

# FINANCIAL PATTERN OF EXPENDITURE FOR SPECIAL CAMPING PROGRAMME

## 1. Finance

The NSS Programme is funded by the Government of India and the State Government. As NSS is an education and service based scheme, adherence to the financial rules at the time of expenditure is very vital.

- i) The expenditure on the scheme is being shared by the Central and State Governments in the ratio of 7:5 except in the case of state of Jammu & Kashmir and the Union Territories without legislatures in whose case the entire expenditure is met by the Government of India . The expenditure on Special Camping Programme is also shared on the above mentioned basis between the Central and State Governments.
- ii) (a) The permissible expenditure for a 10 day camp is Rs.200/- per camper at present. Therefore , the expenditure on board , lodging, light, water etc, and transport should not exceed Rs.20/- per day.  
b) Rs.20/- per camp per day on board and lodging and transport , contingency expenses etc. is the outer limit and every effort should be made to keep the expenditure on the lower side especially in view of the need for austerity.
- c) To achieve economy in expenditure, the camp should be held in the villages/slums in the vicinity of the colleges/schools. Thus, the expenditure on travel should be minimised.
- d) Other expenditures like those on pre-camp orientation Resource Persons, Planning of Activities, Evaluation etc., may be met from

the NSS regular funds and should not be charged from camping funds.

- f) The Universities may further organise the University level camps within the jurisdiction of the University the State level camps can be organised with the approval of the State Advisory Committee within the State only.
- iii) In case of camps in Urban slums, Day-camps are permitted wherever found absolutely necessary. In the day camps, the expenditure on food will be reduced substantially as the student may be provided only lunch and afternoon tea. In most of the metropolitan cities the bus service or other cheaper transport service is available. In smaller cities the students can use their bicycles. Thus the expenditure on transport can also be moderate even though the students will be coming to the camps and going back every day. It is, therefore, felt that the expenditure on a day camp on food, transport, incidentals etc will not exceed Rs.8/- per camper per day. The expenditure on per volunteer in a 10 days should be limited to Rs. 80/- (Rupees eighty only).
- iv) As the organisation of Joint camps by the colleges is against the administrative and policy directives , the expenditure incurred on joint camps will not be permissible from the grants meant for NSS special camping programme.

## 2. Audit and Inspection of Records

Accounts are liable for inspection and audit. It is therefore, advised that proper care should be taken to maintain proper records



of expenditure in the camp. It will be befitting if the accounts are transparent. The records and accounts will be produced before the officials of the NSS Regional Centre, State NSS Cell and concerned Universities and also officials of Accountant General or local fund authorities for inspection and audit whenever demanded.

### 3. Programme Coordinator

The Programme Coordinator is the key functionary as far as NSS is concerned. Therefore, a dedicated and devoted Programme Coordinator can plan, execute and evaluate the NSS activities in a proper perspective. The Programme Coordinator will execute all administrative and policy directives of the government, decisions of the State Advisory Committee and University Advisory Committee. The NSS programme will be prepared in the light of the guidelines issued by the Government of India.

### 4 Functions of the Programme Coordinators

- a) To assist and guide the NSS Units for implementation of NSS Programmes at University level.
- b) To help in organising camps, training and orientation programmes for the NSS Group leaders and programme officers.
- c) To visit the NSS Units for monitoring and evaluation.
- d) To ensure implementation of NSS Regular Activities and Special Camping programme.
- e) To ensure timely release of grants.
- f) To submit reports and returns to Programme Advisor, Regional Centre and State Liaison Cell.
- g) To select new Programme Officers as per guidelines and ensure their orientation within the stipulated period.

- h) To submit half yearly reports and other information required to Government of India, Regional Centre, State Liaison Officer and TOC from time to time as desired by the Government of India.
- i) To liaise with Regional Centre, State Liaison Officer and TOC/TORC for implementation of NSS programme.
- j) To bring out the publication and reports throwing light on the achievements.

### 5. NSS Programme Officer

Qualifications of the Programme Officers :

- i) He/she must be a member of teaching faculty.
- ii) He/she must hold post graduate degree.
- iii) He/she must be less than 40 years at the time of his/ her selection as Programme Officer.
- iv) Physical Education Teacher and the teachers who are NCC Officers will not be appointed as NSS Officers.

### 6. College Level NSS Advisory Committee

Colleges have to set up an NSS Advisory committee to advise on programme / planning and development under the Chairmanship of the Principal. It will review the NSS activities at college and school level.

### 7. Composition of Collegel level Advisory Committee

- a) Principal Chairperson
- b) 2 staff members having social work background Members
- c) One representative of the development Department Member
- d) One representative from the adopted village/ slum/welfare agency Member
- e) 2 NSS student leaders Members
- f) Programme Officer, NSS Member Secretary



## 8. Frequency of the meeting

College Advisory Committee should meet at least four times during a year, once every quarter. The aim of holding periodical meetings is to assess the development of NSS programme in the Institution and promote a sense of participation among the members of the staff, public and students for community work.

