

**NATIONAL SERVICE SCHEME MANUAL  
(REVISED)**

**2006**  
**Government of India**  
**Ministry of Youth Affairs & Sports**  
**New Delhi**

# I N D E X

<b>PART-I</b>	<b>INTRODUCTION OF NATIONAL SERVICE SCHEME</b>	<b>1-8</b>
Chapter 1	Philosophy of National Service Scheme	01
Chapter 2	NSS – Basic Concepts	07
<b>PART-II</b>	<b>NSS PROGRAMMES AND ACTIVITIES</b>	<b>9-18</b>
Chapter 1	Basic Concepts and Components	09
Chapter 2	NSS Programmes and Activities	13
<b>PART-III</b>	<b>SPECIAL CAMPING PROGRAMME</b>	<b>19-40</b>
Chapter 1	Special Camping Programme	19
Chapter 2	Planning and Preparation of Special Camping Programme	25
Chapter 3	Financial Pattern of Expenditure for Special Camping Programme	39
<b>PART-IV</b>	<b>ADMINISTRATIVE STRUCTURE</b>	<b>41-66</b>
Chapter 1	Administrative Structure at National Level	42
Chapter 2	Administrative Structure at State Level	46
Chapter 3	Administrative Structure at University Level	52
Chapter 4	Administrative Structure at +2 Level	55
Chapter 5	NSS Advisory Committees	60
<b>PART-V</b>	<b>PLANNING OF PROGRAMMES/ACTIVITIES</b>	<b>67-83</b>
Chapter 1	Planning at State Level	67
Chapter 2	Planning at University Level	69
Chapter 3	Planning at Institution Level	73
Chapter 4	Planning of NSS Programmes	75

<b>PART-VI</b>	<b>IMPLEMENTATION OF NSS PROGRAMMES</b>	<b>84-107</b>
Chapter 1	NSS at Institution Level – Organisation and Administration of NSS Unit	84
Chapter 2	Programme Officer – Appointment, Duties and Functions	89
Chapter 3	National Service Scheme Volunteers	95
Chapter 4	Implementation & Administrative Support to NSS Programme At State, University and +2 Council Level	98
<b>PART-VII</b>	<b>TRAINING, ORIENTATION, RESEARCH AND EVALUATION</b>	<b>107-129</b>
Chapter 1	Training and Orientation Centres	107
Chapter 2	Training of Programme Officers and Key Personnel	112
Chapter 3	Research, Evaluation and Publication	122
<b>PART-VIII</b>	<b>FINANCES AND ACCOUNTS</b>	<b>130-141</b>
Chapter 1	Pattern of Financial Expenditure	130
Chapter 2	Pattern of Financial Expenditure (University and +2 Council Level)	132
Chapter 3	Pattern of Financial Expenditure at College Level/School at +2 Level	136
Chapter 4	Maintenance of Accounts	139

## **ANNEXURES**

	142-171
01. List of National/International Days/Weeks	142
02. List of NSS Regional Centres	143
03. Proforma for Quarterly Report to be submitted by the State Liaison Cells	144-146
04. Observance of NSS Day – Change	147
05. Instruction regarding utilization of interest accrued from Saving Bank Account	148
06. Out-of-Pocket Allowance – Exemption of Income Tax	149
07. Indira Gandhi NSS Award	150-152
08. A specimen of Work Diary	153-158
09. A specimen of NSS Certificate	159
10. Proforma for Half Yearly Report to be submitted by Universities/+2 Councils	160-164
11. Proforma for Half Year Report to be submitted by TORCS/TOCs	165-167
12. Revision of Administrative Expenditure at University level	168
13. Vehicle and equipment purchased out of NSS funds	169-170
14. Purchase of audio-visual equipments out of NSS funds	171

