

Ref.: No.

Date:

To
The Programme Co-ordinator,
National Service Scheme,
Bharati Vidyapeeth Deemed University,
Pune - 411038.

Sir,

I am submitting herewith the documents in respect of National Service Scheme regular activities for the year 201 -201 .

- 1) Annual Report two copies.
- 2) Certificate of individually completed 120 hours.
- 3) Up to date list of equipments.
- 4) Certificate of equipments purchased by the college.
- 5) Statement A.
- 6) Statement B.
- 7) Statement C.
- 8) List of students enrolled in N.S.S. for regular activity (2 copies)
- 9) Action Photographs with caption.
- 10) Paper Cutting
- 11) Xerox Copies Bill of Rs 1000 and above
- 12) Utilization certificate.(2 copies)
- 13) Summary of Expenditure. (2 copies)
- 14) "A" form of regular activity (2 copies)
- 15) Statement of Expenditure (two copies) (with original receipt) an implementation of Regular Activity of N.S.S. during the year 201 -201 .

Kindly sanction the balance grant of Rs. -----/- at your earliest.

Thanking you.

Yours faithfully,

Principal

Encl.: As above.

**BHARATI VIDYAPEETH
DEEMED UNIVERSITY,PUNE (INDIA)**

-----Name of the College-----

**NATIONAL SERVICE SCHEME
(201 -201)**

Date:

CERTIFICATE

This is to certify that all the students enrolled under the National Service Scheme during the year 201 -201 have satisfactorily completed individually 120 hours (excluding hour under special camping programme) of actual social work under the scheme.

Programme Officer

Principal

**BHARATI VIDYAPEETH
DEEMED UNIVERSITY,PUNE (INDIA)**

-----Name of the College-----

**NATIONAL SERTIVE SCHEME
(201 -201)**

Date:-----

Upto date list of equipments purchased from the N.S.S. funds so far and are in use as on 31/3/201 .

Sr. No.	details of Articles	No's	Date of purchase	Cost.00	Page No. in dead stock Registers
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

Programme Officer

Principal

**BHARATI VIDYAPEETH
DEEMED UNIVERSITY, PUNE (INDIA)**

-----Name of the College-----

**NATIONAL SERTIVE SCHEME
(201 -201)**

CERTIFICATE

This is to certify that –

- 1) The essential camping equipments from the approval list as shown below have been purchased by the college during the year 201 -201 from the NSS funds.
- 2) The purchase have been made in accordance with the rules and procedure laid down for the purpose. The sanction of the University authority have been obtained wherever is necessary and a copy of the sanction is attached.
- 3) The equipments purchased have been entered in the Dead Stock Register maintained for this purpose at the college N.S.S. unit as indicated against each.

Sr. No.	Item	Qty.	Amount	Page No. in Dead stock Register

Programme Officer

Principal

**BHARATI VIDYAPEETH
DEEMED UNIVERSITY,PUNE (INDIA)**

-----Name of the College-----

**NATIONAL SERTIVE SCHEME
(201 -201)**

Date:- -----.

STATEMENT – “A”

Statement showing the details of the unserviceable articles need to be written of by the University Authorities.

Sr.No.	Details of Articles	Nos.	Date of purchase	Cost	Page No. in dead stock Registers
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Programme Officer

Principal

**BHARATI VIDYAPEETH
DEEMED UNIVERSITY, PUNE (INDIA)**

-----Name of the College-----

**NATIONAL SERVICE SCHEME
(201 -201)**

Date:- -----

STATEMENT – “B”

Statement showing the details of the missing articles need to be written of by the University Authorities.

Sr.No.	Details of Articles	Nos.	Date of purchase	Cost	Page No. in dead stock Registers

Certified that, I have made necessary investigation in respect of the above mentioned articles reported as missing a copy of my report is enclosed.

Programme Officer

Principal

**BHARATI VIDYAPEETH
DEEMED UNIVERSITY, PUNE (INDIA)**

-----Name of the College-----

**NATIONAL SERVICE SCHEME
(201 -201)**

Date:- -----.

STATEMENT – “C”

Statement showing the details of the unserviceable articles need to be written off by the University Authorities.

Sr.No.	Details of Articles	Nos.	Date of purchase	Cost	Page No. in Dead Stock Registers	Unserviceable of Missing
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Certified that the above mentioned unserviceable articles have been inspected by me and I had found that the articles cannot be repaired and hence written off by me. The proceed if any of these articles amounting to Rs. ----- has been sent to the University on -----.

Certify that I have made necessary investigation in respect of the above-mentioned articles reported as missing. The report of my investigation is enclosed. I have accordingly written off the articles. The cost received if any amounting Rs. -----has been sent the University.