### Limitations

The college Advisory Committee will consider the proposals submitted by the Programme Officer according to the administrative and policy directives. No administrative and financial changes can be made in the pattern of financial expenditure by the college Advisory Committee. As far as programme is concerned, the Advisory committee is free to select the activities suitable for their area and people from amongst the activities, suggested in NSS Manual or added at State level.

### Records and Registers :

The NSS programme is financed by the public funds. Therefore, the institution should maintain the Financial records and registers as required under financial rules and these have to be kept open for inspection and audit.

a) The records and registers will be properly handed over by outgoing Programme Officer to the newly appointed Programme Officer.

b) The following records/registers are to be maintained in the NSS unit at college level :-

#### i) Enrollment Register

A register with complete particulars and profile of the students enrolled in NSS should be maintained, unit wise. This register should have information about the names, sex, SC/ST, and class of NSS students, their interests, and experience in NSS, and other service activities.

#### ii) Project Register

This register is to be maintained by the Programme Officer with the help of students. It should provide a list of the projects undertaken during the year with complete information on each project, viz; places/areas/institutions, target groups, number of students (also names) involved in the particular activity and financial allotment, if any, for the particular project. The project register should give a picture of the adopted area - say for instance, village profile or description of the institution and also periodically the outcome of a particular project. For example, if the project is in the area of health education, details, of the number of children covered under the immunisation programme could be indicated. This record in course of time, should reflect on the success or failure of a particular project.

#### iii) Stock-Register

A stock -register, listing separately, the consumable and non-consumable items, should be maintained. In addition, an issue/lending register must be maintained for purpose of verification and periodic stock-checking. The entries in stock -register will be initialed or countersigned by the Head of the institution.

#### iv) Record of Attendance

Attendance of student volunteers at the various sessions/camps of NSS must be recorded and their signatures must also be obtained.

#### v) Minutes Book

The Programme Officer should record the minutes of meetings of the advisory committees and other meetings held periodically. This would help him/her in taking suitable follow-up action.

#### vi) Personal Work-Diary of Programme Officer

Maintaining a personal work-diary will be



useful for the Programme Officer wherein he/she notes the project details, difficulties encountered in the project, number of hours spent for NSS and future plans of action.

### **vii) Work-Diary of NSS Volunteer**

It will be helpful for each student volunteer to maintain a work diary to note details of area of work, target groups, activities conducted, time spent, problems and plans of further action. NSS student leaders of various projects could give details of the activities and programmes, extra hours spent, attendance of the members (volunteers) and target groups.

## **11. Financial Records**

While the college office is responsible for separately maintaining accounts for NSS and ensuring their audit, the Programme Officer concerned, should keep himself/herself informed of the progress of the expenditure and be aware of the accounting procedure adopted by the institutions office. He /she should ensure submission of expenditure statement and utilisation certificate to the university/state government in time. College/schools having more than one NSS unit may select one of the programme officers to look after the accounts, records, reports and returns etc.

i) The accounts regarding the receipt of NSS grants and their utilisation will be maintained as per financial norms. These accounts will be open for inspection to audit parties, officers of NSS organisation State Liaison Officer and Programme Coordinator also.

ii) NSS accounts will be maintained separately. These will not be integrated with other accounts of the institution.

iii) The Programme Officers will send the periodical reports to the NSS Programme Coordinator on, the prescribed proforma. The

copies of such reports will be endorsed to NSS Regional Centre and State Liaison Officer.

iv) Report of special camping projects undertaken by the NSS, units may also be sent to the programme Coordinator under intimation to NSS Regional Centre, State Liaison Officer for information and projection at appropriate level.

## **NATIONAL SERVICE SCHEME VOLUNTEERS**

Since National Service Scheme is aimed at developing the personality of NSS volunteers through community service, hence, all NSS activities provide an opportunity to NSS Volunteers to involve themselves in community services.

### **1. Participation in NSS Programme/Training**

A student enrolled as NSS volunteer will have to put in 120 hours for community work in a year for a period of 2 years. He/she is likely to participate in different programmes and projects under NSS. The distribution of 120 hours on NSS activities is given as under:-

#### **a) Orientation**

- i) Each NSS volunteer who joins NSS will undergo an orientation in NSS programme for 20 hours out of 120 hours. The 20 hours meant for orientation will further be divided as general orientation - 2 hours; special orientation - 8 hours and programme skill learning - 10 hours. During the general orientation the NSS volunteers will get to know the history and growth of NSS programme, aims, objectives and other basic concepts of NSS.
- ii) After the general orientation is completed the students will, be given special orientation where information regarding the realities of life pertaining to community and its problems. Volunteers will be encouraged to know more



about the problems of village/urban slums and will be oriented for the schemes which are sponsored by the Government agencies and voluntary organisations in the field of community service;

- iii) The 3rd phase of orientation will consist of developing programme skills which are essential for community work and completion of NSS projects.

