

UNIVERSITY OF MUMBAI  
NATIONAL SERVICE SCHEME



Web site- [www.nssmu.org](http://www.nssmu.org)  
Tel.- 2287 3696  
Vidyapeeth Vidyarthi Bhavan,  
2<sup>nd</sup> Floor, 'B' Road, Churchgate,  
Mumbai – 400 020.

No. NSS/ECD/2021-2022/225  
Date : 18.08.2021

To,  
The Principal, constituent and affiliated colleges having NSS unit, University of Mumbai...

Sub:- Submission of Audited statement of Regular NSS Activity for the year 2020-2021.

Dear Sir/Madam,

With reference to above, College NSS Unit/s are requested to submit the audited statement of Regular NSS activity for the year 2020-2021. Due to Covid-19 pandemic, college NSS units were unable to conduct the NSS Special Camp (Seven days) activity during the academic year 2020-2021. You are requested to kindly submit Regular NSS Activity audit only.

The detailed guideline is attached herewith for your information; the NSS Programme Officer is requested to prepare the NSS Regular Audit, with all the required formats/ documents and keep ready at your college. The schedule of audit submission, venue and other details will be intimated to you soon.

The valid proof / documents/ bills/ vouchers, etc. towards the expenditure mentioned in audited statement to be kept in College as a record for inspection.

With regards,

Yours Sincerely,

Sudhir S. Puranik  
Director, NSS

Encl: as above

DETAILS OF ENCLOSURE TO BE SUBMITTED ALONG WITH AUDITED STATEMENT

REGULAR NSS PROGRAMME AUDITED STATEMENT

1.	Proforma "A" in Marathi <b>(Proforma-X)</b>	:	All the column should be filled (as per the guidelines) with complete information in all respect in two copies. Signature of NSS Programme officer/s, Principal and chartered Account along with College seal.
2.	Utilization certificate <b>(Proforma-XI)</b>	:	Proforma 'A' total amounts and Utilization certificate amount should be same and it should sign by the Charter Accountant with his rubber stamp and with registration number.
3.	Brief report <b>(Proforma-XII)</b>	:	As per Proforma – activity in detailed to be mentioned in report
4.	Inventory of Articles purchased during the year <b>(Proforma-XIII)</b>	:	Inventory of articles purchased during the year- such equipment, which can be used for a period of more than year. Stationary & other consumable item should not be shown in this Register. If there is no purchases submit the proforma with <b>NIL</b> report
5.	Dead stock <b>(Proforma-XIV)</b>	:	Dead stock should show the item of dead stock purchased from the inception of NSS unit in two copies. If there is no item under Dead Stock , submit the proforma with <b>NIL</b> report.
6.	120 hours list <b>(Proforma-VII)</b>	:	Xerox of certified list should be attached duly attested by the Principal with College seal.
7.	Enrolment list <b>(Proforma-IV)</b>	:	Same as forwarded earlier to NSS Cell, if it is Xerox of original, it should be attested by Principal with College seal.

**NOTE :- All the documents should be sent in TWO COPIES and if second copy is Xerox copies should attested by College Principal with College seal.**

FINANCIAL PATTERN

REGULAR NSS PROGRAMME - Government Grants **Rs. 250/-** per Vol. for the year (as per enrolment)

Deduction at University for Administration	Rs. 30/-	
Fund available for College NSS unit		Rs. 220/-
Retain by University for Badges/Diaries (Due to pandemic situation we have not printed NSS Work Diary and Badges, so Rs. 10/- diverted to College in Programme Development Fund)	Rs. NIL	
Out of Pocket allowance for NSS Programme Officers	Rs. 48/-	
Establishment / Administration at College	Rs. 10/-	
Programme Development Fund	<b>Rs. 162/-</b>	