



# सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)



डॉ. प्रभाकर देसाई

एम.ए., पीएच.डी.

संचालक

राष्ट्रीय सेवा योजना

गणेशखिंड, पुणे - ४११ ००७

कार्यालय क्र. : ०२०-२५६२२६८८/८९

: ०२०-२५६२२६९०/९९

: ०२०-२५६२२६९२

: ०२०-२५६९७३४९

स्वातंत्र्याचा अमृत महोत्सव

संदर्भ: रासेयो/२०२१-२२/५२३

दि. १६/०३/२०२२

प्रति,

मा. प्राचार्य व

रासेयो कार्यक्रम अधिकारी

रासेयो संलग्नित व स्वायत्त महाविद्यालये व परिसंस्था,

पुणे, अहमदनगर व नाशिक जिल्हा

विषय : राष्ट्रीय सेवा योजना लेखा माहिती Online भरणेबाबत

महोदय/महोदया,

सन २०२१-२२ या वर्षातील सावित्रीबाई फुले पुणे विद्यापीठ, राष्ट्रीय सेवा योजना विभागांतर्गत नियमित कार्यक्रम, विशेष शिबिर व इतर कार्यशाळांची लेखा माहिती Online पद्धतीने भरण्याकरिता आपल्या महाविद्यालयाच्या BOD लॉगिनवर दि. २५ मार्च २०२२ पर्यंतच उपलब्ध करून देण्यात आली आहे.

तरी दि. २५ मार्च २०२२ पूर्वी नियमित कार्यक्रम, विशेष शिबिर व इतर कार्यशाळांची लेखा माहिती Online पद्धतीने सादर करण्यात यावी. अधिक माहितीकरिता सोबत जोडलेल्या युजर मॅन्युअलचे अवलोकन करावे. (युजर मॅन्युअल आपल्या लॉगिनवर सुद्धा उपलब्ध करून देण्यात आलेले आहे.) माहिती भरण्यापूर्वी नियमित कार्यक्रम व विशेष शिबिरांसाठीची संख्या पूर्ण भरली आहे याची खात्री करावी. तसेच तिमाही अहवाल, रासेयो बँक खाते तपशील भरल्याशिवाय लेखाविषयक माहिती भरता येणार नाही.

संबंधित खर्चाच्या देयकांची माहिती भरून झाल्यावर प्रिंट घेण्यापूर्वी सर्व माहिती अचूक भरली आहे का याची खात्री करावी व नंतर प्रिंट करावी. प्रिंट केल्यानंतर भरलेल्या माहितीत कोणत्याही प्रकारे बदल करता येणार नाही. प्रिंट काढल्यानंतर अपलोड च्या ठिकाणी संबंधित कागदपत्रे (Item wise expenditure, Receipt & Payment, Utilization Certificate, Sanction Letter, Report Etc.) अपलोड केल्यानंतरच आपली लेखापरीक्षणाची संपूर्ण प्रक्रिया पूर्ण होणार आहे हे विशेषतः ध्यानात घ्यावे व अशीच प्रक्रिया पूर्ण झालेल्या महाविद्यालयांना रासेयो अंतिम अनुदान वितरित करण्यात येणार आहे. तदनंतर महाविद्यालयामार्फत आलेली कोणतीही तक्रार व लेखे स्विकारले जाणार नाहीत, याची नोंद घ्यावी. कळावे, ही विनंती.

संचालक  
राष्ट्रीय सेवा योजना

सोबत : युजर मॅन्युअल

टिप: सन २०२०-२१ मध्ये नियमित कार्यक्रम व विशेष शिबिराकरिता महाविद्यालयांचा अखर्चीत प्रथम हप्ता/उर्वरित रक्कम सन २०२१-२२ करिता प्रथम हप्ता म्हणून ग्राह्य धरण्यात येणार आहे.



# User Manual

For

*Savitribai Phule Pune University*


**NSS Central Audit Report**

For technical queries:


1. Contact No - 020 7153 3633


2. Mail ID - [nssbsdsupport@pun.unipune.ac.in](mailto:nssbsdsupport@pun.unipune.ac.in)


1. Go to University's official website (<http://www.unipune.ac.in/>).+
2. Click on BOD, then BOD Online
3. Or directly use this link  
(<http://bcud.unipune.ac.in/root/login.aspx>).
4. Login using BCUD college login

  
SAVITRIBAI PHULE PUNE UNIVERSITY  
सावित्रीबाई फुले पुणे विद्यापीठ  
॥ नः क्रियावान् स रक्षितः ॥

**Welcome College Users**

 Contact Us :

 For Colleges:- [collegesupport@pun.unipune.ac.in](mailto:collegesupport@pun.unipune.ac.in)

 For Teachers & Colleges:- 020-71533633


(Managed By **SPPU Edutech Foundation**)  
For Online Service related Technical queries only.  
Active on All Working Days between 10.30 AM to 6.00 PM)

**Login**

User Name

Password

Existing College - Forgot Password ?



**Enter your college user Id and Password.**

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**For technical queries:**

1. Contact No - 020 7153 3633
2. Mail ID - [nssbsdsupport@pun.unipune.ac.in](mailto:nssbsdsupport@pun.unipune.ac.in)

5. After login in your account click on **Main Menu**.

6. Then select **NSS** tab in it.

The screenshot shows a web browser window displaying the bcpunipune.ac.in website. The browser's address bar shows the URL [bcpunipune.ac.in/CollegeDetails/ExistingCollege/Default.aspx](http://bcpunipune.ac.in/CollegeDetails/ExistingCollege/Default.aspx). The website's header includes a "Main Menu" dropdown, a user greeting "Welcome testeng!", "Account Settings", and a "Logout" button. The "Main Menu" is open, and the "NSS" option is highlighted. A callout box with a green border and a pointer to the "NSS" option contains the text: "Select the NSS tab for it." The main content area displays "Your UNIPUNE ID is as follow. testeng" and various navigation links such as "Home-Page", "College Details", "Eligibility", "Affiliation", "Teacher Profile", "Approval Online", "Pro Rata Online", "Scholarships Online", "Examination Information", "Planning and Development", "Students' Development", "NSS", "CEO Information", "Nomination of Senior Supervisors / Squad", "Election", "Annual Report", "RUSA", "PHD Tracking", and "Pro-Rata started". The "NSS" link is highlighted in blue. On the right side, there are several news and information boxes, including "College Online News" with a "Download Circular For Validation Camp" link, "A.I.S.H.E & M.I.S Details", "NOC Details", "ARC Report", "Online ARC Information", and "Eligibility Online News". The Windows taskbar at the bottom shows various application icons and the system clock indicating 15:06 on 13-03-2020.

For technical queries:

1. Contact No - 020 7153 3633

2. Mail ID - [nssbsdsupport@pun.unipune.ac.in](mailto:nssbsdsupport@pun.unipune.ac.in)



## 7. Select the **Main Menu** tab again and then **Central Audit** tab

**Central Audit tab is here.**

SAVITRIBAI PHULE PUNE UNIVERSITY  
National Service Scheme

Welcome : testeng | Account Settings | Logout

1. Before Fill NSS Application Detail Click Here and Follow Steps in User Manual  
2. Kindly upload Application scan copy and Paste Nss challan copy across it.

