



46 /NSS/DHSE/2020

02/06/2020

It is hereby informed all NSS functionaries that the utilization certificate of NSS regular activity fund and that of special camping programme for 2019-20 of all NSS units with audited statement of accounts thereon properly authenticated are to be submitted through NSS District Conveners before 05/07/2020. A specimen copy of the papers to be submitted is given below for ready reference. The required transactions should be reflected in the PFMS .

Proforma (A&B) – 525 Units

Proforma (C&D)- New Self Financing NSS Units

Proforma (E&F) – Self Financing NSS Units

Sd/-

Dr .Jacob John
Programme Co-Ordinator

Proforma A

.....Higher Secondary School,
.....District

Receipt & Payments account of NSS Regular activity fund for the year ended 31/03/2020

RECEIPTS		PAYMENTS	
From Programme Co- Ordinator NSS -	9600	Leadership/PO Training	xxxx/-
Advance from PO/Principal/PTA -	12400	TA for Volunteers & POs	xxxx/-
		Printing Charges	xxxx/-
		District level seminars	xxxx/-
		Refreshment Charges	xxxx/-
		Tool purchased	xxxx/-
		Pocket allowance	4800/-
Total	22000/-	Total	22000/-

AUDITORS REPORT

I have audited the accounts of Regular Activity fund of the NSS units of School for the year ended 31/03/2020 and I report that the above receipts and payments account are fully supported by proper bills& vouchers

Place
Date

Signature with Seal
(Chartered Accountant)

Signature with seal

Principal

UTILIZATION CERTIFICATE

Certified that an Amount of Rs. 9600 (Rupees Nine thousand six hundred only) sanctioned for NSS regular activities conducted by the NSS unit ofSchool..... District for the year 2019-20 has been utilized properly and completely for the purpose it was meant for, with in the time limit and as per the direction from the Programme Co-ordinator, Higher Secondary NSS Cell, Directorate of General Education, Thiruvananthapuram.

(Place)

(Date)

Principal (Signature)

(Affix School Seal)

(Affix Name Seal)

Proforma B

.....Higher Secondary School,
.....District

Receipt & Payments account of NSS Special Camp fund for the year 2019-20 Special Camp conducted fromto..... at.....

RECEIPTS		PAYMENTS	
From Programme Co- Ordinator NSS	22500/-	TA for Volunteers & POs	xxxx/-
		Publicity & Postage Chares	xxxx/-
		Printing Charges	xxxx/-
		Medical Expenses	xxxx/-
		Food & Refreshment	xxxx/-
		Stationary	xxxx/-
		Hire Goods charges	xxxx/-
		xxxx/-
		xxxx/-
		xxxx/-
Total	22500/-	Total	22500/-

AUDITORS REPORT

I have audited the accounts of Special camp fund of the NSS units of School for the year ended 31/03/2020 and I report that the above receipts and payments account are fully supported by proper bills& vouchers

Place
Date

Signature with Seal
(Chartered Accountant)

Signature with seal

Principal

UTILIZATION CERTIFICATE

Certified that an Amount of Rs.22500/- (Rupees Twenty two thousand and five hundred only) sanctioned for Special Camping Programme of the NSS unit ofSchool..... District for the year 2019-20 has been utilized properly and completely for the purpose as per the instruction from the Programme Co-ordinator, Higher Secondary NSS Cell, Directorate of General Education, Thiruvananthapuram.

(Place)

(Date)

(Affix School Seal)

Principal (Signature)

(Affix Name Seal)

Proforma C

.....Higher Secondary School,
.....District

Receipt & Payments account of NSS Regular activity fund for the year ended 31/03/2020

RECEIPTS		PAYMENTS	
From PTA/Volunteers/Others - (Specify if any)	12500/-	Administrative Fund DD	1500/-
		Leadership/PO training	xxxx/-
		TA for Volunteers & POs	xxxx/-
		Printing Charges	xxxx/-
		District level seminars	xxxx/-
		Refreshment Charges	xxxx/-
		Tool purchased	xxxx/-
		Out of Pocket allowance	2400
Total	12500/-	Total	12500

AUDITORS REPORT

I have audited the accounts of Regular Activity fund of the NSS units of
..... School for the year ended 31/03/2020 and I report that the above
receipts and payments account are fully supported by proper bills& vouchers

Place
Date

Signature with Seal
(Chartered Accountant)

Signature with seal

Principal

UTILIZATION CERTIFICATE

Certified that an Amount of Rs.12500/- (Rupees Twelve thousand five hundred only) sanctioned for NSS regular activities conducted by the NSS unit ofSchool..... District for the year 2019-20 has been utilized properly and completely for the purpose it was meant for, with in the time limit and as per the direction from the Programme Co-ordinator, Higher Secondary NSS Cell, Directorate of General Education, Thiruvananthapuram.

