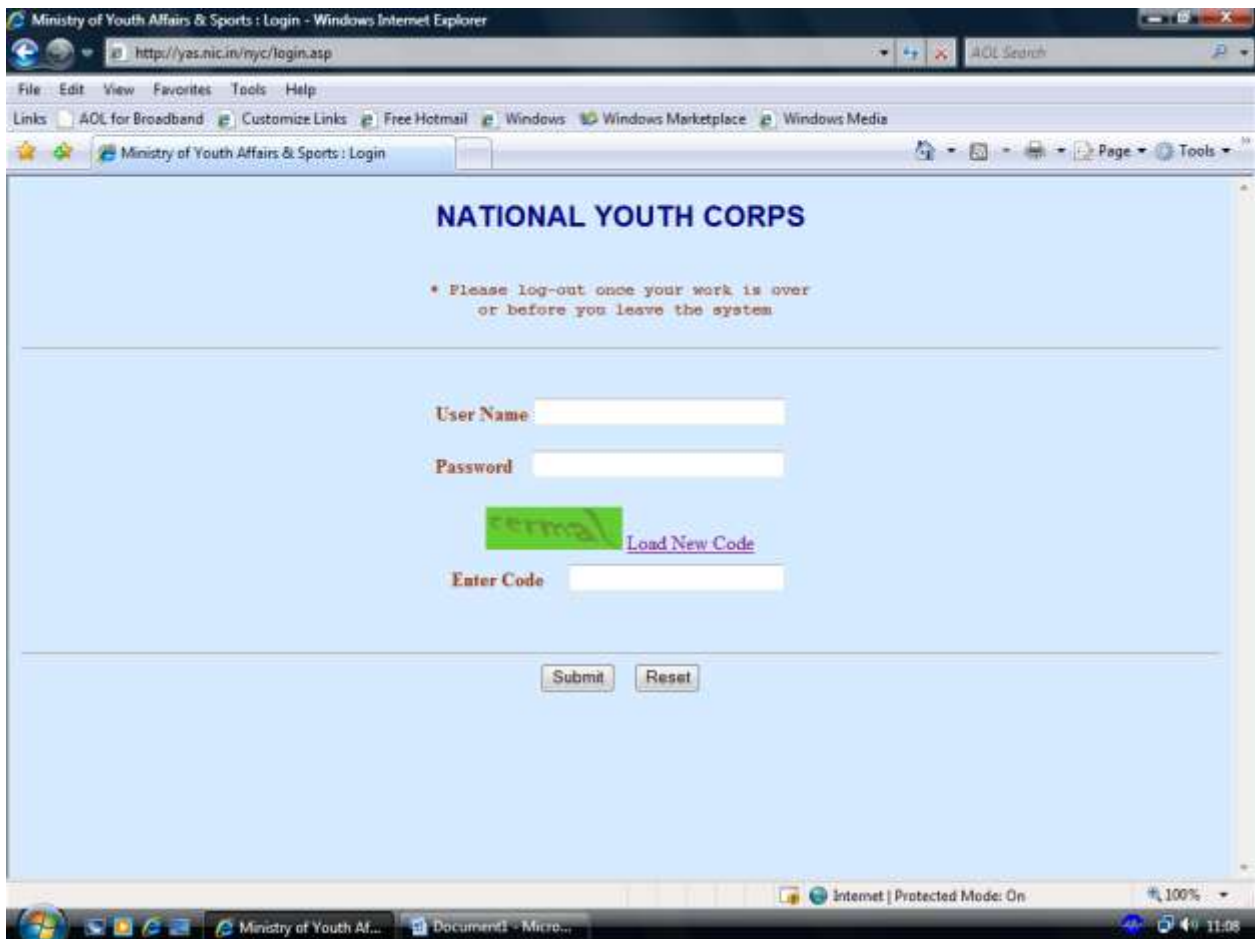


Guidelines for filling up the details of NYC Volunteers

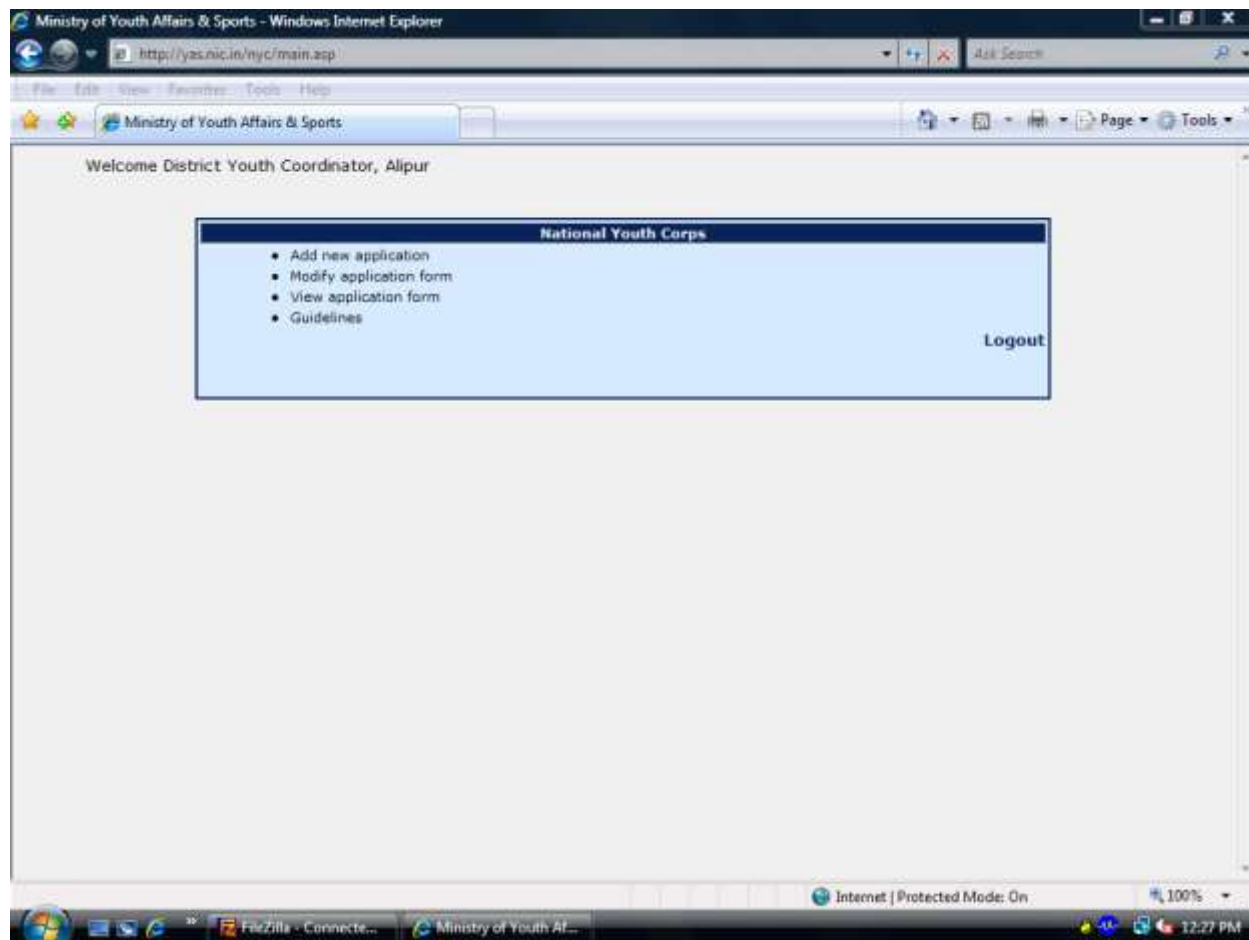
Open Internet Explorer and enter <http://nyks.nic.in/nyc>

