



दूरध्वनी क्रमांक
०२०२५६२२६८०
०२०२५६२२६८८
०२०२५६२२६८९
०२०२५६२२६९०
०२०२५६२२६९१

सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)

विद्यार्थी विकास मंडळ व राष्ट्रीय सेवा योजना

गणेशखिंड, पुणे ४११००७

फॅक्स क्रमांक २५६०११५४

संदर्भ: विविमं/२०२५-२६/८२१

दिनांक : १५ एप्रिल, २०२६

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 २०२५-२६ मधील महाविद्यालयीन लेख्यांचे केंद्रीय परीक्षण.

महोदय/महोदया,

सावित्रीबाई फुले पुणे विद्यापीठाच्या विद्यार्थी विकास मंडळ आणि राष्ट्रीय सेवा योजनेअंतर्गत ज्या विविध योजना आपल्या महाविद्यालयात/मान्यताप्राप्त परिसंस्थेत शैक्षणिक वर्ष २०२५-२६ 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.	२३ एप्रिल, २०२६	स.०९.३० ते सायं.६.००	नाशिक	नाशिक जिल्हयातील सर्व महाविद्यालये व मान्यताप्राप्त परिसंस्था	म. वि. प्र. स. के.आर.टी. आर्ट्स, बी.एच. कॉमर्स अँड ए.एम.सायन्स (के.टी.एच.एम महाविद्यालय) कॉलेज गंगापूर रोड, नाशिक (म.वि.प्र.चे कर्मवीर रावसाहेब थोरात सभागृह)
२.	२४ एप्रिल, २०२६	स.०९.३० ते सायं.६.००	अहिल्यानगर	अहिल्यानगर जिल्हयातील सर्व महाविद्यालये व मान्यताप्राप्त परिसंस्था	अ. जि. म. वि. प्र. स., न्यू आर्ट्स, कॉमर्स अँड सायन्स कॉलेज, लालटाकी रोड, अहिल्यानगर (राजमाता जिजाऊ सेमिनार हॉल, मुख्य ग्रंथालय इमारत)
३.	२८ एप्रिल, २०२६	स.०९.३० ते सायं.६.००	पुणे ग्रामीण	पुणे ग्रामीण विभागातील सर्व महाविद्यालये व मान्यताप्राप्त परिसंस्था	संत ज्ञानेश्वर सभागृह, मुख्य इमारत, सावित्रीबाई फुले पुणे विद्यापीठ, पुणे
४.	२९ एप्रिल, २०२६	स.०९.३० ते सायं.६.००	पुणे शहर	पुणे व पिंपरी-चिंचवड 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.

अ) 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.

ब) राष्ट्रीय सेवा योजनेच्या फक्त शासन अनुदानित रासेयो एकक असणाऱ्या नियमित कार्यक्रम व विशेष शिबिराचे आयोजन केलेल्या महाविद्यालयांनी सनदी लेखापालाकडून लेखे तपासून लेखा परीक्षण करून अहवाल सादर करणे अनिवार्य आहे.

विद्यार्थी विकास मंडळ		राष्ट्रीय सेवा योजना	
०१	कर्मवीर भाऊराव पाटील कमवा व शिका योजना	०१	नियमित कार्यक्रम
०२	निर्भय कन्या अभियान	०२	विशेष शिबिरे
०३	इतर शैक्षणिक उपक्रम	०३	मूल्यशिक्षण कार्यशाळा, युवक युवती उन्नयीकरण, ऐतिहासिक स्थळ दत्तक योजना, राष्ट्रीय सेवा योजना विशेष शिबिरासाठी विद्यापीठ निधी अर्थसहाय्य-राज्य, विद्यापीठ, जिल्हा, विभाग, महाविद्यालयस्तर शिबिरे, कार्यशाळा, भारतीय संविधान अमृत महोत्सव उपक्रम, वंदेमातरम रचना १५० वर्ष पूर्ण उपक्रम, अहिल्यादेवी होळकर जयंती उपक्रम, एकात्म मानव दर्शन उपक्रम, बिरसा मुंडा यांची १५० वी जयंती उपक्रम.
		०४	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 २०२५-२६ या वर्षाचे लेखे स्विकारण्यात येणार नाहीत व सदर उपक्रम आपल्या महाविद्यालयात राबविण्यात आला नाही असे मानले जाऊन त्याकरिता विद्यापीठाने आपणास दिलेली प्रथम हप्त्याची (अग्रिम) रक्कम आपल्याला विद्यापीठाकडे परत द्यावी लागेल, याची कृपया नोंद घ्यावी. कळावे, ही विनंती.

सोबत : वरीलप्रमाणे.



(प्रा. डॉ. गणेश भामे)
संचालक, (अतिरिक्त कार्यभार)
राष्ट्रीय सेवा योजना



(डॉ. सविता कुलकर्णी)
संचालक, (अतिरिक्त कार्यभार)
विद्यार्थी विकास मंडळ

(टीप : पुणे ग्रामीण व शहर विभागाच्या स्थळाबाबत काही बदल झाल्यास नजीकच्या कालावधीत कळविले जाईल, याची नोंद घ्यावी.)

रासेयो केंद्रीय लेखा परिक्षण 2025-26 महत्वाच्या सूचना

सावित्रीबाई फुले पुणे विद्यापीठ, राष्ट्रीय सेवा योजना

रासेयो **ONLINE** लेखा परिक्षणा करीता पुढील प्रमाणे पूर्तता असणे आवश्यक आहे.

- 1) नियमित कार्यक्रम संख्या पूर्ण भरलेली आसवीं याची खात्री करावी
- 2) शिबिराची संख्या पूर्ण भरलेली आसवीं 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 2025)

Quarter 3 (July to September 2025)

Quarter 4 (October to December 2025)

Quarter 1 (January to March 2026)

(It's Compulsory to fill Online Quarterly Report Year 2025-26)

- 4) NSS बँक खात्याची माहिती online भरलेली असावी (for Self Finance Unit)
- 5) वृक्षारोपणाची माहिती भरलेली असावी (माहिती भरताना क्षेत्रफळ फक्त आकडेवारीत टाकावे त्यापुढे फूट , मीटर टाकू नये उदा. 15 फक्त असा आकडा द्यावा)

लेखा परीक्षण मार्गदर्शन विडिओ
शासन अनुदानित रासेयो एकक : नियमित कार्यक्रम
https://bcud.unipune.ac.in/nss/Central_Audit_Demo_Video/NSS_Central_Audit_Regular_Activity_Audit%20_2023_2024.mp4
शासन अनुदानित रासेयो एकक : विशेष शिबीर
https://bcud.unipune.ac.in/NSS/Central_Audit_Demo_Video/NSS_Central_Audit_Regular_Special_Camp_2023_2024.mp4
स्वयंनिर्वाही रासेयो एकक : नियमित कार्यक्रम
https://bcud.unipune.ac.in/NSS/Central_Audit_Demo_Video/NSS_Central_Audit_Self_Finance_Regular_Activity_2023_2024.mp4
स्वयंनिर्वाही रासेयो एकक : विशेष शिबीर
https://bcud.unipune.ac.in/NSS/Central_Audit_Demo_Video/NSS_Central_Audit_Special_Camp_Special_Finance_2023_2024.mp4

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 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. तसेच सॉफ्ट कॉपी स्वरूपात आपल्याकडे जतन करून ठेवण्यात यावे.

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.

टीप : शासन अनुदानित एकक असणाऱ्या महाविद्यालयांनी रासेयो नियमित कार्यक्रम व विशेष शिबिराचे लेखे सनदी लेखापालाकडून लेखापरीक्षण करून सादर करणे अनिवार्य राहिल.