During the orientation the NSS volunteers should be given information regarding the following :-

- 1) to establish rapport with the people in the project area;
- 2) identify needs, problems and resources of the community;
- 3) plan programmes and carry out the plans;
- 4) relate learning and experience towards finding solutions to the problems identified; and 5) record the activities in work diary systematically and assess the progress periodically and effect changes, as and when needed.)

#### **b) Campus Projects**

The NSS volunteers may be asked to participate in the campus projects not exceeding 20 hours. The purpose of the campus project is to motivate the NSS volunteer for manual work and to instill dignity of labour.

#### **c) Community Work**

NSS has made efforts to link the campus with community. Hence, the remaining 80 hours will be devoted to the community work. The NSS volunteer is expected to participate in projects prepared by the Programme Officer for community work. The aim of such projects is to bring the NSS volunteer face to face with the realities of life and needs & requirements of the community. The volunteer is expected to develop rapport with the

community by sharing their problems and help them to overcome their difficulties. This first hand exposure to community realities does help to develop the personality of the volunteer.

### **2. Maintenance of Diary**

Every NSS volunteer will keep a record of his/her project work in his/her work-diary supplied by the Programme Officer. The proforma of work diary is given at Annexure-VIII

### **3. Certificate**

NSS volunteer who has completed 240 hours of regular activities in the period of 2 years and attended one annual special camp, will be issued an NSS certificate by the university.

In case, a volunteer does not fulfill the above condition and has to miss the university certificate, the college authorities may issue a certificate to the NSS volunteer.

V V V



# FINANCE & ACCOUNTS

## PATTERN OF FINANCIAL EXPENDITURE

### 1. NSS Programmes

#### a) N.S.S. Regular Activities Financial aspect

NSS volunteers undertake regular activities after college hours or during week ends and other holidays. The volunteers are expected to participate in these activities for 120 hours per year for a period of 2 years

#### b) Special Camping Programme

Under the Special Camping Programme, camps of 10 days duration are organised during the vacations every year. Only 50 percent of the total strength of NSS volunteers in a university or college participate in these camps. This is mainly for expenditure on boarding and lodging and transport of the volunteers. For details, part No. III dealing with Special Camping Programme may be referred.

### 2. Bank Interest

As per the Policy directives, the Universities and colleges are required to keep the NSS funds in saving bank accounts. The funds, thus deposited earn interest regularly. It has been decided that the amount of interest accrued in NSS saving bank account can be utilized for the purchase of equipment, which are considered essential for field work and programme development.

- i) The purchase should be made only after the proposal of those purchases which have been approved by the University Advisory Committee.
- ii) AS there is ban on the purchase of vehicle and expensive audio-visual aids and other expensive equipment, only very essential and less expensive equipment may be purchased out of the amount made available from bank interest or savings. (Letter No.F.2-1/91-YS.III

dated 16-3-1992 of Deptt. of Youth Affairs & Sports, New Delhi)

### 3. Generation of Internal Resources

- a) With a view to encourage the active participation and association of NSS Units, the GOI has permitted the NSS Units to charge a nominal fee from the students who desire to join NSS.
- b) The NSS Unit will keep 50 percent of this amount and pass the balance to the Programme Coordinators of the University. The fee may be used towards meeting the additional cost if any of establishment and innovative programme development, awards, incentives etc.
- c) The amount, thus available will be used for the NSS programme only. Decision for any revision in the fee may be made at the State level.

### 5. Financial Discipline

- a) The financial provisions fall under the category of Policy and Administrative Directives . Therefore , all Programme Coordinators / Programme Officers will adhere to these provisions in letter and spirit.
- b) The public expenditure is incurred as per norms of public expenditure laid in "General Financial Rules" of Govt. of India. The Programme Coordinators should familiarise themselves with these norms.
- c) The accounts of the NSS grants should be maintained separately. This will speed up the rendering of accounts to State Governments and Govt. of India.
- d) The accounts should be rendered in time and regularly to keep a smooth flow of funds.
- e) NSS funds are provided out of public funds. Hence, the accounts/account books are open for inspection. The accounts/account books are to be produced before the inspection and audit the State Liaison Officer and his/her



# NATIONAL SERVICE SCHEME

## Cash Book

(Regular activity as well as special camp activity)

Name of the College \_\_\_\_\_

Year \_\_\_\_\_ to \_\_\_\_\_

Debit Side

Credit Side

Date	Receipt No.	Particulars	L.F. No.	Amt Rs.		Date	Voucher No.	Particulars	L.F. No.	Amt. Rs.
		To Opening Balance								
								By Closing Balance		
		Total						Total		

Seal

**Programme Officer  
NSS**

**Principal**



# NATIONAL SERVICE SCHEME

Name of the College \_\_\_\_\_

Bank Reconciliation Statement as on \_\_\_\_\_

Particulars	Amount
Balance as per the cash book	
Less i) Cheques deposited in to the Bank not realised ii) iii)	
Add i) Cheques drawn but not presented for payment ii) iii)	
Balance as per Bank Statement (Pass Book) as on	