(Place)

(Date)

Principal (Signature)

(Affix School Seal)

(Affix Name Seal)

Proforma D

.....Higher Secondary School,
.....District

Receipt & Payments account of NSS Special Camp fund for the year 2019-20 Special Camp conducted fromto..... at.....

RECEIPTS		PAYMENTS	
From PTA/Volunteers/Others - (Specify if any)	22500/-	TA for Volunteers & POs	xxxx/-
		Publicity & Postage Chares	xxxx/-
		Printing Charges	xxxx/-
		Medical Expenses	xxxx/-
		Food & Refreshment	xxxx/-
		Stationary	xxxx/-
		Hire Goods charges	xxxx/-
		xxxx/-
		xxxx/-
		xxxx/-
Total	22500/-	Total	22500/-

AUDITORS REPORT

I have audited the accounts of Special camp fund of the NSS units of School for the year ended 31/03/2020 and I report that the above receipts and payments account are fully supported by proper bills& vouchers

Place
Date

Signature with Seal
(Chartered Accountant)

Signature with seal

Principal

UTILIZATION CERTIFICATE

Certified that an Amount of Rs.22500/- (RupeesTwenty two thousand and five hundred only) sanctioned for Special Camping Programme of the NSS unit ofSchool..... District for the year 2019-20 has been utilized properly and completely for the purpose as per the instruction from the Programme Co-ordinator, Higher Secondary NSS Cell, Directorate of General Education, Thiruvananthapuram.

(Place)

(Date)

(Affix School Seal)

Principal (Signature)

(Affix Name Seal)

Proforma E

.....Higher Secondary School,
.....District

Receipt & Payments account of NSS Regular activity fund for the year ended 31/03/2020

RECEIPTS		PAYMENTS	
From PTA/Volunteers/Others - (Specify if any)	25000/-	Administrative Fund DD	3000/-
		Leadership/PO training	xxxx/-
		TA for Volunteers & POs	xxxx/-
		Printing Charges	xxxx/-
		District level seminars	xxxx/-
		Refreshment Charges	xxxx/-
		Tool purchased	xxxx/-
		Out of Pocket allowance	4800
Total	25000/-	Total	25000/-

AUDITORS REPORT

I have audited the accounts of Regular Activity fund of the NSS units of
..... School for the year ended 31/03/2020 and I report that the above
receipts and payments account are fully supported by proper bills& vouchers

Place
Date

Signature with Seal
(Chartered Accountant)

Signature with seal

Principal

UTILIZATION CERTIFICATE

Certified that an Amount of Rs 25000/- (Rupees Twenty five thousand only) sanctioned for NSS regular activities conducted by the NSS unit ofSchool..... District for the year 2019-20 has been utilized properly and completely for the purpose it was meant for, with in the time limit and as per the direction from the Programme Co-ordinator, Higher Secondary NSS Cell, Directorate of General Education, Thiruvananthapuram.

(Place)

(Date)

Principal (Signature)

(Affix School Seal)

(Affix Name Seal)

Proforma F

.....Higher Secondary School,
.....District

Receipt & Payments account of NSS Special Camp fund for the year 2019-20 Special Camp conducted fromto..... at.....

RECEIPTS		PAYMENTS	
From PTA/Volunteers/Others - (Specify if any)	22500/-	TA for Volunteers & POs	xxxx/-
		Publicity & Postage Chares	xxxx/-
		Printing Charges	xxxx/-
		Medical Expenses	xxxx/-
		Food & Refreshment	xxxx/-
		Stationary	xxxx/-
		Hire Goods charges	xxxx/-
		xxxx/-
		xxxx/-
		xxxx/-
Total	22500/-	Total	22500/-

AUDITORS REPORT

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Place
Date

Signature with Seal
(Chartered Accountant)

Signature with seal

Principal

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(Place)

(Date)

(Affix School Seal)

Principal (Signature)

(Affix Name Seal)