

## REPORT SHEET FOR PRAESIDIA CORRESPONDENT

Revised April 2019

Praesidium Name :

Place:

Minutes Month:

Recd on

Reply dt:

Attendance: Officers

Members:

Vacancies:

Functions:

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**Give a brief of the minutes and works done:**

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**Suggestions offered/pending:**

1.

2.

3.

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**Key Concerns :**

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No of Suggestions pending:

NOT TO BE READ

Membership:

Cash In Hand:

Correspondent Signature