(स्वयंनिर्वाही एककांना सनदी लेखापालाकडून लेखापरीक्षण करून घेण्याची आवश्यकता नाही)

online लेखापरीक्षण प्रक्रियेकरिता अंतिम मुदत दि.25 मार्च 2026 पर्यंतच आहे (अपलोड सह) यानंतर मुदतवाढ होणार नाही

ही सर्व कागद पत्र मूळ देयका सहित व माहितीपुस्तिकेमध्ये नमूद केलेल्या आवश्यक सर्व बाबींसह परिपत्रकाप्रमाणे जिल्हानिहाय 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 स्क्रिन शॉट घेऊन मेल करावा.

शासन अनुदानित एकाकांकारिता सूचना

ZBSA खाते विषयक PFMS प्रणाली द्वारे अनुदानाबाबत माहिती

शासन अनुदानित महाविद्यालयांचे अनुदान PFMS प्रक्रियेद्वारे शासन निर्देशानुसार अनुदानप्राप्तीनंतर अदा करण्याची प्रक्रिया राबवली जात आहे.

ZBSA खात्यामार्फत PFMS प्रणालीद्वारे अनुदान अदा करण्याच्या प्रक्रियेकरिता महाविद्यालयांचे हिशोब सादर करणे सोयीस्कर होण्याकरिता शासन अनुदानित महाविद्यालयांनी online लेखापरीक्षणाची सर्व माहिती निर्धारित वेळेत भरून, सर्व कागद पत्र मूळ देयका सहित व माहितीपुस्तिकेमध्ये नमूद केलेल्या आवश्यक सर्व बाबींसह सनदी लेखापालाकडून लेखापरीक्षण करून, परिपत्रकाप्रमाणे जिल्हानिहाय लेखापरीक्षणा दिवशी अनिवार्यपणे प्रत्यक्ष सादर करावीत.

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

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

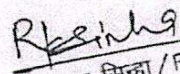
Madam/Sir,

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:

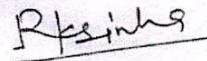
Details of withdrawal of advance		
Maximum upto Rs. 5000	At a time	Account settle within one month
Bills requirement against the advance payment		
Above Rs. 500 upto Rs. 5000	Bill voucher would be required against the expenditure	Account settle within one month
Upto Rs. 500	Hand bill may be generated	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

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 17th 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 17th 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 into 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 1st 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

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 1st February,2024 (copy attached)

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

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. Sadanand Bhosale,
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:

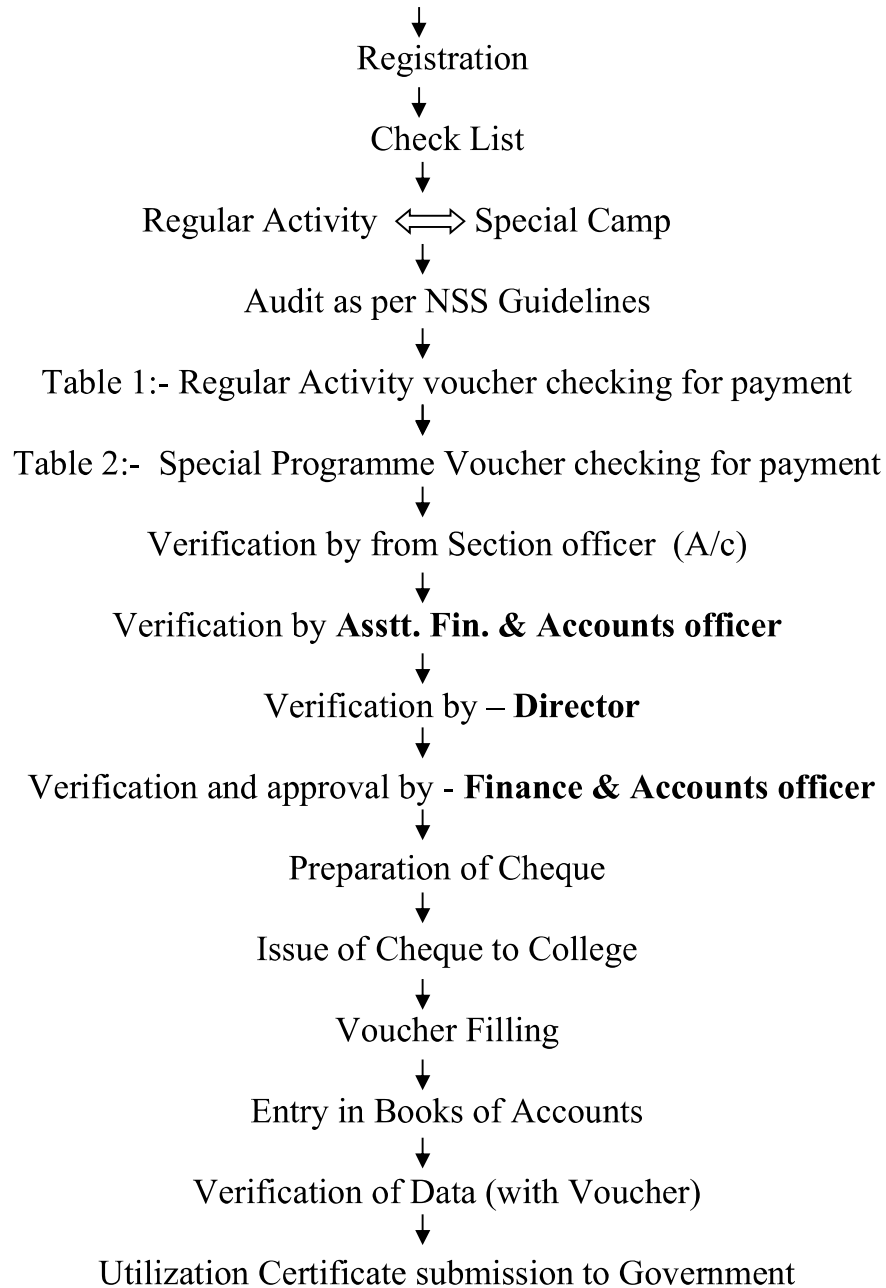
- a) To detect error and fraud in accounts
- b) To prevent commission of errors and frauds
- c) To enable timely finalization of accounts
- d) To make know the public that the state of affairs of the Institution.

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`

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.	No.	Rs.					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

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

Credit Side

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 Column)

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

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

Credit Side

F OR 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 as an advance for the N.S.S. Expenditure.

CASH BOOK (with Cash & Bank Column)

Debit Side

Date	Receipt No.	Particulars	I..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

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

Debit Side

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 & Expenditure		
		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)
- Signed by
Programme
Officer,
Principal
- Submit to the Finance &
Accounts Department
No. 1 to 6)
- 7) Online Students List - Categorywise
 - 8) Report- 1 copy
- Submit to the University
NSS Office (7 & 8)
- 9) List of Equipment purchased during the year
 - 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)
- Preserve in College
(Serial No. 9 to 15)

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.25 per student				
3					
4					
	B) Group @ Rs.275 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)		A) Group Pocket Allowance @ Rs. 60 per student Admin. Charges @ Rs.25 per student		}
		A Group Total (Maximum Rs. 85/- per student)		
		B) Group Rs. 275/- 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. 275/- per student)		
Total Receipts		Total Payments (A to B) Rs. 360/- 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: 97	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 approve the disposal of such item.

