



सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)



प्रो. (डॉ.) सदानंद भोसले

एम्.ए., पीएच.डी.

संचालक (अतिरिक्त कार्यभार)

राष्ट्रीय सेवा योजना

गणेशखिड, पुणे - ४११ ००७

कार्यालय क्र. : ०२०-२५६२२६८८/८९

: ०२०-२५६२२६९०/९९

: ०२०-२५६२२६९२

: ०२०-२५६९७३४९

स्वातंत्र्याचा अमृत महोत्सव

संदर्भ : रासेयो/२३-२४/५०२

अतिमहत्वाचे व तातडीचे

दि. १३/१२/२०२३

प्रति,

मा. प्राचार्य/संचालक

रासेयो संलग्नित व स्वायत्त महाविद्यालये व परिसंस्था,

पुणे, अहमदनगर व नाशिक जिल्हा

सावित्रीबाई फुले पुणे विद्यापीठ

विषय : सन २०२२-२३ या वर्षाचे लेखापरिक्षण अहवाल सादर करणेबाबत (फक्त शासन अनुदानित महाविद्यालयांकरिता)

महोदय/महोदया,

शैक्षणिक वर्ष २०२२-२३ या वर्षाकरिताचे रासेयो नियमित कार्यक्रम आणि विशेष शिबिराचे लेखापरीक्षण दरवर्षीप्रमाणे ऑनलाईन पद्धतीने माहे मार्च २०२३ मध्ये करून घेण्यात आले होते.

यावेळी रासेयो नियमित कार्यक्रम व विशेष शिबिराचे हिशेब तपशिल ऑनलाईन पद्धतीने महाविद्यालयांमार्फत विद्यापीठाकडे सादर करण्यात आलेले होते. त्यानुसार पुढीलप्रमाणे कागदपत्रे अ

सन २०२२-२३ या वर्षातील अनुदान शासनामार्फत वितरीत करण्याकरिता तसेत शासनास अनुदानाच्या एकत्रित रकमेचे विनियोग प्रमाणपत्र सादर करण्याकरिता पी.एफ.एम.एस. प्रक्रीयेद्वारे अनुदान प्राप्त झालेली महाविद्यालये आणि अनुदान प्राप्त न झालेली महाविद्यालये यांनी अनिवार्यपणे नियमित कार्यक्रम आणि विशेष शिबिरांचे (ऑनलाईन माहिती भरल्यानंतर खालीलप्रमाणे तयार झालेला लेखापरिक्षण अहवाल) हिशेब सनदी लेखापालांकडून लेखापरीक्षण करून दिनांक १८ ते २० डिसेंबर, २०२३ दरम्यान आयोजित जिल्हानियाहय विशेष शिबिर नियोजन बैठकीदरम्यान जमा करण्यात यावेत. ज्या महाविद्यालयांचे लेखे प्राप्त होतील अशाच महाविद्यालयांना सन २०२२-२३ या वर्षाचे उर्वरीत अनुदान आणि सन २०२३-२४ या वर्षाच्या अनुदानाचा प्रथम हप्ता अदा करण्यात येणार आहे. याची नोंद घ्यावी.

संचालक

राष्ट्रीय सेवा योजना

ऑनलाईन तयार झालेला लेखापरिक्षण अहवाल व कागदपत्रे खालीलप्रमाणे सादर करावे.

Regular Activity	Special Camp
1) Covering Letter	1) Covering Letter
2) Receipt & Payment Account	2) Receipt & Payment Account
3) Statement of Item wise expenditure	3) Statement of Item wise expenditure
4) Utilization Certificate	4) Utilization Certificate
5) "A" Form	5) "B" Form
6) University Unit Sanction letter	6) University Unit Sanction letter

All Documents Signed by Programme Officer, Principal & Chartered Accountant.

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. 210/- per Student
Grant Received from the University (Cheque No.&Date)		A) Group Pocket Allowance @ Rs. 48 per student Admin. Charges @ Rs.10 per student		}
		A Group Total (Maximum Rs. 58/- per student)		
Amount receivable from University		B) Group 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. 152/- per student)		
Total Receipts		Total Payments (A to B)		

Programme Officer
NSS

Principal
(Sign & Seal)

Chartered Accountant (Sign & Seal)
Membership No.

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. 48 per student				
1					
2					
	ii. Admin. Charges @ Rs.10 per student				
3					
4					
	B) Group				
	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)

Chartered Accountant (Sign & Seal)
Membership No.

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

Chartered Accountant (Sign and Seal)

Membership No. _____

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.)

Fill Online "A" Form & Print in 3 Sets

<http://bcud.unipune.ac.in/root/login.aspx>

College Login ▶ Main Menu ▶ NSS ▶ Menu ▶ Central Audit ▶ Regular Audit Form A



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: 21	OTHER: 197	TOTAL: 250
8)	Grant to be received for sanctioned number of students for the current financial year RS. 210 x 250	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	<div style="display: flex; justify-content: space-between;"> Please fill amount here Please fill amount here </div>			
	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	<div style="display: flex; justify-content: space-between;"> Please fill Account Number here </div>			
	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 Rs. 48/- 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

Chartered Accountant (Sign & Seal)
Membership No.

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. 590/- per Student for 7 Days
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)		
Amount receivable from University				
Total Receipts		Total (A to C)		

Programme Officer
NSS

Principal
(Sign & Seal)

Chartered Accountant (Sign & Seal)
Membership No.

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)

Chartered Accountant (Sign & Seal)
Membership No.

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

Chartered Accountant (Sign and Seal)

Membership No. _____

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.)

Fill Online "B" 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 B



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. 450 + SPPU 140)				
	Govt. Fund Rs. 450 x Number of Students	900.00			
	SPPU Fund Rs. 140 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 Distribution (Rs.450)	0.00	450.00	450.00	900.00
	University Fund Distribution (Rs. 140)	0.00	140.00	140.00	280.00

Please fill amount here

Please fill amount here

Programme Officer
NSS

Principal
Sign & Seal

Chartered Accountant (Sign & Seal)
Membership No.