

15/DGE/HSE/NSS/2023

Directorate of Higher Secondary Education,  
National Service Scheme,  
Housing Board Building  
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Date :24/05/2023

**CIRCULAR**

It is hereby informed all NSS functionaries that the utilization certificates of NSS regular activity fund and that of special camping programme for 2022-23 of all NSS units with audited statement of accounts thereon properly authenticated are to be submitted through NSS District Conveners concerned during the second week of June 2023. A specimen copy of the papers to be submitted is given below for ready reference. The amount sanctioned is only for the year of 2022-23.

Sample 1 & 2 Grant-in-Aid Units 3 instalments received.

Sample 3 & 4 Grant-in-Aid Units 2 instalments received.

Sample 5 & 6 No Grant-in-Aid received (Grant-in-Aid units)

Sample 7 & 8 Self financing units

sd/-

Programme Co-Ordinator

## **UTILIZATION CERTIFICATE**

Certified that an Amount of Rs. ....(figure).....  
..... (in words) sanctioned for Special  
Camping Programme/Regular Activity of the NSS unit of ..... School  
..... District for the year 2022-23 has been utilized properly and  
completely for the purpose as per the instruction from the Programme Co-ordinator,  
NSS Cell, Directorate of General Education (Higher Secondary Wing),  
Thiruvananthapuram

(Place)

(Date)

Principal (Signature)

(Affix School Seal)

(Affix Name Seal)

## AUDIT REPORT MODEL 2022 23

### SAMPLE 1

#### SPECIAL CAMP GRANT IN AID (3 INSTALLMENTS RECEIVED UNITS)

| SL.NO. | RECEIPTS              | AMOUNT<br>Rs.    | SL.NO. | PAYMENTS                                     | AMOUNT<br>Rs.    |
|--------|-----------------------|------------------|--------|--|------------------|
| 1      | FIRST<br>INSTALLMENT  | 5,250.00         | 1      | CAMP<br>EXPENSES<br>(MENTION<br>PARTICULARS) | 35,000.00        |
| 2      | SECOND<br>INSTALLMENT | 12,250.00        |        |  |                  |
| 3      | THIRD<br>INSTALLMENT  | 17,500.00        |        |  |                  |
|        | <b>TOTAL</b>          | <b>35,000.00</b> |        | <b>TOTAL</b>                                 | <b>35,000.00</b> |

### SAMPLE 2

#### REGULAR ACTIVITY GRANT IN AID (3 INSTALLMENTS RECEIVED UNITS)

| SL.NO. | RECEIPTS                     | AMOUNT<br>Rs.    | SL.NO. | PAYMENTS  | AMOUNT<br>Rs.    |
|--------|------------------------------|------------------|--------|---|------------------|
| 1      | FIRST<br>INSTALLMENT         | 5,400.00         | 1      | REGULAR<br>ACTIVITY<br>EXPENSES<br>(MENTION<br>PARTICULARS) | 30,000.00        |
| 2      | SECOND<br>INSTALLMENT        | 12,600.00        | 2      | OUT OF POCKET<br>ALLOWANCES                                 | 6,000.00         |
| 3      | THIRD<br>INSTALLMENT         | 15,436.00        |        |   |                  |
| 4      | ADVANCE FROM<br>PO/PRINCIPAL | 2,564.00         |        |   |                  |
|        | <b>TOTAL</b>                 | <b>36,000.00</b> |        | <b>TOTAL</b>  | <b>36,000.00</b> |

**SAMPLE 3****SPECIAL CAMP GRANT IN AID (2 INSTALLMENTS RECEIVED UNITS)**

| SL.NO. | RECEIPTS                        | AMOUNT<br>Rs.    | SL.NO. | PAYMENTS                                  | AMOUNT<br>Rs.    |
|--------|---------------------------------|------------------|--------|---|------------------|
| 1      | FIRST AND SECOND<br>INSTALLMENT | 17,500.00        | 1      | CAMP EXPENSES<br>(MENTION<br>PARTICULARS) | 35,000.00        |
| 2      | THIRD<br>INSTALLMENT            | 17,500.00        |        |   |                  |
|        | <b>TOTAL</b>                    | <b>35,000.00</b> |        | <b>TOTAL</b>                              | <b>35,000.00</b> |

