



27/NSS/DHSE/2013

29/03/2014

Circular

It is hereby informed all NSS functionaries that the utilization certificates of NSS regular activity fund and that of special camping programme for 2013-14 of all NSS units with audited statement of accounts thereon properly authenticated are to be submitted through the NSS District Conveners concerned during the third week of April 2014. A specimen copy of the papers to be submitted is given below for ready reference.

Enclosed below: 4 specimen copies

Sd/-
Programme Co-ordinator

..... **Higher secondary School,**
**District**

Receipts & Payments account of NSS *Regular activity* fund for the year ended 31/03/2014

RECEIPTS	PAYMENTS
From Programme Co-Ordinator NSS – 19,600/-	TA for volunteers & POs -xxxx/- Publicity & Postage charge -xxxx/- Printing charges -xxxx/- District level seminars -xxxx/- Refreshment charges -xxxx/- Tool purchased -xxxx/- Out of Pocket Allowance -2400/- - xxxx/- - xxxx/-
Total - 19,600/-	Total - *****/-

AUDITORS REPORT

I have audited the accounts of Regular Activity fund of the NSS unit ofschool for the year ended 31/03/2014 and I report that the above receipts and payment 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.19, 600 /- (Rupees Nineteen thousand Six hundred only) sanctioned for NSS regular activities conducted by the NSS unit ofSchool District for the year 2013-2014 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 Co-ordinator, NSS Cell, Directorate of Higher Secondary Education, Thiruvananthapuram.

(Place)
(Date)

Principal (Signature)

(Affix school seal)

(Affix Name seal)

..... **Higher secondary School,**
**District**

Receipts & Payments account of NSS *Special Camp* fund for the year 2013-2014

Special Camp conducted from.....to..... at

RECEIPTS	PAYMENTS
From Programme Co-Ordinator NSS - 22,500/-	TA for volunteers & Pos -xxxx/-
	Publicity & Postage charge -xxxx/-
	Printing charges -xxxx/-
	Medical Expenses -xxxx/-
	Food & Refreshment -xxxx/-
	Stationary -xxxx/-
	Hire Goods charges -xxxx/-
 - xxxx/-
 - xxxx/-
Total - *****/-	Total - *****/-

AUDITORS REPORT

I have audited the accounts of Special Camp fund of the NSS unit of
school for the year 2013-2014 and I report that the above receipts and
 payment account are fully supported by proper bills & vouchers.

Place
 Date

Signature with seal
 (Chartered Accountant)

Signature with seal
 Principal

UTILISATION CERTIFICATE

This is to certify that an amount of Rs.22,500/- (Rupees Twenty two thousand and five hundred only) sanctioned for the Special Camping Programme of the NSS Unit of School District for the year 2013-14 has properly and completely been utilized for the purpose as per the instruction from the NSS Programme Co-ordinator, NSS Cell, Directorate of Higher Secondary Education, Thiruvananthapuram.

(Place)

(Date)

Principal (Signature)

(Affix school seal)

(Affix Name seal)