

No.EDN-H (27) NSS/Award/2018

Directorate of Higher Education

Himachal Pradesh

Tel. No. 2653120-240 e-mail Address dhe-sml-hp@gov.in Fax No. 2812882

Dated, Shimla-171001 the

21/ July, 2018

To

✓ All the Principals (having NSS unit)  
Govt./JNV/Private Sr. Sec. School,  
Himachal Pradesh.

Subject:

Nomination for NSS Awards for the year 2017-18- Reg.

Memo,

As you are aware that NSS Awards are conferred every year in recognition of outstanding work done by NSS Volunteers, Programme Officers. All the necessary guidelines & instructions for NSS Award for the year 2017-18, indicating the nature of the award, the eligibility conditions, the prescribed proforma for recommending names for the award along with checklists are enclosed herewith for your reference.

In this connection, you are directed to send the complete case of NSS Award for best Unit, best Programme Officer and best Volunteer on prescribed proforma and submit to your concerned DDHE on or before 15<sup>th</sup> July 2018, so that same could be sent to the Ministry well in time.

Kindly treat it As Most Urgent.

Encls: - As above.

(Susheel Pundir)

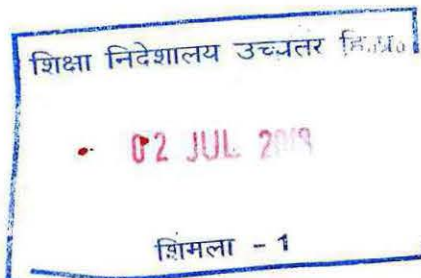
Jt. Director Higher Education(S)  
Himachal Pradesh.

21/ July, 2018.

Endst. NO. Even dated Shimla-1, the,

Copy forwarded for information to:-

- 1 Regional Director, NSS Ministry of Youth affairs and Sports, GOI NSS Regional Directorate Kendriya Sadan (fourth floor) Sector-9 Chandigarh for information.
- 2 State NSS Officer (SNO) Department of YSS H.P. Sectt. Shimla for information.
- 3 All DDHEs directed to collect the complete case for NSS Award from NSS unit under your jurisdiction & send best five nomination to this Directorate on or before 17<sup>th</sup> July,2018.
- 4 I.T. Cell, Directorate of Higher Education Shimla-1, with direction to upload the same on the Departmental website.
- 5 Guard File.



Jt. Director Higher Education(S)  
Himachal Pradesh.  
Ph. No. 9418329077

**Dr. A.K. Dubey, IAS**  
Secretary



भारत सरकार  
युवा कार्यक्रम विभाग  
युवा कार्यक्रम और खेल मंत्रालय  
Government of India  
Department of Youth Affairs  
Ministry of Youth Affairs & Sports

DO. No.M-12011/1/2018-NSS  
Dated the 19<sup>th</sup> June, 2018

Dear

As you are aware, National Service Scheme (NSS) is one of the flagship programmes of the Government. It aims at personality and character development of the students through voluntary community service. The students of senior secondary schools, colleges and universities participate in NSS activities. Currently, there are over 36 Lakh NSS volunteers in the country.

2. The Ministry of Youth Affairs and Sports (MoYAS) had instituted the NSS awards during 1992-93 for giving recognition to the outstanding work done under NSS. The Awards are conferred every year. These Awards were conferred by the Hon'ble President of India, every year. Being "NSS Awards" these will be **conferred on NSS Foundation Day (24<sup>th</sup> September) every year**. The Awards are given in the following categories:

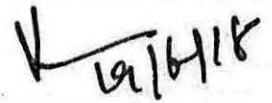
- (a) Universities/ + 2 council (2 Awards)
- (b) NSS units and their Programme Officer (10 Officers)
- (c) NSS volunteers (30 Awards)

3. Last year, the University level awards were conferred by the Hon'ble President of India. Awards in Programme Officer' and Volunteers' category were conferred by the Hon'ble Minister of YA&S. Later in the day, all awardees had an opportunity to be present before the Hon'ble President of India. The Guidelines for NSS Awards, indicating the nature of the award, the eligibility conditions, the procedure for selection, the prescribed programme (Along with checklists) for recommending names for the award etc. enclosed herewith as **Annexure-I**.

4. I request you to kindly advise your officers dealing with NSS to arrange to send the nominations in respect of your state/ UT **31<sup>st</sup> July, 2018 positively**, in order to enable us to take further steps in this regards.