**Programme Officer  
NSS**

**Seal**

**Principal**





# NATIONAL SERVICE SCHEME

## Dead Stock Register

Sr.No.	Description of Item	Bill No. & Date	Name of Party	Quantity	Amount
(1)	(2)	(3)	(4)	(5)	(6)

Initials Of Officers	Qty of Disposal	Balance in Stock	Initials Of Officer	Remarks
(7)	(8)	(9)	(10)	(11)

**Programme Officer  
NSS**

**Seal**

**Principal**





FOR EXAMPLE

Transaction : Received Cheque / D.D. of Rs. 40,000/- from University of Pune as Grant for N.S.S. Expenditure & Deposited into Bank A/c

**CASH BOOK (with Cash & Bank Column)**

**Debit Side**

Date	Receipt No.	Particulars	L.F. No.	Cash Col Amt Rs	Bank Col	Date	Voucher No	Particulars	Cheque No.	L.F. No.	Cash Col Amt Rs.	Bank Col Amt. Rs.
1.7.05		To Opening Balance										
15.7.05	1	To Grants A/c (Being Grants for N.S.S. Expenditure received from University of Pune vide Cheque/D.D. No. Dated Deposited in to Bank A/c.)	14		40000.00							
						31.07.05		By Closing Balance				

Ledger Posting of the Above transaction will be as under

**LEDGER**

Name of the Ledger Account : **Grants Account**

Debit Side

Credit Side

Date	Particulars	CBF No	Amount Rs.	Date	Particulars	CBF No.	Amount Rs.
				15.7.05	By Bank A/c	7	40000.00
31.7.05	To Balance c/fd		40000.00				
	TOTAL		40000.00				40000.00

FOR EXAMPLE

Transaction : Amount of Rs. 3,532/- spent for Boarding at the time of Special Camp on 02.08.2005

**CASH BOOK (with Cash & Bank Column)**

**Debit Side**

Date	Receipt No.	Particulars	L.F. No.	Cash Col Amt Rs	Bank Col	Date	Voucher No	Particulars	Cheque No.	L.F. No.	Cash Col Amt Rs.	Bank Col Amt. Rs.
01.08.05		To Opening Balance										
						02.08.05	12	By Boarding Exp A/c (Being the amount of Rs. 3,532/- spent for Boarding at the time of Special Camp)				3532.00
						31.08.05		By Closing Balance				

Ledger Posting of the Above transaction will be as under

**LEDGER**

Name of the Ledger Account : **Boarding Expenses A/c**

Debit Side

Credit Side

Date	Particulars	CBF No	Amount Rs.	Date	Particulars	CBF No.	Amount Rs.
02.08.05	To Bank A/c		3532.00				
				31.08.05	By Balance c/fd		3532.00
	<b>TOTAL</b>		3532.00				3532.00





FOR EXAMPLE

Transaction : Amount of Rs. 210/- incurred on Transportation of the students & the amount is paid in cash on 4|09|2005

**CASH BOOK (with Cash & Bank Column)**

**Debit Side**

Date	Receipt No.	Particulars	L.F. No.	Cash Col Amt Rs	Bank Col	Date	Voucher No	Particulars	Cheque No.	L.F. No.	Cash Col Amt Rs.	Bank Col Amt. Rs.
01.08.05		To Opening Balance										
						04.09.05	19	By Transport A/c (Being the amount Rs. 210/- spent for Transportation of the students at the time of Special Camp)		20	210.00	
						30.09.05		By Closing Balance				

Ledger Posting of the Above transaction will be as under

**LEDGER**

Name of the Ledger Account : **Transport A/c**

Debit Side

Credit Side

Date	Particulars	CBF No	Amount Rs.	Date	Particulars	CBF No.	Amount Rs.
02.08.05	To Bank A/c	8	210.00				
				30.09.05	By Balance c/fd		210.00
	TOTAL		210.00				210.00

FOR EXAMPLE

Transaction : Expenditure of Rs. 785/- incurred for tea & refreshment to students paid by cheque on 07.10.2005

**CASH BOOK (with Cash & Bank Column)**

**Debit Side**

Date	Receipt No.	Particulars	L.F. No.	Cash Col Amt Rs	Bank Col	Date	Voucher No	Particulars	Cheque No.	L.F. No.	Cash Col Amt Rs.	Bank Col Amt. Rs.
01.08.05		To Opening Balance										
						07.10.05	20	By Tea & Breakfast (Being the amount of Rs. 785/- spent for Tea & Breakfast of the students) By closing Balance		24	785.00	

Ledger Posting of the Above transaction will be as under

**LEDGER**

Name of the Ledger Account : **Tea Breakfast A/c**

Debit Side

Credit Side

Date	Particulars	CBF No	Amount Rs.	Date	Particulars	CBF No.	Amount Rs.
07.10.05	To Bank A/c	9	785.00				
				31.10.05	By Balance c/d		785.00
	<b>TOTAL</b>		<b>785.00</b>				<b>785.00</b>





FOR EXAMPLE

Transaction : Amount of Rs. 5,000/- received on 07.11.05 from college as an advance for the N.S.S. Expenditure.

