

**PROFORMA FOR RECOMMENDING NSS PROGRAMME OFFICER**  
**FOR STATE NSS AWARD: 2012-13**

Passport size  
Colour  
Photo

1. Name of the University / Directorate :
2. Name of the Institution with full address  
& Telephone No. :
3. Name of the Principal / Headmaster :
4. Name of the NSS Programme Officer :
5. Residential address & Mobile No :
6. Nearest Indian Overseas Bank Branch :
7. Sex :
8. Date of Birth & Age :
9. Educational Qualification :
10. Date of Joining as NSS  
Programme Officer :
11. Whether the Programme Officer  
undergone G.O.C training at ETI  
(If yes, enclose the copy of the Certificates) : Period :  
ETI at:

12. No. of Units functioning in the Institution :

13. Allocation and Actual Enrolment of  
Volunteers :

Year	Allocation	Actual Enrolment
2011-12		OC: SC: ST: Total:
2012-13		OC: SC: ST: Total:

14. Details of Special Camps conducted :
- In the Year 2011-12 :
- Name of the Adopted Village
- Period of the Camp
- No. of volunteers & local youth participated
- Name of the contact person in the Adopted Villagewith Mobile No.
- In the Year 2012-13 :
- Name of the Adopted Village
- Period of the Camp
- No. of volunteers & local youth participated
- Name of the contact person with Mobile No.
- 15. Advisory Committee Meeting** :
- Mention the date & attach copy of the Minutes of the last College Level NSS Advisory Committee Meeting held
- 16. Orientation Classes** :
- Whether the Programme Officer conducted Orientation Classes to Volunteers. How many hours?
- 17. Outstanding Achievements** :
- Initiatives, Outstanding & other achievements of the Programme Officer during the past 2 years in literacy, health and sanitation, environment, social awareness, and community development(Attach separate sheet with supportive documents)
- 18. Durable Assets Creation** :
- Give the details of Durable Community Assets created with supportive documents and its monetary value.
- 19. Workshops / Seminars attended related to NSS** :
- 20. Workshops / Seminars organized related to NSS** :

**21. Awards & Appreciations Received**

Enclose the details of Awards, Appreciations, if any, received for excellence in NSS and other Social Work Activities :

**22. Submission of Audit Report**

Whether the Programme Officer submitted the Audit Report upto date (Mention the year upto which the Audit is completed) :

**23. Submission of Reports**

Regularity in submission of Monthly, Quarterly, Half Yearly, Annual Report to the State University/DirectorateNSS Cell :

**24. Pending Objections**

Number of pending objections with amount involved as on date / paras cleared / pending, during his / her tenure as NSS Programme Officer :

**25. Maintenance of Registers and Records**

Whether the Programme Officer maintains all the Records / Registers (Please enclose the list of Registers / Records available in the NSS Unit) :

**26. Collection, Utilization and Payment of Corpus Fund**

Whether a separate Bank Account is opened and operated for Corpus Fund? (Yes / No)  
Give the details of collection & payment of Corpus Fund to the University/Directorate & State NSS Cells for the consecutive three years. :

**27.** Whether the Programme Officer has ever been convicted by any Court of Law or any Case is pending against him/her :

**28. Declaration by the NSS Programme Officer**

The above information furnished by me are true and correct to the best of my knowledge and belief.

Date:

Office Seal

Signature of the  
Programme Officer, NSS

## **29. Recommendation of the Principal with specific remarks**

Date:

Office Seal

Signature of the  
Dean / Principal / H.M.

## **30. Recommendation of the NSS Programme Coordinator with specific remarks**

Date:

Office Seal

Signature of the  
Programme Coordinator, NSS

## **31. Recommendation by the Vice Chancellor / Director / Commissioner**

Date:

Office Seal

Signature of the  
Vice Chancellor / Commissioner / Director

### **Eligibility:**

1. A Programme Officer (P.O.) must have completed a minimum of 2 years of service in NSS as P.O. at the time of submission of his/her nomination.
2. He / She must have attended the General Orientation Course training at ETI (Chennai / Coimbatore)
3. The NSS Unit of the P.O. should have adopted village/slum/locality and carrying out activities continuously.
4. The NSS Unit of the P.O. should have remarkable achievements and have created durable assets in the adopted village/slum/community.
5. He / She should have conducted Special Camps.
6. He / She should not have received this Award earlier.

### **Note:**

- The Proposal should not be more than 100 pages including the Proforma.
- Incomplete application will be summarily rejected and no correspondence thereon will be entertained.

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Signature of the  
Programme Coordinator, NSS

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