to the Dy. Director (Guide) Ldr. Trg.

I, therefore, request you to submit your ATR (Guide Wing) to NTC latest by 31st May 2025.

1. ATR should be sent in Excel format only with a signed covering letter of the respective officers. (Excel copy enclosed – total 13 pages).
2. Duly filled ATR with all the annexe will only be accepted by the National Training Centre, Pachmarhi. If you have not conducted courses or any items are to be left, please mention not conducted.
3. Clearly mention the names of **course leaders and assisting staff** (full-time trainers) only with their honourable charge number. This will be used for verification of the Quadrennial Report for renewal of Honourable Charges of Trainers.
4. Provide the details of online courses conducted by the states, i.e., beginners', basic, advanced and other specialised courses conducted by the state. (Page No. 13).
5. The completed ATR formats (hard copy) with all annexures should reach the National Training Centre by **31st May, 2025**. A copy should be sent to email guidetraining@bsgindia.org

Your cooperation of highly solicited.

Yours in Guiding,

(KUMUD MEHRA)
I/C DY DIRECTOR OF GUIDES
LEADER TRAINING

Encl.: As above

Copy to:-

1. All the NHQ Office Bearers of the Bharat Scouts and Guides, National Headquarters.
2. Chairman/Secretary, Railway Scout and Guide Board, Rail Bhawan, New Delhi.
3. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shahid Jeet Singh Marg, New Delhi - 110016.
4. The Commissioner, Navadaya Vidyalaya Samiti, Institutional Area, B-15, Sector - 62, Noida, Uttar Pradesh – 201309.
5. The Director, DAV
6. All the District Secretaries, District Association of CWSN, Dammam, Riyadh, Muscat and Jamiat Youth Club.
7. All Assistant Directors, BSG for necessary action.