**LIST OF INTERNATIONAL AND NATIONAL DAYS/WEEKS TO BE OBSERVED BY NATIONAL SERVICE SCHEME**

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	<b>DAYS</b>	<b>DATE</b>
01.	National Youth Day	12 <sup>th</sup> January
02.	Republic Day	26 <sup>th</sup> January
03.	Martyr Day	30 <sup>th</sup> January
04.	International Women Day	8 <sup>th</sup> March
05.	World Health Day	7 <sup>th</sup> April
06.	Anti-Terrorism Day	21 <sup>st</sup> May
07.	World No Tobacco Day	31 <sup>st</sup> May
08.	World Environment Day	5 <sup>th</sup> June
09.	World Population Day	11 <sup>th</sup> July
10.	Independence Day	15 <sup>th</sup> August
11.	Sadbavana Day	20 <sup>th</sup> August
12.	International Literacy Day	8 <sup>th</sup> September
13.	International Peace Day	15 <sup>th</sup> September
14.	NSS Day	24 <sup>th</sup> September
15.	National Blood Donation Day	1 <sup>st</sup> October
16.	Communal Harmony Day	2 <sup>nd</sup> October
17.	National Integration Day	19 <sup>th</sup> November
18.	World AIDS Day	1st December
19.	World Human Rights Day	10 <sup>th</sup> December
	<b>WEEK</b>	
01.	National Youth Week	12-19 January
02.	Van Mahotsava Week	1-7 July
03.	International Literacy week	8-14 July

**LIST OF NSS HEAD OFFICE & REGIONAL CENTRES**

1	Sh. H. K. Sharma Asstt. Programme Adviser NSS Regional Centre 2-Amul Society, Paldi Ahmedbad-380007	Code – 079 26603141(O)	2	Sh. H. S. Suresh Asstt. Prog. Adviser NSS Regional Centre 57/190, R. V. Road, Basavanagudi, Bangalore-560004	Code – 080 26563530(O) 26573910(R)
3	Sh. S. S. Kain Asstt. Prog. Adviser NSS Regional Centre E – 1/123, Arera Colony Bhopal-462016	Code – 0755 2464817(O) 2462572(R)	4	Ms. Sarita Patel Youth Officer NSS Regional Centre Plot No. 754/1, Jayadev Vihar Bhubaneswar-751013	Code – 0674 2360439(O) 2421746(R)
5	Sh. S. K. Sahwney Dy. Prog. Adviser NSS Regional Centre Kendriya Sadan, 4 <sup>th</sup> Floor Sec – 9/A, Chandigarh-160009	Code – 0172 2743275(O) 2792912(R)	6	Sh. M. Rajamony Youth Officer NSS Regional Centre 4 <sup>th</sup> Floor, 4 <sup>th</sup> Block Shastri Bhawan, Haddows Road, Chennai-600006	Code – 044 28225709(O)
7	Dr. Gopal Ji Dy. Prog. Adviser NSS, Programme Adviser's Cell 11/12, Jamnagar House New Delhi-110011	Code – 011 23384513(O) 23073324(O) 23073324(F)	8	Sh. Gurdeep Singh Bhatti Asstt. Prog. Adviser NSS Regional Centre 11/15, Jamnagar House, New Delhi-110011	Code – 011 23382991(O)
9	Sh. Dipak Kumar Youth Officer NSS Regional Centre Dhirendra Bhawan, 2 <sup>nd</sup> Floor Sapta Sahid Path, Mathura Nagar Dispur, Guwahati-781006	Code – 0361 2330296(O) 2228945(R)	10	Sh. K. Rajendran Asstt. Programme Adviser NSS Regional Centre 3 <sup>rd</sup> Floor, 2 <sup>nd</sup> Block Kendriya Sadan, Sultan Bazar, Hyderabad-500195	Code – 040 24657369(O)
11	Sh. A. K. Kewalia Asstt. Prog. Adviser NSS Regional Centre SB-12, Bhawani Singh Road, (Opp. Durlabhji Hospital) Bapu Nagar, Jaipur-302015	Code – 0141 2701035(O) 22742181(R)	12	Ms. A. Wallang Dy. Prog. Adviser NSS Regional Centre 3, Church Lane Kolkata-700001	Code – 033 2243-9233(O) 2461-7803(R)
13	Sh. J. B. Singh Asstt. Prog. Adviser NSS Regional Centre Kendriya Bhawan, 8 <sup>th</sup> Floor, Hall-1 Sec-H, Aliganj, Lucknow-226024	Code – 0522 2381545(O) 2761753(R)	14	Sh. D. N. Pathak Asstt. Programme Adviser NSS Regional Centre Renu Kutir, C/15-B, Opp Lalitha Hotel, Bashawan Park Road, S. K. Puri, Patna-800001	Code – 0612 2205474(O) 2592596(R)
15	Sh. M. S. Jambhule Asstt. Programme Adviser NSS Regional Centre 'ALANKAR' Building, 1 <sup>st</sup> Floor 25, Mukundnagar, Pune-411037	Code – 020 24273078(O)	16	Asstt. Prog. Adviser NSS Regional Centre CGO Complex, 2 <sup>nd</sup> Floor PO-Poonakulam, Vellayani	Code – 0471 2481814(O)

