

Part – VIII

FINANCES AND ACCOUNTS

Chapter 1 : PATTERN OF FINANCIAL EXPENDITURE

1. NSS Programme Coordinator

(a) N.S.S. Regular Activities

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 – the details are given in part No.11

(b) Special Camping Programme.

Under the Special Camping Programme, camps of 10days 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. A provision of Rs.20/- per volunteer per day is made for these special 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. Expenditure on Regular Activities

- a) As stated earlier, an amount of Rs.120/- per volunteer, per annum is earmarked for expenditure on regular activities. The expenditure is shared in the ratio of 7:5 between Centre and State Governments, except Jammu and Kashmir and Union Territories without legislatures.
- b) Out of Rs.120/-, an amount of Rs.25/- or Rs.20/- per volunteer is to be spent on establishment/administration expenses at University/+2 level for details please see financial pattern on page No.134. Similarly, an amount of Rs.30/- per volunteer is incurred on establishment at college/school level.
- c) Balance of Rs.62/- or Rs.70/- is spent on programme development at grass root level.

3. State Level Establishment and Administrative expenditure

- a) The State NSS Cells have been established in most of the States with cent per cent financial assistance from the Government of India. The financial assistance includes the salary of the State Liaison Officer, supporting staff, travel expenditure and office contingencies. Therefore, States with Liaison Cells do not spend any amount out of NSS grants for establishment expenditure.

- b) The State Liaison Officer and full-time staff work exclusively for NSS programmes at State level. The services of such staff will not be utilized for other programme.
- c) In cases, where NSS Cells have not been established at State level and State Liaison Officers have not been appointed with cent per cent Central financial assistance, the State level establishment expenditure should not exceed Rs.3/- per volunteer per annum. In such cases, an Liaison Officer for NSS in addition to his/her regular charge. The amount available through deduction @ Rs.3/- per volunteer out of NSS grants for regular activities can be utilized for the establishment expenditure on payment for part-time assistance or honorarium, if any.
- d) The State Governments/Universities will keep the actual administrative expenditure to the minimum possible and transfer the balance to NSS Units for programme development (Department of Youth Affairs & Sports, New Delhi letter No.F.1-19/93-YS.III dated 29-9-1993, given at Annexure –XII).
- e) It has been observed that some Universities utilize the NSS grants for other purposes and release the funds to colleges in the last week of the March of the financial year. This practice in financial parlance is “misappropriation of public funds”. Not only it is against financial norms, but also it defeats the very purpose of NSS grants. The State Governments will ensure that the Universities do not keep the NSS funds with them, but release the funds to the college/schools immediately.

4. Policy and Administrative Directives

The Ministry of Finance approves the provision of funds and their expenditure under certain terms and conditions. Therefore, no State Govt. and University will modify the terms and conditions regarding the NSS funds and their expenditure unilaterally without the approval of the Deptt. of Youth affairs & sports, New Delhi. All instructions regarding the funds and its expenditure will be treated as “**Policy and administrative Directives**”. State Liaison Officers and Programme Coordinators will observe the directions in letter and spirit.

Chapter 2 : PATTERN OF FINANCIAL EXPENDITURE

1. University and +2 level Council

The NSS Cells at University and +2 level being the grass root units play a very significant role in the implementation of NSS programmes. The Programme Coordinator provides necessary expertise to the NSS Units at college and school levels. The NSS Cells get funds for their establishment from the following sources;

- a) From the Government grants through the State Liaison Cell.
- b) From the bank interest on unspent grants if any, kept in banks.
- c) From contribution from the Colleges on account of admission charges allowed by the GOI.

2. Govt. Grants for establishment and Administrative Expenditure

- a) In the initial stages, the Universities were allowed to deduct an amount of Rs.5/- per volunteer, per annum and this rate of deduction was revised to Rs.10/- after 1984-85. Considering the rise in the prices of materials and service, the rate was again increased to Rs.15/- w.e.f. the financial year 1991-92.
- b) Consequent upon the revision of Pay Scales and DA rates, the Universities represented to the Govt. of India regarding the inadequacy of funds for running NSS Cells. Considering the facts, the Govt. of India made certain concessions for the Universities who are unable to run the NSS Cells with the admissible deduction at the rate of Rs.15/- per volunteer vide Letter No.F.1-19/93-YS.III dated 29-9-1993, given at Annexure-XII.
- c) The following revised rates will be admissible to the NSS Cells only where there is actual shortage of funds for administrative expenditure at University NSS Cells/+2 stage:
 - (i) The deduction admissible Rs.25/- for universities where per volunteer NSS per annum strength is up to 10,000 volunteers.
 - (ii) The deduction admissible Rs.20/- for universities, where per volunteer NSS volunteer per annum strength is 10,001 and above.
 - (iii) Where the existing deduction of Rs.15/- per volunteer per annum is adequate to meet the administrative expenditure, the above revision of rate will not be admissible

3. 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.