With regards,

Your Sincerely

  
(A.K. Dubey)

The Chief Secretaries of all States/ UTs

o/c

**Guidelines for NSS Awards**  
(Awards for 2017-18 to be conferred during 2018-19)

1. **Introduction:**

1.1 **National Service Scheme (NSS)** was launched in the year 1969 (Mahatma Gandhi's Birth Centenary year), with the primary objective of developing the personality and character of the student youth through voluntary community service. The ideological orientation of the NSS is inspired by the ideals of Mahatma Gandhi. Very appropriately, the motto of NSS is "*NOT ME, BUT YOU*".

1.2 **Programme Structure:** NSS is being implemented in Senior Secondary Schools, Colleges and Universities. The design of the NSS envisages that each educational institution covered under the Scheme has at least one NSS unit comprising of normally 100 student volunteers, led by a teacher designated as Programme Officer (PO). Each NSS unit adopts a village or slum for taking up its activities. An NSS volunteer is required to undertake the following work/ activities:

- **Regular NSS Activity:** Each NSS volunteer is required to put in minimum 120 hours of community service per year for two years, i.e., total 240 hours. This work is undertaken in villages/ slums adopted by NSS unit or school/ college campuses, usually after study hours or during weekends.
- **Special Camping Programme:** Each NSS unit organises a Special Camp of 7 days' duration in adopted villages or urban slums during vacations with some specific projects by involving the local communities. Each volunteer is required to participate in a Special Camp once during the 2-year period.

1.3 **Nature of Activities under NSS:** Briefly, the NSS volunteers work on issues of social relevance, which keep evolving in response to the needs of the community, through regular and special camping activities. Such issues include (i) literacy and education, (ii) health, family welfare and nutrition, (iii) environment conservation, (iv) social service programmes, (v) programmes for empowerment of women, (vi) programmes connected with economic development activities, (vii) rescue and relief during calamities, etc.

2. **Objective of NSS Awards:**

The objective of NSS Awards is to recognise and reward outstanding contributions towards voluntary community service made by the Universities/ Senior Secondary (+2) Councils, NSS Units/ Programme Officers and NSS Volunteers, with a view to further promote NSS.

### 3. Nature of Awards:

The following Awards are conferred every year:

S. No	Category	No. of Awards	Value of Award
1.	University/ +2 Council	02	<b>First Award:</b> Rs.3,00,000/- (for NSS Programme Development) with a Trophy to the University/ +2 Council. A Certificate and a Silver Medal to the Programme Coordinator.  <b>Second Award:</b> Rs.2,00,000 lakh (for NSS Programme Development) with a Trophy to the University/ +2 Council. A Certificate and a Silver Medal to the Programme Coordinator.
2.	NSS Units and their Programme Officers	10 + 10	Rs.1,00,000/- to each NSS Unit (For NSS Programme Development), with a Trophy. Rs. 70,000/- to each Programme Officer with a Certificate and a Silver Medal.
3.	NSS Volunteers	30	Rs. 50,000/- to each Volunteer, with a Certificate and a Silver Medal.

In addition to the above, **Certificates of Appreciation** may be given to a very limited number of nominees as recommended by the committee.

### 4. Criteria for Eligibility and Performance Evaluation:

#### 4.1 University/ +2 Council:

4.1.1 **Eligibility Conditions:** The following conditions should be fulfilled in order to be eligible for consideration for the Award:

- The University (which should be duly recognised by UGC/ Central/ State Government)/ +Council should be implementing NSS programmes continuously for at least last 5 years (including the year *for which* the Awards are being conferred).
- The University/ +Council should have a minimum strength of 5,000 NSS volunteers (as on the last date of the year *for which* the Awards are being conferred).
- The University/ +Council should have achieved at least 75% of the NSS enrolment and Special Camping targets for last 3 years (including the year *for which* the Award is being conferred). The allocation of volunteers given to University/+2 Council by the State Government during the State Advisory Committee meeting should be enclosed.

- d) The NSS functionaries under the University/ +Council should not have been convicted by a court of law and there should not be any case/ investigation pending against any of them.
- e) The University/ +Council that has already been conferred with the NSS Award, shall not be eligible for the Award again for a period of Three years after the year *for which* the Award was conferred.
- f) The States/ UTs from which a University/ +2 Council has received Award in a particular year, shall not be considered for Award for next 2 years.

