

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 Special winter Camp for the year 201 -201 .

- 1) Special Winter Camp Report two copies.
- 2) Action Photographs with caption.
- 3) Paper Cutting
- 4) Utilization certificate.(2 copies)
- 5) Xerox Copies Bill of Rs 1000 and above
- 6) Student Attendance (Signature) Original record
- 7) Xerox Copy of permission of special winter camp
- 8) Camp Evaluation Report by Police Patil/ Sarpanche (Original Copy)
- 9) Summary of Expenditure. (2 copies)
- 10) "B" form of regular activity (2 copies)
- 11) Statement of Expenditure (two copies) (with original receipt) and implementation of Special Winter Camp 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 SERTIVE SCHEME

(201 -201)

UTILIZATION CERTIFICATE

Certified that the accounts of the Expenditure of the -----Name of college----- NSS Unit for organization of the camp under NSS Special Camping Programme from ----- to ----- during the year 201 -201 have been audited by me with reference to the vouchers and books of account and the norms of expenditure and relevant guidelines thereto. The statement of account of the camp duly signed by me is enclosed.

It is therefore hereby certified that the grant of Rs. 11,250/- (Rs. -----) as shown in the enclosed statement has been utilized by the college for organization of the camp under NSS Special Camping Programme in accordance with the terms and conditions and 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)
SPECIAL WINTER CAMP
SUMMARY**

Statement showing the item-wise expenditure of camp under. NSS Special Camping Programme from ----- to ----- during the year 201 -201 .

| Receipt | Amount Rs | Expenditure actually incurred | Amount Rs |
|--|--------------|----------------------------------|--------------|
| Amount admissible (Rs 450 per student for 7 days for 25 students) | 11,250/- | (a). Travelling Expenses | |
| (a). Grant Received | 6,750/- | (b) Loading Expenses | |
| (b). Grant Receivable | 4,500/- | (c) Boarding Expenses | |
| (c) College Expenditure | | (d) Expenditure on Honorarium | |
| Total (a. to c) | 11,250/- | (e) Other Expenditure | |
| | | Total a to e) | 11,250/- |

Programme Officer

Accountant

Principal

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

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

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

FORM "B"

N.S.S. SPECIAL CAMP AUDIT AND UTILIZATION CERTIFICATE

1. Name of the College:

2 Principal/Director name:

3. Name of Prog. Officer:

4. Sanctioned Strength:

For camp by University

5. Place of Camp:

6. Period of Camp:

7. Number of volunteers participated
in the camp:

| Class | Male | Female | Total |
|--------------|------|--------|-------|
| NSS | | | |
| Non-teaching | | | |
| Teachers | | | |
| Total | | | |

8. Grant applicable for Camp: 11,250/-

9. Advance taken from College: 6,750/-

10. Last year balance at College:

11. Grants received this year: 4,500/-

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

13. Total amount availed at College:- 11,250/-

[Total of No.9, 10, 11, 12]

14. Expenses of Camp:

Organization:

- ❖ Traveling :
- ❖ Residence :
- ❖ Boarding :
- ❖ Expenditure on Honorarium :
- ❖ Other Expenditure :

Grand Total :

15. Refund of College Advance: 6,750/-

16. Balance in College NSS account :

a) In Bank :

b) Cash in Hand :

Short report of the Camp:

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 SPECIAL WINTER CAMP

Statement showing the item-wise expenditure incurred by the college on the organization of camp under NSS Special Camping Programme from ----- to ----- at ----- Tal. -----, Dist. ----- during the year 201 -201 .

| V. No | Date | Name of the party | Particulars | Amount | Amount |
|-------|------|------------------------------|-----------------------|--------|----------|
| | | (a). Travelling Expenses | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | Total | Rs |
| | | (b)Loading Expenses | | | |
| | | | | | |
| | | | | | |
| | | | | Total | Rs |
| | | (c)Boarding Expenses | | | |
| | | | | | |
| | | | | Total | Rs |
| | | (d)Expenditure on Honorarium | | | |
| | | | | | |
| | | | | | |
| | | | | Total | Rs |
| | | (e)Other Expenditure | | | |
| | | | | Total | Rs |
| | | | Total:(a to e) | | 11,250/- |

Programme Officer

Accountant

Principal

FORMAT FOR ATTENDANCE RECORD OF SPECIAL WINTER CAMP

BHARATI VIDYAPEETH DEEMED UNIVERSITY, PUNE (INDIA)

Name of the College _____

NATIONAL SERVICE SCHEME

Place of the camp: A/P. _____, Tal. _____, Dist. _____

Duration of camp .../ .../ 201 to .../ .../ 201

Category wise students

| Category | Open | OBC | SC | ST | Other | Total |
|----------|------|-----|----|----|-------|-------|
| Male | | | | | | |
| Female | | | | | | |
| Total | | | | | | |

| Sr. No. | VEC. No. | Name of the Student | M/F | Caste | Class | Date and Signature of Volunteers | | | | | | |
|---------|----------|---------------------|-----|-------|-------|----------------------------------|--|--|--|--|--|--|
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Programme Officer
(Seal & Sign).

Principal
(Seal & Sign).