



GONDWANA UNIVERSITY, GADCHIROLI

(Established by Government of Maharashtra Notification No. MISC -2007/(322/07) UNI -4 Dated 27th Sept. 2011 & Presently a State University governed by Maharashtra Public University Act, 2016 (Maharashtra Act No. VI of 2017)



National Service Scheme

Dr. Shyam Khandare

Director

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पत्र क्र. No.GU/NSS/145/2024

Dt : 20/02/2024

प्रती,

मा. प्राचार्य/विभाग प्रमुख/रासेयो कार्यक्रम अधिकारी
संलग्नीत सर्व रासेयो महाविद्यालय
गोंडवाना विद्यापीठ, गडचिरोली.

विषय:- सत्र २०२३-२४ चे अंकेक्षण, प्रलेखे व वार्षिक अहवाल (नियमित व विशेष) चे सादर करण्याबाबत.

महोदय,

उपरोक्त विषयान्वये सविनय विनंती या प्रमाणे आहे कि, सत्र २०२३-२४ या शैक्षणिक सत्राचे नियमित कार्यक्रम व विशेष शिबीराचे अंकेक्षण, प्रलेखे संलग्नीत financial Guidelines/Breakup of Expenditure of NSS Grant या नुसार तयार करून व वार्षिक अहवाल लवकरात लवकर तयार करून रासेयो विभागात स्वतःहा कार्यक्रम अधिकारी यांनी सादर करावा, ही विनंती.

डॉ. श्याम खंडारे

संचालक

राष्ट्रीय सेवा योजना

गोंडवाना विद्यापीठ, गडचिरोली.

संलग्नीत:- Annexure-A (financial Guidelines/Breakup of Expenditure of NSS Grant)

F.No.P.21-1/NSS/DTE/2023/
Government of India
Ministry of Youth Affairs & Sports
Directorate of NSS, Shivaji Stadium Annex Building,
New Delhi-110011

To

Dated 20/2/2024

1.All Regional Directors
Regional Directorates of NSS

2.All State NSS Officers
State NSS Cell

Subject: Revised Financial Guidelines/ Breakup of Expenditure of NSS Grants-Reg

Sir/Madam

I am directed to refer to the subject cited above and to inform you that the Ministry of Youth Affairs & Sports, Govt.of India has revised the NSS grants in the year 2021-22 vide ref No.DO.No.G-20011/2/2023-NSS dated 17th April.2023. (copy enclosed)

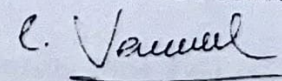
2. Accordingly, a guideline for expenditure of NSS Grants at University/+2 Directorate and NSS unit level are furnished and attached for your ready in the annexure-A

3. The financial guidelines for utilization of NSS grants at University and NSS unit level are issued with the directions of the Ministry of Youth Affairs & Sports, Govt of India.

Accordingly, follow the guidelines for expenditure of NSS Grants at University and NSS unit level and inform this to all NSS functionaries under your Jurisdiction for necessary compliance.

This is for your kind information & necessary action Please.

Yours Faithfully



Dr.C.Samuel Chelliah
Deputy Programme Adviser

Copy to: 1. Director, NSS for kind information
2.Under Secretary (NSS) for kind information

Annexure-A

**National Service Scheme
Financial Guidelines/ Breakup of Expenditure of NSS Grants**

The Ministry of Youth Affairs & Sports, Govt. of India has revised the NSS grants in the year 2021-22 vide ref No.DO.No.G-20011/2/2023-NSS dated 17th April.2023. The details of revision of NSS grants are also furnished under

1.Regular Activity grants from Rs.250 to Rs.400 per volunteer per year

2. The Special Camping Programme from Rs. 450 to Rs.700 for per volunteer for 7 days camp

Accordingly, the establishment and administrative expenditure pattern of NSS Grants at University/ Directorate, College /School level are furnished below

I. The University/Plus Two/ Technical Directorate level:

The administrative expenses at University/Directorate level have been revised from Rs.30 to Rs.40 per volunteer per year. Accordingly, each University/ Plus Two (+2) & other Technical Directorates can deduct Rs. 40 every volunteer per year as per their allocation from the Regular activity grants only and not from Special camping grants.

