

42 /NSS/DHSE/2019 29 /03/2019

It is hereby informed all NSS functionaries that the utilization certificated of NSS regular activity fund and that of special camping programme for 2018-19 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 April 2019. A specimen copy of the papers to be submitted is given below for ready reference. The amount sanctioned is only for the year of 2018-19 . The principals has to withdraw the amount received from NSS Cell before 31/03/2019 and required transactions should be reflected in the PFMS .

Proforma (A&B) – 525 Units

Proforma (C&D)- New Self Financing NSS Units

Proforma (E&F) – Self Financing NSS Units

Sd/-

Dr .Jacob John Programme Co-Ordinator

	School,
District	

# Receipt & Payments account of NSS Regular activity fund for the year ended 31/03/2019

RECEIPTS	PAYMENTS				
From Programme Co- Ordinator NSS - 10600	Leadership/PO Training xxxx/-				
Advance from PO/Principal/PTA - 11400	TA for Volunteers & POs xxxx/-				
	Printing Charges xxxx/-				
	District level seminars xxxx/-				
	Refreshment Charges xxxx/-				
	Tool purchased xxxx/-				
	Pocket allowance 4800/-				
Total 22000/-	Total 22000/-				

### **AUDITORS REPORT**

I	have	audited	the	accounts	of	Regular	Activity	fund	of	the	NSS	units	of
				School	for the	year end	ed 31/03/2	2019 aı	nd I	repo	rt that	the ab	ove
rec	ceipts a	nd paymo	ents a	ccount are	fully s	supported	by proper	bills&	vou	chers			
Pla	ace							,	Sign	ature	with S	Seal	
Da	nte							(C	hart	ed A	ccount	ant)	

Certified that an Amount of Rs. 10600	(Rupees Ten thousand six hundred only)
sanctioned for NSS regular activities	s conducted by the NSS unit of
School	District for the year 2018-19 has been utilized
properly and completely for the purpose it was	s 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	•
camp conducted from	to

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 mave at	idited til	ne accounts	of	Special	camp	fund	of	the	NSS	units	of
	•••••	School fo	or the	year ende	d 31/03	/2019 a	and ]	I repo	rt that	the ab	ove
receipts and	payments	account are f	fully s	upported by	y propei	bills&	vou	chers	3		
Place							Sim	nature	with S	Seal	
Date							_		Accoun		

Cer	tified that an	Amou	ant of Rs.	22500/- (Ru	apees Twenty 1	two tho	usand	and fiv	e hund	lred
only)	sanctioned	for	Special	Camping	Programme	of	the	NSS	unit	of
	•••••	Schoo	1	District for the	year 20	18-19	has be	en utili	zed	
properl	ly and compl	letely	for the p	urpose as p	per the instruc	tion fro	m the	Progra	ımme (	Co-
ordinat	ordinator, NSS Cell, Directorate of Higher Secondary Education, Thiruvananthapuram.									
(Place)	1									
(Date)						Pri	ncipal	(Signa	ture)	
(Affix	School Seal)					(A	ffix N	lame Se	eal)	

## Proforma C

	School,
District	

## Receipt & Payments account of NSS Regular activity fund for the year ended 31/03/2019

RECEIPTS		PAYMENTS				
From PTA/Volunteers/Others -	12500/-	Administrative Fund DD	1500/-			
(Specify if any)		Leadership/PO training	xxxx/-			
		TA for Volunteers & POs	xxxx/-			
		Printing Charges	xxxx/-			
		District level seminars	xxxx/-			
		Refreshment Charges	xxxx/-			
		Tool purchased	xxxx/-			
		Out of Pocket allowance	2400			
Total	12500/-	Total	12500			

### **AUDITORS REPORT**

I	have	audited	the	accounts	of	Regular	Activity	fund	of	the	NSS	units	of
				School	for the	year end	ed 31/03/2	2019 aı	nd I	repo	rt that	the ab	ove
rec	receipts and payments account are fully supported by proper bills& vouchers												
Pla	ace							,	Sign	ature	with S	Seal	
Da	ate							(C	hart	ed A	ccount	ant)	

Certified	that a	an Amo	ount of Rs	.12500/-	(Ru	pees Tw	elve	thous	sand f	ive hur	ndred or	nly)
sanctioned	for	NSS	regular	activiti	ies	conduct	ted	by	the	NSS	unit	of
		School	1		Di	istrict for	the	year 2	2018-1	9 has b	een utili	zed
properly and	d comp	oletely fo	or the purp	ose it wa	as me	eant for,	with	in the	time	limit an	d as per	the
direction fro	om the	e Progra	amme Co-	ordinato	r, N	SS Cell,	Dire	ectora	te of	Higher	Second	lary
Education, 7	Γhiruva	ananthap	ouram.									
(Place)												
(Date)								P	rincip	al (Sign	ature)	
(Affix School	ol Seal	.)						(A	ffix N	ame Se	al)	