Note: You can not edit Application details After print

Nss Code	Type	Acad-Year	प्रस्ताव स्थिती	Edit	Print	Print Challan	Upload Application & Challan	View Uploaded Document	PO Sanction	Unit Sanction
			Sanctioned After sent		Print	Print Challan		Download		

Create New Application

For Technical queries mail us on - [nssbdsupport@pun.unipune.ac.in](mailto:nssbdsupport@pun.unipune.ac.in)

For technical queries:

1. Contact No - 020 7153 3633

2. Mail ID - [nssbdsupport@pun.unipune.ac.in](mailto:nssbdsupport@pun.unipune.ac.in)

## 8. For Audit form select the first option which is **Regular Activity Audit Form.**

The screenshot shows the NSS application detail page. The main content area contains the following instructions:

1. Before Fill NSS Application Detail Click Here and Follow Steps in User Manual
2. Kindly upload Application scan copy and Paste Nss challan copy across it.

A note states: "Note: You can not edit Application details After print."

Nss Code	Type	Acad- Year	प्रस्ताव स्थिती	Edit	Print	Print Challan	Upload Application & Challan	View Uploaded Document	PO Sanction	Unit Sanction
	Regular Activity Audit Form		Sanctioned		Print	Print Challan		Download		
	Special Camp Audit Form		Letter sent		Print	Print Challan		Download		

A callout box points to the 'Regular Activity Audit form' option in the menu.

For technical queries:

1. Contact No - 020 7153 3633

2. Mail ID - nssbsdsupport@pun.unipune.ac.in

## 9. After selecting this option you can fill all details like **Pocket Allowance, Admin Charges, Implementing Schemes, Expenses, Equipment Expenditure.**

**Regular Activities Statement Of Expenditure**

**Notes**

- 1. Audit Fees are included in the print reports, hence do not add Audit Fees.
- 2. Advanced Amount added on this page, please check and confirm the amount.
- 3. After Filling all types of item wise expenditure and submit details then print option available in below on-page.
- 4. Print included Item Wise Expenditure, Receipt & Payment Account, Utilization Certificate and Form A auto-generate, please get print and check.
- 5. Once you get print no Add or Remove option available, please check and confirm all details first then get prints.

**Pocket Allowance**

Particulars	Bill No/Voucher No	Date	Party Name	Amount	Add/Remove
<input type="text" value="Enter Particulars"/>	<input type="text" value="Bill No"/>	<input type="text" value="Select Date"/>	<input type="text" value="Enter Party Name"/>	<input type="text" value="Enter Amount"/>	<input type="button" value="+"/> <input type="button" value="-"/>

**Admin Charges**

Particulars	Bill No	Date	Party Name	Amount	Add/Remove
<input type="text" value="Enter Particulars"/>	<input type="text" value="Bill No"/>	<input type="text" value="Select Date"/>	<input type="text" value="Enter Party Name"/>	<input type="text" value="Enter Amount"/>	<input type="button" value="+"/> <input type="button" value="-"/>

**For technical queries:**

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10. You fill all the details which is mention here.

11. Also you want to enter multiple entries from your side please click on '+' button for more entries.

12. Also you want to delete entries from your side please click on '-' button for remove unwanted entries

The screenshot displays a web form titled "Regular Activities Statement Of Expenditure". It is divided into several sections: "Notes", "Pocket Allowance", "Admin Charges", "Implementing Schemes", and "Expences".

- Notes:** A list of five instructions regarding audit fees, advanced amounts, item-wise expenditure, printing options, and confirmation steps.
- Pocket Allowance:** A table with columns: Particulars, Bill No/Voucher No, Date, Party Name, Amount, and Add/Remove. A "Submit" button is located below the table.
- Admin Charges:** A table with columns: Particulars, Bill No, Date, Party Name, Amount, and Add/Remove. A "Submit" button is located below the table.
- Implementing Schemes:** A table with columns: Particulars, Bill No, Date, Party Name, Amount, and Add/Remove. A "Submit" button is located below the table.
- Expences:** A partially visible table at the bottom.

Callouts provide the following instructions:

- "Please read all notes carefully" points to the Notes section.
- "Fill Details then click on Submit tab" points to the Submit button in the Pocket Allowance section.
- "Fill Details then click on Submit tab" points to the Submit button in the Admin Charges section.
- "Fill Details then click on Submit tab" points to the Submit button in the Implementing Schemes section.
- "Here is the '+' button" points to the plus button in the Add/Remove column of the Pocket Allowance table.
- "Here is the '-' button" points to the minus button in the Add/Remove column of the Pocket Allowance table.

For technical queries:

1. Contact No - 020 7153 3633

2. Mail ID - nssbsdsupport@pun.unipune.ac.in

**13. After filling all details like Pocket Allowance, Admin Charges, Implementing Schemes, Expenses, Equipment Expenditure (All the details are compulsory).**

**14. After filling all the details click on the **Submit** button step by step to add your information.**

**Expences**

Particulars:  Bill No:  Date:  Party Name:  Amount:  Add/Remove:

Sr. No	Particulars	Bill No	Date	Party Name	Amount	Remove
1	testinng	864697	26/08/2015	test party	26000	Remove
2	testinng	7541	12/09/2000	test party	8000	Remove

**Equipment Expenditure**

Particulars:  Bill No:  Date:  Party Name:  Amount:  Add/Remove:

Sr. No	Particulars	Bill No	Date	Party Name	Amount	Remove
1	testinhg	789410	02/04/2004	testing party	8000	Remove

**Grant Received From University**

Grant Received Amount From University:

**Fill Details then click on Submit**

**Fill Details then click on Submit tab**

**Confirm then click on Submit tab**

**For technical queries:**

**1. Contact No - 020 7153 3633**

**2. Mail ID - nssbdsupport@pun.unipune.ac.in**

15. After filling all the information there are four options available for you via., (Print Item wise Expenditure, Print Receipt and Payment Account, Print Utilization Certificate, Print Form A)

The screenshot displays a web application interface with four main sections:

- Expenses:** A form with fields for Particulars, Bill No, Date, Party Name, and Amount. Below the form is a table with one entry: Sr. No. 1, Particulars: testinng, Bill No: 854697, Date: 02/01/2020, Party Name: test party, Amount: 25000, and a Remove button.
- Equipment Expenditure:** A similar form with one entry: Sr. No. 1, Particulars: testinng, Bill No: 789410, Date: 11/02/2020, Party Name: testing party, Amount: 5000, and a Remove button.
- Grant Received From University:** A form with a field for Grant Received Amount From University (22050) and a Submit button.
- Print Reports:** Four buttons: 1.Print Itemwise Expenditure, 2.Print Receipt & Payment Account, 3.Print Utilization Certificate, and 4.Print Form A.

Four blue arrows point from the 'Print Reports' section to a green-bordered box containing the text: **These four tabs are available here.**

**Note-1. After filling all details print option are open.**

**2. Regular Activity and Special camp also Self Finance same process.**

For technical queries:

1. Contact No - 020 7153 3633

2. Mail ID - nssbsdsupport@pun.unipune.ac.in

**National Service Scheme** aims to inculcate social welfare in students, and to provide service to society without bias. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity. In doing so, volunteers learn from people in villages how to lead a good life despite a scarcity of resources. **Board of Students' Development** works towards promotion of cultural, recreational and welfare activities of students in colleges, institutions and university departments; conducts leadership training programs for students; ensures that there are mentors and counseling cells for the young students in colleges, institutions and university departments; helps in building-up the all-round personality of students and to groom them to be future leaders and confident adults and organizes cultural and recreational activities jointly with regional, national and international bodies. **NSS & BSW**, both the units are promoting the interest of the youth and develop their skills for appreciation of the fine and performing arts, pure arts and literary skills as well as the social engineering of students and organizing university, state, national and international level competitions, skills development workshops and interactive programs in various fields for the student.