Annexure-III**QUARTERY REPORT ON NSS FROM STATE LIAISON CELLS**

(To be submitted to the Department of Youth Affairs & Sports, Government of India with copies to Programme Adviser's Cell and concerned Regional; Centres)

**(QUARTER ENDING MARCH/JUNE /SEPTEMBER/DECEMBER -----)**

**PART-I**

- 1 Name of the State/UT :
- 2 Name of the State Liaison Officer :
- 3 Whether full time/part time (if full time, whether holding any other charge in addition to NSS. (If yes, give details.) :
- 4 Date of joining :
- 5 Location of the State Liaison Cell
  - (a) Deptt. two which attached :
  - (b) Name and designation of controlling /reporting officer :
  - (c) Postal Address with PIN Code :
  - (d) Telephone Numbers of SLO and his/her controlling officer : Office :  
Residence :  
Telex/Fax :

**PART-II**

- 1 Volunteer Strength
  - (a) NSS volunteer Strength allocated to the State Govt. by Govt. of India :
  - (b) NSS strength accepted and allocated by the State Govt. To Universities/+2 level.

- (i) Universities :
- (ii) +2 Level Schools (if any) :

-2-

**(c) NSS operation in the State/UT.**

- (a) No. of Universities have NSS :
- (b) No. of colleges with NSS :
- (c) No. of +2 school/Junior college with NSS :

	<b>College</b>	<b>+2 Schools</b>	<b>Total</b>
(d) No. of NSS Units :			

(e) No. of NSS Programme Coordinators in the State/UT :	<b>Full Time</b>	<b>Part Time</b>
	: .....	: .....

(f) Whether all the University Programme Coordinators appointed as per guidelines circulated in August to prevent violation of guidelines :

	<b>Male</b>	<b>Female</b>	<b>Total</b>
(g) No. of Programme Officers trained :			
No. of Programme Officers to be trained :			

(h) What steps have been taken to ensure training for NSS Programme Officers :

**(d) Accounts**

(a) Upto which year audited statement of accounts consolidated at State level submitted to Govt. of India :

(b) Steps taken for settlement of accounts to Govt. of India in time :

**(e) NSS State Advisory committee**

(a) Whether NSS State Advisory Committee has been constituted :

(b) Date (s) on which the State Advisory



Committee met :

(c) If the Committee has not met periodically,  
steps taken to convene the meeting :

-3-

(f) Have you noticed any violation of  
guidelines by the University/+2 level in  
NSS programme implementation in the  
State. If so, details of step taken to rectify :

(g) Furnish details of visits, if any, to  
Universities/colleges and other Agencies  
during the quarter :

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<b>Sl. No.</b>	<b>Date</b>	<b>Place</b>	<b>Purpose</b>	<b>Outcome</b>
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(h) Details of efforts made for successful  
implementation of the following centrally  
sponsored programmes and NSS related  
activities

(a) National Integration Camps

(b) National NSS award

(c) Selection of NSS R.D. Campers

(d) Youth Exhibitions

(e) Seminars/Workshops/Consultation,  
if any

**Annexure : IV**

**Copy of the letter No.F.16-7/93-YS.III dated 18<sup>th</sup> May, 1994 addressed to the Heads of all NSS Regional Centres/Programme Coordinators (NSS)/State Liaison Officers (NSS) /Coordinators (Trg.) (TOCs/TORCs)**

**Sub: Observance of NSS day – Change – Regarding**

As you may be aware, on 24<sup>th</sup> September, 1993 in his address at the National Convention of NSS key Personnel and Launching of NSS SJY Hon'ble Union Minister for Human Resource Development made an announcement that henceforth 24<sup>th</sup> September would be observed as NSS Day every year. In this context, I would like to inform you that necessary instructions may kindly be sent to all concerned under your jurisdiction to organize appropriate programmes on 24<sup>th</sup> September I future.