3.1 The purchase should be made only after the proposal of those purchases which have been approved by the University Advisory Committee.

3.2 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, given at Annexure-V).

4. 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. Establishment/Administrative Expenditure at University and +2 level

The funds made available to Programme Coordinators of University/+2 stage vide para No.2 of this chapter will be spent as follows:

(a) Salary to Programme Coordinators (Full-time)

At the University level, the teacher in-charge of the NSS will be known as Programme Coordinators. No other designation will be given to this post. The Programme Coordinator should be a whole-time teacher, especially in the case of affiliating Universities where strength of NSS volunteers is more than 10,000. His/her salary will be chargeable from NSS grants – Establishment and Administrative Expenditure. The post of Programme Coordinator will be treated as an academic post as NSS is also an extension education programme.

b) Out-of-Pocket allowance to Part-time Programme Coordinator

- (i) A part-time Programme Coordinator may be appointed under the following circumstances:
 - 1. Where the strength of NSS volunteers is up to 10,000 in the case of affiliating university.
 - 2. In case of a residential university.
 - 3. In case of university having a small coverage.
 - 4. In case the post of Programme Coordinator remains vacant for sometime.
- (ii) A part-time Programme Coordinator will receive Rs.400/- per month out-of – Pocket allowance as decided by the NSS Advisory Committee.
- (c) A Senior Programme Officer will be given the charge of Programme Coordinator, where the strength of NSS volunteers is less than 500 NSS volunteers.
- (d) The University will ensure that full-time staff paid out of NSS grant who works for NSS exclusively. Their services will not be used by any other department or for any other programme. It would be appreciated if the University/+2 council could provide secretarial support to the Programme Coordinator out of their own budget so that more funds could be diverted to programme.

6. T.A. & D.A. to Programme Coordinator & Staff

The expenditure on travel undertaken by the Programme Coordinator and his /her staff for the NSS programme will be admissible out of NSS grants – establishment expenditure.

The expenditure on journeys by air undertaken by Programme Coordinator and other members of the staff who are not entitled to travel by Air under rules will not be admissible out of NSS grants – establishment expenditure.

7. Contingent Expenditure

The expenditure of contingent nature for the maintenance of NSS Cell and Programme may be incurred out of establishment expenditure as under :

- (a) The contingent expenses like stationery, postage, telephone and telegrams, etc.
- (b) Expenditure on Seminars/Workshops and periodical meetings of Principals, Programme Officers and active NSS volunteers .
- (c) Training –cum-Orientation of NSS leaders and Programme Officers.

- (d) Publication of NSS reports, publication and purchase of literature as may be authorized by the Department.
- (e) Other miscellaneous expenditure as decided by the University Advisory Committee within the framework of policy and administrative directives.
- (f) The expenditure on purchase of office equipment, furniture, telephone is not admissible out of NSS establishment expenditure. The Universities are expected to provide the facilities to NSS Cell out of their normal expenditure as their contribution to NSS programme.

8. Expenditure on vehicles provided by Universities

The Universities should provide vehicles to the Programme Coordinators for NSS work on priority basis as the vehicles provided out of NSS funds have been transferred to the University Staff Car pool since last 10 years. The cost of POL and other charges as per University rules is admissible from the University level establishment expenditure.

The maintenance and running cost of the vehicles are to be borne by the University out of University funds and not out of NSS grants.

9. 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 familiarize 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 staff, the representatives of the Deptt. of Youth Affairs & sports, New Delhi and officials of NSS Regional Centre of the concerned State.

Chapter 3 : Pattern of Financial Expenditure at college

1. (a) The NSS Unit at college or school level is important for the purpose of implementation of NSS projects under regular activities and special camping programme. All NSS volunteers participate in these activities at grass root level and come in contact with the various cross sections of the society, particularly rural community.
- (b) The financial expenditure at unit level can be divided into two categories, viz., (a) Establishment and Administrative Expenditure and (b) Programme Development Expenditure.

2. (a) The NSS Unit at college and school level receives NSS funds from the universities/ college/+2 stage normally. Some State Governments release funds to the Units directly due to administrative structures in those States.