**4.1.2 Criteria for Performance Evaluation:** The Performance of the Universities/ +Councils shall be evaluated based of objective criteria, including their achievements in plantation of saplings, blood donation, organisation of health/ eye/ immunisation camps, organisation of awareness programmes/ rallies/ campaigns on various issues, creation of durable assets through shramadaan, organisation of national-level/ regional-level programmes and other outstanding achievements. The achievements during last 3 years (including the year *for which* the Award is being conferred) shall be taken into account for this purpose. *Since, the Award is being conferred for the year 2017-18, the period of 3 years for consideration of achievements would lie between 2015-16 (01.04.15) and 2017-18 (31.03.18).*

#### **4.2 NSS Units and their Programme Officers:**

**4.2.1 Eligibility Conditions:** The following conditions should be fulfilled in order to be eligible for consideration for the Award:

- a) The NSS Unit to be considered for the Award shall be a single NSS Unit. Thus, in case a Programme Officer is in-charge of more than one NSS Units for any reason, one of such Units should be identified and all the data should be furnished for that particular unit only.
- b) The NSS Unit should have been in existence continuously for at least 5 years (including the year *for which* the Awards are being conferred).
- c) The volunteer strength of the NSS Unit should be as per guidelines during last 3 years (including the year *for which* the Awards are being conferred).
- d) The NSS Unit should have adopted a village/ slum as per guidelines and achieved Special Camping targets during last 3 years (including the year for which the Award is being conferred).
- e) The Programme Officer should have completed at least 2 years (as on the last date of the year for which the Award is being conferred) as the Programme Officer of the particular NSS Unit which is being considered for the Award.
- f) The Programme Officer should have been trained at an ETI.
- g) The Programme Officer should not have been convicted by a court of law and there should not be any case/ investigation pending against him/ her.

**4.2.2 Criteria for Performance Evaluation:** The Performance of the NSS Unit shall be evaluated based of objective criteria, including their achievements in

plantation of saplings, blood donation, organisation of health/ eye/ immunisation camps, organisation of awareness programmes/ rallies/ campaigns on various issues, creation of durable assets through shramadaan and other outstanding achievements. The achievements during last 3 years (including the year *for which* the Award is being conferred) shall be taken into account for this purpose. *Since, the Award is being conferred for the year 2017-18, the period of 3 years for consideration of achievements would lie between 2015-16 (01.04.15) and 2017-18 (31.03.18).*

#### **4.3 NSS Volunteers:**

**4.3.1 Eligibility Conditions:** The following conditions should be fulfilled in order to be eligible for consideration for the Award:

- a) The NSS Volunteer should have completed 2 years' volunteership under NSS during the year for which Award is being conferred (since the Award is conferred for a particular year, volunteers completing their volunteership prior to that year cannot be considered for the Award). In other words, the NSS volunteer should have been a student, pursuing a regular course & NSS volunteer, at least for a part of the year for which he/ she is being nominated.
- b) The NSS Volunteer should have completed minimum 240 hours of community service during the 2 consecutive years of volunteership.
- c) The NSS Volunteer should have attended at least one Special Camp.
- d) The NSS Volunteer should have attended at least one National/ Regional NSS programme like R.D/ Pre-RD Parade Camps, NSS Mega Camps, National Integration Camps, North East Youth Festivals, National Youth Convention/ Suvichar under National Youth Festival, Adventure Camps, etc.
- e) The NSS Volunteers should not be more than 25 years of age (28 years in case of SC/ST) as on the last date of the financial year for which the Award is being conferred.
- f) The NSS Volunteer should not have been convicted by a court of law and there should not be any case/ investigation pending against him/ her.
- g) *The NSS Volunteer who has already been conferred with National Youth Award shall not be eligible to apply for NSS Award.*

**4.3.2 Criteria for Performance Evaluation:** The Performance of the NSS Volunteer shall be evaluated based of objective criteria, including their achievements in plantation of saplings, blood donation, attending health/ eye/ immunisation camps, attending awareness programmes/ rallies/ campaigns on various issues and other outstanding achievements. The achievements shall be considered for the 2-year volunteership period, which should fall within last 3 years (including the year *for which* the Award is being conferred). The NSS volunteers should indicate his/ her personal achievements only, and not the achievements of the entire NSS unit. For instance, in the 'saplings planted' category, he/ she should indicate saplings planted by him/ her personally and not the saplings planted by the entire NSS unit. Similarly, in the 'blood donated' category, he/ she should

indicate number of units of blood personally donated by him/ her, and not the total number of units of blood donated by all volunteers in a blood donation camp attended by him/ her. *Since, the Award is being conferred for the year 2017-18, the period of 3 years for consideration of achievements would lie between 2015-16 (01.04.15) and 2017-18 (31.03.18).*