**Copy of letter No.2-1/91-YS.III dated the 16<sup>th</sup> March, 1992 addressed to the Vice-Chancellors/State Liaison Officers/Heads of all the NSS Regional Centres/Programme Coordinators of all the Universities.**

**Sub : Instructions regarding utilization of interest accrued to the NSS grants in Saving Bank Account maintained by Universities.**

I am directed to state that the issue of utilization of amount of interest accrued to the NSS grants in Saving Bank Account maintained by the universities has been under consideration in the Department for some time. It has now been decided bank account can be utilized for purchase of equipment which are absolutely essential for field work. The purchase should be made only after the proposal of such purchase is decided in the University Advisory Committee Meeting duly represented by the NSS Regional Centre and State Liaison Officer.

2. As there is ban on purchase of vehicle and audio-visual aids and other expensive equipment by the Government, care should be taken that out of this amount only very essential and less expensive equipments be purchased.

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**Annexure – VI**

**Copy of letter No.F.1-12/77-YS. Dated the 27<sup>th</sup> July, 1977 addressed to the Programme Coordinator , NSS, Kurukshetra University Kurukshetra and endorsed to all Programme Coordinator, NSS in Universities.**

**Sub : Out-of- Pocket Allowance – Exemption from Income-tax.**

I am directed to refer to your letter No.NSS/3/1406 dated 12<sup>th</sup> May, 1977 on the subject mentioned above and to say that the Out-of-Pocket allowance (upto Rs.75/- per month) paid to teachers of NSS in colleges is to cover expenditure on meeting people, placement of students and other expenditures like travel within municipal limits/8 kms. is exempted from payment from Income Tax.

This has been decided in consultation with the Central Board of Dirt Taxes, New Delhi with reference to their U.O. note No.200/61/77-I-T (A.I) dated 20-7-1997.

**INDIRA GANDHI NSS AWARD**

Recognizing the voluntary services rendered by NSS Volunteers, Programme Officers, NSS Units and the Universities NSS Cell, Government of India has instituted NSS awards to the field functionaries.

**2. OBJECTIVES :**

- \* To recognize outstanding contribution of University NSS Cell, Programme Officers, College/+2 NSS Units and NSS student volunteers in community service.
- \* To encourage young NSS student volunteers to develop their personality through community service and acquire positive social attitudes and values.

**3. ELIGIBILITY FOR THE AWARD**

**3.1 University/+2 Council**

- (a) The University/+2 Council which has been operating NSS programme continuously for the last five years only shall be considered.
  - (b) The minimum volunteers' strength of such institution should not be less than 1,000.
  - (c) The institution must be very regular and punctual in submitting its programme reports and financial returns.
  - (d) The actual enrolment and special camping targets should have been achieved fully and consistently for at least three years preceding the year in which NSS award is to be considered.
- (a) All the NSS units should have adopted villages/slums/localities for all round development and total literacy.
  - (b) No vigilance case/enquiries should be pending against the NSS Cell.

**3.2 NSS Units and Programme Officers**

- (a) The NSS Unit should have been in existence continuously for a period of five years preceding the year for which the award is considered.

- (b) The Unit (s) should have achieved its enrolment and special camping targets continuously for the last three years.
- (c) Colleges/Schools where there are more than one NSS units, such units should have achieved their enrolment and camping targets fully and consistently.
- (d) Each NSS Unit should have adopted village/slum/localities and carrying on their activities continuously.
- (e) The NSS Unit should have created durable assets and achievements in the adopted village/urban slum/community.
- (f) The Programme Officers for all the NSS Units should have been selected as per NSS guidelines.
- (g) He/she should have been trained at TORC/TOC and should have completed a minimum of two years as Programme Officer before consideration for the Award.
- (h) The NSS Programme Officer Award will go to those Programme Officer whose unit has bagged the NSS Unit Award for the same year.
  - (i) No vigilance case/investigation should be pending against him/her.