**CASH BOOK (with Cash & Bank Column)**

**Debit Side**

Date	Receipt No.	Particulars	L.F. No.	Cash Col Amt Rs	Bank Col	Date	Voucher No	Particulars	Cheque No.	L.F. No.	Cash Col Amt Rs.	Bank Col Amt. Rs.
01.11.05		To Opening Balance										
07.11.05	19	To Advance A/c (Being the advance of Rs. 5,000/- received from the college for N.S.S Expenditure vide Cheque No. Dt.			5000.00							
						30.11.05		By Closing Balance				

Ledger Posting of the Above transaction will be as under

**LEDGER**

Name of the Ledger Account : **Advance A/c**

Debit Side

Credit Side

Date	Particulars	CBF No	Amount Rs.	Date	Particulars	CBF No.	Amount Rs.
30.11.05	To Balance c/fd		5000.00	07.11.05	By Bank A/c	23	5,000.00
	TOTAL		5000.00				5000.00

The Principal of the college to which NSS units are sanctioned should carry out physical verification of the articles of dead stock and other requirements purchased out of the Government grants annually before the closing of the financial year, with reference to the entries in the stock registers made at the time of the purchase of articles. They should submit an annual certificate of physical verification in the following form at the time of submission of accounts to the University Office.

### **Certification of Physical Verification**

**Name of the College** \_\_\_\_\_

Certify that the articles or dead stock and other equipment purchased between 1<sup>st</sup> April \_\_\_\_\_ to 31<sup>st</sup> March \_\_\_\_\_ from NSS grants have been physically verified by me with reference to the entries of purchases made in the stock register. These articles except those mentioned in statement A, B & C. attached herewith were found by me in the working order and were being used for the purpose they were intended.

Seal

**Programme Officer  
NSS**

**Principal**

The statement A. to be attached to the certificate should include articles which have become unserviceable due to their usage and fit to be condemned and removed from the stock register. These statements should be carefully scrutinized in the University Office and necessary permission to written off these articles will be granted to the colleges concerned with the approval of the Vice-Chancellor. The colleges office should enter all such sanctions in a register chronologically. The colleges concerned will be allowed to remove such articles from the stock registers and credit the sale proceeds to the University funds.

The credit of the same proceeds of the unserviceable articles may be noted in the appropriate column of the register.

### **Statement of unserviceable item to be written off**

**Name of the College** \_\_\_\_\_

Statement showing the details of the unserviceable articles need to be written off by the University authorities.

Sr. No.	Details of Articles	Page No. & Sr. No.in Stock Register	Date of Purchase	Cost of the Articles	Remarks

**Certify that the above articles have been inspected by me and found that they have now become unserviceable and therefore need to be written off.**

Seal

**Programme Officer  
NSS**

**Principal**



The statement B, to be appended to the certificate will include list of missing valuable articles, which are found missing through the fraud or negligence, or for no accountable / reason, of further investigation in the matter will be necessary. All such lists will have to be placed before the College NSS Advisory Committee for consideration and deciding upon the action to be taken thereon. As the cost of all missing articles will have to be received from the person responsible, the College NSS Advisory Committee may appoint an enquiry officer (i) to investigate into the matter (ii) to assess the damage or loss and (iii) to determine the person from whom it is to be recovered. Another register for watching the recovery of the cost of the articles reported to be missing.

### Statement of missing item to be written off

Name of the College \_\_\_\_\_

#### Statement 'B'

Statement showing the details of the missing articles needs to be written off by the University authorities.

Sr. No.	Details of Articles	Page No. & Sr. No. in the dead Stock Register	Date of Purchase	Cost of the Articles	Remarks
1.					
2.					
3.					
4.					
5.					
6.					

Certify that I have made necessary investigation in respect of the above mentioned articles reported as missing a copy of my report is enclosed.

Seal

**Programme Officer  
NSS**

**Principal**

The Principal of the college is authorized, after necessary investigation to write off the missing and unserviceable articles costing less than Rs. 100/- by sending necessary report of investigation simultaneously to the University Office. The information of such articles should be given in statement.

**Statement of missing & unserviceable item to be written off**

**Name of the College** \_\_\_\_\_

**Statement 'C'**

Statement showing the details of the unserviceable and missing articles written off.

Sr. No.	Details of Articles	Page No. & Sr. No.in the Stock Register	Date of Purchase	Cost of the Articles	Whether unserviceable missing Remarks
1.					
2.					
3.					
4.					
5.					
6.					

Certify that the above mentioned unserviceable articles have been inspected by me and I had found that the articles can not be repaired and hence written off by me. The sale proceeds if any of these articles amounting to Rs. \_\_\_\_\_ has been sent to the University on \_\_\_\_\_ / is being sent to the University

Certify that I have made necessary investigation in respect of the above mentioned articles reported as missing. The report of my investigation is enclosed. The articles have accordingly been written by me. The recovered if, any amounting to Rs. \_\_\_\_\_ has been sent to the University on \_\_\_\_\_ / is being sent to the University



**Programme Officer  
NSS**

**Principal**

# Certificate of 120 Hours

Name of the College \_\_\_\_\_

## CERTIFICATE

This is to certify that all the student enrolled under the National Service Scheme (NSS), during the year have satisfactorily completed individually 120 hrs (excluding hours under Special Camping Programme) of actual special work under the scheme.