**5. Procedure for Selection:**

**5.1 Selection Committees:** The selection shall be done through a multi-stage objective selection process, starting with senior secondary school/ college level and going up to National level. The composition of Selection Committees at various levels shall be as follows:

- a) At the College/ School level, the Committee shall comprise of the Principal of the College/ School (chairperson), the Programme Officer (convenor) and an eminent person. (Eminent persons should not be from the same Institution/University).
- b) At the University/ +2 Council Level, the Committee shall comprise of the Vice Chancellor/ Head of the +2 Council (chairperson), Programme Coordinator (convenor), Dean of Student Welfare/ Director of College Development Council and 2 eminent persons. (Eminent persons should not be from the same Institution/University). Quorum of meeting shall be 3.
- c) At the State Level, the Committee shall comprise of the Secretary in-charge of NSS (chairperson), State NSS Officer (convenor), Regional Director, NSS, Director of Higher/ School Education, Director/ Coordinator of the ETI(s) concerned and 2 eminent persons. Quorum of meeting shall be 3.
- d) At the National Level, the Committee shall comprise of the Secretary, Youth Affairs (chairperson), Joint Secretary, Youth Affairs, Director, NSS, Secretary, UGC, Secretary or his representative, AIU or his representative and 2 eminent persons. The Under Secretary, NSS shall function as convenor of the Committee.

**5.2 Other Guidelines/ Instructions:** Some other guidelines/ instructions in this regard are as follows:

- a) The States/ UTs should not recommend any case where even the minimum eligibility conditions, as specified Para-4.1.1, 4.2.1 and 4.3.1 are not met.
- b) Each State/ UT can recommend *maximum* one University/ +2 Council, 2 NSS Units (along their Programme Officers) and 4 NSS Volunteers (2 Boys and 2 Girls). Recommendations in excess of this number shall be rejected outright.
- c) The recommendations should be arranged in the order of merit. The names upto stipulated number of participants in the list would be considered and the rest would be rejected as excess.
- d) Check List (as applicable) should be filled up in prescribed proforma and attached with the Proposal.

- e) The selection of Awardees is normally done on the basis of proposal papers/ documents received from States/ UTs. However, in case of apparent inconsistencies in the contents of the proposal papers, the Department of Youth Affairs, Government of India, may seek clarifications from concerned States/ UTs or get the facts physically verified by deputing officials.
- f) *The responsibility verification of any information furnished in the proposal by the applicant would lie with the concerned State/UT Govt. The Government of India would not be held accountable in whatsoever manner for any false information furnished by the applicant in the proposal. In case any information furnished in the proposal is found to be incorrect at any stage of the selection process, the nomination of such awardee would be cancelled.*
- g) *All the facts indicated in the proposal (including checklist and the enclosed proforma) are to be supported by necessary proof/documentary evidence. In the absence of any such proof, the information indicated in that particular category would not be evaluated and would be awarded Zero marks.*
- h) The maximum number of Awards to be conferred from any single State/UT shall be restricted to 2 Awards under 'NSS Volunteers' category and one Award under the 'NSS Unit and their Programme Officers' category. This is to ensure broad-based representation of States/UTs.

6. **Submission of Nominations and related matters:**

- 6.1 The nominations for the Award shall be furnished to the Ministry in the enclosed prescribed Proforma along with duly filled-up Checklists.
- 6.2 The selected Awardees shall be invited for National Awards Ceremony and will be entitled to travel by Economy Class Air Fare for Vice Chancellors, Programme Coordinators, College/ School Principals and Programme Officers and by II AC train fare for NSS Volunteers, by shortest route. In case of NE States, Air Travel will be allowed between the concerned State and Guwahati/ Kolkata (to and fro) for NSS volunteers, beyond which the journey is to be undertaken by train as per entitled class.