### **3.3 NSS Volunteer**

- (a) A student should have completed a minimum of two years of volunteer ship in NSS.
- (b) He/she should have participated in at least two Special Camping Programme and at least once in National Programme like R.D. Parade Camp in Delhi, National Integration Camps, National Motivation Camps, Inter State Youth Exchange Programme etc. sponsored by the Department of Youth Affairs and Sports.
- (c) He/she should not be less than 18 years and more than 25 years in age. In case of SC/ST., the upper age limit can be relaxed by 3 years. In other words, the maximum age limit should be 28 years for SC/ST.
- (d) He/She should have completed 240 hours of community service during two consecutive years of volunteer- ship.
- (e) His/Her academic performance should have been reasonably good.

## **4. NATURE OF THE AWARD**

S.No.	Category	No. of Award	Value of Award
1	University+2 Council (State Level)	1	Rs. 1,00,000/- (for NSS Programme Development)
2	Programme Officer	6	Rs. 10,000/- each
3	NSS Unit	6	Rs. 30,000/- each (for Programme Development)
4	NSS Volunteers	16	Rs. 8,000/- each inclusive of the expenses on placement for a week in a reputed voluntary agency working in the field of Youth and Community Development

NATIONAL SERVICE SCHEME (NSS)

WORK DIARY

YEAR

NAME OF THE UNIVERSITY -----

NAME OF THE COLLEGE -----



**BIO DATA**

1. Name -----
2. Date of Birth -----
3. Class in which studying -----
4. Residential Address -----  
-----  
-----
5. Year of joining NSS -----
6. NSS Group No. -----
7. Father/Guardian's name -----
8. Occupation -----
9. Address -----  
-----
10. Blood Group of the student -----

.....  
Signature of the Programme Officer

.....  
Signature of the Volunteer

## 1. **CODE OF CONDUCT FOR NSS STUDENTS**

- (i) All volunteers shall work under the guidance of a group leader nominated by the Programme Officer.
- (ii) They shall make themselves worthy of the confidence and cooperation of the group/community leadership.
- (iii) They shall scrupulously avoid entering into any controversial issue.
- (i) They shall keep day-to-day record of their activities/experience in the enclosed pages of the diary and submit to the Group Leader/Programme Officer for periodic guidance.
- (v) It is obligatory on the part of every volunteer to wear the NSS badge while on work.

- 2. Aims and objectives ( to be mentioned )
- 3. Terms of NSS ( to be mentioned )
- 4. Orientation ( to be mentioned )

**NATIONAL SERVICE SCHEME**

**WORK DIARY (REGULAR ACTIVITIES)**

---

<b>Sl. No.</b>	<b>Date</b>	<b>Place of working</b>	<b>Details of work</b>	<b>Hours</b>	<b>Total Hours</b>	<b>Signature of volunteer</b>	<b>Signature of Group Leader</b>	<b>Remarks</b>
				<b>From To</b>				

---

.....

**Signature of Programme Officer**



**NOTES ON SIGNIFICANT EXPERIENCES/ACTIVITIES**

**ANNEXURE-IX**

**NAME OF THE UNIVERSITY  
NATIONAL SERVICE SCHEME**

**(NSS SYMBOL)**

This is to certify that Shri /Kum./Smt. \_\_\_\_\_  
Son/Daughter/Wife of \_\_\_\_\_  
Class \_\_\_\_\_ of \_\_\_\_\_ college  
has completed a period of two years as NSS volunteer from \_\_\_\_\_  
To \_\_\_\_\_ and has done satisfactory work.

He/She has also attended NSS Camp/Camps from \_\_\_\_\_  
to \_\_\_\_\_ and from \_\_\_\_\_ to \_\_\_\_\_ held under  
'(theme)'.

