

LIST OF MEMBERS OF GOVERNING COUNCIL OF ETASHA

S. No	Name in Capital	Address	Occupation	Designation in the Society
1	DR. MEENAKSHI NAYAR	E-458, Greater Kailash Part-II New Delhi	Education & Management Consultant	President
2	MS. FREDA J SWAMINATHAN	19, Belvedere Estate, 8/8 Alipore Road, Kolkatta – 27 West Bengal	Management Consultancy & Teaching	Vice – President
3	MS. NEELAM SEHRAWAT	House No. 485, Sector -4, R. K. Puram, New Delhi -110022	Professional	Secretary
4	MR. VIKAS VARMA	29 Race Course Road Amritsar – Punjab	Chartered Accountant	Treasurer
5	MS. ANITA ANEJA	27, HSIDC , Near Sarhaul, Gurgaon, Haryana	Self employed Professional	Member
6	MRS. RITU MOTWANI	CA /5D DDA Flats Munirka Phase –II New Delhi -110067	Self employed Professional	Member
7	MR. V.K. VERMA	7/2 Pritam Road , Dehradun Uttaranchal	Retd. Official from ONGC	Member
8	MRS. MAULLIKA SHARMA	52, Shalimar Apartments , 3-D Souza Road, Bangalore – 110025	House Wife	Member
9	DR. USHA JUMANI	63, Thakur Bhai Towers, Near Gujarat College, Ahmedabad	Organisation Development Consultant	Member
10	MR. PRAMOD PATNI	SB –One Jawahar Lal Nehru Marg, Bapu Nagar, Jaipur, Rajasthan	Chartered Accountant	Member
11	MR. ROHIT KHAITAN	Khaitan Lane , Boring Canal Road, Patna, Bihar	Business	Member
12	MS. SURUCHI KASLIWAL	SB14, Bhawani Singh Marg, BapuNagar, Jaipur, Rajasthan	Lawyer	Member

LIST OF EXECUTIVE MEMBERS OF ETASHA

S. No.	Name in Capital	Address	Occupation	Designation in the Society
1	DR. MEENAKSHI NAYAR	E-458, Greater Kailash Part-II New Delhi	Education & Management Consultant	President
2	MS. FREDA J SWAMINATHAN	19, Belvedere Estate, 8/8 Alipore Road, Kolkatta – 27 West Bengal	Management Consultancy & Teaching	Vice – President
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11	MR. ROHIT KHAITAN	Khaitan Lane , Boring Canal Road, Patna, Bihar	Business	Member
12.	MS. SURUCHI KASLIWAL	SB14, Bhawani Singh Marg, BapuNagar, Jaipur, Rajasthan	Lawyer	Member

Annual Report - Apr '08 to Mar '09

In the year '08-09, the major activities of ETASHA were:

- I. **Lakshya Project**
- II. **CSWC for NBT**
- III. **Disha Project**
- IV. **UNODC project**

A report on each of the projects follows:

I. The Lakshya Project

The Lakshya Project was approved by the Tech Mahindra Foundation in January 2008, and funding support for the Core Program Phase of 1 year was provided in the first instance. Subsequently, since the financial year of TMF is Apr- Mar, we were asked to prepare a budget only for the quarter, January to March 2009, and the same was approved.

Expected Activities and Outcomes of the Core Program Phase:

The outcomes of the Core Phase of the Lakshya Project were to be as follows:

1. Career Development Institute

A central organization for Project Monitoring, Program Development and Placement of trainees was to be made operational

2. Career Development Centers

2 CDC's were to be set up in the NCR region; 1 in Quarter 1 and the second in Quarter 3 and Customer Service and Work Culture programs focused on the Retail, Hospitality and Domestic Call Centre Sectors were to be delivered from both the centers.

3. Number of Trainees

320 youth in 2008 and 160 in first quarter of 2009 were to be trained for placement in suitable jobs.

Funding

The Tech Mahindra Foundation approved a total of Rs. 4,220,500 for the Core Program Phase from January 2008 to December 2008. Of this, Rs. 562,500 was for capital costs, Rs. 1,560,000 for CDI, and Rs. 2,098,000 for 4 quarters of one CDC and 2 quarters of the second CDC. Rs.969,000 were sanctioned for the quarter Jan-Mar 2009.