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

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			
	Admissable 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 Distributor	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 2023)

Quarter 3 (July to September 2023)

Quarter 4 (October to December 2023)

Quarter 1 (January to March 2024)

(It's Compulsorry to fill Online Quarterly Report Year 2023-24)

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 Loading, 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 :

Central Nodal Account Implementation

CNA User Manual



**Public Financial Management System,
Controller General of Accounts,
Department of Expenditure,
Ministry of Finance**

Version 1.0

August 2022

Revision and Signoff Sheet**A. Document Preparation**

Author	Position	Version	Change reference	Date
Ms. Nidhi Popli	Business Analyst	1.0	Initial Implementation	17-Aug-2022

B. Technical Review

Name	Position	Version	Change reference	Date
Mr. Nitesh	Sr. Tester	1.0	Initial Version	17-Aug-2022
Mr. Faiz	Scientist B	1.0	Initial version	17-Aug-2022
Mr. Abhishek	Project Manager	1.0	Initial Version	17-Aug-2022
Mr. Rajendra Prasad	Sr.TD, NIC PFMS	1.0	Initial version	17-Aug-2022

C. Domain Review

Name	Version	Position	Date
Mr. N.K Mehta	1.0	Sr. Account Officer (Tech.), PFMS Division	17-Aug-2022
Mr. Abhey Kumar	1.0	ACGA (Tech.), PFMS Division	18-Aug-2022

Table of Contents

1	INTRODUCTION	4
2	BRIEF ON PROCESS FLOW	4
3	CNA PROCESS FLOW STEPS	4
3.1	IDENTIFYING CNA SCHEMES	4
3.2	MANAGE SCHEME CONFIGURATIONS	7
3.3	IDENTIFYING CENTRAL NODAL AGENCY	9
3.4	SCHEME REGISTRATION	11
3.4.1	<i>Scheme Registration by CNA Agency</i>	11
3.4.2	<i>Scheme Bank Account Approval by PD</i>	12
3.5	AGENCY HIERARCHY MAPPING BY PD	14
3.6	DRAWING LIMITS FOR CNA AGENCY BY PD	16
3.7	SCHEME BANK ACCOUNT REGISTRATION BY CHILD AGENCY	17
3.7.1	<i>Registration by Child Agency</i>	17
3.7.2	<i>Scheme Bank Account Approval</i>	18
3.8	DRAWING LIMIT OF CHILD AGENCY BY PARENT AGENCY.....	22
3.9	ADD NEW EXPENDITURE ENTRY BY AGENCIES	23
3.10	ADD NEW ADVANCE ENTRY BY AGENCIES	25
3.11	BULK CUSTOMIZATION USING EXCEL BY AGENCIES	26

1 Introduction

For better monitoring of availability and utilization of funds released under the Central Sector Schemes (CS) and to reduce float. The Department of Expenditure has modified the procedure for release of funds under central sector schemes; every Ministry / Department will designate a Central Nodal Agency (CNA) for implementing each Central sector Scheme.

This Document Shall be covering the transactional aspects of **Model 2.**

2 Brief on Process Flow

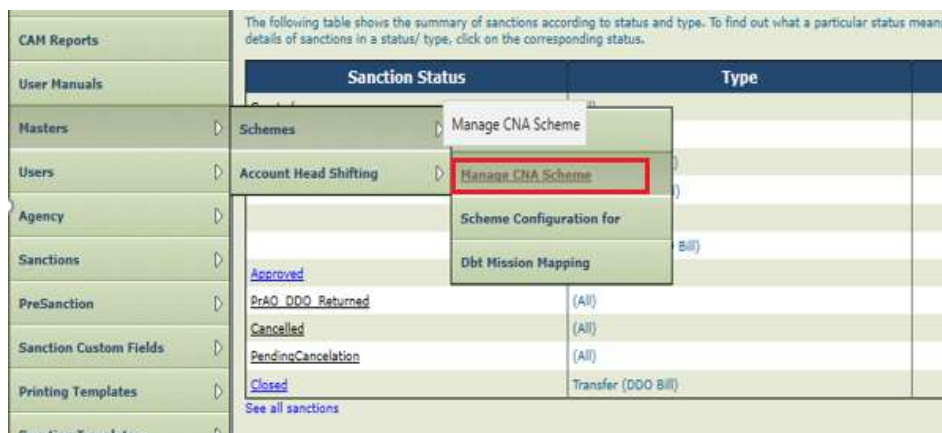
- 1) Marking as CNA Scheme - The Project cell user can mark any central scheme as “CNA” scheme. All the linked accounts in the scheme would be marked as not in use.
The PD user can mark any central scheme which is mapped under him/her. Only the existing bank account would mark as not in use.
- 2) Marking Central Nodal Agency- Then PD user will mark agency as Central Nodal Agency and define bank. Parent and child Agency need to register under the same Scheme with the defined bank.
- 3) The Central Nodal Agency will map the Central Nodal Account with the scheme.
- 4) After this process, child agencies will map either the Central Nodal Account\Zero Balance Account\Holding Account\PZBA
 - a. If they will map the Central Nodal account, then the request will be first approved by the parent agency and then the Central Nodal Agency.
 - b. If child agencies will use the Zero Balance Account, then it will be approved by the Parent Agency only.
 - c. If they will map the Holding account, then the request will be approved by the Parent/funding agency.
 - d. If child agencies will use the Parent Zero Balance Account, then it will be approved by the Parent Agency and then by the PD.
- 5) After that, the limit can be allocated by the PD/Parent based on hierarchy created and expenditure can be made.

3 CNA Process Flow Steps

3.1 Identifying CNA Schemes

User: PD

The User Navigates to “Masters>Schemes>Manage CNA Schemes” and the page “Manage CNA Schemes” opens.



Case: CNA Applicable

The user selects the Scheme Type as **Central Sector Scheme**, selects the Scheme and whether Scheme is CNA Scheme or not by clicking on the radio buttons yes or no.

Upon Clicking “Is CNA Scheme” as “Yes”, a message “Do you want to mark the selected scheme as CNA. Click Yes to continue, else No for Cancel”.

The user then selects the “Multiple CNA” option as “Yes” or “No” and the CNA Payment Model from the drop-down list. Clicks on “Submit” button to mark the Scheme as CNA Scheme.

After the user click on “yes” button, the scheme will be saved and message appears on screen “Record (<scheme code>) has been inserted successfully”.

Scheme Name	Is CNA Scheme	Multiple CNA	CNA Payment Model	Reason For CNA Not Applicable	Exemption Reason	Exemption Upto Date	Exemption File	Created By	Created Date
Select 3293 - National Institute of Mental Health and Neuro-Science, Bengaluru	Yes	Yes	Model-2 : Implementation through scheduled commercial banks					pdpower	10/06/2022

Note: Upon marking scheme as “CNA” and selecting payment model as “Model2”, all the accounts in the scheme will be marked as Not in Use and no expenditure can be made from these accounts.

Case: CNA Not Applicable:

The user selects the Scheme Type as “Central Sector Scheme”, Scheme from drop down list and choose Is CNA Scheme as “No” for CNA Not Applicable in scheme. The user selects “No” and the user has to select the “Reason CNA is Not applicable” from the dropdown list.

Select	Scheme Type	Scheme	Is CNA	Reason CNA Not Applicable	Is Exempt	Reason	Exemption Upto	Created By	Created Date
Select	Central Sector Scheme	3917-PMAY	No	CS Scheme DBT or reimbursement mode	No			Ajit	11-04-2022
Select	Central Sector Scheme	3093-Demo	No	CS Scheme for Payment of Equity or Loan by Government	No			Ajit	10-04-2022

After selecting the appropriate reason for why CNA is not Applicable in scheme, the user will click on “Insert/Update” button for adding the reason.

