



सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)
विद्यार्थी विकास मंडळ व राष्ट्रीय सेवा योजना
गणेशखिंड, पुणे ४११ ००७

संदर्भ: विविमं/२०२२-२३/४७०

दिनांक : ०९ मार्च, २०२३

प्रति,
मा. प्राचार्य, सर्व संलग्न महाविद्यालये,
मा. संचालक, सर्व मान्यताप्राप्त परिसंस्था
सावित्रीबाई फुले पुणे विद्यापीठ

विषय :- 'विद्यार्थी विकास मंडळ व राष्ट्रीय सेवा योजना' विभागांतर्गत
शैक्षणिक वर्ष २०२२-२३ मधील महाविद्यालयीन लेख्यांचे केंद्रीय परीक्षण.

महोदय/महोदया,

सावित्रीबाई फुले पुणे विद्यापीठाच्या विद्यार्थी विकास मंडळ आणि राष्ट्रीय सेवा योजनेअंतर्गत ज्या विविध योजना आपल्या महाविद्यालयात/मान्यताप्राप्त संस्थेत शैक्षणिक वर्ष २०२२-२३ मध्ये राबविण्यात आलेल्या आहेत, त्यासंदर्भातील सर्व लेखे यावर्षी केंद्रीय पद्धतीने स्विकारून त्यांचे परीक्षण करण्यात येणार असून त्याबाबतच्या कार्यक्रमाचा तपशील खालीलप्रमाणे आहे.

अ.क्र.	दिनांक	वेळ	जिल्हा/विभाग	महाविद्यालये	स्थळ
१.	१६ मार्च, २०२३	०९.३० ते ६.००	अहमदनगर	अहमदनगर जिल्ह्यातील सर्व महाविद्यालये व मान्यताप्राप्त परिसंस्था	अ. जि. म. वि. प्र. स., न्यू आर्टस्, कॉमर्स अँड सायन्स कॉलेज, लालटाकी रोड, अहमदनगर
२.	१७ मार्च, २०२३	०९.३० ते ६.००	नाशिक	नाशिक जिल्ह्यातील सर्व महाविद्यालये व मान्यताप्राप्त परिसंस्था	म. वि. प्र. स. के.आर. टी. आर्टस्, बी.एच. कॉमर्स अँड ए.एम.सायन्स कॉलेज (के.टी.एच.एम) गंगापूर रोड, नाशिक
३.	२० मार्च, २०२३	०९.३० ते ६.००	पुणे ग्रामीण	पुणे ग्रामीण विभागातील सर्व महाविद्यालये व मान्यताप्राप्त परिसंस्था	संत ज्ञानेश्वर सभागृह, मुख्य इमारत सावित्रीबाई फुले पुणे विद्यापीठ, पुणे
४.	२१ मार्च, २०२३	०९.३० ते ६.००	पुणे शहर	पुणे शहर विभागातील सर्व महाविद्यालये व मान्यताप्राप्त परिसंस्था	संत ज्ञानेश्वर सभागृह, मुख्य इमारत सावित्रीबाई फुले पुणे विद्यापीठ, पुणे

आपल्या महाविद्यालय/परिसंस्थेत खालीलप्रमाणे ज्या योजना/उपक्रमांची अंमलबजावणी केली असेल त्या सर्व योजनांचे लेखे व अहवाल वरील वेळापत्रकानुसार सादर करावेत.

विद्यापीठाच्या सदर लेखा परीक्षणांतर्गत हिशेब तपासणी, देयक मान्यता, अनुज्ञेय अनुदान वितरण इत्यादीसाठी सनदी लेखापाल यांचेकडून आपल्या अथवा विद्यापीठ स्तरावर पूर्व लेखा परीक्षण करण्याची आवश्यकता/अनिवार्यता अथवा अट लागू नाही. यास्तव पूर्व लेखा परीक्षण करणे अथवा न करणे याबाबत आपल्या स्तरावरच निर्णय घ्यावा. कोणत्याही सनदी लेखापालाकडून केलेल्या लेखा परीक्षणाच्या 'लेखा परीक्षण फि' ची प्रतिपूर्ती विद्यापीठाकडून केली जाणार नाही. याची नोंद घ्यावी.