Project Implementation & Milestones Achieved

The highlights of project implementation for the period are as follows:

- The Career Development Institute for Program Development, Placement and Project Monitoring was made operational.
- A Career Development Centre was set up in Madanpur Khadar, Delhi and programs commenced in January 2008.
- A Career Development Centre was set up in Sadarpur, NOIDA and programs commenced in July 2008
- The CSWC Program content and methodology has been developed and packaged for efficient, high quality delivery
- The Community Mobilization process has evolved to include a range of mechanisms and methods. A dedicated team comprising of five persons

- including 1 professional trained in NGO Management, two administration support staff located in each of the two Centers has been put in place.
- A total of 440 trainees enrolled between January 08 and April 09. Of these, 274 trainees (62%) completed the course.
 - Enrollment of trainees has been almost on target. However, the drop-out rate from the program has been ranging around 40%.

Planned & Actual Number of Programs & Trainees - Table 1

	Apr-June '08	July-Sept. '08	Oct – Dec '08	Jan- Mar '09	Total
Planned No. of Courses	2	6	6	8	22
Actual No. of Courses Conducted	4	6	7	9	26
Batch No.	CSWC- VI, VII, VIII & IX	CSWC X, XI, XII, XIII, XIV, XV	CSWC XVI, XVII, XVIII, XIX, XX , XXI & XXII	CSWC XXII, XXIII, XXIV. XXV, XXVI, XXVII, XXVIII, XXIX, & XXXI	
Planned No. of Trainees @ 20 per course	40	120	120	160	440
Actual No. of Trainees Enrolled	66	91	110	160	427
No. of Trainees completed / expected to complete	42	55	87	82	266
Ratio of Completed to Enrolled	64%	61%	79%	51%	62%

Placements

CSWC trainees have been placed in well paying jobs in good companies. The salary range of placements offered has increased from the earlier projected range of Rs.3,500 - Rs. 6,500 to the salary range of Rs.4,500 – Rs.12,000, with several trainees getting placed above Rs. 7,000. Some of the companies offering multiple placements and approaching us repeatedly include FabIndia, Page Point, Café Coffee Day and Adecco.

In spite of higher numbers of trainees ready for placement during a time of recession, the number of trainees placed in the Jan-Mar '09 quarter was higher than the total number of trainees placed in the previous four quarters.

Status of Placement as of April'09 – Table 2

		V - XV		CSWC V-XXI	
		Dec'08		April '09	
		No.	%	No.	%
W	Working	36	32	98	49%
OJ YTJ	Offered Job - yet to join	2	2	0	0
I	Currently on Interview for full time position	36	32	51	25
IPT	Currently on Interview for part time position	13	12	0	0
ERC	ETASHA rejected due to repeated missed interviews, offer refusals,	5	4	10	5
NL	Not looking for work, family issues, studying etc	16	14	32	16
U	Not contactable - returned to village etc	4	4	10	5
Total number of trainees		112		201	

Utilization of Funds

- A total of Rs. 3, 324,363 was spent out of the budget of Rs.3,658,000.
- We have consistently attempted to contain and control costs, as a result of which the total operating costs for the year have been lower by over Rs. 3 Lakhs.

Overview of Lakshya

The plans for 2008 were challenging, particularly in view of the fact that they also involved setting up and running Career Development Centers in completely new areas, where we had no established brand equity. From a total of 3 programs conducted in 2007, scaling up to 18 programs from 2 Centers in 2008 was a challenge. The number of programs conducted in the first quarter of 2009 went up to 9.

We believe, 2009 should be a year of consolidation and ensuring sustained smooth functioning of the Centers. Further, we need to add more programs in diverse areas with demand in the job market.

II. Customer Service & Selling Skills Program for NBT

Based on our understanding of NBT's needs, a training program was designed as follows:

- About 60 hours of training, covered in 10 days of training @ 6 hours per day for days every week.
- The Orientation Program would include the following areas:
 - o **Selling Skills** – Focus on
 1. Knowledge of Sales and Marketing
 2. Appreciation of the needs of customers

3. Effective ways of dealing with customers, and
4. Attitudes as well as skills required for Service Excellence

Around **15 hours** will be devoted to this area.

- **Intrapersonal and Interpersonal Skills** – Areas such as
 1. Organisational Goals and linkage of personal effectiveness with Organisational Goals,
 2. Awareness of Self – Strengths and Areas of Improvement
 3. Presenting self in a positive light,
 4. Assertiveness skills,
 5. Team working skills, and
 6. Reinforcing the right values and attitudes such as dependability, willingness to learn and confidence in self

Around **10 hours** will be devoted to this area

- **Communication Skills** – Inputs in areas of communication such as
 1. Conversational Skills in English, and
 2. Presentation Skills

Around **15 hours** will be devoted to this area

- **Computer Usage Skills** – Acquaintance with electronic machines and computers including
 1. MS Word,
 2. MS Excel
 3. Billing

Around **20 hours** will be devoted to this area in the Training Room. **Apart from formal class time, trainees will be expected to practice working on computers. Arrangements will be required to be made by NBT for computer practice.**

The program was conducted successfully with 2 batches of trainees.