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**Proforma for Recommending UNIVERSITY/ +2 COUNCIL for  
NSS Awards**

1.	Name of the State/ UT			
2.	Name of the University/ +2 Council, with address and other contact particulars			
3.	Name of the Vice-Chancellor/ Director of Senior Secondary Education/ Chairperson of +2 Council (with contact particulars)			
4.	Name of the Programme Coordinator (with contact particulars)			
5.	Date from which University/ +2 Council is operating NSS Programmes			
6.	(a) Number of NSS units and NSS volunteers under the University/ +2 Council; (b) Total number of colleges/ schools having NSS			
7.	Whether strength of NSS units is as per guidelines?  [Please indicate year-wise allocation of target and actual enrolment during 2015-16, 2016-17 and 2017-18]	<b>Year</b>	<b>Allocation</b>	<b>Target</b>
		2015-16		
		2016-17		
		2017-18		
8.	Adoption of Villages/ Slums and completion of Special Camping targets  [Please indicate targets for adoption of villages/ slums and Special Camping and actual achievement during 2015-16, 2016-17 and 2017-18]			
9.	Whether the NSS functionaries under the University/ +2 Council have been convicted by a court of law or any case/ investigation is pending against any of them?  [Certificate from the competent authority of the University to be attached]			

10.	<p>Performance/ Significant Achievements of the University/ +2 Council during 2015-16, 2016-17 and 2017-18 (Extra sheets for details of the achievements):</p> <p>a) Plantation (No. of Programmes organised and saplings planted)</p> <p>b) Blood Donation (No. of Camps organised and blood units donated)</p> <p>c) Health/ Eye/ Immunisations Camps (No. of Camps organised)</p> <p>d) Awareness Programmes (AIDS/ Environment/ Others) (No. of Programmes organised)</p>	
	<p>(i) No. of Cleanliness Activities organized under Swatchh Bharat Abhiyan</p> <p>-Contribution to</p> <ul style="list-style-type: none"> <li>▪ UjjwalaYojna</li> <li>▪ Pradhan MantriJandhanYojana</li> <li>▪ Pradhan MantriJeevanBimaYojana</li> <li>▪ Awareness on renewable energy</li> </ul> <p>(ii) Work on digital literacy</p> <p>(iii)Work on Cashless India</p> <p>(iv)Other Awareness programmes</p> <p>e) Creation of Duration Assets (Estimated value of Assets)</p> <p>f) National/ Regional level Programmes organised (Names of Programmes)</p> <p>g) Awards received (Details of Awards received)</p> <p>h) Other Outstanding Achievements (Details of achievements).</p>	
11.	Whether the duly filled check list attached?	Yes/ No
12.	Other Remarks, if any	

Signatures of the  
Programme Coordinator

Signature of the Vice  
Chancellor/ Chairman

Signature of the SNO

Signature of the Competent  
Authority in the State/ UT

**CHECKLIST for**  
**NSS Awards for Universities/ +2 Councils**

**Name of the University/ +2 Council:**

**A. Eligibility Criteria:**

S. No	Parameter	Factual Position
1.	Whether the University (which has been duly recognised)/ +2 Council has been operating NSS Programmes <i>continuously</i> for last at least 5 years, i.e. during <i>2013-14</i> and onwards.	Yes/ No
2.	Whether University/ +2 Council has NSS volunteer strength of minimum 5,000 volunteers (as on <i>31.03.2018</i> )?	Yes/ No
3.	Whether University/ +2 Council has achieved at least 75% of the enrolment and special camping targets for last 3 years, i.e. during <i>2015-16, 2016-17 and 2017-18</i> ?	Yes/ No
4.	Whether the University/ +2 Council has received NSS Award during last 10 years, i.e. for <i>2007-08</i> and onwards.	Yes/ No
5.	Whether the NSS functionaries under the University/ +2 Council have been convicted by a court of law or any case/ investigation is pending against any of them?	Yes/ No

**B. Performance/ Achievements (during last 3 years):**

S. No	Parameter	Factual Position		
		2015-16	2016-17	2017-18
1.	<u>Plantation:</u> a) No. of plantation programmes organised. b) No. of Saplings planted in these programmes.			
2.	<u>Blood Donation:</u> a) No. of Blood Donation Camps organised. b) Blood Donated in the Camps (No. of Units).			

3.	<u>Health/ Eye/ Immunisation Camps:</u> a) No. of Camps organised			
4.	<u>Awareness Programmes/ Rallies/ Campaigns organised:</u> a) AIDS/Health related Awareness (No. of Programmes) b) Environment Awareness (No. of Programmes) c) Other Awareness Programmes (Please indicate the name of the Awareness Programme and number of programmes organised.			
	(i) No. of Cleanliness Activities organized under Swatchh Bharat Abhiyan			
	-Contribution to <ul style="list-style-type: none"> <li>▪ UjjwalaYojna</li> <li>▪ Pradhan MantriJandhanYojana</li> <li>▪ Pradhan MantriJeevanBimaYojana</li> <li>▪ Awareness on renewable energy</li> </ul> (ii) Work on digital literacy (iii)Work on Cashless India (iv)Other Awareness programmes			
5.	<u>Creation of Durable Assets:</u> a) Estimated Value of the Assets created (Rs.).			
6.	<u>National/ Regional level Programmes/ Awards:</u> a) National level NSS Programmes organised (Please indicate names of such Programmes) b) Awards at State level and above (Please indicate the names of the Awards)			
7.	<u>Other Outstanding Achievements</u> (Please indicate details of each such achievement)			

**Note:** The details mentioned above should tally with those given in the main proposal. In case of major deviation, the proposal will be liable to rejection.