- (b) The NSS units will receive the funds after necessary deduction made by the universities for their establishment expenditure as authorized by the government.

3. **Establishment and Administrative Expenditure as College and School levels**

- (a) An amount of Rs.30/- per NSS volunteer per annum will be admissible for meeting the expenditure on payment of out-of-pocket allowance to Programme Officer, and contingent expenditure.

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| (i) | Out-of-pocket Allowance to Programme Officer
@ Rs.200/- for Unit of 100 or more than 100
volunteers per month admissible
(200x12=2400/- per annum | Rate of Pocket
allowance per
per annum volunteer
Rs.24/- |
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- (ii) For the Units having less than 100 volunteers the rate of out-of-pocket allowance will be reduced proportionately.

- (iii) The payment of out-of-pocket allowance to Programme officer will be subject to the specific work to be put in by hi/her every month. This will include (i) mobilization of 50 percent volunteers for special camping (ii) a minimum of three/four community visits per month to the adopted area for co-ordination and supervision (iii) maintenance of NSS records as specified in NSS Manual and (iv) submission of quarterly progress reports.

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| (b) | Contingent expenditure admissible on
part-time clerical assistance purchase
of stationery, postage and other
miscellaneous expenses
(100x6=600/- for the unit of 100 volunteers.
In the case of smaller units the expenditure | @ of per volunteer per
annum
Rs.6/- |
|-----|--|---|

Will be reduced proportionately.

4. Programme Development Expenditure at College/+2 school

As per existing arrangement an amount of Rs.62/- to Rs.70/- per NSS volunteer per annum will be available for meeting the expenses on organisation and conduct of actual regular NSS activities/programmes. This amount will be utilized by the colleges for meeting expenditure on following items :-

- (a) Expenses on pre-camp preparation, orientation and post-camp evaluation.
- (b) Expenses on T.A. and honorarium to resource persons.
- (c) Refreshment to students participating in activities.
- (d) Travel expenses of students from college to place of work and back by the cheapest mode of transport.
- (e) Purchase of minimum equipments like utensils, pickax, shovel and petrolmax, etc required for camp and regular programmes.
- (f) Traveling expenses of Programme Officers for participation in meeting/seminars/orientation refresher courses, camps etc.
- (g) Travel expenses by the cheapest mode of transport in respect of NSS volunteers for participation in camps, meetings, seminars, conference, etc., within or outside the State organised by the Department and for participation in university level leadership camps.
- (h) Other contingent expenditure on actual organisation of regular NSS activities/programmes.

5. Banned/Non-permissible Expenditure

- (a) Purchase of luxury items and costly audio-visual aids like VCR, TV etc.
- (b) Cash Awards/cash incentives to NSS volunteers or others out of NSS grants are not permissible.
- (c) Expenditure on celebrating formal ceremonies or giving costly gifts and awards out of NSS grants is not permissible.
- (d) purchase of vehicle out of NSS grants is not admissible.

Letter No.F.2-1/91-YS.III dt. 16-3-1992 (see Annexure-V)
Letter No.F.1-13/78-YS.I dt. 28-4-1978 (see Annexure-XIII)
Letter No.F.1-47/85-YS.III dt. 18-3-1986 (see Annexure-XIV)
of Deptt. of Youth Affairs & Sports, New Delhi.

6. Day Camps

- (a) In exceptional cases, when it is absolutely necessary for the completion of a specific regular project, the Day camps may be organised with the prior approval of the Programme Coordinator of the University. The proposal should contain the nature of project and tasks to be completed. After the completion of day camps, a report may be sent to the Programme Coordinator.
- (b) During a Day camp, NSS volunteers will work for 8 hours on the project.
- (c) An expenditure of Rs.8/- per volunteer will be admissible out of programme development expenditure at college level.

7. Pattern of Financial Expenditure on special Camping Programme.

- (a)
 - (i) Under the Special Camping Programme, camps of 10 days are organised during the vacations.
 - (ii) Only 50 percent of the NSS strength in a university/college/school participates in these camps during a year.
 - (iii) Since the financial year 1996-97, an expenditure up to Rs.20/- per day, per camper is to incur on board and lodging of campers, transportation of campers to the venue of camp and back and some miscellaneous expenditure. The total expenditure per volunteer for 10 days camp should not exceed Rs.200/-.
- (b) **Day camps under Special Camping Programme**
 - (i) The general policy is that day camps under special camping should not be organised as it is not in the spirit of group living and collective experience sharing in a Special camp.
 - (ii) However, in the exceptional cases, where night stay is extremely difficult, the university may permit a college to organise day camps.
 - (iii) An expenditure of Rs.8/- per volunteer per day will be permissible in these exceptional cases.