विद्यार्थी विकास मंडळ

- ०१ कर्मवीर भाऊराव पाटील कमवा व शिका योजना
- ०२ निर्भय कन्या अभियान
- ०३ इतर शैक्षणिक उपक्रम

राष्ट्रीय सेवा योजना

- ०१ नियमित कार्यक्रम (केवळ स्वयंनिर्वाही एकेके)
- ०२ विशेष शिबिरे (केवळ स्वयंनिर्वाही एकेके)
- ०३ विद्यापीठस्तर शिबिरे
- ०४ विभागस्तर शिबिरे
- ०५ जिल्हास्तरिय शिबिरे
- ०६ मूल्यशिक्षण कार्यशाळा
- ०७ राज्यस्तरिय शिबिरे
- ०८ इतर विशेष उपक्रम

लेखे सादर करताना विद्यार्थी विकास मंडळ व राष्ट्रीय सेवा योजनेच्या मार्गदर्शिकेतील आणि/किंवा आपणास वेळोवेळी निर्देशित केल्याप्रमाणे व नियमांमधील सुधारित बदलानुसार दिलेल्या सर्व नियम, अटी सूचनांप्रमाणे योजनानिहाय आवश्यक त्या सर्व कागदपत्रांची पूर्तता करणे, तसेच वेळापत्रकाप्रमाणेच लेखे सादर करणे अनिवार्य आहे. आपणास निर्देशित केलेल्या स्थळ, वेळ व दिनांकानंतर कोणत्याही परिस्थितीत २०२२-२३ या वर्षाचे लेखे स्विकारण्यात येणार नाहीत व सदर उपक्रम आपल्या महाविद्यालयात राबविण्यात आला नाही असे मानले जाऊन त्याकरिता विद्यापीठाने आपणांस दिलेली प्रथम हप्त्याची (अग्रिम) रक्कम आपल्याला विद्यापीठाकडे परत द्यावी लागेल, याची कृपया नोंद घ्यावी. कळावे, ही विनंती.

सोबत : वरीलप्रमाणे.



(डॉ. प्रभाकर देसाई)
संचालक
राष्ट्रीय सेवा योजना



(डॉ. संतोष परचुरे)
संचालक
विद्यार्थी विकास मंडळ

रासेयो केंद्रीय लेखा परिक्षण २०२२-२३ महत्वाच्या सूचना

सदर लेखा परीक्षण हे फक्त स्वयंनिर्वाही एकका (SF UNIT) करिता असणार आहे परंतु online लेखा परिक्षण माहिती सर्वच महाविद्यालयांनी ONLINE भरायची आहे (शासन अनुदानित एकेके व स्वयंनिर्वाही एकेके)

रासेयो ONLINE लेखा परिक्षणा करिता पुढील प्रमाणे पूर्तता असणे आवश्यक आहे.

- 1) नियमित कार्यक्रम संख्या पूर्ण भरलेली आसवी याची खात्री करावी
- 2) शिबिराची संख्या पूर्ण भरलेली आसवी याची खात्री करावी
(अडचण येत असल्यास संख्या भरताना 5 -10 संख्या टिक करुण सबमिट करावी या पद्धतीने पूर्ण संख्या भरावी)
- 3) तिमाही अहवाल पूर्ण वर्षाचा भरलेला असवा
(Quarter 2 (April to June 2022)
Quarter 3 (July to September 2022)
Quarter 4 (October to December 2022)
Quarter 1 (January to March 2023)
(It's Compulsory to fill Online Quarterly Report Year 2022-23)
- 4) NSS बँक खात्याची माहिती online भरलेली असावी
- 5) वृक्षारोपणाची माहिती भरलेली असावी (माहिती भरताना क्षेत्रफळ फक्त आकडेवारीत टाकावे त्यापुढे फूट , मीटर टाकू नये उदा. 15 फक्त असा आकडा द्यावा)

सर्वात महत्वाचे नियमित कार्यक्रम , विशेष शिबिर व इतर कार्यशाळेंचे लेखा परिक्षण

Online फक्त Statement of Item wise Expenditure भरायचे आहे

नियमित कार्यक्रम व विशेष शिबिर व इतर कार्यशाळेंच्या Statement of Item wise Expenditure मध्ये बिलाच्या इंट्री (त्या त्या मेनु मध्ये) केल्या नंतर प्रिंट घेण्या पूर्वी भरलेली माहिती बरोबर आहे याची खात्री करावी. व यावर्षी ऑडिड फी नाही त्याची इंट्री करू नये) नंतर सबमिट करावे त्यानंतर