III. Project Disha

A Pilot project focused on developing a model for providing Career Guidance, Employability and Vocational Training to underprivileged youth living in Institutions such as orphans, runaway and street children, was approved by All People Be Happy and a Donation of \$10,000 was approved for the project.

After completion of all the requirements of US and Indian authorities, the money was received in ETASHA's account as per the following schedule:

1. Rs. 350,000 – on 11.04.09
2. Rs. 105, 459 – on 29.04.09

Implementation of the Project

Implementation will begin in the next financial year.

IV. Saksham Project

A proposal was submitted to the UNODC (United nations Office of Drugs and Crime) spelling out a comprehensive approach to sustainable career guidance, employability and vocational training for youth living in specialized institutions like Orphanages, Homes for Street Children and Young Women.

The project includes six components:

1. **Career Guidance** for young people who have studied beyond 9th standard and are between 14 and 20 years of age. By the end of the **2 day workshop**, each person would be able to identify the career in which he /she has the best chances of success given their personality and potential.
2. **Employability Skills Training** for youth wanting to start work on a part-time or full-time basis. This is expected to be a **ten week training program of 3 hours each day, five days a week**. This program is aimed at improving the soft skills required for employment in the organized sector, and includes communication skills in English, development of behavioral skills and confidence levels, understanding of the working of the organized sector, and, basic skills in Computer usage.
3. **Customer Service & Selling Skills Training** for all those wanting to work in the service sector and having the profile required for success therein. This could be conducted as a **three week add-on program of 3 hours every day for 5 days a week** after the Employability Skills program.
4. **Design and development of specific service sector training programs** for industries having employment potential in the given geographical area.
5. **Capacity Building in Career Guidance** for those groups of large institutions desirous of building long term capacity of their functionaries. This program can begin along side the career guidance program for youth. This program will take a **minimum of 6 months** to implement.
6. **Capacity Building for Employability Skills Training** for those groups of large institutions desirous of building long term capacity of their functionaries. This program can begin along side the employability skills training program for youth and will be of **4 months duration**

Part of the project proposal was approved by the UNODC in March '09. In the first instance, Workshops on Vocational and Career Guidance for Children of Shelter Homes run by the Governments of Kerala and Tamil Nadu have been approved.

Project Implementation will begin in the next financial year.



AHUJA & AHUJA

Chartered Accountants

FORM NO. 10B

[See Rule 17B]

**Audit Report under section 12A (b) of the Income-tax Act, 1961 in the case of
Charitable or religious trusts or institutions**

We have examined the balance sheet of **Etasha Society**:-48, Greater Kailash Enclave-Part 2, New Delhi-110048 as at 31st March 2009 and the profit and loss account for the year ended on that date which are in agreement with the books of account maintained by the said trust or institution.

We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of the audit. In our opinion, proper books of account have been kept by the head office and the branches of the above-named *trust/institution visited by us so far as appears from our examination of the books, and proper returns adequate for the purposes of audit have been received from branches not visited by us, subject to the comments given below:

In our opinion and to the best of our information, and according to information given to us the said accounts give a true and fair view:-

- 1) In the case of the balance sheet of the state of affairs of the above-named *trust/institution as at 31st March 2009 and
- 2) In the case of the profit and loss account, of the or loss of its accounting year ending on 31st March 2009

The prescribed particulars are annexed hereto.

For AHUJA & AHUJA
Chartered Accountants
For AHUJA & AHUJA
Chartered Accountants

Ashish Mittal
Partner
M. No0 97851

Place **New Delhi**

Date 03rd August, 2009

Notes:

1. *Strike out whichever is not applicable.
2. This Report has to be given by--
 - i. a chartered accountant within the meaning of the chartered Accountants Act, 1949 (38 of 1949), or
 - ii. any person who, in relation to any State, is, by virtue of the provisions of sub-section (2) of section 226 of the Companies Act, 1956 (1 to 1956), entitled to be appointed to act as an auditor of the company registered in that State.
3. Where any of the matters stated in this Report is answered in the negative, or with a qualification the report shall state the reasons for the same.

ANNEXURE
STATEMENT OF PARTICULARS

Application of income for charitable or religious purposes.