On success the message “Record (<Scheme Code>) has been inserted successfully”

Case: CNA Scheme is Exempt by DOE

The User Selects “Is CNA Scheme” as “No” and selects the reason CNA is not applicable as “Exemption by DOE”, then user has to enter the exemption reason and the Date till which the Scheme will be exempted from CNA mode. The user then must upload the DOE exemption letter by Clicking on “Choose File” button and upload the same by clicking on “Upload pdf file” button and then click on “Insert/update” button.

Upon Clicking “Insert/Update”, a message “Record (<Scheme Code>) has been inserted successfully” is shown to the user. In below manage scheme configuration grid, added details will be shown and the “Exemption File” can be downloaded by clicking on the hyperlink as shown in screen.

Scheme Name	Is CNA Scheme	Multiple CNA	CNA Payment Modal	Reason For CNA Not Applicable	Exemption Reason	Exemption Upto Date	Exemption File	Created By	Created Date
Select 3959 - demoscheme1	No			Exemption by DOE	reason for demp	17/08/2022	2637_dempdf_8172022114017.pdf	ajjan	17/08/2022
Select 3925 - Scheme01	No			CS Scheme for Payment of Equity or Loan by Government				rajjan	17/08/2022

3.2 Manage Scheme Configurations

User: PD/ Project Cell user

The User Navigates to “Masters>Schemes>Manage Scheme Configuration” and the page “Manage Scheme Configuration” opens.

Home		
Masters	Schemes	Create New Scheme
My Details	Bank Branch	Manage Scheme
My Schemes	Institution Standard Mapping	Create New Scheme GBE
Agencies	Institution StateWise Mapping	Manage Scheme GBE
Scheme Allocation	Agency Type	Manage Scheme Configuration
Bank	State Wise Agency Type	Manage Scheme Configuration

The User Selects Scheme Type as “Central Sector Schemes”, State as “All” and choose the appropriate Scheme. This page displays the Scheme is Activated for CNA or not and its Implementation model.

The user selects the CNA Payment Model and selects the External System from the drop-down list box and selects the payment initiated from options and clicks on **“Submit”** button.

A message **“Saved Successfully”** is shown to the user.

Select	Sl No.	Scheme Type	State	scheme	Is SNA	Is CNA	CNA Implementation Mode	Payment Model	Payment Initiated From	External System	Is Payment Mode Active	Created By

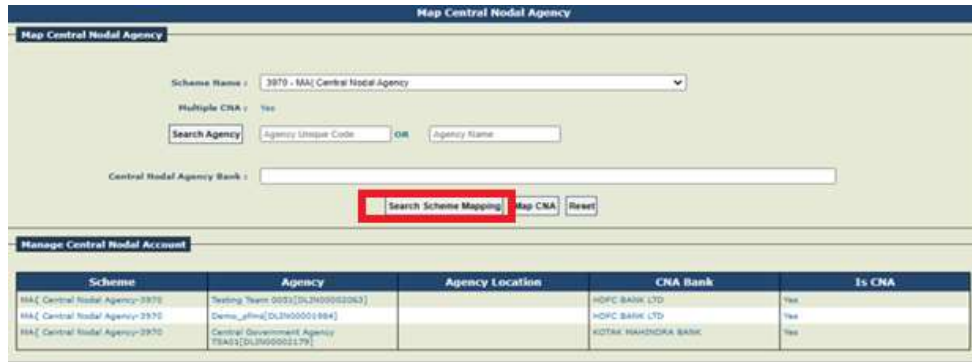
3.3 Identifying Central Nodal Agency

User: PD

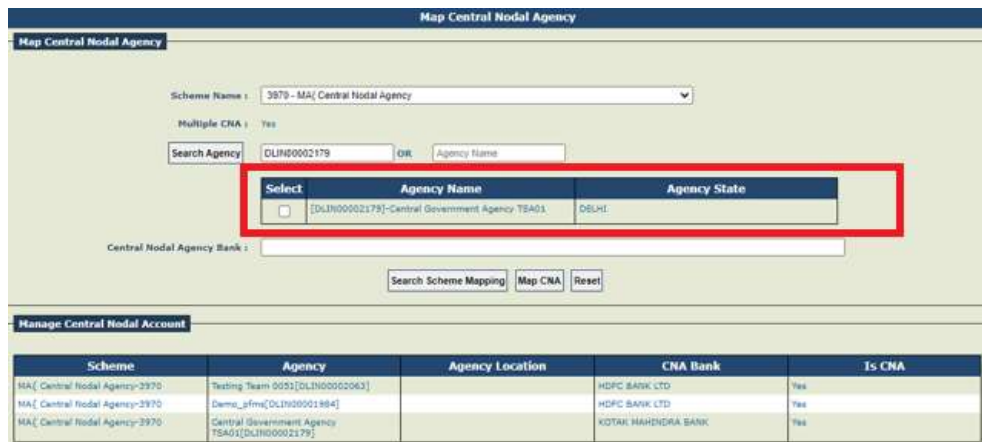
The User Navigates to “Agencies>Map Central Nodal Agency” and the page “Map Central Nodal Agency” opens.



The user Selects the Scheme Name and Clicks on “Search Scheme Mapping” button to view existing CNA Mapped in the Scheme. The system Displays whether the Scheme is Multi CNA enabled or Not.



If “No record found” then the user enters the Agency Unique Code or Agency Name and clicks on “Search Agency” button. The System displays the Agency Details and the user Clicks on “Select” hyperlink to select the agency.



The user selects the Bank from the list of suggestions displayed as Central Nodal Bank.

Scheme	Agency	Agency Location	CNA Bank	Is CNA
MAJ Central Nodal Agency-3970	Testing Team 0051[DLIN00002063]		HDFC BANK LTD	Yes
MAJ Central Nodal Agency-3970	Dema_dfrs[DLIN0001884]		HDFC BANK LTD	Yes
MAJ Central Nodal Agency-3970	Central Government Agency TSA01[DLIN0002179]		KOTAK MAHINDRA BANK	Yes

The User Clicks on “Map CNA” button to Save and map the Central Nodal Agency. A message “Central Nodal Agency Mapped Successfully” is shown to the user.

In case there are active accounts already added in CNA agency and CNA scheme then a message “Are you sure, you want proceed, All accounts mapped in scheme will be marked as not in use, click on continue and cancel to go back” will be shown to the user.

Scheme	Agency	Agency Location	CNA Bank	Is CNA
MA[Central Nodal Agency-3970	Testing Team: 005[DLIN00002063]		HDFC BANK LTD	Yes
MA[Central Nodal Agency-3970	Demo_sfrms[DLIN00001984]		HDFC BANK LTD	Yes
MA[Central Nodal Agency-3970	Central Government Agency TSAGI[DLIN00002179]		KOTAK MAHINDRA BANK	Yes
MA[Central Nodal Agency-3970	God1[DLIN00002064]		KOTAK MAHINDRA BANK	Yes

In case there are more than one Central Nodal Agency enabled for the Scheme. The User repeats the steps to map all the Central Nodal Agency's

3.4 Scheme Registration

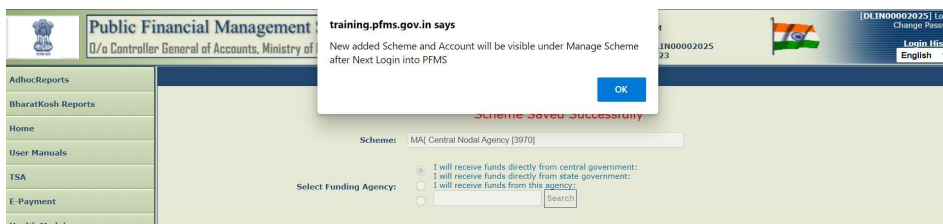
3.4.1 Scheme Registration by CNA Agency

If Central Nodal Agency is registering Central Nodal Account then user will select "I will receive funds directly from central government".