The following screen appears



Enter your User Name and Password that has been provided. Enter code you see in the picture and click on 'Submit' button

After successful login, the following screen appears



Click on 'Add new application' to add details of Volunteers.

In this screen, enter the details in the required fields. Name of the Volunteer in the office records and Bank Records should be same. Name should be in full. You should not enter initials and titles such as Mr, Mrs, Dr. etc.

Select 'Sex' from the drop down.

For entering 'Date of Birth', click on the small calendar image adjacent to the date box and select the date.

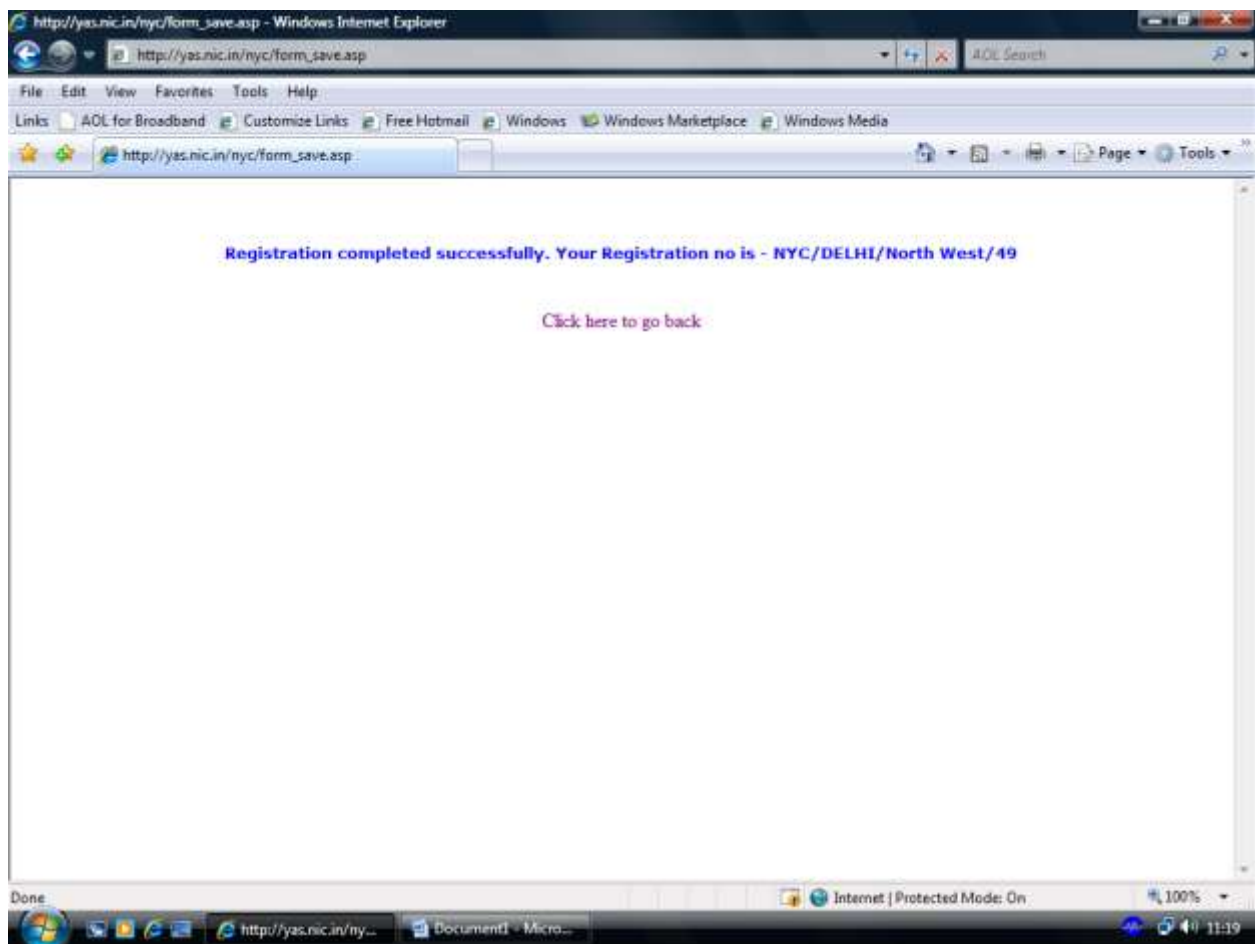
To upload photo of the volunteer, click on the Browse button and select the photo that is available on your computer.

In the 'Present Address', Name of the District and State will appear automatically. So, you need not enter district name and state name.

Enrollment form for National Youth Corps				
Kendra Name	Alipur (North West), DELHI			
Name *	<input type="text"/>			
Father's Name *	<input type="text"/>			
Mother's Name	<input type="text"/>			
Sex	Male			
Date of Birth *	<input type="text"/>			
Place of Birth	<input type="text"/>			
Photo *	<input type="text"/> Browse			
Date of Joining	<input type="text"/>			
Highest Educational Qualification	12th			
Year of Passing	<input type="text"/>			
Board/University	<input type="text"/>			
Other Qualification (Professional/Technical)	<input type="text"/>			
Working Knowledge of Computer and Internet	<input checked="" type="radio"/> No <input type="radio"/> Yes			
Language Known	Languages	Speak	Read	Write
	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Block Allocated *	-Select-			
Present Address *	H.No./St.No.	<input type="text"/>		
	Block	-Select-		
	District	Alipur (North West)		
	State/UT	DELHI		
Permanent Address	<input type="text"/>			
Phone	<input type="text"/>			
Mobile	<input type="text"/>			
Email ID	<input type="text"/>			

- Indicates that field is mandatory.

