



56/NSS/DHSE/2015

06/04/2015

It is hereby informed all NSS functionaries that the utilization certificated of NSS regular activity fund and that of special camping programme for 2014-15 of all NSS units with audited statement of accounts thereon properly authenticated are to be submitted through NSS District Conveners concerned during the third week of April 2015. A specimen copy of the papers to be submitted is given below for ready reference.

Proforma (A&B) – 400 Units

Proforma (C&D)- 50 UNits (Order No.56/NSS/DHSE/2013 dated 19/09/2013)

Proforma (E&F) - 30 Units (Order No. 56/NSS/DHSE/2013 dated 16/09/2014)

Sd/-

Programme Co-Ordinator

Proforma A

.....Higher Secondary School,
.....District

Receipt & Payments account of NSS Regular activity fund for the year ended 31/03/2015

RECEIPTS		PAYMENTS	
From Programme Co- Ordinator NSS - 24400		Out of Pocket allowance (2013-14 balance) 2400	
		TA for Volunteers & POs	xxxx/-
		Printing Charges	xxxx/-
		District level seminars	xxxx/-
		Refreshment Charges	xxxx/-
		Tool purchased	xxxx/-
		Out of Pocket allowance (2014-15)	4800
Total	24400/-	Total	24400/-

AUDITORS REPORT

I have audited the accounts of Regular Activity fund of the NSS units of School for the year ended 31/03/2015 and I report that the above receipts and payments account are fully supported by proper bills& vouchers

Place
Date

Signature with Seal
(Chartered Accountant)

Signature with seal
Principal

UTILIZATION CERTIFICATE

Certified that an Amount of Rs. 24400/- (Rupees Twenty Four thousand four hundred only) sanctioned for NSS regular activities conducted by the NSS unit ofSchool..... District for the year 2014-15 has been utilized properly and completely for the purpose it was meant for, with in the time limit and as per the direction from the Programme Co-ordinator, NSS Cell, Directorate of Higher Secondary Education, Thiruvananthapuram.

(Place)

(Date)

Principal (Signature)

(Affix School Seal)

(Affix Name Seal)

Proforma B

.....Higher Secondary School,
.....District

Receipt & Payments account of NSS Special Camp fund for the year 2014-15 Special Camp conducted fromto..... at.....

RECEIPTS		PAYMENTS	
From Programme Co- Ordinator NSS	22500/-	TA for Volunteers & POs	xxxx/-
		Publicity & Postage Chares	xxxx/-
		Printing Charges	xxxx/-
		Medical Expenses	xxxx/-
		Food & Refreshment	xxxx/-
		Stationary	xxxx/-
		Hire Goods charges	xxxx/-
		xxxx/-
		xxxx/-
		xxxx/-
Total	22500/-	Total	22500/-

AUDITORS REPORT

I have audited the accounts of Regular Activity fund of the NSS units of School for the year ended 31/03/2015 and I report that the above receipts and payments account are fully supported by proper bills& vouchers

Place
Date

Signature with Seal
(Chartered Accountant)

Signature with seal
Principal

UTILIZATION CERTIFICATE

Certified that an Amount of Rs.22500/- (RupeesTwenty two thousand and five hundred only) sanctioned for Special Camping Programme of the NSS unit ofSchool..... District for the year 2014-15 has been utilized properly and completely for the purpose as per the instruction from the Programme Co-ordinator, NSS Cell, Directorate of Higher Secondary Education, Thiruvananthapuram.

(Place)

(Date)

(Affix School Seal)

Principal (Signature)

(Affix Name Seal)

Proforma C

.....Higher Secondary School,
.....District

Receipt & Payments account of NSS Regular activity fund for the year ended 31/03/2015

RECEIPTS		PAYMENTS	
From Programme Co- Ordinator NSS - 22400/-		Out of Pocket allowance (2013-14 balance) 400	
		TA for Volunteers & POs	xxxx/-
		Printing Charges	xxxx/-
		District level seminars	xxxx/-
		Refreshment Charges	xxxx/-
		Tool purchased	xxxx/-
		Out of Pocket allowance (2014-15)	4800
Total	22400/-	Total	22400

AUDITORS REPORT

I have audited the accounts of Regular Activity fund of the NSS units of School for the year ended 31/03/2015 and I report that the above receipts and payments account are fully supported by proper bills& vouchers

Place
Date

Signature with Seal
(Chartered Accountant)

Signature with seal
Principal

UTILIZATION CERTIFICATE

Certified that an Amount of Rs.22400/- (Rupees Twenty Two thousand four hundred only) sanctioned for NSS regular activities conducted by the NSS unit ofSchool..... District for the year 2014-15 has been utilized properly and completely for the purpose it was meant for, with in the time limit and as per the direction from the Programme Co-ordinator, NSS Cell, Directorate of Higher Secondary Education, Thiruvananthapuram.