While making this noble task more fruitful, more compatible and useful, we are prompt about fund utilization and its proper sense of social cause. Therefore we, both NSS and BSW, have taken initiative in standardizing the procedure of taking programs and maintain the proper records of all the activities conducted through NSS & BSW. As you are aware about the pioneer ship of SPPU in conducting the Central Audit Program (CAP) at the end of every financial year and its efforts to shaping transparency in every single person associated with University, we come together under single roof and provide facility to all affiliated college, institutions and university departments to complete audit and accounting process. Of course it saves time as well as it helps to maintain & make documentation of all activities. I am very positive about CAP as it is very unique and useful activity for emerging trends in finance & auditing methods.

I acknowledge and appreciate the contribution of our Finance & Account Officer and entire team associated with this pathfinder Guideline Book publication.

**Dr. Prabhakar Desai,**  
**Director,**  
**National Service Scheme**  
**Savitribai Phule Pune University, Pune**

## **Introduction:**

### **Audit and Accounting**

Audits are performed to ascertain the validity and reliability of information; also to provide an assessment of a system's internal control. The goal of an audit is to express an opinion of the person / organization / system etc. in question, under evaluation based on work done on a test basis.

**Audit** is an evaluation of a person, organization, system, process, enterprise, project or product. The term most commonly refers to audits in accounting, but similar concepts also exist in project management, quality management, and energy conservation.

Auditing means checking the correctness and genuineness of your accounts and verifying whether accounting principles and standards have been properly followed in conduct of your business and preparation of accounts. Under Income Tax Act, this verification will have to be carried out by an independent Chartered Accountant.

A **financial audit**, or more accurately, an **audit of financial statements**, is the verification of the financial statements of a legal entity, with a view to express an audit opinion. The audit opinion is intended to provide reasonable assurance that the financial statements are presented fairly, in all material respects, and/or give a true and fair view in accordance with the financial reporting framework. The purpose of an audit is to enhance the degree of confidence of intended users in the financial statements.

Financial audits are typically performed by firms of practicing accountants who are experts in financial reporting. The financial audit is one of many assurance functions provided by accounting firms. Many organizations separately employ or hire internal auditors, who do not attest to financial reports but focus mainly on the internal controls of the organization. External auditors may choose to place limited reliance on the work of internal auditors.

Overall objectives of audit are aimed:

- a) To detect error and fraud in accounts
- b) To prevent commission of errors and frauds
- c) To enable timely finalization of accounts
- d) To make know the public that the state of affairs of the Institution.

**To achieve the above objectives in respect of Government audit, it has to be ensured that:**

- (i) There is provision of funds for the expenditure duly authorized by competent authority.
- (ii) The expenditure is in accordance with a sanction properly accorded and is incurred by an officer competent to incur it.
- (iii) Payment has been made to proper person and duly acknowledged so that a second claim on the same account is impossible.
- (iv) The charge is correctly classified.
- (v) In the case of audit of receipts (1) the sums due are regularly recovered and checked against demand and (2) sums received are duly brought to credit in the accounts.
- (vi) In the case of audit of stores and stock where a priced account is maintained stores are priced with reasonable accuracy and rates fixed are reviewed from time to time.
- (vii) That the numerical balance of stock materials is reconciled with the total of value of balance in accounts`



## **FINANCIAL PATTERN OF EXPENDITURE FOR REGULAR ACTIVITY AND SPECIAL CAMPING PROGRAMME**

### **1. Finance:**

The NSS Programme is funded by the Government of India As NSS is an education and service based scheme, adherence to the financial rules at the time of expenditure is very vital.

The entire expenditure of the scheme is met by Govt. of India

#### **a) REGULAR ACTIVITY:-**

The permissible expenditure for regular activity is Rs.250/- per volunteer per year.

\* Rs. 250/- to spent as following.

- i. Rs. 30/- per volunteer as administration expenses at University Level.
- ii. Rs. 10/- Per volunteer for dairy and badge.
- iii. Rs. 210/- per volunteer for administration and Implementation at college level.
  - iii a. Out of Pocket allowance to programme officer @ Rs. 48/- per student
  - iii. b. Administration expenditure @ Rs.10/-per student.
  - iii c. Programmers Implementation, tea and refreshment @ Rs.92/- per student
  - iii. d. Transport Exp. and miscellaneous @ Rs. 40/- per student
  - iii. e. Equipment @ Rs. 20/- per student

#### **b) SPECIAL CAMPING PROGRAMME :-**

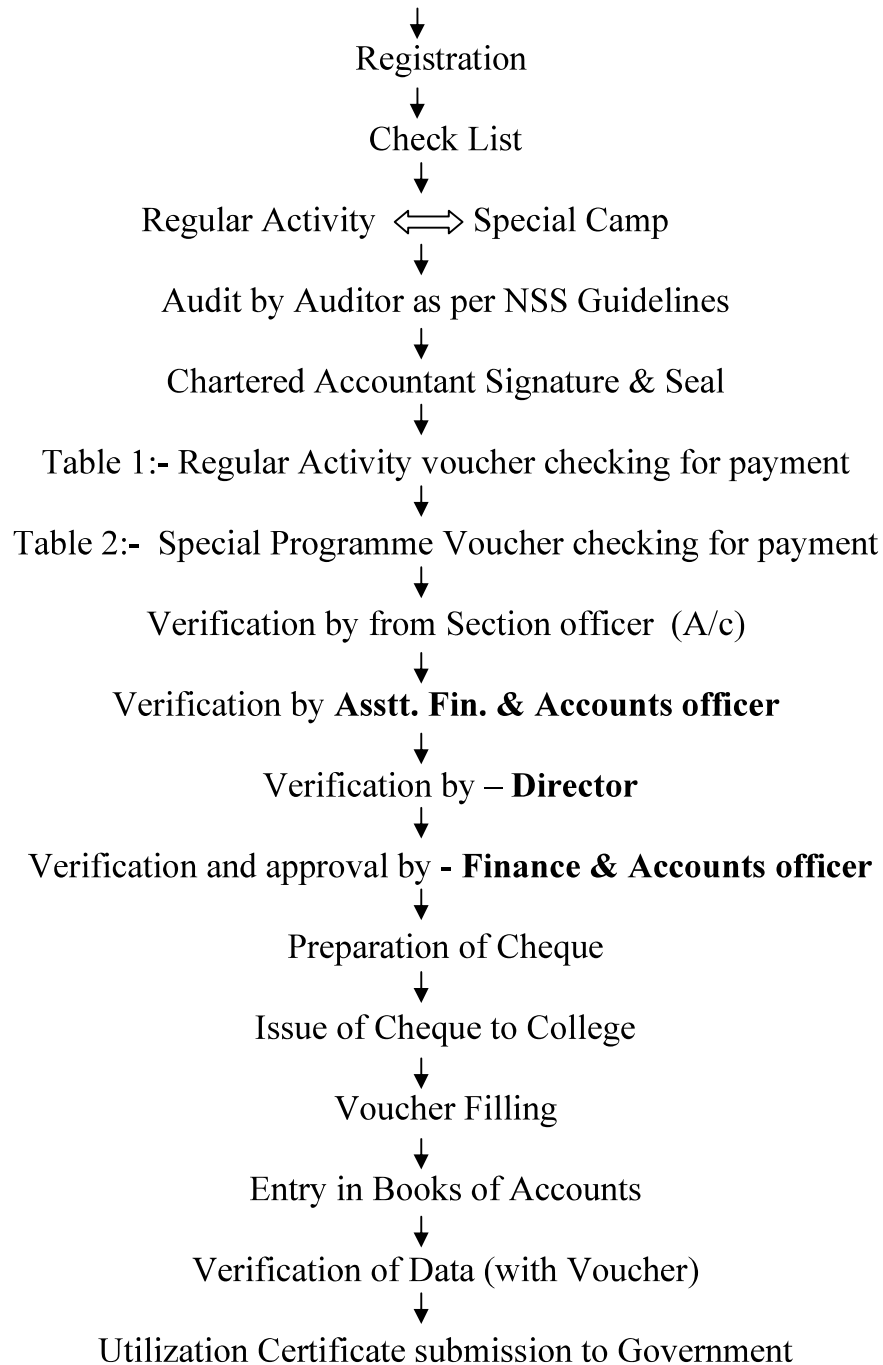
The permissible expenditure on boarding, lodging, transport and other for 7 days camp is Rs. 590/- (Rs. 450/- Govt. grant + Rs.140/- SPPU Grant) per camper at present.

