

GRANT-IN-AID BILL

Head of Account: NSS Funds-Regular NSS Programme/Special Camping Programme

Received a sum of Rs _____ (Rupees _____

_____ only) towards the Grants for Regular NSS Programme/Special

Camping Programme 20 ____ -20 ____ released vide University Order No _____

Date _____

Certificate : 1. Certified that the NSS Grants released to this College will be utilized
for the purpose for which it is sanctioned
2. Certified that the accounts for the grants received during the previous
Year's have been submitted tot the University.

Date:

Signature of the Principal
(With Office Seal)

Countersigned for Rs.

PROGRAMME CO-ORDINATOR, NSS FOR OFFICE USE

ANNEXURE-VA

N.S.S SPECIAL CAMPING PROGRAMME

Theme:

1. Name & address of the college organizing the camp	
2. Location of the camp (Here indicate whether it was an adopted village for NSS or not)	
3. Name of the camp officer:	
4. Name of the camp assistant :	
5. Name of the camp doctor of any:	
6. Number of campers attended: a.) No. of students allocated by the unit b.) No. of students allocated by the unit (Non NSS students) c.) Total No. of students attended i) No. of NSS Students ii) No. of non-student youth iii) No. of teachers organizing staff iv) No. of foreign students if any.	
7. The date of commencement and closure of the camp	
8. Name & designation of the dignitaries who participated in the inaugural and valedictory functions for the camp.	
9. Name & designation of the dignitaries who participated in the inaugural and valedictory functions for the camp.	

10. Name and designation of the Resource persons and topic off their lectures.	
11. Name and designation of persons from the Govt./Voluntary organizations who actively helped in organizing the camp.	
12. Pre-Planning a) Whether any meeting or local officers held to discuss the arrangement b) Important persons of the village where camp was held.	
13. Projects work under taken: I. a)Projects relating to medical service: b)Name of the type of medical service: c) Steps taken for follow up sections relating to the above. II Any other projects III What are the other projects of Shramadan Undertaken other than these mentioned above if any. IV. Preservation of ancient monuments. a) Nature of work undertaken b) Quantity of work done c) Whether arrangements made for follow up action	
14. Other activities:	
15. Difficulties experienced:	
16. Steps taken for follow up action:	

17. Give in brief the significant achievement if any:	
18. Give suggestions if any including those from the students for improvement in organizing the camp:	
19. Expenditure: a) Amount received as advance from the University b) Amount of expenditure actually incurred	
20. Assessment: a) Give an appropriate value of the physical work executed project-wise. b) Give the source of such evaluation	
21. Whether boarding and lodging facilities were satisfactory:	
22. Impact of the camp :	

Signature of NSS PO
with seal

Signature of the Principal
with seal

Note: This report should reach P. O's office on or before one month from the date of closure of camp.

FORMAT – I A

Name of the college: : _____

Statement of Budget allotment and Expenditure
for the year 20 - 20 to the NSS Special camping Programme

Sl. No.	Particulars	Boarding Charges	Contingency Charges	Transport	Small Equip
1.	Budget Allotted				
2.	Actual Expenditure				
3.	Balance				

Note: This Statement has to accompany the DC bill

Signature of the NSS Prog. Officer
with seal

Signature of the Principal
with seal

FORMAT – II A

Name of College: _____

D.C. BILL

Detailed contingent Bill for the Financial
Year 20 - 20 of N.S.S. Special camping activities

Voucher No.	Bill No. & Date	Cheque No.	Description or Charges	Amount
			1) Boarding Charges @ Rs. 22/-per vol. per day	
			2)Contingency Charges @ Rs. 05/- per vol. per day	
			3) Transport Charges @ Rs. 02/- per vol. per day	
			4) Small equipment @ Rs. 01/- per vol. per day	

SUMMARY:

- 1) Total expenditure of Rs. _____
- 2) Grant received of Rs. _____
- 3) Unspent balance returned to V.T.U., Belgaum of Rs. _____

CERTIFICATES:

- 1) Certified that the expenditure incurred could not be avoided in the interest of N.S.S.
- 2) Certified that the expenditure has been incurred strictly in accordance with the N.S.S. guidelines.
- 3) Certified that the purchase rules have been observed while incurring the expenditure on the purchase of articles.
- 4) Certified that all items of expenditures are supported by vouches.
- 5) Certified that the sanctioned number of volunteers had been enrolled.

Signature of the NSS Prog. Officer
with seal

Signature of the Principal
with seal

FORMAT – III

REFRESHMENT CASH MEMO BILLS

CERTIFICATES:

- 1) Certified that the claim is verified and found correct.
- 2) Certified that the amount claimed in this bill has not been claimed in other bills of the canteen.
- 3) Certified that the refreshment have actually been supplied to the NSS volunteers on the dates mentioned above.
- 4) Certified that volunteers for whom refreshment was served have attended the sessions held during the period of claims.
- 5) Certified that the No. of NSS volunteers mentioned in the claims are verified with the attendance register.

Signature of the NSS Prog. Officer
with seal

Signature of the Principal
with seal

FORMAT – IV
BOARDING CHARGES

CERTIFICATES:

- 1) Certified that the claim is verified and found correct.
- 2) Certified that the amount claimed in this bill has not been claimed in other canteen bills.
- 3) Certified that volunteers for whom refreshment was served have attended the programme held during the period of claims.
- 4) Certified that the number of volunteers mentioned in the claims are verified with the attendance register.

Signature of the NSS Prog. Officer
with seal

Signature of the Principal
with seal

FORMAT – IV
BOARDING CHARGES

CERTIFICATES:

- 1) Certified that the claim is verified and found correct.
- 2) Certified that the amount claimed in this bill has not been claimed in other canteen bills.
- 3) Certified that volunteers for whom refreshment was served have attended the programme held during the period of claims.
- 4) Certified that the number of volunteers mentioned in the claims are verified with the attendance register.

Signature of the NSS Prog. Officer
with seal

Signature of the Principal
with seal

FORMAT-V
EQUIPMENT CASH MEMO BILLS

Certificate :

Certified that the articles mentioned in the bills are received in good condition and have been entered in the dead stock Register at page No. _____

Signature of the NSS Prog. Officer
with seal

Signature of the Principal
with seal

FORMAT-V A
TRANSPORT CHARGES

Certificate :

1. Certified that the claims is verified and found correct.
2. Certified that the bill amount claimed for transport facility is used while organizing the programme and is essential.

Signature of the NSS Prog. Officer
with seal

Signature of the Principal
with seal

ANNEXURE-1

ANNEXURE-2