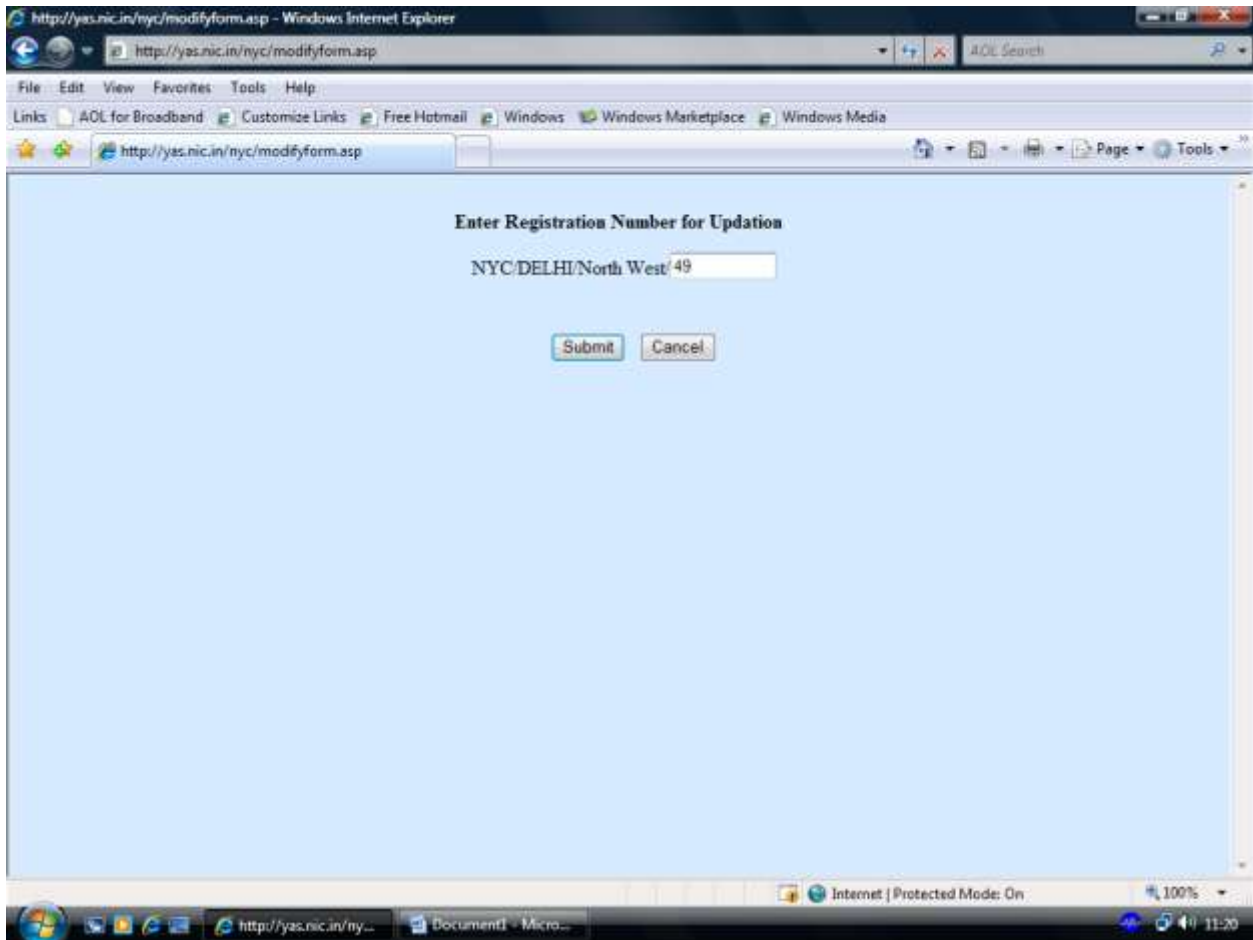
Click on 'Submit button' to save the details. On clicking this button, a unique Registration number will be generated by the system.



Please note down this Registration Number for modification of data and future use.

The following screen appears when you click on 'Modify Application Form' in the Main Screen.

For modification of data, enter the registration number and click on the 'Submit' button.