### **2. Audit and Inspection of Records**

Accounts are liable for inspection and audit. It is therefore, advised that proper care should be taken to maintain proper records of expenditure for the Regular activity and Special Camp. It will be benifitting if the accounts are transparent. The records and accounts will be produced before the officials of the NSS Regional Centre, State NSS Cell and concerned Universities and also officials of Accountant General or local fund authorities for inspection and audit whenever demanded.

## Steps of Central Audit

Orientation about submission of Accounts for Central Audit



# NATIONAL SERVICE SCHEME

## Cash Book

(Regular activity as well as special camp activity)

Name of the College : \_\_\_\_\_

Year \_\_\_\_\_ to \_\_\_\_\_

Debit Side

Credit Side

Date	Receipt No.	Particulars	L.F.	Amt./	Date	Voucher No.	Particulars	L.F. No.	Amt.
		Rs.	No.	Rs.					Rs.
		To Opening Balance							
							By Closing Balance		
		<b>Total</b>					<b>Total</b>		

**Programme Officer**  
NSS

**Principal**  
(Sign & Seal)

## NATIONAL SERVICE SCHEME

Name of the College : \_\_\_\_\_

Bank Reconciliation Statement as on: \_\_\_\_\_

Particulars	Amount
Balance as per the cash book	
Less (-) i) Cheques deposited in to the Bank not realised ii) iii)	
Add (+) i) Cheques drawn but not presented for payment ii) iii)	
Balance as per Bank Statement (Pass Book) as on	

**Programme Officer**  
NSS

**Principal**  
(Sign & Seal)

## NATIONAL SERVICE SCHEME

Name of the College : \_\_\_\_\_

Year \_\_\_\_\_ to \_\_\_\_\_

### Dead Stock Register

Sr.No.	Description of Item	Bill No. & Date	Name of Party	Quantity	Amount
(1)	(2)	(3)	(4)	(5)	(6)

Initials Of Officers	Qty of Disposal	Balance in Stock	Initials Of Officer	Remarks
(7)	(8)	9)	(10)	(11)

**Programme Officer**  
NSS

**Principal**  
(Sign & Seal)

FOR EXAMPLE

Transaction : Received Cheque / D.D. of Rs. 40,000/- from Savitribai Phule Pune University as Grant for N.S.S. Expenditure & Deposited into Bank A/c

**CASH BOOK (with Cash & Bank Colum)**

**Debit Side**

Date	Receipt No.	Particulars	L.F. No.	Cash Col Amt Rs	Bank Col	Date	Voucher No	Particulars	Cheque No.	L.F. No.	Cash Col Amt Rs.	Bank Col Amt. Rs.
1.01.2014		To Opening Balance										
1.01.2014	1	To Grants A/c (Being Grants for N.S.S . Expenditure received from Savitribai Phule Pune University vide cheque/D.D. No. Dated Deposited in to Bank A/c.)	14		40000.00							
						1.2.2014		By Closing Balance				

Ledger Posting of the Above transaction will be as under

Name of the Ledger Account: Grants Account

**LEDGER**

**Debit Side**

**Credit Side**

Date	Particulars	CBF No	Amount Rs.	Date	Particulars	CBF No,	Amount Rs.
1.01.2014	To Balance transferred to Income & Expenditure		40000.00				
	<b>TOTAL</b>		<b>40000.00</b>				<b>40000.00</b>

FOR EXAMPLE

Transaction . Amount of Rs. 3,532/- spent for Boarding at the time of Special Camp on 02.08.2014

**CASH BOOK (with Cash & Bank Colum)**

**Debit Side**

Date	Receipt No.	Particulars	L.F. No.	Cash Col Amt. Rs	Bank Col	Date	Voucher No	Particulars	Cheque No.	L.F. No.	Cash Col Amt Rs.	Bank Col Amt. Rs.
1.01.2014		To Opening Balance										
						1.01.2014	12	By Boarding Exp A/c (Being the amount of Rs. 3,532/- spent for Boarding at the time of Special Camp)				3532.00
						29.2.2014		By Closing Balance				

**Name of the Ledger Account : Boarding Expenses A/C**

**LEDGER**

**Debit Side**

**Credit Side**

Date	Particulars	CRF- No	Amount Rs	Date	Particulars	CBF No	Amount Rs.
1.01.2014	To Bank A/c		3532.00				
				1.01.2014	By Balance transferred to Income & Expenditure		3532.00
	<b>TOTAL</b>		<b>3532.00</b>				<b>3532.00</b>

FOR EXAMPLE

Transaction : Amount of Rs. 210/- incurred on Transportation of the students & the amount is paid in cash on 4/09/2014

**CASH BOOK (with Cash & Bank Column)**

**Debit Side**

Date	Receipt No.	Particulars	L.F. No.	Cash Col Amt Rs	Bank Col	Date	Voucher No	Particulars	Cheque No.	L.F. No.	Cash Col Amt Rs.	Bank Col Amt. Rs.
1.01.2014		To Opening Balance										
						1.01.2014	19	By Transport A/c (Being the amount Rs. 210/- spent for Transportation of the students at the time of Special Camp)		20	210.00	
						29.02.2014		By Closing Balance				

Ledger Posting of the Above transaction will be as under

Name of the Ledger Account : Transport A/C

**LEDGER**

**Debit Side**

**Credit Side**

Date	Particulars	CBF No	Amount Rs.	Date	Particulars	CBF No,	Amount Rs
30.09.11	To Bank A/c	80	210.00	30.09.11	By Balance transferred to Income & Expenditure		210.00
	<b>TOTAL</b>		<b>210.00</b>				<b>210.00</b>