- 1) Statement of Itemwise Expenditure
- 2) Receipt & Payment Account
- 3) Utilization Certificate
- 4) "A" Form & "B" Form (इतर कार्यशाळेंकरीता लागू नाही)

असे चार डॉक्युमेंट तयार होतील या सर्वांची प्रिंट घ्यावी

एकूण वरील प्रमाणे 4 प्रिंट नियमित कार्यक्रमाच्या व 4 प्रिंट विशेष शिबिराच्या तयार होतील

(एकदा प्रिंट केल्या नंतर बदल करता येणार नाही)

त्या नंतर ही सर्व कागद पत्रे मा.प्राचार्य व कार्यक्रम अधिकारी यांच्या स्वाक्षरीने दिलेल्या क्रमाने व देयके

Statement of Item wise Expenditure मधील क्रमाणेच स्कॅन करून देयकाची एकत्र PDF अशी

सर्व कागद पत्रे मुदतीतच अपलोड करणे अनिवार्य आहे. त्या शिवाय online लेखापरीक्षण प्रक्रिया पूर्ण होणार नाही याची विशेष नोंद घ्यावी.

online लेखापरीक्षण प्रक्रियेकरिता अंतिम मुदत दि.14 मार्च 2023 पर्यंतच आहे (अपलोड सह)

यानंतर मुदतवाढ होणार नाही

ही सर्व कागद पत्र मूळ देयका सहित व माहितीपुस्तीकेमध्ये नमूद केलेल्या आवश्यक सर्व बाबींसह परिपत्रकाप्रमाणे जिल्हा निहाय लेखापरीक्षणा दिवशी प्रत्यक्ष सादर करावीत

online लेखापरीक्षण प्रक्रिया बाबत काही अडचण आल्यास माहिती भरत असलेल्या ठिकाणी खाली

nssbsdsupport@pun.unipune.ac.in मेल दिला आहे त्यावर कॉलेज च्या वेब मेल वरून NSS

कोडसह स्क्रीन शॉट घेऊन मेल करावा व रासेयो कार्यालयात फोन करून कळवावे.

शासन अनुदानित एकाकांकारिता सूचना

ZBSA खाते विषयक PFMS प्रणाली द्वारे अनुदानाबाबत माहिती

शासन अनुदानित महाविद्यालयांचे अनुदान झिरो बॅलन्स अकाउंट काढून मॅपिंग प्रक्रिया पूर्ण केल्यानंतरच PFMS प्रक्रियेद्वारे शासन निर्देशानुसार अदा करण्याची प्रक्रिया राबवली जाणार आहे.

ZBSA खात्यामार्फत PFMS प्रणालीद्वारे अनुदान अदा करण्याच्या प्रक्रियेकरिता महाविद्यालयांना हिशेब सादर करणे सोयीस्कर होण्याकरिता शासन अनुदानित महाविद्यालयांनी देखील online लेखापरीक्षणाची सर्व माहिती भरावी. तरी शासन अनुदानित महाविद्यालयांनी लेखापरीक्षणाला येण्याची आवश्यकता नाही.

मात्र शासन अनुदानित महाविद्यालयांनी नियमित कार्यक्रम व विशेष शिबिरा व्यतिरिक्त इतर कार्यशाळा/शिबिरे घेतली असतील तर त्याचे हिशेब या लेखापरीक्षणा वेळी सादर करणे आवश्यक आहे.

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.400/- per volunteer per year.

* Rs. 400/- to spent as following.

- i. Rs. 40/- per volunteer as administration expenses at University Level.
- ii. Rs. 20/- Per volunteer for dairy and badge.
- iii. Rs. 340/- per volunteer for administration and Implementation at college level.
 - iii a. Out of Pocket allowance to programme officer @ Rs. 60/- per student
 - iii. b. Administration expenditure @ Rs.15/-per student.
 - iii c. Programmers Implementation, tea and refreshment @ Rs.160/- per student
 - iii. d. Transport Exp. and miscellaneous @ Rs. 70/- per student
 - iii. e. Equipment @ Rs. 35/- per student