**Vice-Chancellor**

**Programme Coordinator  
NSS**

**Principal**

Dated \_\_\_\_\_

**NATIONALSERVICE SCHEME**

**HALF YEARLY REPORT OF THE UNIVERSITY/+2 COUNCIL**

*(To be submitted to State Government and NSS Regional Centre with copy to Programme Adviser's Cell, Govt. of India)*

**Report for the period ending September/March .....**

**Basic Information about University**

- 1 State :
- 2 University :
- 3 Name of the Programme Coordinator :
- 4 Whether Part/Full Time :
- 5 Date of Appointment :
- 6 No. of Supporting Staff for NSS at University/+2 level (including Programme Coordinator) :
- 7 Date of Last Meeting of university/+2 level Advisory Committee :
- 8 NSS volunteers Strength :
- 9 Total No. of Student Population of the University and College/+2 level :
- 10 NSS Strength Allocated by State Government/UTs :
- 11 Actual No. of NSS volunteers : **Male      Female      Total**
- 12 No. of Colleges/+2 Schools Having NSS :
- 13 Total No. of NSS Units :
- 14 No. of Programme Officers in Position :
- 15 No. of Programme Officers trained :
- 16 No. of Programme Officers to be trained :

17 No. of Villages/Slums adopted :

18 **Funds for NSS Regular /Special**

**Programmes**

**Funds received by the University/+2 Council**

---

<b>For Regular Activities</b>	<b>For Special Camps</b>
Day of Receipt :	Day of Receipt :
Receiving Date :	Receiving Date :
<b>Per Capita expenditure for establishment at Univeristy/+2 Council</b>	

---

**Special Camping Programme**

- (i) Total No. of Volunteers Participated :
- (ii) No. of Camps organised :

**1 Literacy**

- 1.1 No. of Student volunteers participated : **Male Female Total**
- 1.2 No. of villages/slums adopted for total literacy :
- 1.3 Total No. of illiterates : **Male Female Total**
- 1.4 No. of persons made literate : **Male Female Total**
- 1.5 No. of villages/adopted areas made fully literate (indicate literacy status/percentage attained in the adopted area) attach list :

**2 Environment/Wasteland Development and Conservation**

- 2.1 No. of camps organised :
- 2.1.1 Tree Plantation (VAN) :
- 2.1.2 No. of saplings planted :



2.1.3 Rate of survival :  
**(No. of Plants survived/total No. of Plantation) x 100**

-3-

2.1.4 Area proposed to be covered : ..... **Hectares**  
Actual area covered : ..... **Hectares**

2.1.5 Any other environment programme  
Area covered : .....  
No. of beneficiaries : .....

## **2.2 Reconstruction/Repair of Roads**

2.2.1 Distance Laid : ..... **KM**  
2.2.2 No. of Days :

## **2.3 Watershed Conservation and Drinking Water Facilities**

2.3.1 No. of Camps/Campings on the issue :  
2.3.2 No. of Wells/Cross Bunds/Watershed  
Harvesting Structures/Irrigation  
Canals/ any other Planed :  
2.3.3. No. of such facilities created :

## **3. Health and Family Welfare**

### **3.1 Immunisation/Health Camps** :

3.1.1 Immunisation/Health Camps :  
conducted

3.1.2 Details of Health Programmes  
organised & Beneficiaries  
Health Programme (Specify) : **Male :** **Female :**

### **3.2 Blood Donation Camps**

3.2.1 No. of blood donation camps :  
conducted  
3.2.2 No. of units of blood collected :

### **3.3. Population Education**

- 3.3.1 No. of Campaigns conducted :  
3.3.2 No. of persons covered : **Male :** **Female :**

-4-

**3.4 Eradication of Drug Abuse**

- 3.4.1 No. of camps/awareness campings held :  
3.4.2 No. of beneficiaries : **Male :** **Female :**

**4 Programmes for Women**

- 4.1 Nature of Programmes :  
4.2 No. of Camps Organised :  
4.3 No. of Beneficiaries :  
4.4 Campaign against social evils (if any) :

**5 Work in Hospitals, Orphanages & Destitute Homes**

- 5.1 No. of persons Benefited :

**6 Work During Emergencies**

- 6.1 Type of work : Cyclone/Earthquake/Floods/ Draught/Riots/Other Areas (Specify) :  
6.2 No. of persons benefited :

**7 AIDS Awareness (UTA)**

- 7.1 No. of Colleges/+2 Schools identified :  
7.2 No. of Programme Officers Trained :  
7.3 No. of Peer Educators Trained :  
7.4 No. of Beneficiaries : **Male :** **Female :**

**8. Any other programme not covered above, please :  
give statistical data in 50 words**

Place :  
Date :

.....  
Signature of the  
Programme Coordinator, NSS

**Annexure – XI**

**NATIONAL SERVICE SCHEME**

**Half Yearly Report by TORC/TOC**

(To be submitted to NSS Regional Centre will copies to State Liaison Cell  
and Government of India (YS.III Section))

Report of the period ending September/March ..... State : .....