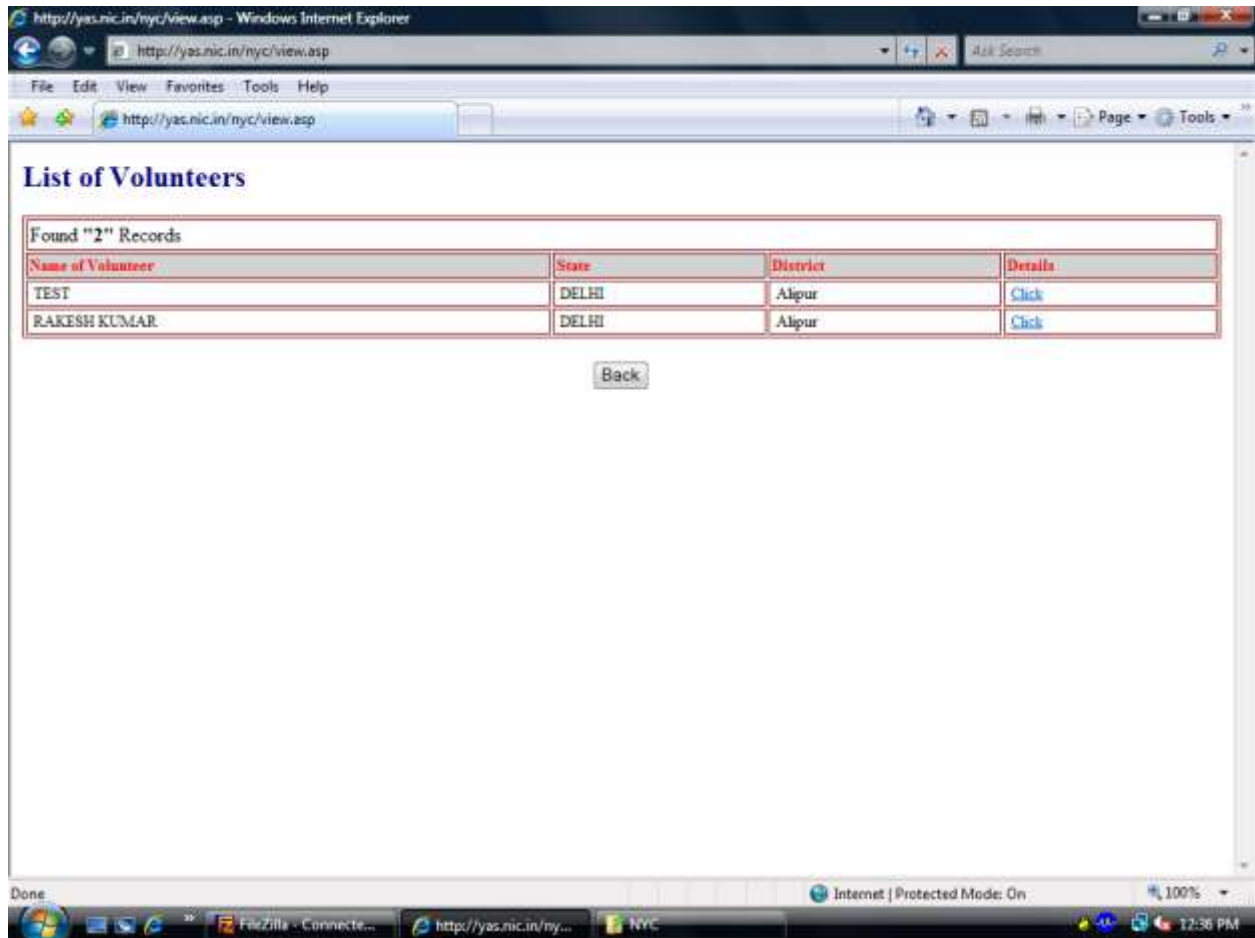


Follow the same procedure as you had done in case of adding the details.

Guidelines for Modification of NYC Volunteers Details

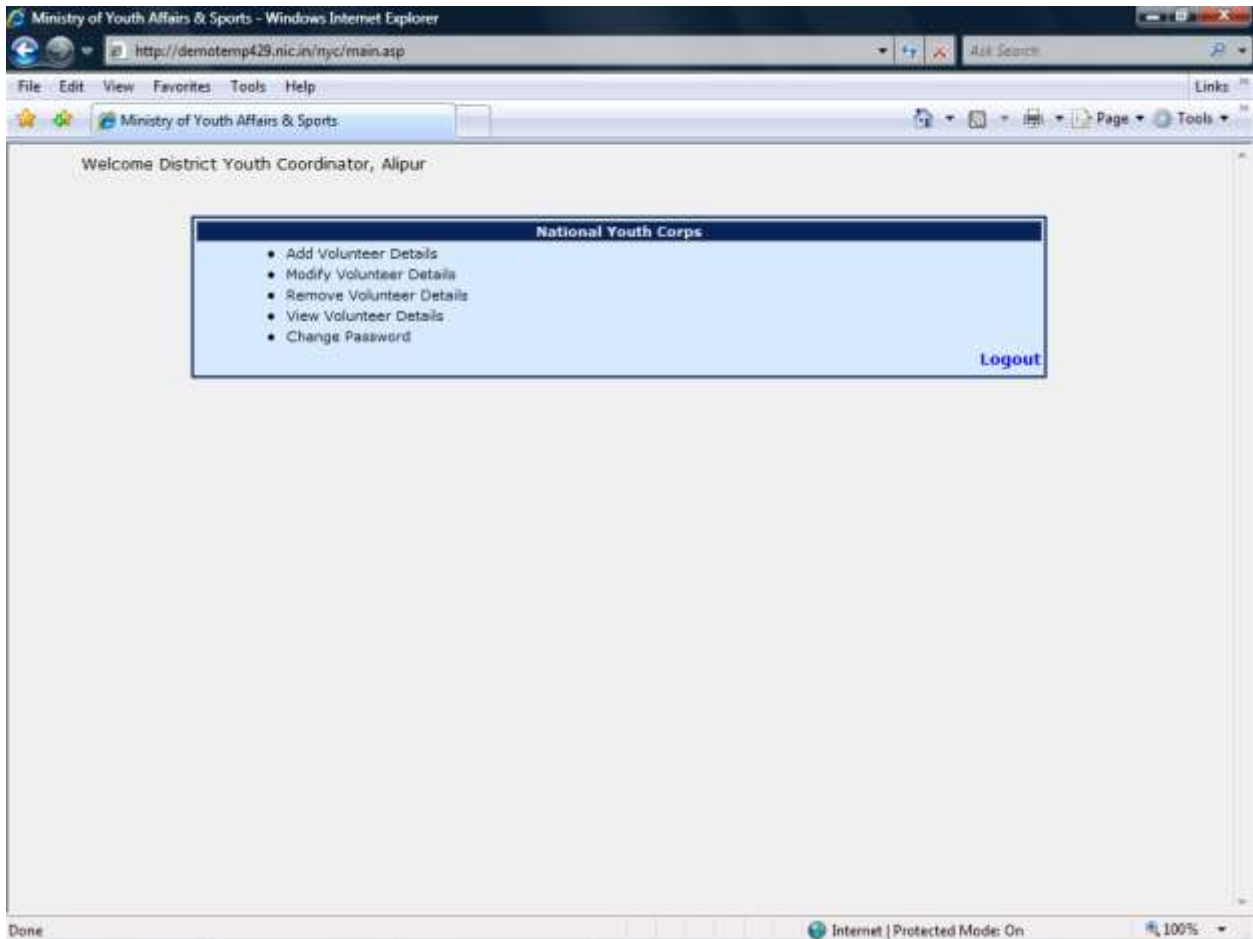
The following screen appears when you click on 'View Application Form' in the Main Screen

For viewing the complete details, click on 'Click' button in the list of volunteers. The Volunteer's details will be displayed. Click on 'Print' button to print the details.