1.	Amount of income of the previous year applied to charitable or religious purposes in India during that year.	Income Less income Applied Surplus/Deficit	Rs 3823072 Rs 3964606 Rs/-141535
2.	Whether the trust/institution* has exercised the option under clause (2) of the Explanation to section 11 (1)? If so, the details of the amount of income deemed to have been applied to charitable or religious purposes in India during the previous year.		No
3.	Amount of income accumulated or set apart*/finally set apart for application to charitable or religious purposes, to the extent it does not exceed 15 per cent of the income derived from property held under trust wholly*/in part only for such purposes.		Nil
4.	Amount of income eligible for exemption under section 11(1)(c) [Give details]		Nil
5.	Amount of income, in addition to the amount referred to in item 3 above, accumulated or set apart for specified purposes under section 11(2)		Nil
6.	Whether the amount of income mentioned in item 5 above has been invested or deposited in the manner laid down in section 11(2)(b)? If so, the details thereof.		NA
7.	Whether any part of the income in respect of which an option was exercised under clause (2) of the Explanation to section 11(1) in any earlier year is deemed to be income of the previous year under section 11(B)? If so, the details thereof.		NA
8.	Whether, during the previous year, any part of income accumulated or set apart for specified purposes under section 11(2) in any earlier year :-		
	a. has been applied for purposes other than charitable or religious purposes or has ceased to be accumulated or set apart for application thereto, or		NA
	b. has ceased to remain invested in any security referred to in section 11(2)(b)(i) or deposited in any account referred to in section 11(2)(b)(ii) or section 11(2) (b) (iii), or		NA
	c. has not been utilised for purpose for which it was accumulated or set apart during the period for which it was to be accumulated or set apart, or in the year immediately following the expiry thereof? If so, the details thereof		NA



II. Application or use of income or property for the benefit of persons referred to in section 13 [3].

1. Whether any land, building or other property of the *trust/institution was made, or continued to be made, available for the use of any such person during the previous year? If so, give details of the property and the amount of rent or compensation charged, if any. NO
2. Whether any payment was made to any such person during the previous year by way of salary allowance or otherwise? If so, give details. NO
3. Whether the services of the *trust/institution were made available to any such person during the previous year? If so, give details thereof together with remuneration or compensation received, if any. NO
4. Whether any share, security, or other property was purchased by or on behalf of the *trust/institution during the previous year from any such person? If so, give details thereof together with the consideration paid. NO
5. Whether any share, security, or other property was sold by or on behalf of the *trust/institution during the previous year to any such person? If so, the details thereof together with the consideration received. NO
6. Whether any income or property of the *trust/institution was diverted during the previous year in favour of any such person? If so, give details thereof together with the amount of income or value of property so diverted. NO
7. Whether the income or property of the *trust/institution was used or applied during the previous year for the benefit of any such person in any other manner? If so, give details. NO


III. Investment held at any time during the previous year(s) in concerns in which Persons referred to in section 13(3) have a substantial interest.

Sl No	Name and address of the concern	Where the concern is a company No. and class of shares held	Nominal value of the investment	Income from the investment	Whether the amount in Col. 4 exceeded 5% of the capital of the concern during the previous year-say. Yes/No
1	2	3	4	5	6
		NIL			
		Total			

Place: New Delhi
Date : 03rd August, 2009

For AHUJA & AHUJA
Chartered Accountants

For AHUJA & AHUJA
Chartered Accountants


Ashish Ahuja Partner
M. No 097851

Final

ETASHA SOCIETY
BALANCE SHEET AS AT 31ST MARCH, 2009

DESCRIPTION	AMOUNT	AMOUNT AS AT	AMOUNT AS AT
		31.03.09	31.03.08
		RS.	RS.
LIABILITIES			
1 Corpus Fund			
Opening Balance	374,263.10		
Add: Surplus/(Deficit)	(141,534.77)		
Corpus Fund		232,728.33	374,263.10
2 Loans			
Unsecured Loans			50,000.00
Loan from Meenakshi Nayar		797,780.00	797,780.00
3 Current Liabilities			
Advance from UNO		465,000.00	-
TDS Payable		29,353.00	9,425.30
TOTAL		1,524,861.33	1,231,468.40
ASSETS			
1 FIXED ASSETS		338,657.70	202,755.00
2 CURRENT ASSETS			
Cash in Hand	71,101.00		
Cash at bank	691,669.48	762,770.48	1,010,004.40
Fixed Deposit		400,000.00	
Tds Receivables			
Previous Year		15,349.00	-
Current Year		8,084.15	15,349.00
Loan to Eduserve		-	3,360.00
TOTAL		1,524,861.33	1,231,468.40