FOR EXAMPLE

Transaction : Expenditure of Rs. 785/- incurred for tea & refreshment to students paid by cheque on 07.10.2011

**CASH BOOK (with Cash & Bank Colum)**

**Debit Side**

Date	Receipt No.	Particulars	L.F. No.	Cash Col Amt Rs	Bank Col	Date	Voucher No	Particulars	Cheque No.	L.F. No.	Cash Col Amt Rs.	Bank Col Amt. Rs.
01.08.011		To Opening Balance										
						07.10.11	20	By Tea & Breakfast (Being the amount of Rs. 785/- spent for Tea & Breakfast of the students)		24	785.00	
								By closing Balance				

Ledger Posting of the Above transaction will be as under

Name of the Ledger Account : Tea Breakfast A/C

**LEDGER**

**Debit Side**

**Credit Side**

Date	Particulars	CBF No	Amount Rs.	Date	Particulars	CBF No.	Amount Rs
07.10.11	To Bank A/c	9	785.00				
				31.10.11	By Balance transferred to Income & Expenditure		785.00
	<b>TOTAL</b>		<b>785.00</b>				<b>785.00</b>

FOR EXAMPLE

Transaction : Amount of Rs. 5,000/- received on 30.11.11 from college ns an advance for the N.S.S. Expenditure.

**CASH BOOK (with Cash & Bank Colum)**

**Debit Side**

Date	Receipt No.	Particulars	L.F. No.	Cash Col Amt Rs	Bank Col	Date	Voucher No	Particulars	Cheque No.	L.F. No.	Cash Col Amt Rs.	Bank Col Amt. Rs.
01.11.11		To Opening Balance										
07.11.11	19	To Advance A/c (Being the advance of Rs. 5, 000/- received from the college for N.S.S Expenditure vide Cheaue No. Dt.			5000.00	30.11.11		By Closing Balance transferred to Income & Expenditure				

Ledger Posting of the Above transaction will be as under

Name of the Ledger Account : Advance A/C

**LEDGER**

**Credit Side**

**Debit Side**

Date	Particulars	CBF No	Amount Rs.	Date	Particulars	CBF No.	Amount Rs.
				07.11.11	"By Bank A/c	23	5,000.00
30.11.11	To Balance c/fd		5000.00				
	<b>TOTAL</b>		<b>5000 00</b>				<b>5000.00</b>

# NATIONAL SERVICE SCHEME

Name of the College: \_\_\_\_\_

Year \_\_\_\_\_ to \_\_\_\_\_

## Ledger

For Example Budget Head - Pocket Allowance A/c

**Debit Side**

**Credit Side**

Date	Receipt No.	Particulars	CBF No.	Amt. Rs.	Date	Voucher No.	Particulars	CBF No.	Amt. Rs.
							By Balance Transferred to Income & Expenditure		
		<b>Total Rs.</b>					<b>Total Rs.</b>		

**Programme Officer**  
NSS

**Principal**  
Sign & Seal

## Following documents to be submitted for the Final Payment

### Regular Activity:

- 1) Covering Letter
  - 2) Statement of Item wise expenditure – Fill Online
  - 3) Receipt & Payment Account – Auto Generated
  - 4) Utilization Certificate – Auto Generated
  - 5) "A" Form – Auto Generated
  - 6) University Unit Sanction letter (Attested Copy)
- Signed by  
Programme  
Officer,  
Principal &  
Chartered  
Accountant.
- Submit to the Finance &  
Accounts Department  
No. 1 to 6)
- 7) Online Students List - Categorywise
  - 8) Report- 1 copy
- Submit to the University  
NSS Office (7 & 8)
- 9) List of Equipment purchased during the year
  - 10) Up to Date list of Equipment
  - 11) Statement A,B,C
  - 12) Certificate of Physical Verification
  - 13) Original Bills
  - 14) Students completed 120 hours work certificate  
from Principal & PO
  - 15) University Unit Sanction letter (Original)
- Preserve in College  
(Serial No. 9 to 15)

**Note: The college should preserve the copies of the document submitted to the University in addition to the original bills and attendance.**

**Fill Online this Form & Print in 3 Sets**

**<http://bcud.unipune.ac.in/root/login.aspx>**

**College Login ▶ Main Menu ▶ NSS ▶ Menu ▶ Central Audit ▶ Regular Activity Audit Form**

**NATIONAL SERVICE SCHEME**

**Regular Activities**

**Statement of Itemwise Expenditure for the year 20 \_\_ - \_\_**

**Name of the College:** \_\_\_\_\_

Sr. No.	Particulars	Bill No.	Date	Name of the Party	Amount
	<b>A) Group</b>				
	i. Pocket Allowance @ Rs. 48 per student				
1					
2					
	ii. Admin. Charges @ Rs.10 per student				
3					
4					
	<b>B) Group</b>				
	i) Implementing Scheme (Snacks, Tea charges)				
5					
6					
7					
	ii) Transport, Photo & Misc. expences				
8					
9					
	iii) Equipment Expenditure				
10					
11					
	Total Payments (A to B)			<b>Grand Total</b>	

**Programme Officer**  
NSS

**Principal**  
(Sign & Seal)

**Chartered Accountant (Sign & Seal)**  
Membership No.

**THIS FORM IS SAMPLE FORM**

**PLEASE ONLINE FILLUP THIS FORM**

**FOR MORE INFORMATION USE USER MANUALE**

After Fill Item wise Expenditure this form will be Auto Generated

## NATIONAL SERVICE SCHEME

### Regular Activity

### Receipts & Payments Account for the year 20 \_\_-\_\_

Name of the college: \_\_\_\_\_

Receipts	Amount Rs	Payment	Amount of Actual Expenditure	Admissible Amount * Rs. 210/- per Student
Grant Received from the University (Cheque No.&Date)       Amount receivable from University		A) Group Pocket Allowance @ Rs. 48 per student Admin. Charges @ Rs.10 per student		}
		A Group Total (Maximum Rs. 58/- per student)		
		B) Group i) Implementing Scheme (Snacks, Tea charges)		}
		Sub Total (i)		
		ii) Transport, Photo & Misc. expences		
		Sub Total (ii)		
		iii) Equipment Expenditure		
		Sub Total (iii)		
		B Group Total (Maximum Rs. 152/- per student)		
Total Receipts		Total Payments (A to B)		

Programme Officer  
NSS

Principal  
(Sign & Seal)

Chartered Accountant (Sign & Seal)  
Membership No.

**After Fill Item wise Expenditure this form will be Auto Generated**

**NATIONAL SERVICE SCHEME  
Regular Activities for the year 20\_\_ - \_\_  
UTILIZATION CERTIFICATE**

**Name of the College/Institution:** \_\_\_\_\_

Certified that the total expenditure of Rs. \_\_\_\_\_ including college/institution share, if any, has been utilized by the college/institution for the purpose for which it is approved as per the details in the attached statements in accordance with the terms and conditions, norms of expenditure and relevant guidelines thereto.

**Programme Officer**  
NSS

**Principal**  
**(Sign & Seal)**

We hereby certify the details of the total expenditure and the admissible grant as mentioned below.