	Proforma D
	Higher Secondary School,
	District
Receipt & Payments account of NSS Special Camp	fund for the year 2018-19 Special
Camp conducted from	to

RECEIPTS		PAYMENTS					
From PTA/Volunteers/Others -	22500/-	TA for Volunteers & POs	xxxx/-				
(Specify if any )		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	Special	camp	fund	of	the	NSS	units	of
				. School fo	or the	year ende	d 31/03	/2019 a	and ]	I repo	ort that	the ab	ove
rec	eipts a	nd payme	nts ac	count are f	fully s	upported b	y prope	r bills&	vou	chers	S		
D۱،	ace								Sign	nature	e with S	Seal	
								,	C				
Da	II.C							(	Cnai	riea <i>F</i>	Accoun	tanit)	

Cer	tified that an	Amo	unt of Rs.	.22500/- (R	upeesTwenty	two thou	ısand	and fiv	e hund	red	
only)	sanctioned	for	Special	Camping	Programme	of	the	NSS	unit	of	
proper	ly and compl	letely	for the p	urpose as p	per the instruc	tion fro	m the	Progra	ımme (	Со-	
ordinat	tor, NSS Cell,	Direc	torate of l	Higher Seco	ndary Educati	on, Thir	uvana	nthapur	am.		
(Place)	)										
(Date)						Pri	ncipa	l (Signa	ture)		
(Affix	School Seal)					(A	ffix N	Name Se	eal)		

#### Proforma E

 Higher Secondary	School,
District	

# Receipt & Payments account of NSS Regular activity fund for the year ended 31/03/2019

RECEIPTS		PAYMENTS	
From PTA/Volunteers/Others -	25000/-	Administrative Fund DD	3000/-
(Specify if any)		Leadership/PO training	xxxx/-
		TA for Volunteers & POs	xxxx/-
		Printing Charges	xxxx/-
		District level seminars	xxxx/-
		Refreshment Charges	xxxx/-
		Tool purchased	xxxx/-
		Out of Pocket allowance	4800
Total	25000/-	Total	25000/-

### **AUDITORS REPORT**

I	have	audited	the	accounts	of	Regular	Activity	fund	of	the	NSS	units	of
				School	for the	year end	ed 31/03/2	2019 aı	nd I	repo	rt that	the ab	ove
rec	ceipts a	nd payme	ents a	ccount are	fully s	upported	by proper	bills&	vouc	chers			
Pla	ace							;	Sign	ature	with S	Seal	
Da	ate							(C	harte	ed A	ccount	ant)	

## <u>UTILIZATION CERTIFICATE</u>

Ce	ertified tha	at an Amou	nt of Rs 2500	00/- (Rupees Tv	venty fi	ve thou	sand only	y) sanctio	oned
for	NSS	regular	activities	conducted	by	the	NSS	unit	of
		School		District	for the	year 201	8-19 has	been util	ized
prope	rly and co	ompletely fo	r the purpose	it was meant fo	or, with	in the ti	me limit a	and as per	r the
direct	ion from	the Progra	mme Co-ordi	inator, NSS Co	ell, Dir	ectorate	of High	er Secon	dary
Educa	ation, Thi	ruvananthap	uram.						
(Place	e)								
(Date	)					Prin	cipal (Sig	gnature)	
(Affix	School S	Seal)				(Affi	x Name S	Seal)	

	Proforma F
	Higher Secondary School,
	District
Receipt & Payments account of NSS Special Camp	fund for the year 2018-19 Special
Camp conducted from	to
at	

RECEIPTS		PAYMENTS	
From PTA/Volunteers/Others -	22500/-	TA for Volunteers & POs	xxxx/-
(Specify if any)		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	Special	camp	fund	of	the	NSS	units	of
••••				. School fo	or the	year ende	d 31/03	/2019 a	and ]	I repo	rt that	the ab	ove
rec	eipts a	nd payme	nts ac	count are f	ully s	supported b	y propei	r bills&	vou	chers	3		
D1.	ace								C:~	aatuma	vyith (	Sool	
											with S		
Da	te							(	$\mathbf{Cha}$	rted A	CCOUN	tant)	

Cer	tified that an	Amou	unt of Rs.	.22500/- (R	upeesTwenty 1	wo thou	ısand	and fiv	e hund	red
only)	sanctioned	for	Special	Camping	Programme	of	the	NSS	unit	of
		Schoo	1		District for the	year 20	18-19	has be	en utili	zed
properl	ly and compl	letely	for the p	urpose as p	per the instruc	tion fro	m the	Progra	mme	Co-
ordinat	or, NSS Cell,	Direc	torate of l	Higher Seco	ndary Educati	on, Thir	uvana	nthapur	am.	
(Place)										
(Date)						Pri	ncipal	l (Signa	ture)	
(Affix	School Seal)					(A	ffix N	lame Se	al)	