

F. No. G-20013/2/2023-NSS
Government of India
Ministry of Youth Affairs & Sports
Department of Youth Affairs
(NSS Section)

Shastri Bhawan, New Delhi
Dated the 1st February, 2024

To

1. All State NSS Officers, State/UT NSS Cells
2. All Regional Directors of NSS

Subject: Issues and possible solutions for timely utilization of National Service Scheme Funds at Unit level – instructions - reg

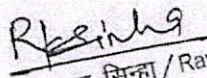
Madam/Sir,

I am directed to refer to the subject cited above and to inform that a huge unspent balance is available with the Central Nodal Agencies (CNAs) as per the 01 report of the PFMS. In this regard, various communications were issued and various virtual meetings were held to utilize this unspent balance.

2. During these meetings, it has come to the notice that the NSS Units at Schools, Colleges, Universities level are not able to make the expenditure due to the following reasons:

- (i) PFMS is not accessible at the remote areas where the vendors may be registered
- (ii) Small expenditure/petty expenditure like water or edible items may not be done through PFMS
- (iii) Local/small vendors need the cash payment not through PFMS

3. Keeping in view para 2 above, the matter was examined in the Department in consultation with the Integrated Finance Division (IFD) of this Ministry and PFMS Offices. In this regard, it has been informed that there is an option to withdraw an advance under PFMS. Accordingly, the Programme Officer (PO) may registered himself/herself as a vendor to withdraw an advance to organize the NSS activities. In this regard, a CNA manual to withdraw the advance is also attached for ready reference (please refer the pages 25-27 of CNA manual).


रवि कुमार सिन्हा / Ravi Kumar Sinha
अवर सचिव / Under Secretary
युवा कार्यक्रम एवं खेल मंत्रालय
M/o Youth Affairs & Sports
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

4. Further, the details of withdrawal of advance payment and details of requirements of bills for payments are as follows:

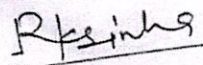
Details of withdrawal of advance		
Maximum upto Rs. 5000	At a time	Account settle within one month
Bills requirement against the advance payment		
Above Rs. 500 upto Rs. 5000	Bill voucher would be required against the expenditure	Account settle within one month
Upto Rs. 500	Hand bill may be generated	Multiple bills upto Rs.500 for the same item will not be permissible and also settle the account within one month.

5. Accordingly, all State NSS Officers(SNOs) and Regional Directors (RDs) of NSS are hereby directed to convey the instructions to the concerned Programme Officers of Schools/Colleges/Institutions/universities etc. at NSS Unit level to follow the procedure for withdrawal of an advance as per CNA manual and also settle the advance payment within the time limit given at Para-4 above. Further, all the State NSS Officers and Regional Directors of NSS are also directed to take a review on regular interval in this regard for timely utilization of funds for organizing the NSS activities.

6. This issues with the approval of the competent authority.

Encl: As above.

Yours faithfully



(Ravi Kumar Sinha)

Under Secretary to the Government of India

Tel. 011-23386390

रवि कुमार सिन्हा / Ravi Kumar Sinha

अवर सचिव / Under Secretary

युवा कार्यक्रम एवं खेल मंत्रालय

Ministry of Youth Affairs and Sports

भारत सरकार, नई दिल्ली

Govt. of India, New Delhi

Copy to:- The Deputy Programme Adviser, Directorate of NSS, Shivaji Stadium Annex, New Delhi