Amount in Rupees

A) Total Expenditure on the scheme	_____
B) Admissible Amount as per the norms	_____
C) Amount of 1st Installment	_____
D) Amount Payable to College/Institution	_____
E) Amount Borne by College/Institution	_____

We have certified the abovementioned expenditure based on the following.

1. Norms and relevant guidelines issued by the Savitribai Phule Pune University
2. Duly certified Original Vouchers and documents submitted by the College/Institution

**Chartered Accountant (Sign and Seal)**

**Membership No.** \_\_\_\_\_

**Place:**

**Date :**

(The Original Vouchers and stamped receipts for the above mentioned statement of Accounts are retained in college/Institute office and will be made available to University as when required.)



NSS Code-

**A Form**

**SAVITRIBAI PHULE PUNE UNIVERSITY**

**National Service Scheme**

**Regular Activities for the year 2017-2018**

1)	Name of the College	Arts, Science & Commerce College			
2)	Name of Principal	चौधरी एस. आर.			
3)	Name of Programme officer	जोशी के. एल.			
4)	Number of students at College	Male	2622	Female	1842
5)	Number of students sanctioned by university for regular activities	250			
6)	Number of students actually enrolled	Male	159	Female	91
7)	Students completed 120 hours	SC: 32	ST: 21	OTHER: 197	TOTAL: 250
8)	Grant to be received for sanctioned number of students for the current financial year RS. 210 x 250	52500.00			
9)	Balance amount with the College	0.00			
10)	Amount received by the College as first instalment from University for the current year	35800.00			
11)	Total amount (9+10)	35800.00			
12)	Amount spent by the College during current financial year				
	A. Remuneration for P.O. and administration	35000.00			
	B. Programme implementation	58000.00			
	Total	93000.00			
	Amount Distribution by Category wise	SC: 6720.00	ST: 4410.00	OTHER: 41370.00	TOTAL: 52500.00
13)	Total balance with the College				
	Bank A/C No.	122333	Amount Rs.	0.00	
14)	(I) Amount actual spent	93000.00			
	(II) Amount sanctioned by University	52500.00			
	(III) Amount to be received from University	16700.00			

\* Note : The amount towards Programme Officer pocket expenses is Rs. 48/- per students, in case of not conducting of special camp only 50% amount will be paid.

Certified that I have checked and verified the above details personally and found correct.

Programme Officer  
NSS

Principal  
Sign & Seal

Chartered Accountant (Sign & Seal)  
Membership No.



**NATIONAL SERVICE SCHEME**  
**List of Equipment for the year 20\_\_ - \_\_**

**Name of the College :** \_\_\_\_\_

**CERTIFICATE**

**This is to certify that,**

1. The essential camping equipments from the approved list as shown below have been purchased by the college during period from \_\_\_\_\_ to \_\_\_\_\_ from NSS funds.
2. The purchases have been made in accordance with the rules and procedures laid down for the purpose. The sanction of the appropriate authorities has been obtained whenever necessary and copy of the sanction is attached.

Equipments purchased have been entered in the dead stock register maintained for this purpose at the college NSS Unit as indicated against each item.

<b>Sr. No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Amount</b>	<b>Page no. in the Dead stock register</b>

**Programme Officer**  
NSS

**Principal**  
**(Sign & Seal)**

## NATIONAL SERVICE SCHEME

### List of Equipment (up to date) for the year 20\_\_ - \_\_

Name of the College : \_\_\_\_\_

Up to date list of equipment purchased from the NSS funds so far and in use as on 31<sup>st</sup> March.....,

Sr. No	Name of the equipment with Particulars	Nos. Items	Date of Purchase	Cost of Articles	Page No, & Sr. No. of Stock Register

**Programme Officer**  
NSS

**Principal**  
(Sign & Seal)

## Statement A

### Statement of Unserviceable items to be written off for the year 20\_\_ - \_\_

Name of the College: \_\_\_\_\_

Sr. No.	Details of Item	Page No. & Sr. No. in Stock Register	Date of Purchase	Cost of the Articles	Remarks

Certified that the above item have been inspected by me and found that they have now become unserviceable irreparable which needs to be write off from the dead stock register.

**Programme Officer**  
NSS

Seal

**Principal**

**Note :** Statement A. to be attached to the certificate should include articles which have become unserviceable/ irreparable due to their usage and are fit to be removed from the dead stock register. The list of such item should be carefully scrutinized by the programme officer and shall be placed before the NSS advisory committee of the collge for approval. NSS advisory committee offer the proper scrunitizing the committee may approve the disposal of such item.

The sale proccds of such item should recoreded in the Cash Book.

The credit of the same proceeds of the unserviceable articles may be noted in the appropriate column of the register.

## Statement B

### Statement of Missing items to be written off for the year 20\_\_ - \_\_

Name of the College \_\_\_\_\_

Sr. No.	Details of Items	Page No. & Sr. No. in the dead Stock Register	Date of Purchase	Cost of the Item	Remarks
1.					
2.					
3.					
4.					
5.					
6.					

Certified that I have made necessary investigation in respect of the above mentioned items reported as missing, a copy of my report is enclosed.

**Programme Officer**  
NSS

**Principal**  
(Sign & Seal)

**Note :** Statement B, to be attached to the certificate shall include list of missing articles, which are found missing due the fraud or negligence, or for not accountable / reason, the list such item shall be placed before the college NSS advisory committee for consideration and deciding upon the action to be taken there on. As the cost of all missing articles will have to be recorded from the person responsible, the College NSS Advisory Committee may appoint an enquiry officer (i) to investigate into the matter (ii) to assess the damage or loss and (iii) to determine the person from whom it is to be recovered. College NSS advisory committee shall ensure the recovery of such item from the person responsible.

## Statement C

### Statement of Missing, Unserviceable/ Irreparable item to be written off for the year 20\_\_ - \_\_

Name of the College \_\_\_\_\_

Sr. No.	Details of items	Page No. & Sr. No. in the Stock Register	Date of Purchase	Cost of the Articles	Whether unserviceable/ missing (Remarks)
1.					
2.					
3.					
4.					
5.					
6.					

Certified that the above mentioned missing, unserviceable and irreparable items have been written off by me. The sale proceeds recovered if any of these items amounting to Rs. \_\_\_\_\_ has been credited in the cash book.

The report of my investigation is enclosed. The recovery if, any amounting to Rs. \_\_\_\_\_ has been noted in the Cash book.

**Programme Officer**  
NSS

**Principal**  
(Sign & Seal)

**Note :** The Principal of the college is authorized, after necessary approval for the NSS college advisory committee to write off the missing and unserviceable / irreparable Item. The information of such item should be given in Statement A, B & C.

## **Certificate of Physical Verification**

**Name of the College:** \_\_\_\_\_

Certified that the articles of dead stock and other equipment purchased during the financial year 1<sup>st</sup> April \_\_\_\_\_ to 31<sup>st</sup> March \_\_\_\_\_ from NSS grants have been physically verified by me with reference to the entries of purchases made in the stock register. These article except those mentioned in statement A, B & C, attached herewith are in the working order and are being used for the purpose for which they were intended.