- 1 Name of the Centre :
- 2 Address :
- 3 Residential Address with Ph. No. :

**4 Personnel of TORC/TOC**

S.No.	Name of the Official	Designation	Tenure	
			From	To

**5 Calendar of Events of Orientation Courses**

S.No.	Course No.	Duration		No. of Participants		
		From	To	Male	Female	Total

**6 Calendar of Events of Refresher Course**

S.No.	Course No.	Duration		No. of Participants		
-------	------------	----------	--	---------------------	--	--

	From	To	Male	Female	Total
--	------	----	------	--------	-------

**7 Calendar of Events of other courses/Programmes**

S.No.	Course No.	Duration		No. of Participants		
		From	To	Male	Female	Total

8. Programme Officers trained :  
(attach a list of participants)

9. No. of Programme Officers to be trained during current financial year

(a) Orientation Course :

(b) Refresher Course :

10. Field visits of the TORC/TOC Officials, if any

S.No.	Name of the Official	Place of visit	Purpose	Duration		Remarks
				From	To	

**11. Advisory Committee**

(a) Whether Constituted :

(b) If yes, No. of Meetings held :

**12. Details of Grants Position**

S.No.	Unspent lying TOC/TORC	balance with date receipt	Amount of receipt	Received of amount	Total	Expenditure	Unspent Balance left over if any
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**1 Establishment**

**2 Programme**

**3 Other Programme**

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13. Projects, Research Documents, Publications (etc.)

Place :

Date :

.....  
Signature of Coordinator (Trg.)

NSS : TORC/TOC

Counter Signature of the  
Director (TORC/TOC) Head  
of the Institution

**Annexure – XII**

**Copy of the letter No. F.1-19/93-YS.III dated the 29<sup>th</sup> September, 1993 addressed to all the State Liaison Officers (NSS)/Programme Coordinator, NSS/ Head of all the NSS Regional Centre s/Coordinators (Trg.) TORC/TOC.**

**Sub: Revision of administrative expenditure at university level from Rs. 15/- per volunteer per annum to Rs. 20/- and Rs. 25/-**

The undersigned is directed to state that the issue of revision of administrative expenditure at university+2 level has been under consideration in this Department for some time in view of the shortage of maintenance expenditure being faced by the university level NSS Cells. It has now been decided to raise the amount of deduction of administrative expenditure from existing Rs.15/- per volunteer per annum to Rs.25/- for the universities with NSS volunteer strength upto 10,000 and an interim measure. The increased amount is to be met from the fund for programme development for the colleges/+2 schools. While implementing this decision State/UT Government/Universities are required to keep in mind the following conditions :-

- i) The above revised rate may be effective only where there is actual shortage of administrative expenditure at university NSS Cells. Where the existing deduction of Rs.15/- per volunteer per annum is adequate to meet the administrative expenditure, the revision of the administrative expenditure is not to be implemented.
  
- ii) State Government/Universities are required to keep the actual administrative expenditure to the minimum possible and transfer the balance to the NSS units for programme development.

2. This issue with the concurrence of Finance Unit vide their Dy.No.3275/93/FU dated 17.9.1993

## **ANNEXURE-XIII**

**Copy of letter No.F.1-13/78-YS.III dated the 28<sup>th</sup> April, 1978 addressed to the Educational Secretaries of all State Government/Union Territory Administrations.**

**Sub:- National Service Scheme service Scheme – vehicles and equipment purchased out of NSS funds.**

The National Service Scheme has been in operation since 1969-70. The funds for the implementation of the Scheme are released by the Central Government to the State Government who in turn release the same to the universities after adding their own share. The universities and the expenditure out of it should be incurred, as far as possible, only on implementation of the various programmes under NSS.