The user will then click on "Check CNA Details" button, the system auto fills the CNA Bank name.

The User enters the bank branch details. The user then enters the "Account number" and the "Agency Name As Per Bank" and selects the scheme components and clicks on "Save" button.

After clicking on save button, pop-up message appear as "New added scheme and account will be visible under manage scheme after next login into PFMS", user need to click on "Ok" button.

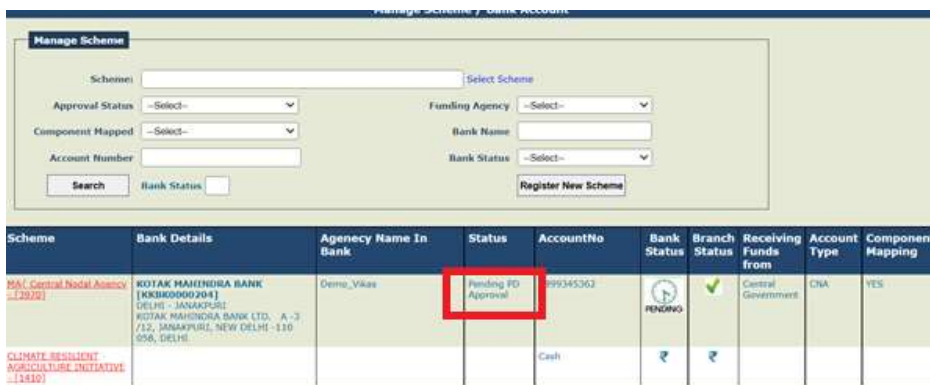


A message "Scheme Saved Successfully" is shown to the user.



The new scheme will be shown under **Manage > Scheme** during the next login.

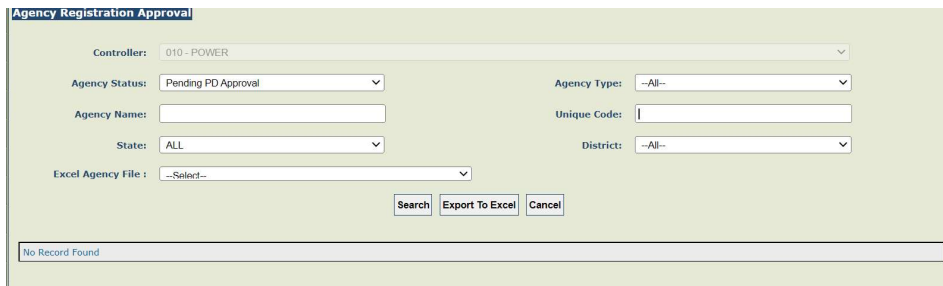
And it's shown as pending for approval in status as shown below.



3.4.2 Scheme Bank Account Approval by PD

User: PD

The User Navigates to "Agency>Approve" for approving the Scheme registration. The Page "Agency Registration Approval" page opens.



User will enter agency unique code

Agency Registration Approval

Controller: 010 - POWER

Agency Status: Pending PD Approval

Agency Name:

State: ALL

Excel Agency File: --Select--

Agency Type: --All--

Unique Code: DLIN00002025

District: --All--

Search Export To Excel Cancel

The below grid pane shows the agency details

Agency Registration Approval

Controller: 010 - POWER

Agency Status: Pending PD Approval

Agency Name:

State: ALL

Excel Agency File: --Select--

Agency Type: --All--

Unique Code: DLIN00002025

District: --All--

Search Export To Excel Cancel

Agency Name	Agency Type	Contact Detail	Unique Code	Created By	Created Date	Agency Status
Demo_Vikas	Central Government	Demo vicky.sms2010@gmail.com	DLIN00002025	cashdare	14/08/2022	Approved

On clicking of Agency Name, the related schemes will be shown on the grid. User needs to select the scheme for approving.

Mobile No.: 9999999999

Email: vicky.sms2010@gmail.com

Unique Agency Code: DLIN00002025

Current Status: Approved

Previous Remarks:

Remarks:

Scheme Hierarchy Level(s)	Scheme(s)
N/A	CLIMATE RESILIENT AGRICULTURE INITIATIVE
N/A	MA Central Nodal Agency

Scheme	Bank Detail	Account No.	Agency Name as per Bank	Current Status	Bank Status	Account Type
MA Central Nodal Agency [3970]	KOTAK MAHINDRA BANK DELHI - JANAKPURI KOTAK MAHINDRA BANK LTD. A -3 /12, JANAKPURI, NEW DELHI -110 058, DELHI	8899343362	Demo_Vikas	Pending PD Approval	✓	CNA
CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410]	HDFC BANK LTD NEW DELHI BRANCH BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	20152015	Demo_Vikas	NotInUse	✓	Non TSA Account
CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410]	RESERVE BANK OF INDIA RESERVE BANK OF INDIA, 6, SANSAD MARG, NEW DELHI - 110001	05528001005	Demo_Vikas	NotInUse	170	TSA Account

After the selection the user needs to click on the button "Approve with DSC" then confirmation message will appear on the screen, click "ok" to continue.

CLIMATE RESILIENT AGRICULTURE INITIATIVE
MA Central Nodal Agency

Scheme	Bank Detail	Account No.	Agency Name as per Bank	Current Status	Bank Status	Account Type
MA Central Nodal Agency [3970]	KOTAK MAHINDRA BANK DELHI - JANAKPURI KOTAK MAHINDRA BANK LTD. A -3 /12, JANAKPURI, NEW DELHI -110 058, DELHI	8899343362	Demo_Vikas	Pending PD Approval	✓	CNA
CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410]	HDFC BANK LTD NEW DELHI BRANCH BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	20152015	Demo_Vikas	NotInUse	✓	Non TSA Account
CLIMATE RESILIENT AGRICULTURE INITIATIVE [1410]	RESERVE BANK OF INDIA RESERVE BANK OF INDIA, 6, SANSAD MARG, NEW DELHI - 110001	05528001005	Demo_Vikas	NotInUse	170	TSA Account

Approve with DSC Return Defer Decision Reject Search Similar Agencies Back



On successful signature the below message appears.



User can verify the status on the page “Manage scheme”, the status now changed to “Approved”.

Scheme	Bank Details	Agency Name In Bank	Status	AccountNo	Bank Status	Branch Status	Receiving Funds from	Account Type	Component Mapping
PNV Central Nodal Agency 1.19201	ROYAL INDIAN BANK [KORNBHAWAJE] DELHI - JHANKPURI ROYAL INDIAN BANK LTD. - B. 3 112, JANAKPURI, NEW DELHI - 110 058, DELHI	Demo, Vikas	Approved	RRR143362	✓	✓	Central Government	CNA	YES
PNV Central Nodal Agency 1.19201				Cash	↕	↕			
CLIMATE RESILIENT MANUFACTURE INITIATIVE 1.19202				Cash	↕	↕			

3.5 Agency Hierarchy Mapping by PD

User: PD

The User Navigates to “Agencies>Agency Mapping” to Map the Agency in the Scheme at a Hierarchy level. The Page “Scheme Fund Flow Hierarchy Opens”.