**Programme Officer  
NSS**



**Principal**

## List of Equipment (up to date)

### Name of the College

Up to date list of equipment purchased from the NSS funds so far and in use as on 31<sup>st</sup> March.

Sr. No	Name of the equipment with necessary Particulars	Nos. Items	Date of Purchase	Cost of Articles	Page No, & Sr.No. of Stock Register

**Programme Officer  
NSS**



**Principal**

# NATIONAL SERVICE SCHEME

List of Equipment (during the year)

Name of the College \_\_\_\_\_

## CERTIFICATE

**This is to certify that-**

1. The essential camping equipments from the approved list as shown below have purchased by the college during period from to from NSS funds.
2. The purchases have been made in accordance with the rules and procedure laid down for the purpose. The sanction of the University authorities have been obtained whenever necessary and copy of the sanction is attached.

The equipment purchased have been entered in the dead stock register maintained for this purpose at the college NSS Unit as indicated against each.

Sr. No.	Item	Quantity	Amount	Page no. in the stock register

Seal

**Programme Officer  
NSS**

**Principal**

# NATIONAL SERVICE SCHEME

## REGULAR ACTIVITIES

Name of the College \_\_\_\_\_

Statement showing the item wise expenditure incurred by the college of the implementation of the regular NSS scheme during the year.

Sr.No.	Voucher	Date	Name of the Party	Details of the	
				Payments	Amount

**A. Administration of the college :**

1. Out of Pocket allowance to Programme Officer-  
(Expenditure on out of is incurred by University of Pune)
2. College Administration expenses.

**B. Implementation of the scheme:**

1. Tea and light refreshment to students while on work site-
2. Expenses on transport, Photo, Students Dairies & Badges and miscellaneous exp.  
(Expenses on students Diaries and Budges is incurred by University of Pune)
3. Purchase of Equipments. (As approved)

**Total Rs... ../-**

**(Note :-** The detailed particulars of the item wise expenditure may please be submitted while submitting the final yearly accounts.)

**Programme Officer  
NSS**



**Principal**

**Chartered  
Accountant**

# NATIONAL SERVICE SCHEME

## REGULAR ACTIVITIES

### EXPENDITURE SUMMARY

Particulars	Amount Admissible Rs.	Actual Expenditure Incurred Rs.
<p><b>A. Administration :</b></p> <p>1.Out of Pocket allowance to Programme officer @ Rs. 48/-per student. (Expenditure is incurred by University of Pune) exempted from Income Tax</p> <p>2.College administration expenditure @ Rs. 6/per student.</p>		
<p><b>B. Implementation :-</b></p> <p>1. Tea and refreshment @ Rs. 45/- per student.</p> <p>2. Transport Exp. &amp; Miscellaneous @ Rs.6/- per student.</p> <p>3. Equipment @ Rs.10/- per student.</p> <p>4. Dairies &amp; Badges (Expenditure is incurred by University of Pune)</p>		

**Programme Officer  
NSS**



**Principal**



**Chartered  
Accountant**

# Proforma of Annual Report

Name of the College \_\_\_\_\_

Proforma for the submission of Quarterly / Half yearly / Annual Report on National Service Scheme at college level.

(April to June / July to Sept. / Oct. Jan to March )

General :

1) Name of the College \_\_\_\_\_

\_\_\_\_\_

2) Full Address  
with Phone No. Fax, Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) Name of the Principal \_\_\_\_\_

\_\_\_\_\_

Tel. Office \_\_\_\_\_

Mobile \_\_\_\_\_

Residence \_\_\_\_\_

Email \_\_\_\_\_

4) Names (s) of Programme Officer (s)

Res.

Mob

Email

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) National Service Scheme Advisory Committee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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7) Number of National Service Scheme Units.

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8) Enrolment

Number of Students in the College	Male	Female	Total
ii. Allocated strength for the National Service Scheme by the university			
iii. Number of students actually enrolled in N.S.S.			

9) Details of Orientation Prog.

Organized for student, if any

10) Name and location of the community /

Slum/Welfare Institution (s) adopted by  
the National Service Scheme Unit.

Name of the Community/Slums/Welfare

Population Distance from the College.

11) Regular National Service Activities :

a) Programme and activities Undertaken.

giving number of students involved, number of beneficiaries and agencies organization that co-operational in the success of the activities may be grouped under educational environmental improvement, health and sanitation, family and child care etc.