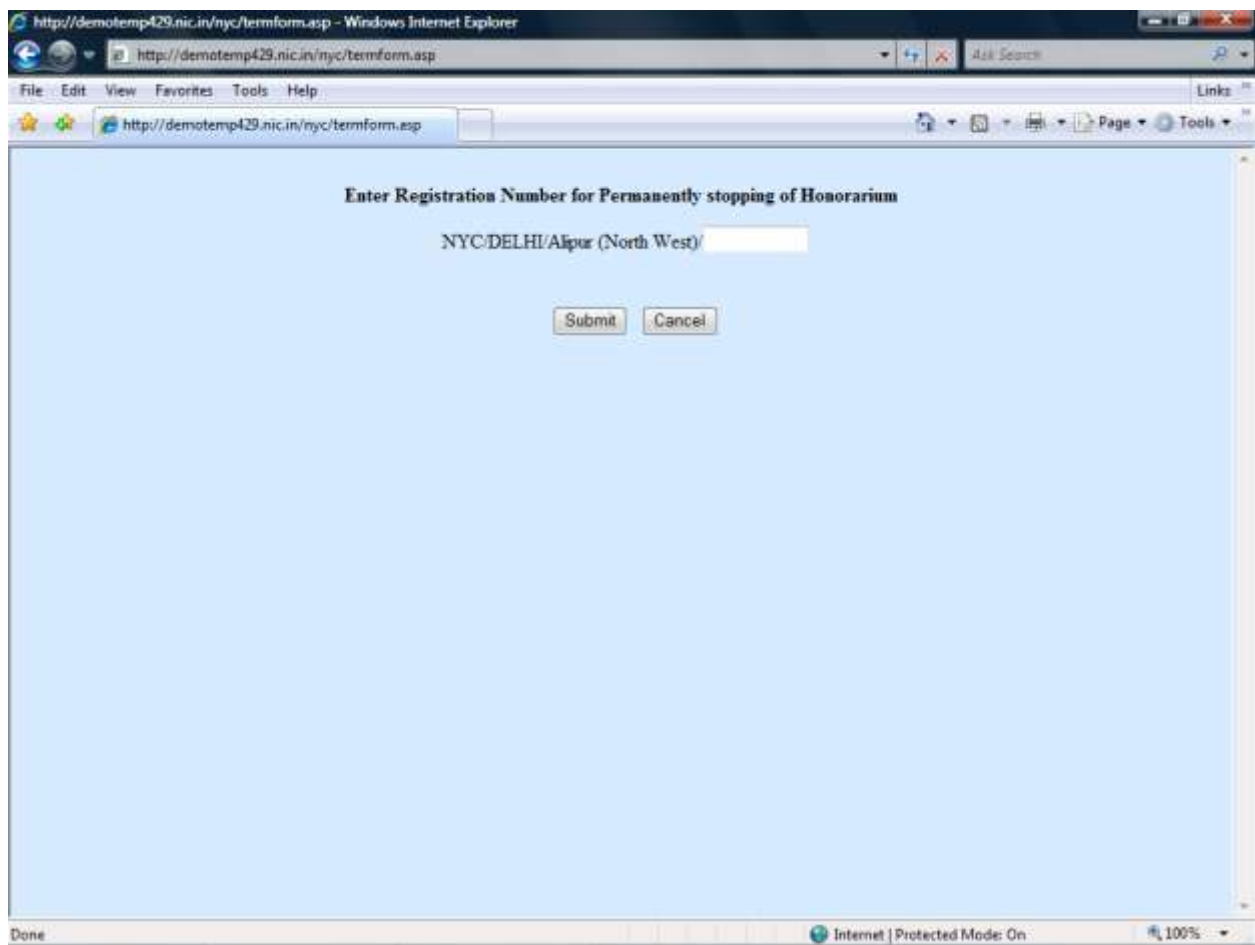


Guidelines for Removal of NYC Volunteers Details

Click on 'Remove Volunteer Details' to stop the honorarium.



The following screen appears when you click on 'Remove Volunteer Details' in the Main Screen



Enter the registration number of the volunteer to whose honorarium is to be stopped.

The following screen appears when you click on 'Submit' button in the Main Screen

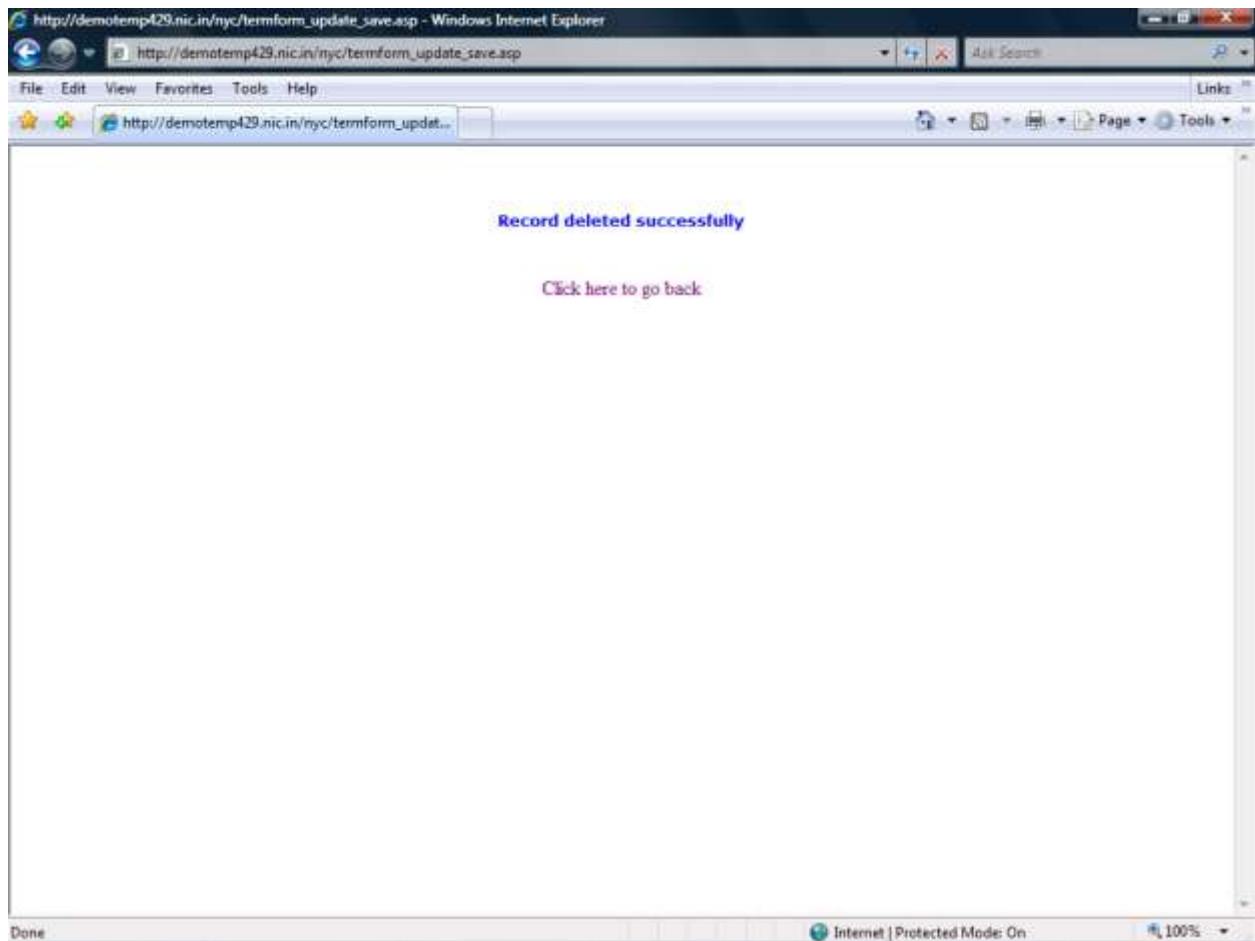
The screenshot shows a web browser window titled "Ministry of Youth Affairs & Sports - Windows Internet Explorer". The address bar displays "http://demotemp429.nic.in/nyc/termform_update.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also shows "Ministry of Youth Affairs & Sports" and "Page" and "Tools" options. The main content area displays a form titled "Stopping of Honorarium of Volunteer" with the following fields:

Stopping of Honorarium of Volunteer	
Reg No.	: 122
Name	: SUMAN
Date of Joining	: 01/06/2010
Mode of Termination	: Resignation
Effective Date of Termination	: <input type="text"/>

Below the form are three buttons: "Submit", "Reset", and "Cancel". The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%".

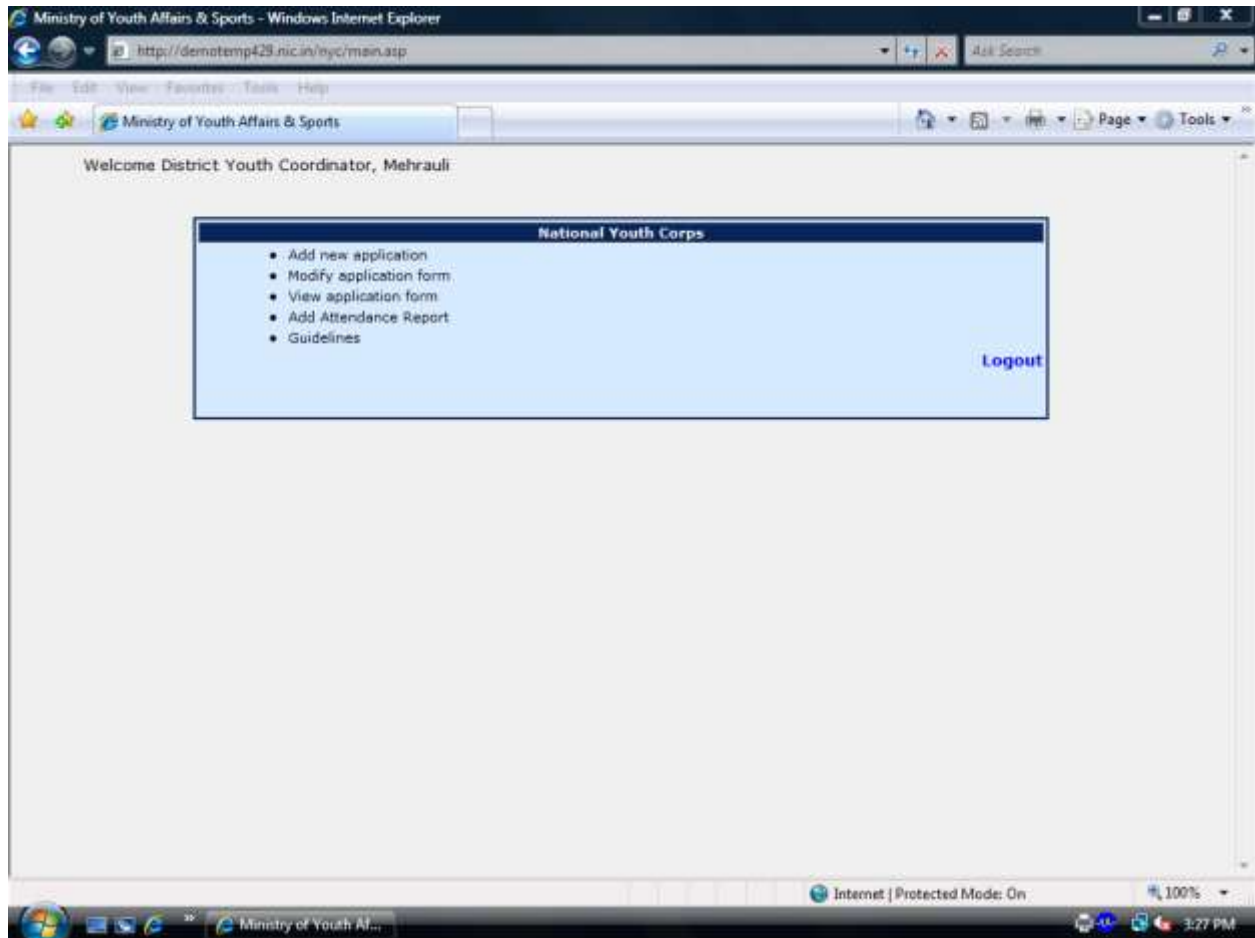
Enter the Effective Date of Termination and Mode of Termination of the volunteer as per available options. Other fields are read only.

Click on 'Submit button' to update the details. On clicking this button, the following screen will be displayed.