My Schemes	▶	
Agencies	▶	Approve
EAT MIS Process	▶	Agency Registration
My Funds	▶	Agency Mapping
Transfers	▶	Manage Agency Mapping View My Agency Mapping

The User selects the State in which the Central Nodal Agency is to be mapped. The user then click on Hierarchy level to map the Central Nodal Agency at the selected hierarchy level.

User Enters the Unique code and click on search button, below grid show the details of agency

Agency Name	Agency Type	Contact Details	Unique Code
Simla12	Central Government	ugsuy svyyu 9930861316 svatlkashyap31@gmail.com	DLIN00002050

User needs to select the agency and click on "Add agency" button.

Agency Name	Agency Type	Contact Details	Unique Code
<input checked="" type="checkbox"/> Simla12	Central Government	ugsuy svyyu 9930861316 svatlkashyap31@gmail.com	DLIN00002050

The pop-up message will appear for confirmation, by clicking on "ok" button Agency is mapped successfully.



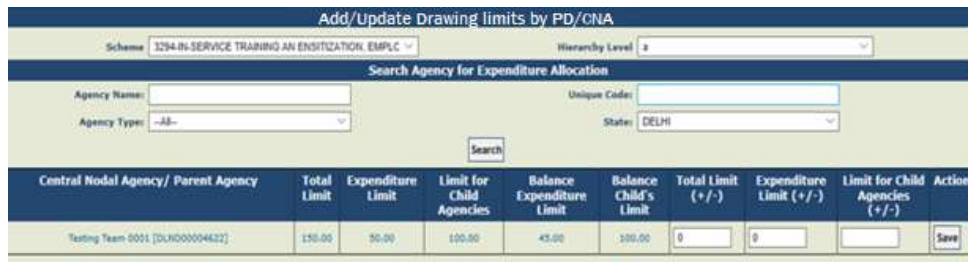
3.6 Drawing Limits for CNA Agency by PD

User: PD User

The User Navigates to the Menu **“Masters>Drawing Limit By PD/CNA”** and the Page **“Add / Update Drawing Limits by Central Nodal Agency”** page opens

Masters	Users
My Schemes	Bulk Customization
Agencies	DSC Management
EAT MIS Process	Add Master Project
My Funds	Vendors
Transfers	Agency Wise Allocation
Advances	Drawing Limits by SNA
Scheme Allocation	Drawing Limit By PD/CNA

The User need to select the Scheme, the Hierarchy level from the drop-down list box and mapped state. Hierarchy level to be selected for which the drawing limits needs to be carried out. The user clicks on **“Search”** button and the System display the Central Nodal Agency mapped at that level in the Scheme.



The system displays the **“Central Nodal Agency/Parent Agency”** the CS Scheme in the selected state. There are three sections **“Allocation Limit”**, **“Balance Limit”** and **“Update limits by Amount”**.

- a. The Allocation Limit section displays the already set limits for the Agency

- b. The Balance Limit section displays the Balance Expenditure and Balance Child Limit that can further be set by the Agency.
- c. The Update limits by Amount section allows user to enter the amount (+ or -) by which the user wants to update the amount.

The agencies mapped at the selected level will be displayed in the grid in below screen. The User need to enter the **Total Limit (+/-)** and the **Expenditure** Limit (+/-). The **Limit for Child Agencies** is auto calculated and non-editable.

The User need to click on **“Save”** button, to save the selected CNA Agency Drawing Limit.

3.7 Scheme Bank Account Registration by Child Agency

3.7.1 Registration by Child Agency

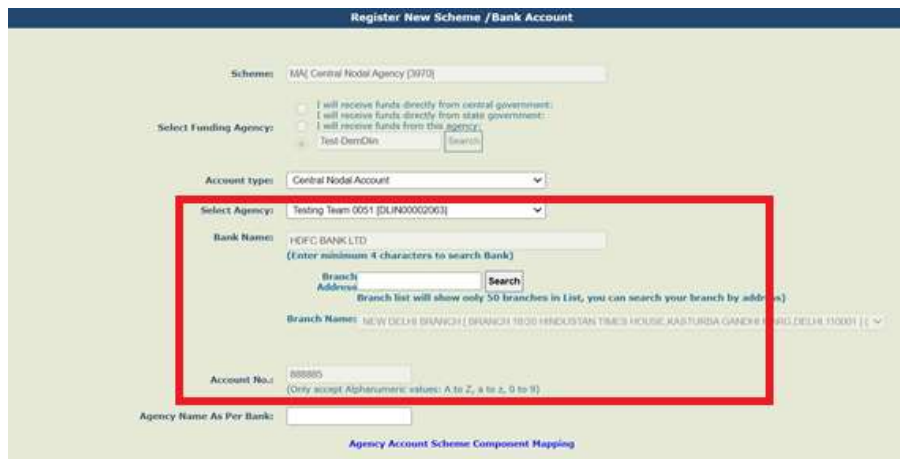
If Child Agency is Registering Central Nodal Account then user will select **“I will receive funds directly from this Agency”**. The user enters the Agency Unique Code and Clicks on **“Search”** button and selects the Funding Agency.



The user will select the funding agency name from the pop-up window.



The user will click on **“Check CNA Details”** button, the system auto fill the CNA Bank details. The user then selects **“Central Nodal Account”** option from account type.



The user selects the Central Nodal Agency and the selected Agency Account Number and its branch details are displayed below. The user enters the agency name as per bank and selects the scheme components and clicks on “Save” button.

A message “Scheme Saved Successfully” is Shown to the user with the pop-up message “New Added scheme and account will be visible under manage scheme after next login into PFMS”.



And it’s shown as pending for approval on manage scheme page.

Scheme	Bank Details	Agency Name In Bank	Status	AccountNo	Bank Status	Branch Status	Receiving Funds from	Account Type	Component Mapping
MA Central Nodal Agency - 13970	HDFC BANK LTD [HDFC0000003] NEW DELHI BRANCH BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	Central Government Agency Test01	Pending Agency Approval	88885	PENDING	✓	Test-DemOln	CNA	YES
MA Central Nodal Agency - 139701				Cash	₹	₹			

3.7.2 Scheme Bank Account Approval

User: Funding Agency /Parent agency

The User Navigates to “Agency>Approve” for approving the Scheme registration. The Page “Agency Registration Approval” page opens.

Agency Registration Approval

Agency Status:

Agency Type:

Agency Name:

Unique Code:

Agency Name	Agency Type	Contact Detail	Unique Code	Created By	Created Date	Agency Status
Central Government Agency Test01	Central Government	Test tester14-pfms@supportgov.in	DLIN00002178	pdpower	19/07/2022	Approved
Testing Team 0052	Local Bodies	Ajy ajyvivek.pfms@gmail.com 22503254	DLIN00002085	pdpower	04/01/2022	Approved
ZIBI PRATHMIK KRISHI SAKHI SAHYOG SAMITI LTD	Local Bodies	VIJAY YADAV abcd@xy.com	BRGA00004940	pfms.gaya	30/01/2018	Approved

User will enter agency unique code, click on search.

Agency Registration Approval

Agency Status:

Agency Type:

Agency Name:

Unique Code:

Agency Name	Agency Type	Contact Detail	Unique Code	Created By	Created Date	Agency Status
Central Government Agency Test01	Central Government	Test tester14-pfms@supportgov.in	DLIN00002178	pdpower	19/07/2022	Approved

After Clicking on the **Agency Name** hyperlink visible on left side of grid in the above screen, agency details as below appears, where the current status showing as "Pending Agency Approval".