**Signature of Competent Authority in State/UT**  
(with office seal)

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**Proforma for recommending NSS UNIT & PROGRAMME  
OFFICER for NSS Awards**

1.	Name of the State/ UT			
2.	Name of the University/ +2 Council			
3.	Name of the College/ School (with address and other contact particulars)			
4.	Name of the Principal of College/ School (with contact particulars)			
5.	Name, Sex (Male/ Female) and contact particulars of the Programme Officer.			
6.	Name of NSS Unit which is being recommended for Award and date from which the NSS Unit is in existence.*			
7.	Period of Service as Programme Officer of the NSS unit	From:	To:	
8.	Whether the Programme Officer is trained at ETI? <i>If Yes, then attach certificate.</i>	Yes/ No		
9.	Whether strength of NSS unit being recommended for Award is as per guidelines during last 3 years?  [Please indicate year wise allocation of target and actual enrolment during last 3 years i.e. during <i>2015-16, 2016-17 and 2017-18</i> ]	<b>Year</b>	<b>Allocation</b>	<b>Target</b>
		2015-16		
		2016-17		
		2017-18		
10.	Adoption of Villages/ Slums and completion of Special Camping against targets  [Please indicate year wise target of Special Camping and actual achievement during last 3 years i.e. during <i>2014-15, 2015-16 and 2016-17</i> ]	<b>Year</b>	<b>Allocation</b>	<b>Target</b>
		2015-16		
		2016-17		
		2017-18		
11.	Whether the Programme Officer has been convicted by a court of law or any case/ investigation is pending against him/ her?  [Certificate from the competent authority of the College/ School to be attached].			

12.	<p>Performance/ Significant Achievements of the NSS Unit during 2015-16, 2016-17 and 2017-18 (Extra sheets for details of the achievements):</p> <p>a) Plantation (No. of Programmes organised and saplings planted)</p> <p>b) Blood Donation (No. of Camps organised and blood units donated)</p> <p>c) Health/ Eye/ Immunisations Camps (No. of Camps organised)</p> <p>d) Awareness Programmes (AIDS/ Environment/ Others) (No. of Programmes organised)</p>	
	(i) No. of Cleanliness Activities organized under Swatchh Bharat Abhiyan	
	<p>-Contribution to</p> <ul style="list-style-type: none"> <li>▪ UjjwalaYojna</li> <li>▪ Pradhan MantriJandhanYojana</li> <li>▪ Pradhan MantriJeevanBimaYojana</li> <li>▪ Awareness on renewable energy</li> </ul> <p>(ii) Work on digital literacy</p> <p>(iii) Work on Cashless India</p> <p>(iv) Other Awareness programmes</p> <p>e) Creation of Duration Assets (Estimated value of Assets)</p> <p>f) Awards received (Details of Awards received)</p> <p>g) Other Outstanding Achievements (Details of achievements).</p>	
13.	Whether the duly filled-up Check List has been attached?	YES/NO
14.	Other Remarks, if any	

\* The NSS Unit to be considered for the Award shall be a single NSS Unit. Thus, in case a Programme Officer is in-charge of more than one NSS Units for any reason, one of such Units should be identified and all the data in this Proforma should be furnished for that particular unit only.

Signature of the P.O.

Signature of the Principal

Signatures of the  
Programme Coordinator

Signature of the Vice  
Chancellor/ Chairman

Signature of the SNO

Signature of the Competent  
Authority in the State/ UT

**CHECKLIST for**  
**NSS Awards for NSS Unit/ Programme Officers**

**Name of the NSS Unit and Programme Officer:**

The NSS Unit to be considered for the Award shall be a single NSS Unit. Thus, in case a Programme Officer is in-charge of more than one NSS Units for any reason, one of such Units should be identified and all the data in this Checklist should be furnished for that particular unit only.