**Programme Officer**  
NSS

**Principal**  
**(Sign & Seal)**

**Note :** The Principal of the college to which NSS units should carry out physical verification on annual basis of the articles of dead stock and other equipments purchased out of the Government grants before the closing of the financial year, with reference to the entries in the stock registers made at the time of the purchase of articles. They should submit the certificate of physical verification in the above mentioned form at the time of submission of accounts to the University Office.

**NATIONAL SERVICE SCHEME**  
**Certificate of 120 Hours for the year 20\_\_-\_\_**

**Name of the College** \_\_\_\_\_

**CERTIFICATE**

This is to certify that all the student enrolled under the National Service Scheme (NSS), during the year \_\_\_\_\_ have satisfactorily completed individually 120 hrs (excluding hours under Special Camping Programme) of actual special work under the scheme.

**Programme Officer**  
NSS

**Principal**  
**(Sign & Seal)**

## Following documents to be submitted for the Final Payment

### Special Camp

- 1) Covering Letter
  - 2) Statement of Item wise expenditure – Fill Online
  - 3) Receipt & Payment Account – Auto Generated
  - 4) Utilization Certificate – Auto Generated
  - 5) "B" Form – Auto Generated
  - 6) University Unit Sanction letter (Attested Copy)
- Signed by  
Programme  
Officer,  
Principal &  
Chartered  
Accountant.
- Submit to the Finance &  
Accounts Department  
No. 1 to 6)
- 
- 7) Evaluation Report
  - 8) Report of Camp-1 copy
  - 9) Original Attendance- (Signature of Students)
  - 10) Original Bills
  - 11) University Camp Sanction letter (Original)
- Submit to the University  
NSS Office.(Sr. No. 7 to 8)
- Preserve in College  
(Sr. No. 9 to 11)

**Note: The College should preserve the copies of the document submitted to the university in addition to the original bills and attendance.**



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**NATIONAL SERVICE SCHEME**

**Special Camp**

**Statement of Item wise expenditure for the year 20\_\_ - \_\_**

**Name of the College:** \_\_\_\_\_

<b>Sr. No.</b>	<b>Parrticulares</b>	<b>Bill No.</b>	<b>Date</b>	<b>Name of the Party</b>	<b>Amount</b>
	<b>A) Expenditure of Lodging, Boarding</b>				
1					
2					
3					
4					
	<b>B) Expenditure on Transport</b>				
5					
6					
	<b>C) Other expenditure if any</b>				
7					
8					
9					
10					
11					
10					
11					
	<b>Total (A to C)</b>			<b>Grand Total</b>	

**Programme Officer**  
NSS

**Principal**  
(Sign & Seal)

**Chartered Accountant (Sign & Seal)**  
Membership No.

**THIS FORM IS SAMPLE FORM**  
**PLEASE ONLINE FILLUP THIS FORM**  
**FOR MORE INFORMATION USE USER MANUALE**

After Fill Item wise Expenditure this form will be Auto Generated

## NATIONAL SERVICE SCHEME

### Special Camp

Receipts & Payments Account for the year 20 \_\_-\_\_

Name of the college: \_\_\_\_\_

Receipts	Amount Rs	Payment	Amount of Actual Expenditure	Admissible Amount * Rs. 590/- per Student for 7 Days
Grant Received from the University (Cheque No.&Date)    Amount receivable from University		A) Lodging & Boarding Charges		}
		<b>Sub Total (A)</b>		
		B) Transport Charges		
		<b>Sub Total (B)</b>		
		C) Misc. Expenses		
		<b>Sub Total (C)</b>		
Total Receipts		Total (A to C)		

**Programme Officer**  
NSS

**Principal**  
(Sign & Seal)

**Chartered Accountant (Sign & Seal)**  
Membership No.

**After Fill Item wise Expenditure this form will be Auto Generated**

**NATIONAL SERVICE SCHEME**

**Special Camp 20\_\_ - \_\_**

**UTILIZATION CERTIFICATE**

**Name of the College/Institution:** \_\_\_\_\_

Certified that the total expenditure of Rs. \_\_\_\_\_ including college/institution share, if any, has been utilized by the college/institution for the purpose for which it is approved as per the details in the attached statements in accordance with the terms and conditions, norms of expenditure and relevant guidelines thereto.

**Programme Officer**  
NSS

**Principal**  
(Sign & Seal)

We hereby certify the details of the total expenditure and the admissible grant as mentioned below.

Amount in Rupees

A) Total Expenditure on the scheme	_____
B) Admissible Amount as per the norms	_____
C) Amount of 1st Installment	_____
D) Amount Payable to College/Institution	_____
E) Amount Borne by College/Institution	_____

We have certified the abovementioned expenditure based on the following.

1. Norms and relevant guidelines issued by the Savitribai Phule Pune University
2. Duly certified Original Vouchers and documents submitted by the College/Institution

**Chartered Accountant (Sign and Seal)**

**Membership No.** \_\_\_\_\_

**Place :**

**Date :**

**(The Original Vouchers and stamped receipts for the above mentioned statement of Accounts are to be retained in college/Institute office and will be made available to University as and when required.)**



NSS Code-

**B Form**  
**SAVITRIBAI PHULE PUNE UNIVERSITY**  
**National Service Scheme**  
**Special Camping Programme for the year 2017-2018**

1)	Name of College	Arts, Science & Commerce College			
2)	Name of Principal	चौधरी एस. आर.			
3)	Name of Programme officer	जोशी के. एल.			
4)	Sanction number of students by University for special camping programme	125			
5)	Actual number of students participated in the Camp	Male:2	Female:0	Total:2	
		SC:0	ST:1	Other:1	Total:2
6)	PO / Staff / Other participated in the camp	Male:2	Female:1	Total:3	
7)	Place of N.S.S. Camp	Darekarwadi Tal. Shirur Dist. PUNE			
8)	Period of Camp (Date)	20/11/2017 to 26/11/2017			
9)	Permissible grant for current year (Govt. 450 + SPPU 140)				
	Govt. Fund Rs. 450 x Number of Students	900.00			
	SPPU Fund Rs. 140 x Number of Students	280.00			
	Total	1180.00			
10)	Balance of last year of college Bank account	0.00			
11)	Grant first instalment received to the college from University for current year	35800.00			
12)	Total (10+11)	35800.00			
13)	Expenditure done by the college in Current academic year				
14)	a. Lodging & Boarding Charges	20800.00			
15)	b. Travelling Charges	5000.00			
	c. Other	20800.00			
	Total Expenditure	46600.00			
	Admissible Expenditure	1180.00			
	Amount to be received from University	-34620.00			
	Govt. Fund	900.00			
	University Fund	280.00			
16)		SC	ST	Other	Total
	Cast Wise Fund Distribution (Rs. 450)	0.00	450.00	450.00	900.00
	University Fund Distribution (Rs. 140)	0.00	140.00	140.00	280.00

Programme Officer  
NSS

Principal  
Sign & Seal

Chartered Accountant (Sign & Seal)  
Membership No.

