

19/DGE/HSE/NSS/2025

Directorate of Higher Secondary Education,
National Service Scheme,
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Date: 29/04/2025

CIRCULAR

Sub: NSS unit level audit – reg.

It is hereby informed all NSS functionaries that the utilization certificates of NSS regular activity fund and that of special camping programme for 2024-25 of all NSS units with audited statement of accounts thereon properly authenticated are to be submitted through NSS District Conveners concerned during the first week of May 2025. A specimen copy of the papers to be submitted is given below for ready reference. The amount sanctioned is only for the year of 2024-25. Guidelines on expenditure is also attached herewith.

Sample 1 Grant-in-Aid Units
Sample 2 Self-Financing Units



sd/-

Programme Co-Ordinator

UTILIZATION CERTIFICATE

Certified that an Amount of Rs. (Figure).....
..... (In words) sanctioned for Special
Camping Programme/Regular Activity of the NSS unit of..... School
..... District for the year 2024-25 has been utilized properly and
completely for the purpose as per the instruction from the Programme Co-ordinator,
NSS Cell, Directorate of General Education (Higher Secondary Wing),
Thiruvananthapuram

(Place)

(Date)

Principal (Signature)

(Affix School Seal)

(Affix Name Seal)

SAMPLE 1 (GRANT IN AID UNITS)

SPECIAL CAMP ACCOUNTS (SAMPLE)

SPECIAL CAMP

SL.NO.	RECEIPTS	AMOUNT Rs.	SL.NO.	PAYMENTS	AMOUNT Rs.
1	FIRST INSTALLMENT		1	CAMP EXPENSES (MENTION PARTICULARS)	35,000.00
2	SECOND INSTALLMENT				
3	THIRD INSTALLMENT				
4	FOURTH INSTALLMENT				
5	FIFTH INSTALLMENT				
6	ADVANCE FROM PO/PRINCIPAL (IF ANY)		2	ADVANCED REPAID FROM REVALIDATE AMOUNT (IF ANY)	
7	REVALIDATED AMOUNT (IF ANY)				
	TOTAL			TOTAL	

REGULAR ACTIVITY (SAMPLE)

REGULAR ACTIVITY

SL.NO.	RECEIPTS	AMOUNT Rs.	SL.NO.	PAYMENTS	AMOUNT Rs.
1	FIRST INSTALLMENT		1	REGULAR ACTIVITY EXPENSES (MENTION PARTICULARS)	30,000.00
2	SECOND INSTALLMENT		2	OUT OF POCKET ALLOWANCES	6,000.00
3	THIRD INSTALLMENT				
4	FORTH INSTALLMENT				
5	FIFTH INSTALLMENT				
6	ADVANCED FROM PO/ PRINCIPAL (IF ANY)		3	ADVANCED REPAID FROM REVALIDATED AMOUNT(IF ANY)	
7	REVALIDATED AMOUNT (IF ANY)				
	TOTAL			TOTAL	

SAMPLE 2 (SELF FINANCING UNITS)

SPECIAL CAMP ACCOUNTS (SAMPLE)

SPECIAL CAMP

SL.NO	RECEIPTS	AMOUNT Rs.	SL.NO.	PAYMENTS	AMOUNT Rs.
1	700 X 50	35,000.00	1	CAMP EXPENSES (MENTION PARTICULARS)	35,000.00
	TOTAL	35,000.00		TOTAL	35,000.00

REGULAR ACTIVITY (SAMPLE)

REGULAR ACTIVITY

SL.NO	RECEIPTS	AMOUNT Rs.	SL.NO.	PAYMENTS	AMOUNT Rs.
1	FIRST YEAR 400 x 50	20000.00	1	ADMINISTRATIVE FUND	4,000.00
2	SECOND YEAR 400 x 50	20,000.00	2	REGULAR ACTIVITY EXPENSES (MENTION PARTICULARS)	30,000.00
			3	OUT OF POCKET ALLOWANCES	6000.00
	TOTAL	40,000.00		TOTAL	40,000.00

II. College/School level NSS unit Expenditure:

The NSS expenditure at NSS unit level can be divided in to the following **THREE CATEGORIES** for both **NSS Regular Activity and Special Camp**.