Programme Officer

Principal

**BHARATI VIDYAPEETH
DEEMED UNIVERSITY,PUNE (INDIA)**

-----Name of the College-----

NATIONAL SERVICE SCHEME

(201 -201)

UTILIZATION CERTIFICATE

Certified that accounts of the expenditure of -----Name of college-----
----- N.S.S. Unit for the year 201 -201 in respect of NSS regular activities
have been audited by me with reference to the vouchers and books of accounts and the
norms of expenditure and relevant guidelines there to. The statement of account of the
NSS Regular Activities duly signed by me is enclosed.

It is therefore hereby certified that the college for implementation of the NSS
programme has utilized the grant of Rs.11,250/- (Rs. -----
-----). Regular Activities in accordance with the terms and conditions procedure, norms
and guidelines laid down for the purpose

Programme Officer

Accountant

Principal

**BHARATI VIDYAPEETH
DEEMED UNIVERSITY, PUNE (INDIA)**

-----Name of the College-----

NATIONAL SERVICE SCHEME

(201 -201)

**Regular Activities
SUMMARY**

Statement of expenses incurred by, -----Name of college-----
on the implementation of the regular activity of NSS during the year 201 -201 .

S.No.	Particulars	Maximum amount admissible	Actual expenditure Incurred
1	Honorarium to Programme Officer RS. 48 x 50/-	2,400/-	2,400/-
2	Administrative Expenses at the college Rs. 10 x 50/-	500/-	
3	Badge and Diary Rs. 10 x 50/-	500/-	500/-
4	a. Refreshment of NSS Volunteers b. Traveling expenses c. Miscellaneous expenses like Photo, Xerox, Stationary etc. (for a to c - Rs 157 x 50/-	7,850/-	
	TOTAL:	11,250/-	11,250/-

Grant Received during the year 201 -201

A)	Grant Received during the year 201 -201	Rs. 6,750/-
B)	Badge & Diary	Rs. 500/-
C)	Grant Receivable from Bharati Vidyapeeth University, Pune-30.	Rs. 4,000
D)	College Expenses	Rs. -----
	TOTAL:	Rs. 11,250/-

Programme Officer

Accountant

Principal

**BHARATI VIDYAPEETH
DEEMED UNIVERSITY,PUNE (INDIA)**

-----Name of the College-----

**NATIONAL SERTIVE SCHEME
(201 -201)**

**STATEMENT FORMAT OF REGULAR ACTIVITY ACCOUNT AS TO BE TAKEN BY
UNIVERSITY FROM COLLEGE**

**FORM "A"
STATEMENT FOR ACADEMIC YEAR 201 -201**

1. Name of the College:

2 Principal/ Director name:

3. Name of Prog. Officer:

4. Student strength of college:
Up to Graduation

5. Number of volunteers sanctioned:

Male	Female	Total

6. Number of volunteer
actually enrolled

[List class & faculty wise to be attached]

Male	Female	Total

7. Number of students completed 120 hours:

8. Grant applicable for academic year: 11,250/-

9. Last year balance at college:

10. Grants received from University: 4,000/-

11. Grand [by all sources i.e. interest etc.]:

12. Total amount availed at College:- 4,000/-

[Total of No.9, 10, 11]

13. Expenses incurred towards activity in academic year by College:

A] Administrative Expenses

- Honorarium : Rs 2,400/-
- Office expenses : Rs 500/-
- Badges & Dairy : Rs 500/-

A] Grand Total : 3,400/-

B] Implementation of Activities

- Refreshments : Rs
- Traveling Expenses : Rs
- Miscellaneous expenses etc: Rs

B] Grand Total :

A] Grand Total + B] Grand Total : Rs

14. Balance in College NSS account

a] In Bank : Nil

b] Cash in Hand :

Certified that, above information is checked and is correct.

Programme officer

Accountant

Principal/Director

**BHARATI VIDYAPEETH
DEEMED UNIVERSITY,PUNE (INDIA)**

-----Name of the College-----

**NATIONAL SERTIVE SCHEME
(201 -201)**

STATEMENT OF EXPENDITURE OF REGULAR ACTIVITY

V. No	Date	Name of the party	Particulars	Amount	Amount
	(I) Honorarium to Programme Officer				
1					
2					
3					
	(II) Administrative expenses at the college				
4					
5					
	(III) Badge and Diary				
6					
	(IV)a Refreshment of NSS Volunteers				
7					
8					
9					
10					
11					
12					
13	b. Traveling expenses				
14					
15					
16					
17					
18					
19					
20					
21	c. Miscellaneous expenses like Photo, Xerox, Stationary etc.				
22					
23					
24					
25					
26					
27					
28					
29					

30					
31					
32					
33					
34					
35					
37					

Programme Officer

Accountant

Principal