Chapter 4 : MAINTENANCE OF ACCOUNTS

1. The NSS programme can be implemented successfully, if the funds flow smoothly at all levels. It must be appreciated that the further release of NSS grants are also subject to the submission of accounts of the grants released during the past years. The grants for the current year can be withheld provided, the accounts of the previous two years are not finally submitted.

2. Method for Release of grants

The method for the release of grants has been discussed exhaustively in part VI Chapter 4, paras 4 & 5. This part may be referred for details.

3. Maintenance of Accounts

As the NSS funds are provided out of public revenue, it is essential that the accounts are maintained according to standard accounting procedure and instructions issued from time to time.

4. Separation of Accounts

- (a) The accounts of NSS grants will be maintained separately for making the rendering of accounts easy and timely to the concerned authorities. The integration of NSS accounts with the institutional accounts should be avoided as it delays the submission of NSS accounts.
- (b) The accounts of special camping programme and regular activities will be maintained separately. These accounts should not be mixed up as these are accounted for under different heads.
- (c) The funds received as NSS grants will be kept in a separate saving bank account in a nationalized bank solely for NSS.

5. Submission of Special Camping Programme Accounts

- (a) The NSS Units/College/Schools will submit the accounts of NSS funds received for organising the annual special camp of 10 days, to the Programme Coordinator of the respective University/+2 level school within one month after the completion of the camp.
- (b) The accounts will get audited by the officials of the accountant General/Local funds or a Chartered Accountant.
- (c) The Statement of the audited accounts duly certified by the auditing authority along with utilization certificate will be furnished to the Programme Coordinator within the stipulated period.

6. Submission of Special Camping Accounts

(a) By the Programme Coordinator

- (i) The Programme Coordinator will ensure the rendering of accounts of Special Camping Programme after the closing of the financial year. As the accounts from the NSS units would have been received much earlier than the closing of financial year, it will be feasible for the university/+2 state to render the consolidated accounts by the 30th June of the succeeding year.
- (ii) The Programme Coordinator will render the accounts to the State Liaison Officer under intimation to NSS Regional Centre concerned.
- (iii) As already stated in para No.5 (ii) & (iii), the accounts will be duly audited by the authorized agency. The statement of accounts duly certified by the auditing officer/chartered accountant will be acceptable to the Deptt. of Youth Affairs & Sports , New Delhi and the State Liaison Officer/NSDS Regional Centres.

(b) By the State Liaison Officer

- (i) The State Liaison Officer will furnish the accounts to the Deptt. of Youth Affairs & Sports , New Delhi within two years after the closing of the financial year concerned. If the accounts are not rendered within the stipulated period, further grants are likely to be delayed as the Govt. will not be in a position to release the grants without the compliance of these provisions as per policy directives.
- (ii) The accounts will be duly audited by the concerned auditing authority or a Chartered Accountant. The certified statement of the accounts and the utilization certificate will be furnished to the Deptt. of Youth Affairs & Sports, New Delhi and the NSS Regional Centre concerned.

7. Submission of Accounts of Regular Activities Grants

- (a) The NSS Unit of the College/School will submit the accounts of the funds received for NSDS Regular activities to the Programme Coordinator within a period of one month after the close of the financial year.
- (b) The Programme Coordinator of University/+2 Stage, will furnish the consolidate accounts duly audited along with Utilization Certificate to the State Liaison Officer within a period of 3 months after the closing of financial year. A copy of the accounts will be endorsed to the NSDS Regional Centre concerned.
- (c) The State Liaison Officer will submit the consolidated accounts duly audited along with utilization certificate to the Deptt. of Youth Affairs & sports, New Delhi within a period of two years. After the closing of the financial year in which grants were received. Non-submission of accounts within the stipulated period is

likely to hamper the release of grants for the forthcoming years. A copy of the accounts is to be endorsed to the NSS Regional Centre concerned.

- (d) All the provisions regarding the audit, statement of accounts and utilization certificates applicable to the accounts of Special Camping will be applicable to the accounts of NSS Regular activities grants. These provisions have already been stated in paras No.5 & 6.

8. Production of Financial Records

The records and registers pertaining to NSS accounts are open for inspection by the officials of the Accountant General, Local Fund Audit, State Liaison Officer and the NSS Regional Centre concerned. These records will be produced before these officials on demand in discharge of their official duties.