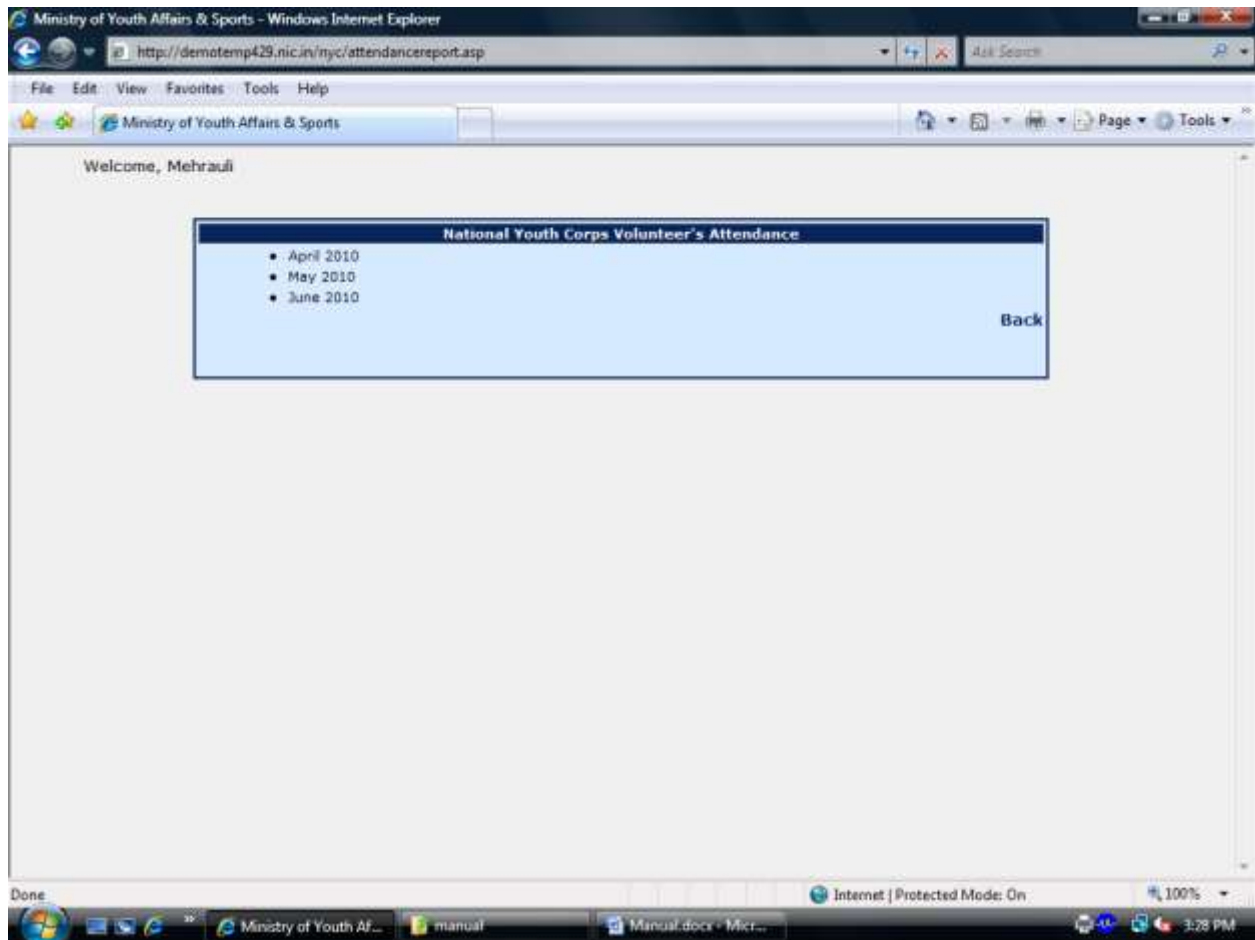


Guidelines for NYC Volunteers Attendance

Click on 'Add Attendance Report' to add and view attendance report of Volunteers.

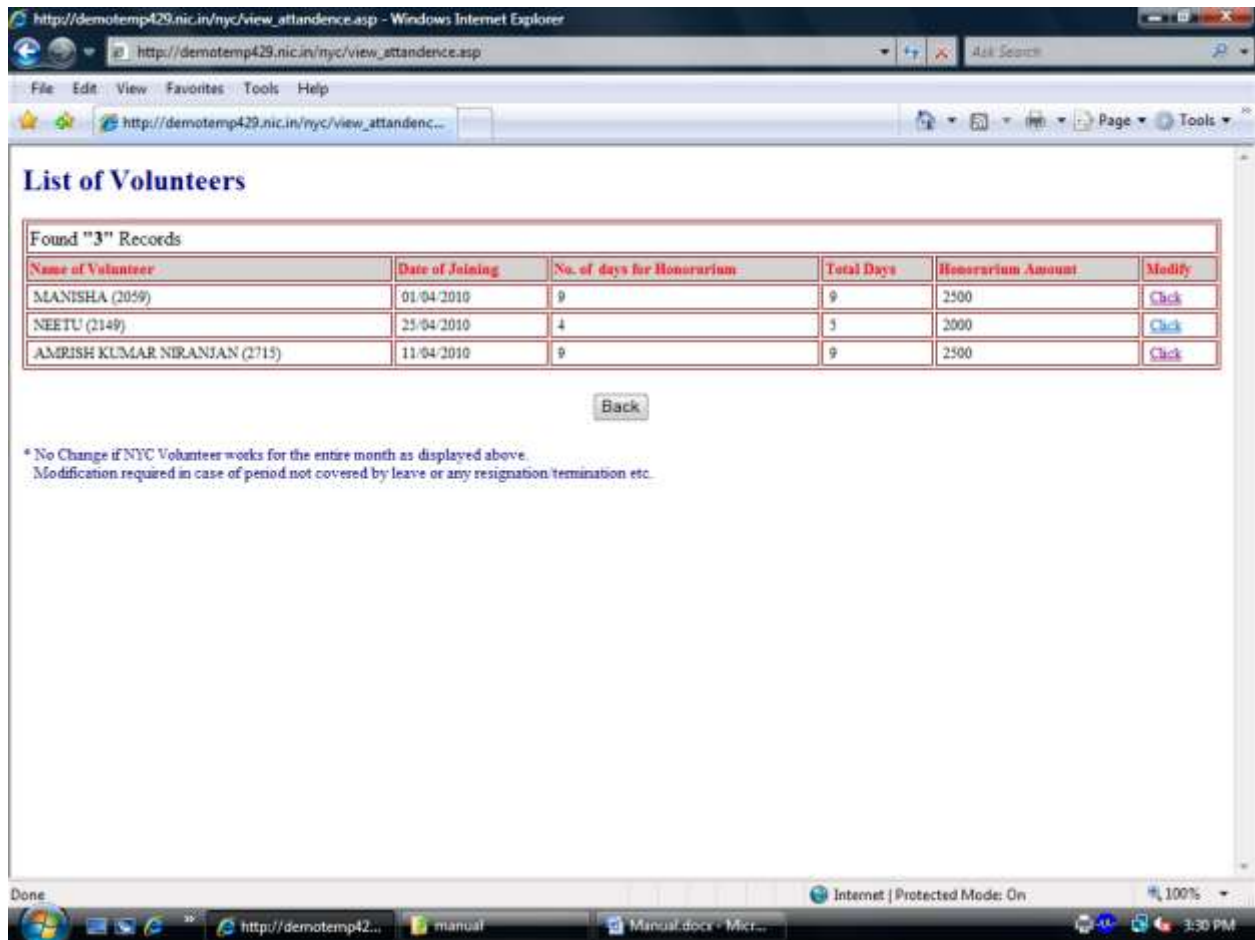


The following screen appears when you click on 'Add Attendance Report ' in the Main Screen