ETASHA SOCIETY
E-48, NEW DELHI
PRESIDENT

SECRETARY

TREASURER

As per our Audit Report U/s 12A(b)
of Even Date Attached

For AHUJA & AHUJA
Chartered Accountants

Place: New Delhi
Date: 3/8/2009

(ASHISH AHUJA) Partner

ETASHA SOCIETY
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2009

DESCRIPTION	2008-09 Amount (Rs.)	2007-08 Amount (Rs.)
INCOME		
Training Fees	176,300.00	75,050.00
Donation Recd.	3,387,250.00	1,843,850.00
Honarium	242,250.00	90,000.00
Bank Interest & Intt. On FD	17,271.77	
TOTAL	3,823,071.77	2,108,900.00
EXPENDITURE		
Courier charges	845.00	65.00
Miscellaneous Expenses	43,575.87	4,944.00
Educational Trip Expenses	-	875.00
Community Mobilisation Expenses	137,949.00	2,107.00
Establishment Expenses	18,038.00	750.00
Honarium charges	30,032.00	1,080.00
Local travel	67,994.00	11,544.00
Office service & Maint.	178,355.10	9,414.00
Pantry expenses	-	3,347.00
Phone & internet	58,230.23	1,800.00
Professional fees paid	6,300.00	382,637.00
Program exposure visit	63,136.00	4,731.00
Rent	290,000.00	61,500.00
Stationary	149,022.84	7,741.00
Teaching & Learning Material	17,335.00	3,237.00
Advertisement	-	4,000.00
Consultancy Fee	-	29,600.00
Salary	2,557,619.00	644,781.00
Audit Fees	15,371.00	3,371.00
Bank Charges	3,905.73	1,067.42
Books & Periodicals	-	1,370.00
Computer Repair & Maint	-	3,880.00
Conveyance	1,114.00	16,152.00
Legal Fees	21,911.00	5,141.00
Printing & Stationary	7,468.00	8,274.00
Staff Welfare	790.00	5,918.00
Telephone Charges	21,911.00	400.00
Depreciation	221,819.30	85,950.00
Electricity expenses	51,884.67	-
TOTAL	3,964,606.54	1,315,656.42
Net Profit		

ETAS Excess of income over expenditure/(expenditure over income)	(141,534.77)	793,243.58
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E-48,
NEW D.


PRESIDENT


SECRETARY


TREASURER

As per our Audit Report U/s 12A(b)
of Even Date Attached

For ANUJA & AHUJA
Chartered Accountants


(ASHISH AHUJA)
Partner

Place: New Delhi

Date: 31/3/2009

Elasha Society
SCHEDULE FORMING INTEGRAL PART OF BALANCE SHEET AS AT 31ST MARCH, 2009

Fixed Assets PARTICULARS	W.D.V AS ON 01.04.2008		ADDITIONS after 180 Days		SALE / TRANSFER	BALANCE	DEPRECIATION	SCHEDULE - B W.D.V AS ON 31.03.2009	
	within 180 days	after 180 Days	within 180 days	after 180 Days				W.D.V AS ON 31.03.2009	DEPRECIATION
Computer	188,440.00	124,820.00	-	-	-	314,260.00	188,556.00	125,704.00	
Fan	4,810.00	8,656.00	-	-	-	13,466.00	2,019.90	11,446.10	
Furniture	3,135.00	21,019.00	-	-	-	24,154.00	2,415.40	21,738.60	
Office Equipment	5,370.00	-	-	27,086.00	-	32,456.00	2,837.00	29,619.00	
Boards	-	8,559.00	-	-	-	8,559.00	1,284.00	7,275.00	
LCD Equipments	-	51,500.00	-	-	-	51,500.00	7,725.00	43,775.00	
Office Equipments	-	22,486.00	-	5,745.00	-	28,231.00	3,804.00	24,427.00	
Power Back Up	-	45,801.00	-	-	-	45,801.00	6,870.00	38,931.00	
Printer	-	5,450.00	-	-	-	5,450.00	818.00	4,632.00	
R.O.	-	35,600.00	-	-	-	35,600.00	5,480.00	30,120.00	
Total	202,755.00	324,891.00	324,891.00	32,831.00	-	560,477.00	221,819.30	338,657.70	


ELASHA SOCIETY
 GURUKUL, JHANSI, U.P.
 NEW DELHI, INDIA


 Anil Kumar

For AHUJA & AHUJA

 Chartered Accountants