State: DELHI
District: CENTRAL
Pin Code: 110001
Contact Person: Test
Phone:
Alternate Phone/Mobile No.:
Email: tester14-pfms@supportgov.in
Unique Agency Code: DLIN00002178
Current Status: Approved
Previous Remarks:
Remarks:

Scheme	Bank Detail	Account No.	Agency Name as per Bank	Current Status	Account type	Bank Status
<input type="checkbox"/> NA(Central Nodal Agency-3978)	HDFC BANK LTD BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	888885	CHLD Agency Registration	Pending Agency Approval	NA	✓

The user needs to select the scheme for approving.

State: DELHI
District: CENTRAL
Pin Code: 110001
Contact Person: Test
Phone:
Alternate Phone/Mobile No.:
Email: tester14-pfms@supportgov.in
Unique Agency Code: DLN00002178
Current Status: Approved
Previous Remarks:
Remarks:

Scheme	Bank Detail	Account No.	Agency Name as per Bank	Current Status	Account Type	Bank Status
MA Central Nodal Agency-3970	HDFC BANK LTD BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	88885	CHILD Agency Registration	Pending Agency Approval	CNA	✓

Approve Reject Back

The confirmation message will appear on the screen.

training.pfms.gov.in says:
Are you sure You want to approve?

OK Cancel

Phone:
Alternate Phone/Mobile No.:
Email: tester14-pfms@supportgov.in
Unique Agency Code: DLN00002178
Current Status: Approved
Previous Remarks:
Remarks:

Scheme	Bank Detail	Account No.	Agency Name as per Bank	Current Status	Account Type	Bank Status
MA Central Nodal Agency-3970	HDFC BANK LTD BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	88885	CHILD Agency Registration	Pending Agency Approval	CNA	✓

Approve Reject Back

On success, the message appear as "Bank Scheme approved successfully"

Bank Scheme approved successfully

Back

Now it needs to be further approved by the CNA, as the Child Agency Status still showing as "Pending CNA approval"

Manage Scheme / Bank Account

Manage Scheme

Scheme: MA Central Nodal Agency [3970] Select Scheme
Approval Status: --Select--
Component Mapped: --Select--
Account Number:
Bank Status:
Funding Agency: --Select--
Bank Name:
Bank Status: --Select--
Search Register New Scheme

Scheme	Bank Details	Agency Name In Bank	Status	AccountNo	Bank Status	Branch Status	Receiving Funds from	Account Type	Component Mapping
MA Central Nodal Agency [3970]	HDFC BANK LTD [HDFC0000003] NEW DELHI BRANCH BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	Central Government Agency Test01	Pending CNA Approval	88885	✓	✓	Test, Central	CNA	YES
MA Central Nodal Agency [3970]				Cash	₹	₹			

Approve Reject Back

User: Agency ADMIN of Central Nodal Agency

The User Navigates to “Agency>Approve” for approving the Scheme registration. The Page “Agency Registration Approval” page opens. User selects the status as “Pending CNA Approval”

Agency Registration Approval

Agency Status: Pending CNA Approval

Agency Type: --All--

Agency Name:

Unique Code:

Search Export To Excel Cancel

Agency Name	Agency Type	Contact Detail	Unique Code	Created By	Created Date	Agency Status
Central Government Agency Test01	Central Government	Test tester14-pfms@supportgov.in	DLJN00002178	pdpower	19/07/2022	Approved

Select the scheme showing on the grid having status “Pending CNA approval”. User needs to select the scheme and click on “Approve” button.

State: DELHI
District: CENTRAL
Pin Code: 110001
Contact Person: Test
Phone:
Alternate Phone/Mobile No.:
Email: tester14-pfms@supportgov.in
Unique Agency Code: DLJN00002178
Current Status: Approved
Previous Remarks:
Remarks:

Scheme	Bank Detail	Account No.	Agency Name as per Bank	Current Status	Account Type	Bank Status
MAJ Central Nodal Agency-3970	HDFC BANK LTD BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	888885	CHILD Agency Registration	Pending CNA Approval	CNA	✓

Approve Reject Back

Message “Bank scheme approved successfully” will appear on screen.

Financial Year: 2022-2023 04:38:05 PM

Bank Scheme approved successfully

Back

Verify the Child Agency status it’s showing as “Approved”

Manage Scheme / Bank Account

Manage Scheme

Scheme: MAJ Central Nodal Agency [3970] Select Scheme

Approval Status: --Select-- Funding Agency: --Select--

Component Mapped: --Select-- Bank Name:

Account Number: Bank Status: --Select--

Search Bank Status Register New Scheme

Scheme	Bank Details	Agency Name In Bank	Status	AccountNo	Bank Status	Branch Status	Receiving Funds from	Account Type	Component Mapping
MAJ Central Nodal Agency... [3970]	HDFC BANK LTD [HDFC0000003] NEW DELHI BRANCH BRANCH 18/20 HINDUSTAN TIMES HOUSE,KASTURBA GANDHI MARG,DELHI,110001	Central Government Agency Test01	Approved	88885	✓	✓	Test DemOn	CNA	YES
MAJ Central Nodal Agency... [3970]				Cash	₹	₹			

3.8 Drawing Limit of Child Agency by Parent Agency

User: Agency ADMIN of Central Nodal Agency / Funding Agency

The User Navigates to the Menu “Masters>Drawing Limit By PD/CNA” and the Page “Add / Update Drawing Limits by Central Nodal Agency” page opens

Masters	Users
My Schemes	Bulk Customization
Agencies	DSC Management
EAT MIS Process	Add Master Project
My Funds	Vendors
Transfers	Agency Wise Allocation
Advances	Drawing Limits by SNA
Scheme Allocation	Drawing Limit By PD/CNA

1) The User need to select the Scheme, the Hierarchy level from the drop-down list box and state (in which agency mapped). Hierarchy level to be selected for which the drawing limits needs to be carried out. The user clicks on “Search” button and the System display the Agencies that have been mapped at that level in the Scheme.

2) The system displays the “Central Nodal Agency/Parent Agency” it’s Central Nodal Account Number for the Scheme in the selected state. There are three sections “Allocation Limit”, “Balance Limit” and “Update limits by Amount”.

- The Allocation Limit section displays the already set limits for the Agency
- The Balance Limit section displays the Balance Expenditure and Balance Child Limit that can further be set by the Agency.
- The Update limits by Amount section allows user to enter the amount (+ or -) by which the user wants to update the amount.

3) The agencies mapped at the selected level will be displayed in the grid in below screen. The User need to enter the **Total Limit (+/-)** and the **Expenditure Limit (+/-)**. The **Limit for Child Agencies** is auto calculated and non-editable.

4) The User need to click on “Save” button, to save the selected Agency Drawing Limit.

Note: In case of more than once Child Agencies the user needs to save each Agencies Limits one by one.

Financial Management System-PFMS
General of Accounts, Ministry of Finance

User Type: AGENCYADH
Agency: KENDRIYA VIDYALAYA RAJWALA
Agency Unique Code: UK0000000001
Financial Year: 2021-2022

12:51:14 PM

Change Password
Login History
English

Add/Update Drawing Limits By PD/CNA

Scheme: World Class Institutions (3524) Hierarchy Level: State Level

Search Agency for Expenditure Allocation

Agency Name: Unique Code: Agency Type: --AS-- State: UTTARAKHAND

Search

Agency Code	Central Nodal (Parent Agency)	Total Limit	Expenditure Limit	Limit for Child Agencies	Balance Expenditure Limit	Balance Child's Limit	Central Nodal Account			
UK0000000001	KENDRIYA VIDYALAYA RAJWALA	1044000.00	232200.00	1107000.00	270160.00	1102000.00	893932907054017			
Child Agency		Total Limit	Expenditure Limit	Limit for Child Agencies	Balance Expenditure Limit	Balance Child's Limit	Total Limit (+/-)	Expenditure Limit (+/-)	Limit for Child Agencies (+/-)	Action
SUPER SUSH INDUSTRIES [UKH00007583]		0.00	0.00	0.00	0.00	0.00	0	0		Save
TYU02 [UKCL00007331]		0.00	0.00	0.00	0.00	0.00	0	0		Save

Note: In case a parent agency is carrying out allocation for its child agency then in logged in Agencies limits will be displayed.

