

35/DGE/HSE/NSS 2021

Office of the Director of General Education,
Higher Secondary Wing,
Housing Board Buildings,
Santhi Nagar, Thiruvananthapuram.

CIRCULAR

It is hereby informed all NSS functionaries that the utilization certificate of NSS regular activity fund for 2020-21 of all NSS units with audited statement of accounts thereon properly authenticated are to be submitted through NSS District Conveners before 05/07/2021.

A specimen copy of the papers to be submitted is given below for ready reference. The required transactions should be reflected in the PFMS .

Proforma (A) – Aided Units

Proforma (B) - New Self Financing NSS Units

Proforma (C) – Self Financing NSS Units

Dr Jacob John

Programme Coordinator

Proforma A

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

Receipt & Payments account of NSS Regular activity fund for the year ended 31/03/2021

RECEIPTS	PAYMENTS
From Programme Co- Ordinator NSS :3500.00	Mask Challenge : xxxx
Advance from PO/Principal/PTA :18500.00	
	Pocket allowance : 4800
TOTAL :22000.00	Total : 22000

AUDITORS REPORT

I have audited the accounts of Regular Activity fund of the NSS units of
..... School for the year
ended 31/03/2021 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. 3500 (Rupees Three thousand five hundred only) sanctioned for NSS regular activities conducted by the NSS unit of.....

School District for the year 2020-21 has been utilized properly and completely for the purpose it was meant for, within the time limit and as per the direction from the Programme Coordinator, Higher Secondary NSS Cell, Directorate of General Education, Thiruvananthapuram.

(Place)

(Date)

Principal (Signature)

.

(Affix School Seal)

(Affix Name Seal)

Proforma B

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

Receipt & Payments account of NSS Regular activity fund for the year ended 31/03/2021

RECEIPTS		PAYMENTS		
From PTA/Volunteers/Others	12500/-			
(Specify if any)				
			Out pocket allowance	:
TOTAL	:12500.00	TOTAL	:12500.00	

AUDITORS REPORT

I have audited the accounts of Regular Activity fund of the NSS units of
..... School for the year
ended 31/03/2021 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. 12500 (Rupees Twelve thousand five hundred only) sanctioned for NSS regular activities conducted by the NSS unit of..... School District for the year 2020-21 has been utilized properly and completely for the purpose it was meant for, within the time limit and as per the direction from the Programme Coordinator, Higher Secondary NSS Cell, Directorate of General Education, Thiruvananthapuram.

(Place)

(Date)

Principal (Signature)

(Affix School Seal)

(Affix Name Seal)

Proforma C

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

Receipt & Payments account of NSS Regular activity fund for the year ended 31/03/2021

RECEIPTS		PAYMENTS	
From PTA/Volunteers/Others	25000/-	Mask Challenge	: xxxxx
(Specify if any)			
			Out pocet allowance
TOTAL	:25000.00	TOTAL	: 25000

AUDITORS REPORT

I have audited the accounts of Regular Activity fund of the NSS units of School for the year ended 31/03/2021 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. 25000 (Rupees Twenty five thousand only) sanctioned for NSS regular activities conducted by the NSS unit of School District for the year 2020-21 has been utilized properly and completely for the purpose it was meant for, within the time limit and as per the direction from the Programme Coordinator, Higher Secondary NSS Cell, Directorate of General Education, Thiruvananthapuram.

(Place)

(Date)

Principal (Signature)

(Affix School Seal)

(Affix Name Seal)