2. For the effective implementation of the programme, especially the camping programme some minimum equipment like utensils, picks and shovels and patromax etc. become necessary; and there is no objection to the purchase of this type of equipment out of the normal NSS grant by the colleges. However, it has been noticed that a number of universities one or more vehicles have been purchased out of NSS funds. It has also been brought to our notice that in some universities costly audiovisual equipment like tape-recorders and cameras have also been purchased out of NSS funds. This, it will be appreciated is against the spirit of the scheme.
3. The entire matter has been reviewed in this Ministry. In the light of the instructions for economy, it has been decided that there will be a complete ban on the purchase of any vehicles or audio-visual equipment out of NSS funds. Similarly, the purchase of office furniture, office equipment, telephones etc. out of funds is not permissible. These are the facilities which should be provided by the universities out of their normal administrative budget.
4. In the case of universities which have already purchased one vehicle out of NSS funds, they may be asked to review the position. The case the vehicle has been purchased during or before 1972, it may be reviewed if the maintenance of vehicle or the mileage given by it is within the economic limits. In case the vehicle is beyond economic repairs/maintenance, it should be disposed of through public auction and the sale proceeds credited to the NSS funds of the University for the year in which the vehicle sold. No new vehicle is permitted to be purchased in replacement. In case the vehicle has been purchased after 1972 and/or is still found economic in its maintenance and repair, it may be pooled with other university vehicles on the condition that the NSS will get a priority for its use on payment of POL charge as per university rules for such vehicles. The maintenance and running cost of the vehicle as well as the salary of the drivers will be payable out of the university normal administrative funds from which the expenditure on other vehicles is met. In the case of universities which have purchased two or more vehicles, the vehicles over and above one vehicle, should be disposed of and

the one vehicle left thereafter should be pooled with other university vehicles, as per procedure outlined above.

5. It is requested that suitable instructions may please be issued in this regard to all universities and they may be requested to take immediate necessary action in the matter. A final report in regard to the disposal or pooling of vehicles may kindly be consolidated at the State level and furnished to this Ministry by 31<sup>st</sup> July, 1978.

The receipt of this letter may please be acknowledged.



ANNEXURE-XIV

**Copy of the letter No.F.1-47/85-YS.III dated the 18<sup>th</sup> March, 1986 addressed to the Education Secretaries of all States/Union Territory Administrations.**

**Sub: National Service Scheme – Purchase of audio-visual equipments etc. out of NSS funds – regarding.**

I am directed to say that the National Service Scheme has been in operation since 1969-70. The funds for implementation of the scheme are released by the Central Government to the State Governments who, in turn, release the same to the Universities after adding their own share. The Universities then release the same to the colleges for implementation of the programmes. These funds are mainly meant for programme activities and the expenditure is required to be incurred, as far as possible, only on implementation of various programmes. As per the guidelines issued by this Department vide letter of even number dated the 27<sup>th</sup> December, 1985, the amount of Rs.80/- per annum per volunteer which is meant for regular activities is to be utilized as under :-

i)	Establishment expenses at the State level	Rs. 3/-
ii)	University level expenses	Rs.10/-
ii)	College level expenses	
	(a) Administrative Expenses	Rs.15/-
	(b) Programme Development	Rs.52/-
	-----	
	Total	Rs.80/-
	-----	

2. As per guidelines issued from time to time , there is a complete ban on the purchase of any audio-visual equipment out of NSS funds. Similarly, the purchase of office furniture, office equipment, telephone etc. out of funds is not permissible; these are the facilities which should be provided by the universities out of their normal administrative budget as their contribution to the NSS programme. It has been brought to the notice of this Department that in some of the universities costly audio-visual equipment like tap recorders, cameras etc. have been purchased out of the NSS funds. This is highly irregular and will not be admitted in audit as valid expenditure.
- 3 You are, therefore, requested kindly to issue suitable instructions to all the universities /institutions to follow the guidelines issued by this Department from time to time. It may kindly be made clear that in case such inadmissible expenditure is incurred and is brought to the notice of the Department through audit or otherwise, it would be disallowed and the university/college shall have to debit this expenditure on their budget.