**SAMPLE 4****REGULAR ACTIVITY GRANT IN AID (2 INSTALLMENTS RECEIVED UNITS)**

| SL.NO. | RECEIPTS                        | AMOUNT<br>Rs.    | SL.NO. | PAYMENTS  | AMOUNT<br>Rs.    |
|--------|---------------------------------|------------------|--------|---|------------------|
| 1      | FIRST AND SECOND<br>INSTALLMENT | 18,000.00        | 1      | REGULAR<br>ACTIVITY<br>EXPENSES<br>(MENTION<br>PARTICULARS) | 30,000.00        |
| 2      | THIRD<br>INSTALLMENT            | 15,436.00        | 2      | OUT OF POCKET<br>ALLOWANCES                                 | 6,000.00         |
| 3      | ADVANCE FROM<br>PO/PRINCIPAL    | 2,564.00         |        |   |                  |
|        | <b>TOTAL</b>                    | <b>36,000.00</b> |        | <b>TOTAL</b>  | <b>36,000.00</b> |

**SAMPLE 5****SPECIAL CAMP GRANT IN AID (NO INSTALLMENTS RECEIVED UNITS)**

| <b>SL.NO.</b> | <b>RECEIPTS</b>                 | <b>AMOUNT<br/>Rs.</b> | <b>SL.NO.</b> | <b>PAYMENTS</b>                              | <b>AMOUNT<br/>Rs.</b> |
|---------------|---------------------------------|-----------------------|---------------|--|-----------------------|
| 1             | ADVANCE<br>FROM<br>PO/PRINCIPAL | 35,000.00             | 1             | CAMP<br>EXPENSES<br>(MENTION<br>PARTICULARS) | 35,000.00             |
|               | <b>TOTAL</b>                    | <b>35,000.00</b>      |               | <b>TOTAL</b>                                 | <b>35,000.00</b>      |

**SAMPLE 6****REGULAR ACTIVITY GRANT IN AID (NO INSTALLMENTS RECEIVED UNITS)**

| <b>SL.NO.</b> | <b>RECEIPTS</b>                 | <b>AMOUNT<br/>Rs</b> | <b>SL.NO.</b> | <b>PAYMENTS</b>   | <b>AMOUNT<br/>Rs.</b> |
|---------------|---------------------------------|----------------------|---------------|---|-----------------------|
| 1             | ADVANCE<br>FROM<br>PO/PRINCIPAL | 36,000.00            | 1             | REGULAR<br>ACTIVITY<br>EXPENSES<br>(MENTION<br>PARTICULARS) | 30,000.00             |
|               |                                 |                      | 2             | OUT OF<br>POCKET<br>ALLOWANCES                              | 6,000.00              |
|               | <b>TOTAL</b>                    | <b>36,000.00</b>     |               | <b>TOTAL</b>  | <b>36,000.00</b>      |

**SAMPLE 7****SPECIAL CAMP - SELF FINANCING UNITS**

| <b>SL.NO</b> | <b>RECEIPTS</b> | <b>AMOUNT<br/>Rs.</b> | <b>SL.NO.</b> | <b>PAYMENTS</b>                           | <b>AMOUNT<br/>Rs.</b> |
|--------------|-----------------|-----------------------|---------------|---|-----------------------|
| 1            | 50*450          | 22,500.00             | 1             | CAMP EXPENSES<br>(MENTION<br>PARTICULARS) | 22,500.00             |
|              | <b>TOTAL</b>    | <b>22,500.00</b>      |               | <b>TOTAL</b>                              | <b>22,500.00</b>      |

**SAMPLE 8****REGULAR ACTIVITY - SELF FINANCING UNITS**

| <b>SL.NO</b> | <b>RECEIPTS</b>       | <b>AMOUNT<br/>Rs.</b> | <b>SL.NO.</b> | <b>PAYMENTS</b>   | <b>AMOUNT<br/>Rs.</b> |
|--------------|-----------------------|-----------------------|---------------|---|-----------------------|
| 1            | FIRST YEAR<br>250*50  | 12,500.00             | 1             | ADMINISTRATIVE<br>FUND                                      | 3,000.00              |
| 2            | SECOND<br>YEAR 250*50 | 12,500.00             | 2             | REGULAR<br>ACTIVITY<br>EXPENSES<br>(MENTION<br>PARTICULARS) | 17,200.00             |
|              |                       |                       | 3             | OUT OF POCKET<br>ALLOWANCES                                 | 4,800.00              |
|              | <b>TOTAL</b>          | <b>25,000.00</b>      |               | <b>TOTAL</b>  | <b>25,000.00</b>      |