**A. Eligibility Criteria:**

S. No	Parameter	Factual Position
1.	Whether the NSS Unit has been in existence <i>continuously</i> for 5 years, i.e. during <b>2013-14</b> and onwards?	Yes/ No
2.	Whether the strength of the NSS Unit is as per guidelines during last 3 years i.e. during <b>2015-16, 2016-17 and 2017-18?</b>	Yes/ No
3.	Whether the NSS unit has adopted village/ slum as per guidelines and has completed the Special Camping targets during last 3 years i.e. during <b>2015-16, 2016-17 and 2017-18?</b>	Yes/ No
4.	Whether the Programme Officer has completed minimum two years as Programme Officer of the NSS unit being recommended for award (as on <b>31.03.2018</b> )?	Yes/ No
5.	Whether the Programme Officer has been trained at ETI?	Yes/ No
6.	Whether the Programme Officer has been convicted by a court of law or any case/ investigation is pending against him/ her?	Yes/ No

**B. Performance/ Achievements (during last 3 years):**

S. No	Parameter	Factual Position		
		2015-16	2016-17	2017-18
1.	<u>Plantation:</u> a) No. of plantation programmes organised b) No. of Saplings planted in these programmes			
2.	<u>Blood Donation:</u> a) No. of Blood Donation Camps organised b) Blood Donated in the Camps (No. of Units)			
3.	<u>Health/ Eye/ Immunisation Camps:</u> a) No. of Camps organised			

4.	<u>Awareness Programmes/ Rallies/ Campaigns organised:</u> a) AIDS Awareness (No. of Programmes) b) Environment Awareness (No. of Programmes) c) Other Awareness Programmes (Please indicate the name of the Awareness Programme and number of programmes organised.  (i) No. of Cleanliness Activities organized under Swatchh Bharat Abhiyan -Contribution to			
	<ul style="list-style-type: none"> <li>▪ UjjwalaYojna</li> <li>▪ Pradhan MantriJandhanYojana</li> <li>▪ Pradhan MantriJeevanBimaYojana</li> <li>▪ Awareness on renewable energy</li> </ul> (ii) Work on digital literacy (iii) Work on Cashless India (iv) Other Awareness programmes			
5.	<u>Creation of Durable Assets:</u> a) Estimated Value of the Assets created (Rs.).			
6.	<u>National Level Camps/ Awards:</u> a) Awards at State level and above (Please indicate the names of the Awards) b) Awards below State level (Please indicate the names of the Awards)			
7.	<u>Other Outstanding Achievements</u> (Please indicate details of each such achievement)			

**Note:** The details mentioned above should tally with those given in the main proposal. In case of major deviation, the proposal will be liable to rejection.

**Signature of Competent Authority in State/UT**  
(with office seal)



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**Proforma for recommending NSS VOLUNTEER  
for NSS Awards**

1.	Name of the State/ UT	
2.	Name of the University/ +2 Council	
3.	Name of the College/ School (with contact particulars)	
4.	Name of the Principal of College/ School (with contact particulars)	
5.	Name, Sex (Male/Female), <i>Residential</i> Address and other contact particulars (Landline/ Mobile No., e-mail address etc.) of the Volunteer being recommended	
6.	a) Date of Birth of the Volunteer b) Category (Gen/SC/ST)  [Documentary Evidence for Date of Birth and SC/ST relaxation to be enclosed].	
7.	Period of Volunteership of the Volunteer	From:                      To:
8.	Number of Hours completed during volunteership	
9.	Details reg. Participation in Special Camp	
10.	Details reg. Participation in National/ Regional level NSS Programmes	
11.	Whether the Volunteer has been convicted by any court of Law or any case/ investigation is pending against him/ her?  [Certificate from competent authority of the College/ School to be attached].	
12.	Performance/ Significant Achievements of the NSS Volunteer during the 2-year period of Volunteership (Extra sheets for details of the achievements):  a) Plantation (No. of Programmes attended and saplings planted) b) Blood Donation (No. of Camps attended and blood units donated)	

	c) Health/ Eye/ Immunisations Camps (No. of Camps attended) d) Awareness Programmes (AIDS/ Environment/ Others) (No. of Programmes attended)  (i) No. of Cleanliness Activities organized under Swatchh Bharat Abhiyan -Contribution to <ul style="list-style-type: none"> <li>▪ UjjwalaYojna</li> <li>▪ Pradhan MantriJandhanYojana</li> <li>▪ Pradhan MantriJeevanBimaYojana</li> <li>▪ Awareness on renewable energy</li> </ul>	
	(ii) Work on digital literacy	
	(iii) Work on Cashless India	
	(iv) Other Awareness programmes	
	e) Awards received (Details of Awards received) f) Other Outstanding Achievements (Details of achievements).	
13.	<b>Whether the duly filled-up Check List has been attached?</b>	<b>YES/ NO</b>
14.	Other Remarks, if any	