b) SPECIAL CAMPING PROGRAMME :-

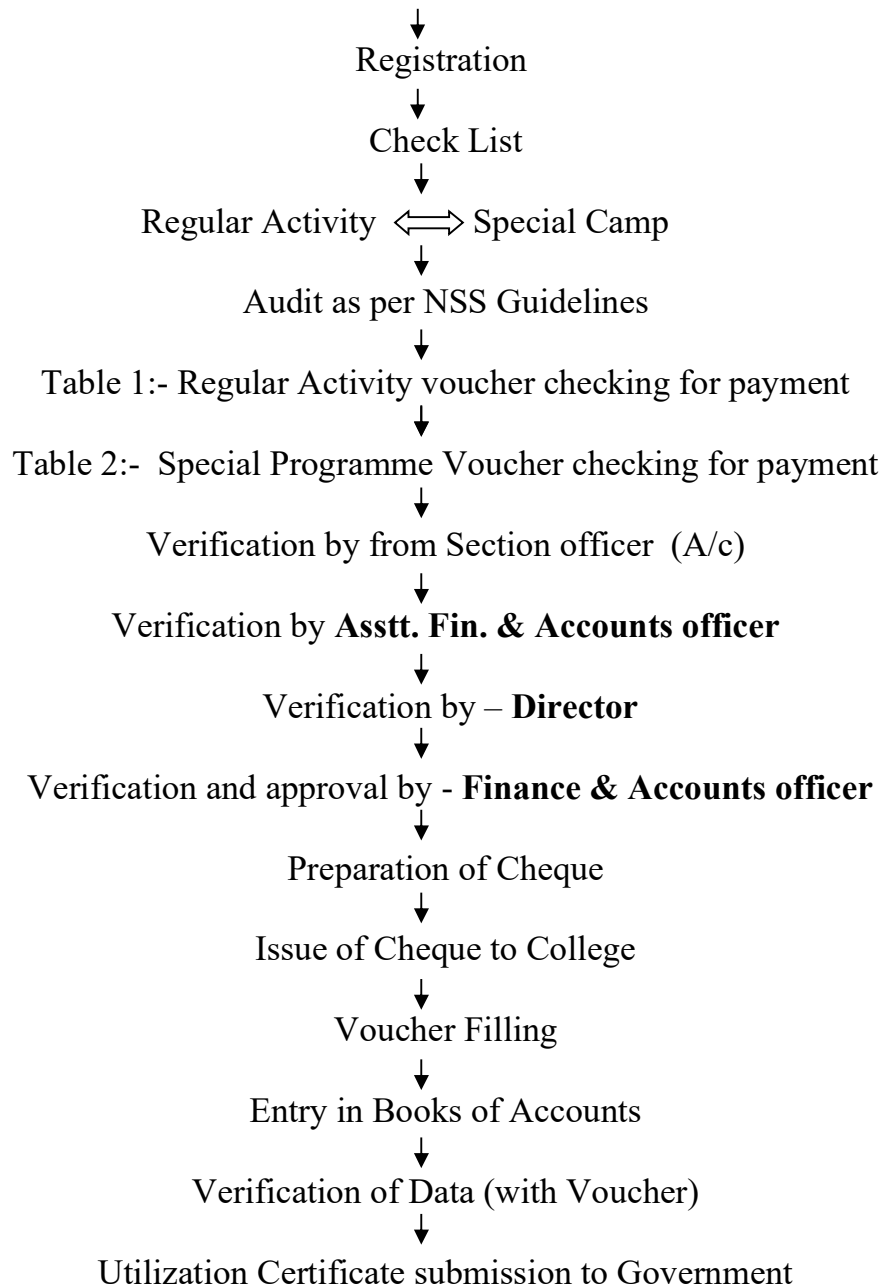
The permissible expenditure on boarding, lodging, transport and other for 7 days camp is Rs. 700/- per camper at present.

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.
		Rs.	No.	Rs.					
		To Opening Balance							
							By Closing Balance		
		Total					Total		

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 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	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				
	TOTAL		40000.00				40000.00

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 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	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

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
	TOTAL		3532.00				3532.00

Credit Side

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 Colum)

Debit Side

Date	Receipt No.	Particulars	L.F. No.	Cash Col Amt Rs	Bank Co!	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
	TOTAL		210.00				210.00

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 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.
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

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
	TOTAL		785.00				785.00

Credit Side

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 Ccl 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.
30.11.11	To Balance c/fd		5000.00	07.11.11	"By Bank A/c	23	5,000.00
	TOTAL		5000 00				5000.00

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 & Expenditre		
		Total Rs.					Total Rs.		