The Regular activity amount is Rs.400/- out of which an amount of Rs.40 will be deducted at the University /Directorate level, hence the NSS unit gets an amount of Rs.360.

NSS REGULAR ACTIVITY: Rs.400x 100Volunteers = Total Rs.40,000/-

The University or Plus Two (+2) Directorate level administrative expenses = 4000 (Rs.40 x 100 volunteers per year (10% of the amount)

After deduction of Rs.40 from the grant of NSS Regular Activity of each NSS volunteer, each NSS unit at College/School may receive an amount of Rs.36,000 for 100 volunteers per year.

The breakup of Expenditure for Rs.360 at NSS unit level is given below.

1. Out of pocket allowance to NSS programme officer

Rs.500 per month ie., Rs.500 x 12 months = **Rs. 6000** (15% of the Rs.40,000). This out-of-pocket allowance can be withdrawn twice (each 6 months period @ Rs.3000) or one time withdrawal of entire Rs.6000. The amount can be transferred through PFMS to NSS Programme Officers bank account by making himself/herself as vendor and transfer the amount.

2.Contingent expenditure:

Rs.2500 per year ie., Rs.25 x 100 Volunteers = **Rs. 2500** (15% of the Rs.40,000)

The Contingency amount of **Rs.2500** for a year can be used for purchase of stationery, postage, part-time clerical /data entry assistance and other miscellaneous expenses. (6.25 % of the Rs.40,000)

The contingent expenditure can be spent by proper bills or through vouchers/receipts of the college/school signed by NSS programme Officer of the concerned NSS unit.

3. Programme Development expenditure: Rs.27500/- (68.75 % of the Rs.40,000) per year per unit under the head **programme Development** for incurring expenditure on the following items.

- a) pre-camp preparation, pre-camp orientation, post-camp evaluation,
- b) expenses on TA and honorarium to resource persons
- c) refreshment/food to students
- d) travel expenses of students from institutions to the place of work and back by the cheapest mode of transportation.
- e) purchase of utensils, NSS badges /Cap, banners, printing, equipment, etc. required for camps and regular programmes

f) travel expenses in respect of Programme Officers for participation in meetings, seminars, orientation and refresher courses, camps etc

g) travel expenses (by cheapest mode) in respect of NSS volunteers for participation in camps, meetings, seminars, conferences etc. within or outside the State organized by the Department or with financial assistance from the Department and for participation in the University level leadership camps etc. other contingent expenditure on actual organization of regular NSS Programmes

h) Any miscellaneous expenses

Note. The NSS programme Officer may register himself / herself as a vendor in the PFMS to withdraw an advance of Rs.500 to 5000 at a time for NSS activities and the account should be settled within one month & again fresh advance can be taken for further NSS activities. (Ref. F.No.G-20013/2/2023-NSS dated 1st February ,2024 by NSS section of the Ministry of Youth Affairs & Sports. (copy enclosed)

The Programme Development expenditure of Rs.27,500 can be spent by proper bills or through vouchers/receipts of the college/school signed by NSS programme Officer and Principal of the concerned institution

III. SPECIAL CAMPING PROGRAMME: (Rs.700x50 volunteers = Rs.35000 for seven days for 50 % of the sanctioned strength of 100 volunteers in each unit i.e 50 volunteers)

The expenditure of special camp **Rs.35000** may be booked under the following **three categories**

1. **Expenditure on board & lodging** of campers at the camp site **Rs.22750** (65% of the amount)
2. **Transportation** of the campers to the camp venue and back **Rs.7000** (20% of the amount)
3. **Miscellaneous expenditure.** **Rs.5250** (15% of the amount)

It is, therefore requested that in order to bring uniformity in NSS pattern of expenditure the above guidelines may be circulated to all NSS Programme Coordinators and all NSS Programme Officers under your jurisdiction. All the NSS units may follow the guidelines in letter and spirit.

These financial guidelines for utilisation of NSS grants at University and NSS unit level are issued with the directions of the Ministry of Youth Affairs & Sports, Govt of India with reference to the letter No.F.No.G-20013/2/2023-NSS Dated 1st February,2024 (copy attached)