The total deducted amount can be utilised for maintenance of NSS Programme Coordinators Cell's Establishment /Contingency expenditure of the University/ +2 Directorate as under

1. The contingent expenses like stationery, postage, printing, telephone and internet charges, purchase of utensils, NSS badges, NSS Diary, Cap/Armband, banners, printing, equipment, etc.
2. Expenditure on Seminars/Workshops and periodical meetings of Principals, Programme Officers and NSS volunteers.
3. Programme Coordinator's Honorarium and his/her Travel expenditure on visiting NSS activities/special camps at institutions and attend meetings at State /National level.
4. Organising Training-cum-Orientation of NSS leaders and Programme Officers.
5. Publication of NSS reports, purchase of literature if any authorized by the University/ Directorate.
6. Other miscellaneous expenditure as decided by the University Plus Two (+2) & other Technical Directorates Advisory Committee within their budget provisions of the administrative expenditures.
7. The expenditure on purchase of office equipment, furniture, telephone and other electronic materials, computers/printers/scanners, internet services, etc may be allowed as per the approval of the University/+2 or Polytechnic or Technical Directorate NSS Advisory Committee and provided the said expenditure within the budget limit of their administrative expenditure.

II. College/School level NSS unit Expenditure:

The NSS expenditure at NSS unit level can be divided into the following **THREE CATEGORIES** for both **NSS Regular Activity and Special Camp**.

The Regular activity amount is Rs.400/- out of which an amount of Rs.40 will be deducted at the University /Directorate level, hence the NSS unit gets an amount of Rs.360.

NSS REGULAR ACTIVITY: Rs.400x 100Volunteers = Total Rs.40,000/-

The University or Plus Two (+2) Directorate level administrative expenses = 4000 (Rs.40 x 100 volunteers per year (10% of the amount)

After deduction of Rs.40 from the grant of NSS Regular Activity of each NSS volunteer, each NSS unit at College/School may receive an amount of Rs.36,000 for 100 volunteers per year.

The breakup of Expenditure for Rs.360 at NSS unit level is given below.

1. Out of pocket allowance to NSS programme officer

Rs.500 per month i.e., Rs.500 x 12 months = **Rs. 6000** (15% of the Rs.40,000). This out-of-pocket allowance can be withdrawn twice (each 6 months period @ Rs.3000) or one time withdrawal of entire Rs.6000. The amount can be transferred through PFMS to NSS Programme Officers bank account by making himself/herself as vendor and transfer the amount.

2. Contingent expenditure:

Rs.2500 per year i.e., Rs.25 x 100 Volunteers = **Rs. 2500** (15% of the Rs.40,000)

The Contingency amount of **Rs.2500** for a year can be used for purchase of stationery, postage, part-time clerical /data entry assistance and other miscellaneous expenses. (6.25 % of the Rs.40,000)

The contingent expenditure can be spent by proper bills or through vouchers/receipts of the college/school signed by NSS programme Officer of the concerned NSS unit.

3. Programme Development expenditure: Rs.27500/- (68.75 % of the Rs.40,000) per year per unit under the head **programme Development** for incurring expenditure on the following items.

- a) pre-camp preparation, pre-camp orientation, post-camp evaluation,
- b) expenses on TA and honorarium to resource persons
- c) refreshment/food to students
- d) travel expenses of students from institutions to the place of work and back by the cheapest mode of transportation.
- e) purchase of utensils, NSS badges /Cap, banners, printing, equipment, etc. required for camps and regular programmes

- f) travel expenses in respect of Programme Officers for participation in meetings, seminars, orientation and refresher courses, camps etc
- g) travel expenses (by cheapest mode) in respect of NSS volunteers for participation in camps, meetings, seminars, conferences etc. within or outside the State organized by the Department or with financial assistance from the Department and for participation in the University level leadership camps etc. other contingent expenditure on actual organization of regular NSS Programmes
- h) Any miscellaneous expenses

Note. The NSS programme Officer may register himself / herself as a vendor in the PFMS to withdraw an advance of Rs.500 to 5000 at a time for NSS activities and the account should be settled within one month & again fresh advance can be taken for further NSS activities. (Ref. F.No.G-20013/2/2023-NSS dated 1st February ,2024 by NSS section of the Ministry of Youth Affairs & Sports. (copy enclosed)

The Programme Development expenditure of Rs.27,500 can be spent by proper bills or through vouchers/receipts of the college/school signed by NSS programme Officer and Principal of the concerned institution

