

UNIVERSITY OF MUMBAI  
NATIONAL SERVICE SCHEME



Web site- [www.nssmu.org](http://www.nssmu.org)  
Vidyapeeth Vidyarthi Bhavan,  
2<sup>nd</sup> Floor, 'B' Road, Churchgate,  
Mumbai – 400 020.  
No. NSS/ECD/2023-2024/1126  
Date: 21.02.2024

**IMPORTANT FINANCIAL GUIDELINES**

To,  
The Principal of Colleges affiliated to University of Mumbai having NSS Unit/s.

Ref:- F.No.P.21-1/NSS/DTE/2023 date 20.02.2024 - letter from Directorate of NSS, Ministry of Youth Affairs & Sports, New Delhi reg...

Sub:- Revised Financial Guidelines/ Breakup of Expenditure of NSS Grants reg...

Dear Sir / Madam,

Please find herewith a **revised guideline** for expenditure of NSS Grants at University/+2 Directorate and NSS unit level are furnished and attached for your ready in the **Annexure-A**.

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

It is therefore requested to kindly follow the revised guidelines for expenditure of NSS Grants at College NSS unit level for necessary compliance of revised financial guidelines.

Further, it is also requested to follow the guidelines for withdrawal of NSS Funds at College NSS Unit/ Programme Officer Level on the followings:-

- (i) Funds for administrative expenses at University level.
- (ii) Honorarium (Pocket allowances) and clerical/printing/ Day to Day Stationary Use/ Contingency of Programme Officer at Unit level.
- (iii) Reimbursement, if any, for the NSS Activities (regular Activities/Special camping) already conducted at University/ Unit level.
- (iv) To conduct Regular Activities/ Special Camping at the earliest in FY 2023-24.

Kindly see the attachment for details.

Looking forward for your co-operation.

With regards,

Yours sincerely,

Mr. Sushil Shinde  
OSD, NSS

Encl:- As above

C.C. to 1) The Regional Director NSS, NSS Regional Directorate, Pune.  
2) The State Liaison Officer, NSS, Govt. of Maharashtra.

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

Dated 20/2/2024

To

**1.All Regional Directors**  
Regional Directorates of NSS

**2.All State NSS Officers**  
State NSS Cell

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

Sir/Madam

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

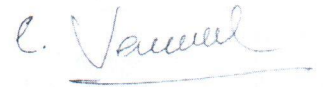
2. Accordingly, a guideline for expenditure of NSS Grants at University/+2 Directorate and NSS unit level are furnished and attached for your ready in the annexure-A

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

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

This is for your kind information & necessary action Please.

Yours Faithfully



Dr.C.Samuel Chelliah  
Deputy Programme Adviser

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

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

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

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

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

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

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

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

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

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

## II. College/School level NSS unit Expenditure:

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

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

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

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

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

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

### 1. Out of pocket allowance to NSS programme officer

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

### 2.Contingent expenditure:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 1<sup>st</sup> 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**

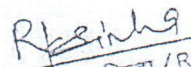
Madam/Sir,

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  
भारतीय 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:

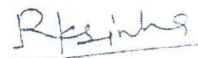
Details of withdrawal of advance		
Maximum upto Rs. 5000	At a time	Account settle within one month
Bills requirement against the advance payment		
Above Rs. 500 upto Rs. 5000	Bill voucher would be required against the expenditure	Account settle within one month
Upto Rs. 500	Hand bill may be generated	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  
अवर सचिव / Under Secretary  
युवा कार्यक्रम एवं खेल  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi

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