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b) Special activities (including relief operations), if any :

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12) Special camping Programme :

i. Did the college camp Unit organized during the Period

Yes / No.

ii. If yes

Male

Female

Total

a. Participants in the camp

Students :

Non Students :

Teachers :

b. Place of camp : \_\_\_\_\_

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c. Duration of the camp with dates \_\_\_\_\_

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during the camp in the same manner as in case of regular activities)

13) Finance	Regular Activities	Special Camping	Total Rs.
a. Opening balance	_____	_____	_____
b. Grant Received during the period under report and also other money received	_____	_____	_____
i. Grant from University	_____	_____	_____
ii. Advances from colleges	_____	_____	_____
iii. Receipts from other sources	_____	_____	_____
c. Total expenditure incurred on National Service Scheme	_____	_____	_____
d. Grant carried over Receivable at the end of the period under report	_____	_____	_____
e. Suggestion, if any	_____		
	_____		
	_____		

**Programme Officer  
NSS**



**Principal**

**NATIONAL SERVICE SCHEME**  
**RECORD OF THE STUDENTS**  
(Maintained by the College)

Name of the College \_\_\_\_\_

Name : \_\_\_\_\_ Date of enrolment in NSS : \_\_\_\_\_

Class : \_\_\_\_\_ Residential Address : \_\_\_\_\_

Sex : \_\_\_\_\_ Students aptitude : \_\_\_\_\_

Group No. \_\_\_\_\_ Interest & Experience : \_\_\_\_\_

Blood Group : \_\_\_\_\_

Nature and Remarks Initials of Students

Project Activity rendered	Name of the worked	hrs.of Services/ Work	quantum of work done
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**Programme Officer**  
**NSS**



**Principal**

# NATIONAL SERVICE SCHEME

## REPORT OF THE PROJECT IMPLEMENTED

1. Name of the college
2. Name of the Project undertaken
3. Number of NSS students deputed                      Boys                      Girls                      Total
4. Dates on which undertaken
5. Total number of hours spent
6. Details of the work done/ result achieved.
7. Arrangements for the follow up action, if necessary.
8. Details of participation by the community.
9. Special benefits to the students
10. Special benefits to the community

**Programme Officer  
NSS**



**Principal**

# NATIONAL SERVICE SCHEME

## REGULAR ACTIVITIES

## UTILISATION CERTIFICATE

Certified that accounts of the Expenditure of \_\_\_\_\_ College  
NSS unit for the year \_\_\_\_\_ (from 1<sup>st</sup> April, \_\_\_\_\_ to 31<sup>st</sup> March, \_\_\_\_\_ ) in respect of  
the NSS regular activities have been audited by me with reference to the vouchers and books of  
accounts and the forms of expenditure and relevant guidelines there to. The statement of  
account of the NSS Regular Activities duly signed by me is enclosed.

It is, therefore, hereby certified (\*Subject to the remarks appended herewith if any) that  
the grant of Rs. \_\_\_\_\_ has been utilized by the college for implementation of the NSS  
Regular Activities in accordance with the terms and conditions procedure, Forms and guidelines  
laid down for the purpose,

**Programme Officer  
NSS**

Seal

**Principal**

Seal

**Chartered  
Accountant**

\*Please strike out if there are no remarks.

# NATIONAL SERVICE SCHEME

## Certificate of Itemwise Expenditure

Name of the College / Institute \_\_\_\_\_

(Special Camp)

Statement showing the itemwise expenditure incurred by the college, on the organization of camp under NSS Special Camping Programme from \_\_\_\_\_ during the year \_\_\_\_\_ for students.

Sr No.	Vr. No.	Date	Name of the Party	Details of the Payment	Amount Rs.
			A) Expenditure of Boarding B) Expenditure on Transport C) Expenditure on Lodging D) Other expenditure if any		

Programme Officer  
NSS

Seal

Principal

Seal

Chartered  
Accountant

# NATIONAL SERVICE SCHEME

Name of the College \_\_\_\_\_

## SPECIAL CAMP EXPENDITURE SUMMARY

i. Amount admissible @ Rs. \_\_\_\_\_ /- Expenditure actually incurred Per head per day for

ii. Grants received Rs. \_\_\_\_\_

### 1. EXPENDITURE

A) Boarding Rs. \_\_\_\_\_

B) Transport Rs. \_\_\_\_\_

C) Lodging Rs. \_\_\_\_\_

D) Other Rs. \_\_\_\_\_

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Total (A to D) Rs. \_\_\_\_\_

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iii. Amount to be received from the University Rs. \_\_\_\_\_

**Programme Officer**  
**NSS**



**Principal**



# NATIONAL SERVICE SCHEME SPECIAL CAMP

## UTILIZATION CERTIFICATE

Certified that the accounts of the Expenditure of the \_\_\_\_\_ College NSS unit for organization of the camp under NSS Special camping Programme from \_\_\_\_\_ to \_\_\_\_\_ during the \_\_\_\_\_ year have been audited by me with reference to the vouchers and books of accounts and the norms of expenditure and relevant there to. The statement of account of the camp, duly signed by me is enclosed.

It is therefore hereby certified (\*Subject to the remarks appended here with if any) that the grant of Rs. \_\_\_\_\_ as shown in the enclosed statement has been utilized by the college for organization of the camp under NSS special camping Programme in accordance with the terms and conditions and procedure norms and guidelines laid down for the purpose.