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) | | |
| | | |
| 7) Online Students List - Categorywise |  | Submit to the University |
| 8) Report- 1 copy | | NSS Office (7 & 8) |
| | | |
| 9) List of Equipment purchased during the year |  | Preserve in College
(Serial No. 9 to 15) |
| 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) | | |

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
	A) Group				
	i. Pocket Allowance @ Rs. 60 per student				
1					
2					
	ii. Admin. Charges @ Rs.15 per student				
3					
4					
	B) Group @ Rs.265 per student				
	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)			Grand Total	

Programme Officer
NSS

Principal
(Sign & Seal)

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. 340/- per Student
Grant Received from the University (Cheque No.&Date) Amount receivable from University		A) Group Pocket Allowance @ Rs. 60 per student Admin. Charges @ Rs.15 per student		}
		A Group Total (Maximum Rs. 65/- per student)		
		B) Group Rs. 265/- 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. 265/- per student)		
Total Receipts		Total Payments (A to B) Rs. 340/- per student		

Programme Officer
NSS

Principal
(Sign & Seal)

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

Principal
(Sign and College Seal)

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	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 _____ 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

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.

Sr. No.	Item	Quantity	Amount	Page no. in the Dead stock register

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 31st 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 scrunitinizing the committee may approv the disposal of such item.

The sale procceds 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 1st April _____ to 31st 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 |  | Signed by
Programme
Officer,
Principal |  | Submit to the Finance &
Accounts Department
No. 1 to 6) |
| 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) | | | | |
| | | | | |
| 7) Evaluation Report |  | Submit to the University | | |
| 8) Report of Camp-1 copy | | NSS Office.(Sr. No. 7 to 8) | | |
| 9) Original Attendance- (Signature of Students) |  | Preserve in College | | |
| 10) Original Bills | | (Sr. No. 9 to 11) | | |
| 11) University Camp Sanction letter (Original) | | | | |

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 ▶ Special Camp Audit Form

NATIONAL SERVICE SCHEME

Special Camp

Statement of Item wise expenditure for the year 20__ - __

Name of the College: _____

Sr. No.	Parrticulares	Bill No.	Date	Name of the Party	Amount
	A) Expenditure of Lodging, 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)			Grand Total	

Programme Officer
NSS

Principal
(Sign & Seal)

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. 700/- per Student for 7 Days
Grant Received from the University (Cheque No.&Date) Amount receivable from University		A) Lodging & Boarding Charges		
		Sub Total (A)		
		B) Transport Charges		
		Sub Total (B)		
		C) Misc. Expenses		
		Sub Total (C)		
Total Receipts		Total (A to C)		

Programme Officer
NSS

Principal
(Sign & Seal)

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

Principal

(Sign and College Seal)

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. Fund Rs. x Number of Students	900.00			
	SPPU Fund Rs. 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	0.00	450.00	450.00	900.00
	University Fund Distribution	0.00	140.00	140.00	280.00

Programme Officer
NSS

Principal
Sign & Seal

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 2022)

Quarter 3 (July to September 2022)

Quarter 4 (October to December 2022)

Quarter 1 (January to March 2023)

(It's Compulsorry to fill Online Quarterly Report Year 2022-23)

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: _____

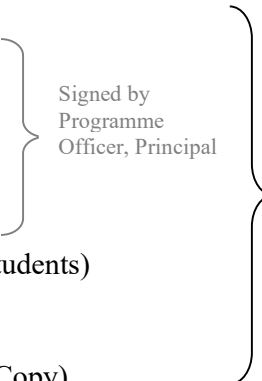


iii. Programme and activities undertaken in camps (please mention here in detail the activities taken during the camp in the same manner as in case of regular activities)

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
Programme
Officer, Principal |  | Submit to the Finance &
Accounts Department
(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
NSS Office (Sr. No. 8 to 9) | | |
| 9) Report of Camp-1 copy | | | | |

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)		A) Lodging & Boarding Charges		}
		Sub Total (A)		
		B) Transport Charges		
		Sub Total (B)		
		C) Misc. Expenses		
		Sub Total (C)		
Total Receipts		Total (A to C)		

Programme Officer
NSS

Principal
(Sign & Seal)

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 Loadging, 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)			Grand Total	

Programme Officer
NSS

Principal
(Sign & Seal)

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

Principal
(Sign and College Seal)

Place :

Date :