Click on the month name for viewing or updating the attendance details,

The following screen appears when you click on 'Month Name' in the Main Screen



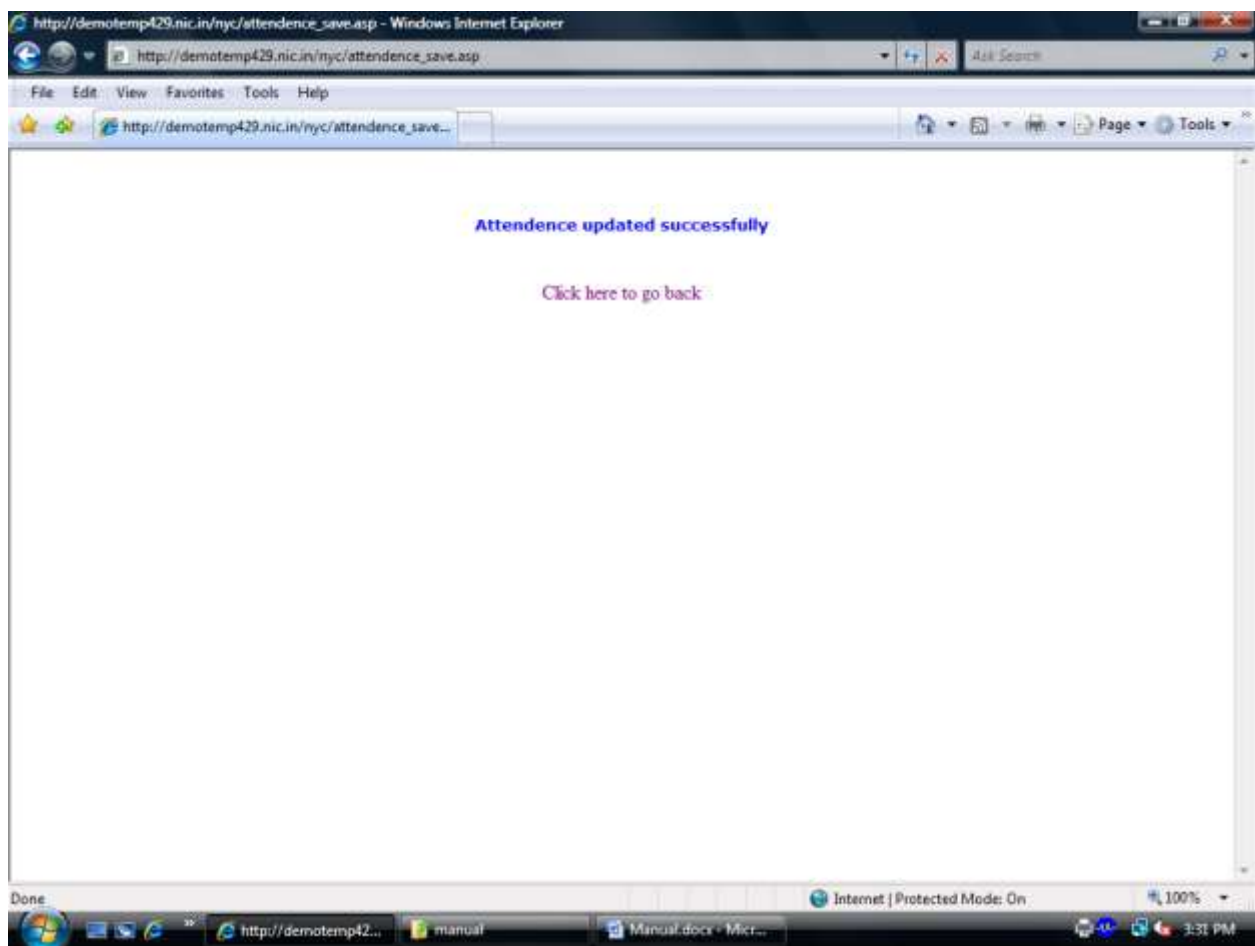
For viewing/updating the attendance details, click on 'Click' button in the 'Modify' column in the list of volunteers. The Volunteer's attendance report will be displayed.

In this screen, for updating the attendance enter the No of days for honorarium in the required fields. Other fields are read only.

The screenshot shows a web browser window with the following details:

- Browser: Windows Internet Explorer
- Address Bar: <http://demotemp429.nic.in/nyc/attendance.asp?T1=2149>
- Page Title: Ministry of Youth Affairs & Sports
- Form Title: Enter Monthly Attendance Report of the volunteer
- Form Fields:
 - Registration No: 2149
 - Name: NEETU
 - Date of Joining: 25/04/2010
 - No. of days for Honorarium: 4 out of 5 days
- Buttons: Submit, Reset, Cancel

Click on 'Submit button' to update the details. On clicking this button, the following screen will be displayed.



When you are finished, click on 'Logout' in the Main Screen to log off.

While feeding the data, the following instructions should be strictly followed:

1. While feeding the data, each Kendra should have the Application format of selected volunteers, Bank Details of the volunteers, Soft copy of the volunteer's photograph before starting the feeding. Check that the photo filename doesn't contains any invalid characters like "-" ";" "." "/" "_" etc. Also check that you are uploading valid photo file with extension (.bmp, .jpg and .gif) and file size should be less than 1 MB.
2. It may kindly be noted that after filing up the form there is no provision for editing of Volunteer's Name, Father's Name, Date of Birth, Date of Joining and Bank Details columns, therefore before final submission form, YC/ACT must see that the detail given is correct. Any editing in these columns is not allowed at Kendra Level.
3. It may kindly be noted that name of applicants in their bank accounts must be same as given in their applications as the same will be used for the purpose of release of honorarium.
4. If you are using Internet Explorer version greater than 6.0 or getting this error **"Submission failed due to browser settings. Check your browser setting"**

For checking and changing the browser settings, you can go to

Internet Browser --->Tools ---> Internet Option ----> Security settings---> Custom level ---->

In Miscellaneous heading, check

Include local directory path when uploading files to a server

This option should be enabled.

If it is disable then enable it.

5. For any clarification regarding technical support, you may contact at 011-22402825 or mail at **ddnycs@gmail.com**