(Place)

(Date)

Principal (Signature)

(Affix School Seal)

(Affix Name Seal)

Proforma D

.....Higher Secondary School,
.....District

Receipt & Payments account of NSS Special Camp fund for the year 2014-15 Special Camp conducted fromto..... at.....

RECEIPTS		PAYMENTS	
From Programme Co- Ordinator NSS	22500/-	TA for Volunteers & POs	xxxx/-
		Publicity & Postage Chares	xxxx/-
		Printing Charges	xxxx/-
		Medical Expenses	xxxx/-
		Food & Refreshment	xxxx/-
		Stationary	xxxx/-
		Hire Goods charges	xxxx/-
		xxxx/-
		xxxx/-
		xxxx/-
Total	22500/-	Total	22500/-

AUDITORS REPORT

I have audited the accounts of Regular Activity fund of the NSS units of School for the year ended 31/03/2015 and I report that the above receipts and payments account are fully supported by proper bills& vouchers

Place
Date

Signature with Seal
(Chartered Accountant)

Signature with seal
Principal

UTILIZATION CERTIFICATE

Certified that an Amount of Rs.22500/- (RupeesTwenty two thousand and five hundred only) sanctioned for Special Camping Programme of the NSS unit ofSchool..... District for the year 2014-15 has been utilized properly and completely for the purpose as per the instruction from the Programme Co-ordinator, NSS Cell, Directorate of Higher Secondary Education, Thiruvananthapuram.

(Place)

(Date)

(Affix School Seal)

Principal (Signature)

(Affix Name Seal)

Proforma E

.....Higher Secondary School,
.....District

Receipt & Payments account of NSS Regular activity fund for the year ended 31/03/2015

RECEIPTS		PAYMENTS	
From Programme Co- Ordinator NSS - 11400/-		TA for Volunteers & POs	xxxx/-
		Printing Charges	xxxx/-
		District level seminars	xxxx/-
		Refreshment Charges	xxxx/-
		Tool purchased	xxxx/-
		Out of Pocket allowance (2014-15)	2800
Total	11400/-	Total	11400/-

AUDITORS REPORT

I have audited the accounts of Regular Activity fund of the NSS units of School for the year ended 31/03/2015 and I report that the above receipts and payments account are fully supported by proper bills& vouchers

Place
Date

Signature with Seal
(Chartered Accountant)

Signature with seal
Principal

UTILIZATION CERTIFICATE

Certified that an Amount of Rs 11400/- (Rupees Eleven thousand four hundred only) sanctioned for NSS regular activities conducted by the NSS unit ofSchool..... District for the year 2014-15 has been utilized properly and completely for the purpose it was meant for, with in the time limit and as per the direction from the Programme Co-ordinator, NSS Cell, Directorate of Higher Secondary Education, Thiruvananthapuram.

(Place)

(Date)

Principal (Signature)

(Affix School Seal)

(Affix Name Seal)

Proforma F

.....Higher Secondary School,
.....District

Receipt & Payments account of NSS Special Camp fund for the year 2014-15 Special Camp conducted fromto..... at.....

RECEIPTS		PAYMENTS	
From Programme Co- Ordinator NSS	22500/-	TA for Volunteers & POs	xxxx/-
		Publicity & Postage Chares	xxxx/-
		Printing Charges	xxxx/-
		Medical Expenses	xxxx/-
		Food & Refreshment	xxxx/-
		Stationary	xxxx/-
		Hire Goods charges	xxxx/-
		xxxx/-
		xxxx/-
		xxxx/-
Total	22500/-	Total	22500/-

AUDITORS REPORT

I have audited the accounts of Regular Activity fund of the NSS units of School for the year ended 31/03/2015 and I report that the above receipts and payments account are fully supported by proper bills& vouchers

Place
Date

Signature with Seal
(Chartered Accountant)

Signature with seal
Principal

UTILIZATION CERTIFICATE

Certified that an Amount of Rs.22500/- (RupeesTwenty two thousand and five hundred only) sanctioned for Special Camping Programme of the NSS unit ofSchool..... District for the year 2014-15 has been utilized properly and completely for the purpose as per the instruction from the Programme Co-ordinator, NSS Cell, Directorate of Higher Secondary Education, Thiruvananthapuram.

(Place)

(Date)

(Affix School Seal)

Principal (Signature)

(Affix Name Seal)