3.9 Add New Expenditure entry by Agencies

The User Navigates to **Expenditure>Add New** and the page "Create Expenditure Details" opens

Advances	▶	
Expenditures	▶	Add New
Bank	▶	Manage
Misc. Deduction Filing	▶	TSA New Expenditure Entry

Add New Expenditure Entry

Please note: Add new Expenditure process is same as earlier, only the "Agency Account Choice" option is added on this page (as highlighted in screen).

User needs to select the appropriate account choice.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: demo.d
User Type: AGENCYDD
Agency: Demo_agfms
Agency Unique Code: DL1N00001984
Financial Year: 2022-2023
05:11:30 PM

Create Expenditure Details

Expenditure Header:

Schemes: 3970 - MAJ Central Nodal Agency
Location: [Empty]

Project: [Empty]

Agency Account Choice: **CLB**

Bank Account: 7755123 - TESTR - HDFC BANK LTD

Expenditure Done For: Vendors

Vendor Name: [2270399] [1-2] [VARN] Select Vendor (Enter minimum 3 characters to Vendor Name)

Letter/Office Order No.: 10/08/2022 exp cna

Office Order Letter Attachment (if any): [Choose File] [No file chosen] [Upload]

Uploaded Sanction Letter: [Empty]

Sanction Date: 10/08/2022

Actual Transaction Date: 10/08/2022

Total Available Amount: 4900.00

Total Amount: 1

Vendor Name: [Empty]

Letter/Office Order No.: 10/08/2022 exp cna

Office Order Letter Attachment (if any): [Choose File] [No file chosen] [Upload]

Uploaded Sanction Letter: [Empty]

Sanction Date: 10/08/2022

Actual Transaction Date: 10/08/2022

Total Available Amount: 4900.00

Total Amount: 1

Narration: Rupees one only
ok

Voucher Number: [Empty]

Scheme Component Details:

Scheme Components: [Empty] Select Scheme component (Enter minimum 3 characters to Scheme Components)

Expense Type: Revenue Capital

Percentage: [Empty] Amount: [Empty] [Add]

Scheme Component	Amount	Component Tax Amount	Balance Amount	Expense Type
[2270399] [1-2] TESTR12	1.00	0.00	0.00	Revenue

Total Amount: 1.00
Component Amount: 1.00
Balance Amount: 0.00

[Save] [Reset] [Back]

About Us | Site Map | Privacy Policy | Contact Us | © 2009 Public Financial Management System. All Rights Reserved.

On successful, the below success message appears on screen.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: demo.d
User Type: AGENCYDD
Agency: Demo_agfms
Agency Unique Code: DL1N00001984
Financial Year: 2022-2023
05:10:30 PM

Create Expenditure Details

Expenditure Header:

Schemes: 3970 - MAJ Central Nodal Agency
Location: [Empty]

Select Agency: demo_agfms | Mapping Agency: MA | State: [Empty] | Scheme Hierarchy Level: [Empty]

The Transaction has been saved successfully with Voucher Number: BP-2022-23-3

Agency Account: [Empty]

Expenditure Done For: Vendors

Vendor Name: [2270399] [1-2] [VARN] Select Vendor (Enter minimum 3 characters to Vendor Name)

Letter/Office Order No.: 10/08/2022 exp cna

Office Order Letter Attachment (if any): [Choose File] [No file chosen] [Upload]

Uploaded Sanction Letter: [Empty]

Sanction Date: 10/08/2022

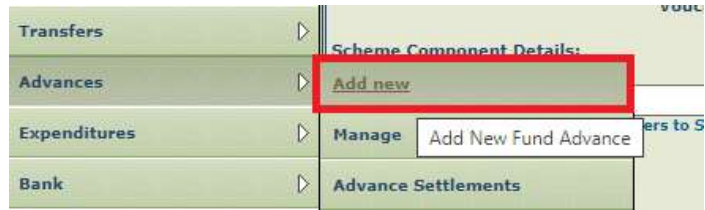
Actual Transaction Date: 10/08/2022

Total Available Amount: 4900.00

Total Amount: 1

3.10 Add New Advance entry by Agencies

The User Navigates to **Advances>Add New** and the page **“Create Funds Advance”** opens



Please note: Add new advance process is same as earlier, only the **“Agency Account Choice”** option is added on this page (as highlighted in screen).

User needs to select the appropriate account choice.

Scheme Component	Amount	Component Tax Amount	Balance Amount
3970 - MAJ Central Nodal Agency	1.00		
Total Amount	1.00		
Component Amount	1.00		
Balance Amount	1.00		

On successful, the below success message appears on screen.

The screenshot shows the 'Create Funds Advances' interface in the PFMS. A success message is displayed in a central pop-up window: "The Transaction has been saved successfully with Voucher Number: BP-2022-23-4". The background form includes fields for Agency, Mapping Agency, State, Scheme, Hierarchy Level, Project, Agency Account Choice, Bank Account, Vendor Name, Letter/Office Order No., Sanction Date, Actual Transaction Date, Available Balance Amount, Advance Amount, and Voucher Number.

3.11 Bulk Customization using Excel by Agencies

The User Navigates to **Masters>Bulk Customization>Bulk Customization using Excel** and the page “**Bulk Customization using Excel**” opens



Please note:

1. Bulk Customization using excel process is same as earlier, only the “**Agency Account Choice**” option is added on this page (as highlighted in screen).
2. In CNA case the balance would be deducted after approval.

If the scheme is central sector scheme and CNA marked for model 2 then Agency account choice option will appear to user as below & user need to select the appropriate account choice.

Case: Module is “**Expenditure**”

The screenshot shows the 'Bulk Customization Using Excel' form in the PFMS system. The 'Module' dropdown is set to 'Expenditure', which is highlighted with a red box. Other fields include 'Scheme: 3962 - TEST SCHEME REGISTRATION CNA', 'Project: --Select--', 'Template: Excel_Based_Bulk_Customization_Epayment', and 'AgencyAccountChoice: CNA'. The 'Payment Mode' options are 'EpaymentUsingPrintAdvice' and 'EpaymentUsingDigitalSignature'. The interface includes a sidebar on the left and a top header with user information and system status.

Case: Module is "Advance"

This screenshot shows the same 'Bulk Customization Using Excel' form, but the 'Module' dropdown is now set to 'Advances', highlighted with a red box. The 'AgencyAccountChoice' remains 'CNA'. The rest of the form fields and layout are identical to the previous screenshot.

Case: Module is "Transfer"

Transfer transactions are not allowed in CNA

The screenshot shows the 'Bulk Customization Using Excel' form with the 'Module' dropdown set to 'Transfers', highlighted with a red box. A red error message is displayed at the top of the form: 'Transaction are not allowed in SNA/CNA Schemes.' The 'AgencyAccountChoice' is 'CNA'. The left sidebar is visible, and the top header shows the system time as 10:02:38 AM.