

No. EDN-H (27) NSS-Misc/2018/Vol-II  
Directorate of Higher Education  
Himachal Pradesh.

Dated, Shimla -1, the 3<sup>rd</sup> July, 2021.

To

All the Principals (Having NSS Unit).  
Govt./JNV/Private Sr. Sec. Schools  
Himachal Pradesh.

6 JUL 2021

**Subject: - Mandatory Instructions Regarding Implementation of NSS Activities.**

It has come to the notice of the undersigned that the NSS activities calendar is not being implemented properly in various schools. Various action taken reports are not being received in the Head Quarter in stipulated time period due to which the Department is facing embarrassing position before the State Govt. as well as Govt. of India. Therefore, all the Principals of Institutions having NSS unit are directed to ensure that the following actions must be taken within stipulated time period as directed hereunder:

1. It has come to the notice of the Department that demands for NSS Certificates are being made by various schools after the lapse of two or more years due to which the students are facing inconvenience and making demands directly to this office or even cases are also being received through the office of the Hon'ble Chief Minister under Mukhya Mantri Seva Sankalp Yojna. **Therefore, it must be ensured that demand of NSS certificate in respect of eligible volunteers must be made within one month after the conclusion of the 7 days Special Camp and the same may be issued to the concerned volunteers within stipulated time by making entries in the NSS certificate issuing register.**
2. It has been observed in several cases that different themes of NSS are being written by the P.O(s) on NSS certificates whereas specific theme of NSS is fixed by the Govt. of India for a particular time period. Existing theme of NSS is **"HEALTH, PUBLIC SANITATION AND PERSONAL HYGIENE"**. Therefore, it must be ensured that correct theme may be mentioned in the certificate failing which it may cause the cancellation of certificates for which responsibility shall be of the concerned Principal and Programme Officer.
3. Audited Utilization Certificates must reach this office before 15<sup>th</sup> April as on 31<sup>st</sup> March of every year.
4. Monthly report of NSS activities must be supplied by all the Principals to the concerned Dy. Director of Higher Education before 22<sup>nd</sup> day of

each month and all Dy. DHE(s) will submit the same in compiled shape to this Directorate before 24<sup>th</sup> day of that month.

5. Annual report of NSS activities must reach this office by 7<sup>th</sup> April of every year.
6. Plantation must be done by the volunteers during the month of July and August and action taken report of plantation done by the NSS unit must reach this office by 7<sup>th</sup> September of every year.
7. Blood Grouping must be done in respect of all NSS volunteers and it is mandatory to mention the blood group of the volunteer in his/her certificate.

In this connection, all the Principals of Institutions having NSS Unit are hereby directed to follow the instructions strictly failing which responsibility shall be fixed against the defaulters.

(Dr. Harish Kumar)

Jt. Director of Higher Education  
Himachal Pradesh

Endst. No. Even, Dated, Shimla-1, the, 3<sup>rd</sup> July, 2021  
Copy to:-

1. Regional Director, Ministry of Youth Affairs & Sports, GOI, Regional Directorate of NSS, Kendriya Sadan 4<sup>th</sup> Floor, Room No. 403-406, Sector-09 A Chandigarh-160009.
2. State NSS officer, Department of YSS, H.P. Sect. Shimla-171002 for information please.
3. All the Deputy Directors of Higher Education Himachal Pradesh for information & necessary action.
4. District Coordinators of NSS for information & necessary action.
- ✓ 5. Incharge IT-Cell to upload the letter on the Departmental Website.
6. Guard file.

  
Jt. Director of Higher Education  
Himachal Pradesh