III. SPECIAL CAMPING PROGRAMME: (Rs.700x50 volunteers = Rs.35000 for seven days for 50 % of the sanctioned strength of 100 volunteers in each unit i.e 50 volunteers)

The expenditure of special camp **Rs.35000** may be booked under the following **three categories**

1. **Expenditure on board & lodging** of campers at the camp site **Rs.22750** (65% of the amount)
2. **Transportation** of the campers to the camp venue and back **Rs.7000** (20% of the amount)
3. **Miscellaneous** expenditure. **Rs.5250** (15% of the amount)

It is, therefore requested that in order to bring uniformity in NSS pattern of expenditure the above guidelines may be circulated to all NSS Programme Coordinators and all NSS Programme Officers under your jurisdiction. All the NSS units may follow the guidelines in letter and spirit.

These financial guidelines for utilisation of NSS grants at University and NSS unit level are issued with the directions of the Ministry of Youth Affairs & Sports, Govt of India with reference to the letter No.F.No.G-20013/2/2023-NSS Dated 1st February,2024 (copy attached)

Dr.C.Samuel Chelliah
Deputy Programme Adviser
Directorate of NSS , New Delhi

F. No. A-12041/6/2023-NSS
Government of India
Ministry of Youth Affairs & Sports
Department of Youth Affairs
(NSS Section)

Shastri Bhawan, New Delhi
Dated the 16th October, 2023

To

All the State/UT NSS Officers (Central Nodal Agencies)

Subject:- Release of NSS Grant for conducting the NSS Activities in their respective States/UTs- reg.

Sir/Madam,

I am directed to refer to the subject cited above and to inform that as per the guidelines dated 9th March, 2022 issued by the Department of Expenditure (DoE), Ministry of Finance, all eligible Central Sector Schemes are covered under the revised procedure for Flow of Funds w.e.f. 1st April, 2022 under which the funds to each State/UT NSS Cell i.e. Central Nodal Agency (CAN) will not be more than 25% of the State NSS annual allocation in one installment as per DoE guidelines. Accordingly, the funds for conducting of NSS Activities in the States/UTs are being released by this Department to the State/UT NSS Cells i.e. CNA.

2. In view of the above, it is clarified that although there is a ceiling towards release of 25% grant as 1st instalment to each CNA, yet this limit does not operate on further release of funds from CNA. It means, each State/UT NSS Cell i.e. CNA may release more than 25% funds at a time to the Universities/Colleges/Schools depending on their performance/willingness for conducting the Regular Activities/Special Camping under NSS. This will enable conduct of Regular Activities/Special Camping throughout the year with availability of requisite funds.

3. Further, all the State/UT Governments are requested to take necessary action on the following for smooth functioning of NSS in the respective States/UTs:

- a) utilize the unspent balance already available with the CNAs, if any, as per their requirements in the current financial year (CFY). It is also clarified that the unspent balance available with the CNA may be utilized to meet the previous year liabilities, if any/to conduct NSS regular activities and special camping in the CFY.
- b) CNA is advised not to furnish quarterly Utilisation certificates (UCs) against the previous installments released by this Department. CNAs may send their request for release of next installment of NSS Grant alongwith expenditure statements to this Department after utilizing previous installments released during the CFY. The UC may only be furnished after the end of the FY against the total grant released in that FY.

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- c) Ensure that the unspent balance mentioned in UC and CNA-01 report of PFMS should be matched at the time of furnishing UCs against the grants released in previous year.
- d) Reconciliation of accounts between Central and State units (i.e. CNAs) may be done on quarterly basis by the concerned CNAs. The opening balance of the CNA at the beginning of financial year and the unspent balance at the end of financial year should be tallied with the UC and the CNA reports (CNA-01 report and CNA-04 report) on PFMS.
- e) Ensure that the interest amount accrued as per CNA-04 report of PFMS on the previous year NSS Grant should be deposited through NTRP Portal and the receipt for the same may be furnished at the time of submission of UC.
4. This issues with the approval of the competent authority.

Yours faithfully



(Ravi Kumar Sinha)

Under Secretary to the Government of India

Tel. 011-23386390

Copy to :-

1. The DPA, Directorate of NSS,
Shivaji Stadium Annexe, New Delhi
2. All the Regional Directors of NSS
3. US (IFD) for information.



With the request to coordinate with
CNAs for compliance