**Programme Officer  
NSS**

Seal

**Principal**

Seal

**Chartered  
Accountant**

\* Please strike out of there are no remarks.

# NATIONAL SERVICE SCHEME

## Cash Book

(Regular activity as well as special camp activity)

Name of the College \_\_\_\_\_

Year \_\_\_\_\_ to \_\_\_\_\_

Debit Side

Credit Side

Date	Receipt No.	Particulars	L.F. No.	Amt Rs.	Date	Voucher No.	Particulars	L.F. No.	Amt. Rs.
		To Opening Balance							
							By Closing Balance		
		Total					Total		

Seal

Programme Officer  
NSS

Principal

# NATIONAL SERVICE SCHEME

Name of the College \_\_\_\_\_

Bank Reconciliation Statement of Bank as on \_\_\_\_\_

Particulars	Amount
<b>Balance as per the cash Book</b>	
Less i) Cheques deposited in to the Bank not realised ii) iii)	(-)
Add i) Cheques drawn but not presented for payment ii) iii)	(+)
Balance as per Bank Statement (Pass Book) as on	

Programme Officer  
NSS



Principal

# NATIONAL SERVICE SCHEME

Name of the College \_\_\_\_\_

Year \_\_\_\_\_ to \_\_\_\_\_

## Dead Stock Register

Sr. No.	Description & Item	Bill NO. & Date	Name Of Party	Quantity	Amount
(1)	(2)	(3)	(4)	(5)	(6)

Initials Of Officers	Qty. of Disposal	Balance in Stock	Initials Of Officer	Remarks
(7)	(8)	(9)	(10)	(11)

Programme Officer  
NSS



Principal

# NATIONAL SERVICE SCHEME

Name of the College \_\_\_\_\_

Year \_\_\_\_\_ to \_\_\_\_\_

Ledger

For Example Budget Head :- Pocket Allowance A/c

Debit Side

Credit Side

Date	Receipt No.	Particulars	CBF No.	Amt Rs.	Date	Voucher No.	Particulars	CBF No.	Amt. Rs.
							By Balance Transferred to R/P/ A/c		
		Total Rs.					Total Rs.		

Seal

Programme Officer  
NSS

Principal

1. Name of College :
2. Name of Principal :
3. Name of Programme officer :
4. Number of students at College at undergraduate level : Male : Female :
5. Number of students sanctioned by University for regular activities :
6. Number of students actually enrolled : Male : Female :
7. Students completed 120 hours :
8. Grant to be received for sanctioned number of students for the current financial year RS. 135.00x100 : Rs.
9. Balance amount with the College :
10. Amount received by the College as grant from University for the current year :
11. Total deposit :
12. Amount available from the College under NSS for the current financial year
13. Amount spent by the College during current financial year
  - A. Remuneration for P.O. and administration : Rs.
  - B. Programme implementation : Rs.
  - Total : Rs.
14. Total balance with the College
  - A. Bank A/C No.
  - B. Amount Rs.
15. (I) Amount actual spent : Rs.  
 (II) Amount sanctioned by University : Rs.  
 (III) Amount to be received from University. : Rs.

\* Note : The amount towards Programme Officer pocket expenses is Rs. 4800.00 since special winter camp is not conducted therefore half of the above said amount is considered.

Certified that I have checked and verified the above details personally and found correct.

1. Name of College :
2. Name of Principal :
3. Name of the Programme office :
4. Sanction number of students by University :  
for special camping programme
6. Actually number of students participate in Camp                      Boys                      Girls                      Total  
Number of members participate in camp :                      Male                      Female                      Total
7. Place of N.S.S. Camp :
8. Period of Camp :
9. Permissible grant for current year : Rs.
10. Balance of last year of college account :
11. Grant received to the college from                      :  
University for current year                      :
12. Net Total :
13. Net Total amount available to the College  
in current Academic year for N.S.S.  
camping program
14. Expenditure done by the college in  
Current academic year
  - a. Boarding Charges : Rs.
  - b. Travelling Charges : Rs.
  - c. Photo : Rs.
  - d. Medical : Rs.
  - Total Expenditure : Rs.

## Following documents to be Submitted for the Final Payment

### **i] Special Camp:**

- 1) Covering letter
- 2) Statement of Account signed by C.A. & Principal.
- 3) Utilization Certificate - Signed by C.A.
- 4) "B" Form
- 5) Original Attendance- (Signature of Students)
- 6) Evaluation Report
- 7) Report of Camp- 2 copies
- 8) Xerox Copy of Bills, which is more than Rs. 1000/-

### **ii] Regular Activity :**

- 1) Statement of Accounts- Signed by C.A. & Principal
- 2) Utilization Certificate- Signed by C.A.
- 3) "A" Form
- 4) List of Students- 2 copies
- 5) List of Equipment purchased during the year
- 6) Up to Date list of Equipment
- 7) Xerox Copy of Bills, which is more than Rs.1000/-
- 8) Students completed 120 hours work certificate from Principal & Professor.
- 9) ABC Form
- 10) Report- 2 copies