**Note:** Since the Award is for the 2017-18, the Volunteers completing their 2 years' volunteership during 2017-18 only are to be considered. The volunteers completing their volunteership prior to 2017-18 cannot be considered for the Award. For the same reason, the achievements of the volunteer shall be considered for the 2-year volunteership period, which would fall within last 3 years, i.e., 2015-16, 2016-17 and 2017-18. In other words, the NSS volunteer should have been a student, pursuing a regular course, at least for a part of the year for which he/ she is being nominated. The NSS volunteers should indicate his/ her personal achievements only, and not the achievements of the entire NSS unit. For instance, he/ she should indicate saplings planted/ blood donated by him/ her personally in a programme and not by the entire NSS unit.

Signature of the Volunteer

Signature of the P.O.

Signature of the Principal

Signatures of the Programme Coordinator

Signature of the Vice Chancellor/ Chairman

Signature of the SNO

Signature of the Competent Authority in the State/ UT

**CHECKLIST for  
NSS Awards for NSS Volunteers**

**Name of the NSS Volunteer:**

**A. Eligibility Criteria:**

S. No	Parameter	Factual Position
1.	Whether the Volunteer has <i>completed</i> minimum 2 years' volunteership under NSS during 2017-18? [since the Award is being conferred 2016-17, volunteers completing their volunteership prior to 2017-18 cannot be considered for the Award or in other words, the volunteer should have been a student, pursuing a regular course, at least for a part of the year 2017-18]	Yes/ No
2.	Whether the Volunteer completed 240 hours of community service during 2 consecutive years of volunteership under NSS?	Yes/ No
3.	Whether the Volunteer has participated in at least one Special Camp?	Yes/ No
4.	Whether the Volunteer has participated in at least one National/ Regional Programme like R.D/ Pre-RD Parade Camps, NSS Mega Camps, National Integration Camps, North East Youth Festivals, National Youth Convention/ Suvichar under National Youth Festival, Adventure Camps, etc?	Yes/ No If yes, please indicate name of the Programme.
5.	Whether the Volunteer is below 25 years of age (28 years in case of SC/ ST) as on 31.03.2017?	Yes/ No
6.	Whether the Volunteer has been convicted by any court of Law or any case/ investigation is pending against him/ her?	Yes/ No

**B. Performance/ Achievements:**

The achievements shall be considered for the 2-year volunteership period, which should fall within last 3 years, i.e., 2015-16, 2016-17 and 2017-18.

S. No	Parameter	Factual Position		
		2015-16	2016-17	2017-18
1.	<u>Plantation:</u> a) No. of plantation programmes attended b) No. of Saplings planted by the Volunteer personally			

2.	<u>Blood Donation:</u> a) No. of Blood Donation Camps attended b) Blood Donated by the Volunteer <u>personally</u> (No. of Units)			
3.	<u>Health/ Eye/ Immunisation Camps:</u> a) No. of Camps attended			
4.	<u>Awareness Programmes/ Rallies/ Campaigns attended:</u> a) AIDS Awareness (No. of Programmes) b) Environment Awareness (No. of Programmes) c) Other Awareness Programmes (Please indicate the name of the Awareness Programme and number of programmes attended.  (i) No. of Cleanliness Activities organized under Swatchh Bharat Abhiyan -Contribution to <ul style="list-style-type: none"> <li>▪ UjjwalaYojna</li> <li>▪ Pradhan MantriJandhanYojana</li> <li>▪ Pradhan MantriJeevanBimaYojana</li> <li>▪ Awareness on renewable energy</li> </ul> (ii) Work on digital literacy (iii)Work on Cashless India (iv)Other Awareness programmes			
5.	<u>Awards already received by the Volunteer:</u> a) Awards at State level and above (Please indicate the names of the Awards) b) Awards below State level (Please indicate the names of the Awards)			
6.	<u>Other Outstanding Achievements of the Volunteer</u> (Please indicate details of each such achievement)			

**Note:** The details mentioned above should tally with those given in the main proposal. In case of major deviation, the proposal will be liable to rejection.

**Signature of Competent Authority in State/UT**  
(with office seal)