



# Majlis Pusat Sri Sathya Sai Malaysia

Sri Sathya Sai Central Council of Malaysia

## VISION

**An Organisation Dedicated to Fostering and Promoting Human Values at all Levels of Society for Self-Development and Nation Building.**

## CIRCULAR (CC/07/04) No. 1

Dated: 16<sup>th</sup> June 2005

**Dear Centre Chairmen  
Bhajan Unit Coordinators  
Devotional Group Coordinators**

### **Re: Revised Quarterly Reporting Formats**

Enclosed herewith are the following Quarterly Reporting Formats (which shall be effective from July 2005) for your further action.

- Education Report Ref: EDU (CC/07/04) No. 1 REV: 0 – YR 2005
- Service Report Ref: SER (CC/07/04) No. 1 REV: 0 – YR 2005
- Spiritual Report Ref: SPI (CC/07/04) No. 1 REV: 0 – YR 2005

Kindly submit your reports in soft copies to your respective State coordinators. Coordinators of Bhajan Units and Devotional Groups are required to submit their reports to their respective Chairmen and copy the same to their respective State Coordinators.

**PLEASE DO NOT MODIFY THE FORMATS.** You may however add on activities that have not been included at the bottom of the relevant sections.

The following sample formats have been enclosed for your easy reference.

- Sample Education Report Ref: SAM EDU (CC/07/04) No. 1 REV: 0 – YR 2005
- Sample Service Report Ref: SAM SER (CC/07/04) No. 1 REV: 0 – YR 2005
- Sample Spiritual Report Ref: SAM SPI (CC/07/04) No. 1 REV: 0 – YR 2005

Please do not hesitate to contact the following persons for further clarifications:

1. Your respective State Coordinators
2. Bro A Ravindranath 012-2574271
3. Bro G. Reddy 012-2357336

Thank you,  
Yours in Sai Service

Bro G.Reddy  
National Secretary

Bro Billy Fong  
President

CC: Central Council Members  
Ex-officio Members of the Council (inclusive of State coordinators)  
Central Council Secretariate  
Sathya Sai Educare Academy