**Fill Online NSS Quarterly Report**

**<http://bcud.unipune.ac.in/root/login.aspx>**

**College Login ▶**

**Main Menu ▶**

**NSS ▶**

**Menu ▶**

**Fill NSS Quarterly Report ▶**

**New Application ▶**

**Quarter 2 (April to June 2019)**

**Quarter 3 (July to September 2019)**

**Quarter 4 (October to December 2019)**

**Quarter 1 (January to March 2019)**

**(It's Compulsorry to fill Online Quarterly Report Year 2019-20)**

**NATIONAL SERVICE SCHEME**  
**Proforma of Annual Report for the year 20\_\_ - \_\_**

**Name of the College:** \_\_\_\_\_

Proforma for the submission of Quarterly / Half yearly / Annual Report on National Service Scheme at college level,

(April to June                      / July to Sept.                      / Oct.                      Jan to March                      )

**General:**

1) Name of the College \_\_\_\_\_

2) Full Address \_\_\_\_\_

with Phone No. Fax, Email \_\_\_\_\_

3) Name of the Principal \_\_\_\_\_

Tel. Office \_\_\_\_\_

Mobile \_\_\_\_\_

Residence \_\_\_\_\_

Email \_\_\_\_\_

4) Names (s) of Programme Officer (s)

Res.

Mob.

Email

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

5) National Service Scheme Advisory Committee \_\_\_\_\_

6) Number of Advisory Committee meeting held during the period under report with dates.

7) Number of National Service Scheme Units,

8) Enrolment

Number of Students in the College	Male	Female	Total
ii. Allocated strength for the National Service Scheme by the university			
iii. Number of students actually enrolled in N.S.S.			

9) Details of Orientation Prog.

Organized for student, if any

\_\_\_\_\_

10) Name and location of the community / Slum/Welfare Institution (s) adopted by the National Service Scheme Unit.

Name of the Community/Stums/Welfare  
Population Distance from the College.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11) Regular National Service Activities:

\_\_\_\_\_

a) Programme and activities Undertaken.

(Please describe in 4-5 lines each of the activities organized by the National Service Scheme Units giving number of students involved, number of beneficiaries and agencies organization that co-operational in the success of the activities may be grouped under educational environmental improvement, health and sanitation, family and child care etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) Special activities (including relief operations), if any ;

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12) Special camping Programme:

i. Did the college camp Unit organized during the Period

Yes / No.

ii. If yes

Male

Female

Total

a. Participants in the camp

Students

:

Non Students

:

Teachers

:

b. Place of camp: \_\_\_\_\_

\_\_\_\_\_

c. Duration of the camp with dates: \_\_\_\_\_

\_\_\_\_\_

iii. Programme and activities undertaken in camps (please mention here in detail the activities taken during the camp in the same manner as in case of regular activities)

13) Finance	Regular Activities	Special Camping	Total Rs.
a. Opening balance	_____	_____	_____
b. Grant Received during the period under report and also other money received	_____	_____	_____
i. Grant from University	_____	_____	_____
ii. Advances from colleges	_____	_____	_____
iii. Receipts from other sources	_____	_____	_____
c. Total expenditure incurred on National Service Scheme	_____	_____	_____
d. Grant carried over Receivable at the end of the period under report	_____	_____	_____
e. Suggestions if any	_____		
_____			
_____			

**Programme Officer**  
NSS

**Principal**  
(Sign & Seal)



**Following documents to be submitted for the Final Payment**  
**Value Education One/Two Day, College, Area, District, University Level Workshop,**  
**NSS Five/Seven Days District, University, State Level Camp/Workshop**

- |   |   |  |   |   |
|---|---|--|---|---|
| 11) Covering Letter                             | } | Signed by<br>Programme<br>Officer, Principal &<br>Chartered<br>Accountant. | } | Submit to the Finance &<br>Accounts Department<br>(Serial No. 1 to 7) |
| 2) Receipt & Payment Account                    |   |  |   |   |
| 3) Statement of item wise expenditure           |   |  |   |   |
| 4) Utilization Certificate                      |   |  |   |   |
| 5) Original Attendance- (Signature of Students) |   |  |   |   |
| 6) Original Bills                               |   |  |   |   |
| 7) University Sanction Letter (Attested Copy)   |   |  |   |   |
| 8) Evaluation Report                            | } |  | } | Submit to the University<br>NSS Office (Sr. No. 8 to 9)               |
| 9) Report of Camp-1 copy                        |   |  |   |   |

**Note: If the Amount of Expenditure is more than Rs. 20,000/- Utilization Certificate should be audited by Chartered Accountant**

## National Service Scheme

### Receipts & Payments Account for the year 20\_\_ - \_\_

**Name of the College/Institution:** \_\_\_\_\_

**Name of the Programme:** \_\_\_\_\_

Receipts	Amount Rs	Payment	Amount of Actual Expenditure	Admissible Amount
Grant Received from the University (Cheque No.& Date)    Amount receivable from University		A) Lodging & Boarding Charges		}
		<b>Sub Total (A)</b>		
		B) Transport Charges		
		<b>Sub Total (B)</b>		
		C) Misc. Expenses		
		<b>Sub Total (C)</b>		
		<b>Total Receipts</b>		

**Note: If the Amount of Expenditure is more than Rs. 20,000/- Utilization Certificate should be audited by Chartered Accountant**

**Programme Officer**  
NSS

**Principal**  
(Sign & Seal)

**Chartered Accountant (Sign & Seal)**  
**Membership No.**

**NATIONAL SERVICE SCHEME**  
**Statement of Item wise expenditure for the year 20\_\_ - \_\_**

**Name of the College/Institution:** \_\_\_\_\_

**Name of the Programme:** \_\_\_\_\_

Sr. No.	Parrticulares	Bill No.	Date	Name of the Party	Amount
	A) Expenditure of Loading, Boarding				
1					
2					
3					
4					
	B) Expenditure on Transport				
5					
6					
	C) Other expenditure if any				
7					
8					
9					
10					
11					
10					
11					
	Total (A to C)			<b>Grand Total</b>	

**Note: If the Amount of Expenditure is more than Rs. 20,000/- Utilization Certificate should be audited by Chartered Accountant**

**Programme Officer**  
NSS

**Principal**  
(Sign & Seal)

**Chartered Accountant (Sign & Seal)**  
**Membership No.**

# NATIONAL SERVICE SCHEME

## UTILIZATION CERTIFICATE

Year 20\_\_ - \_\_

**Name of the College/Institution:** \_\_\_\_\_

**Name of the Scheme:** \_\_\_\_\_

Certified that the total expenditure of Rs. \_\_\_\_\_ including college/institution share, if any, has been utilized by the college/institution for the purpose for which it is approved as per the details in the attached statements in accordance with the terms and conditions, norms of expenditure and relevant guidelines thereto.

**Programme Officer**  
NSS

**Principal**  
(Sign & Seal)

We hereby certify the details of the total expenditure and the admissible grant as mentioned below.

Amount in Rupees

A) Total Expenditure on the scheme \_\_\_\_\_

B) Admissible Amount as per the norms \_\_\_\_\_

C) Amount of 1st Installment \_\_\_\_\_

D) Amount Payable to College/Institution \_\_\_\_\_

E) Amount Borne by College/Institution \_\_\_\_\_

We have certified the abovementioned expenditure based on the following.

1. Norms and relevant guidelines issued by the Savitribai Phule Pune University
2. Duly certified Original Vouchers and documents submitted by the College/Institution

**Chartered Accountant (Sign and Seal)**

**Membership No.** \_\_\_\_\_

**Place :**

**Date :**

**Note: If the Amount of Expenditure is more than Rs. 20,000/- Utilization Certificate should be audited by Chartered Accountant**