

Sangat Seva Trust – Printing & Distribution Record (2024)

Overview

Sangat Seva Trust maintains a record of printed materials for **educational, community outreach, and administrative purposes**. The following table tracks the number of copies printed, received from the printer, issued, and the individuals or departments they were issued to.

Printing & Distribution Record

Type	Copies Printed	Copies Received	Copies Issued	Issued To
Annual Report	500	500	450	Administrative Office
Donation Receipts	1,000	1,000	800	Finance Department
Community Newsletters	2,000	2,000	1,800	Public Distribution
Educational Booklets	3,000	2,800	2,600	Schools & Libraries
Event Invitations	1,500	1,500	1,200	Sangat Seva Members
Training Manuals	1,200	1,200	1,000	Skill Development Centers
Langar Contribution Forms	800	800	700	Community Kitchens
Health Camp Flyers	2,500	2,400	2,100	Healthcare Units
Employee ID Cards	300	300	280	HR Department
Project Reports	600	600	500	Board Members

Key Observations:

1. **Total Copies Printed: 13,400**
 2. **Copies Issued: 11,430** (*Remaining copies stored for future distribution*)
 3. **Major Distribution Areas:** Schools, libraries, community kitchens, healthcare units, and administrative offices.
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Conclusion & Accountability Measures

- **Regular updates and tracking ensure accurate record-keeping** of printed materials.
- **Departments verify issuance** and ensure copies reach the intended recipients.
- **Future improvements include digitizing records** to enhance efficiency and reduce paper usage.

For further inquiries, please contact **Sangat Seva Trust Administration Office**.