

VMK UPDATION FORM FOR THE MONTH OF _____

Name of the Organization: - Viklang Sahara Samiti Delhi

Centre Address: - _____

Work done at VMK

	ONLINE WORK			OFFLINE WORK	
01	Apply for Disability Certificate		20	Total Registration done	
02	Disability Certificate Received		21	Railway Pass	
03	Apply for SDM card		22	Aids and Appliance apply	
04	SDM card received		23	Aids and Appliance received	
05	Apply E card		24	Mask and sanitizer distribution	
06	E card received		25	Food Distraction Distribution	
07	Apply guardian certificate		26	Dry Ration	
08	Guardian certificate received		27	Bus pass	
09	Aids and appliance apply (CSC)		28	Apply MCD booth	
10	Apply Nirmaya Policy		29	Registration for job	
11	Nirmaya card received		30	Job received	
12	UDID CARD APPLY		31	Referral services	
13	UDID CARD received		32	Registration for self employment	
14	DSW pension apply		33	Self employment received	
15	DSW pension received		34	Self Employment Certificate Issued	
16	Apply of Widow Pension		35		
17	Received widow Pension		36		
18	Apply of Fin. Ass. Widow Pension				
19	Received Fin. Ass. widow Pension				

New Registration at VMK

MALE	FEMALE	GENERAL	SC/ST/OBC

Old registration at VMK

MALE	FEMALE	GENERAL	SC/ST/OBC

Staff at VMK

Name	Designation	Time	Duty	Phone no

Attendance of staff at VMK

Name	Designation	Date of Leave Taken	Total Leave

Problems at VMK

1		5	
2		6	
3		7	
4		8	

Suggestions for VMK

1		5	
2		6	
3		7	
4		8	

Requirements for VMK

1		5	
2		6	
3		7	
4		8	

Activities done by VMK

1		5	
2		6	
3		7	
4		8	

Major Income and Expenditure at VMK

1		5	
2		6	
3		7	
4		8	

Stock Register at VMK

[illegible]

New Plan for next Month:-

***Note: - kindly maintain followings every month at Centre.**

SL.NO.	ITEMS	MAINTAINED YES/NO
01	VMK Registration Register	
02	Vmk Registration File	
03	Daily Entry Register	
04	Visitor register	
05	Stock Register	
06	Staff Attendance Register	
07	Aids & Appliances Register	
08	Registration List	
09	Aids & Appliances List	
10	Education List	
11	Telephone List	
12	Delivered List	
13	UDID List	
14	Self-employment List	

Prepared by

Name _____

Designation_____

Date _____

Mb no. _____