

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

13111 निदेशिका 30/06/2023

02 JUN 2023

To Dated Shimla -171001, the

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


Subject: - Mandatory Instructions Regarding Implementation of NSS Activities.

On the subject cited above. All the Principals having NSS unit in your District may be directed to ensure that the following actions must be taken within stipulated time period as directed hereunder:

1. Monthly report of NSS activities must be supplied by all the Principals to the concerned Dy. Director of Higher Education before 3rd day of the subsequent month and all Dy. DHE(s) will submit the same in compiled shape to this Directorate before 10th day of that month. No Principal will made direct/indirect correspondence regarding monthly report with this Directorate.
2. Audited Utilization Certificates must reach this office before 15th April as on 31st March of every year.
3. Annual report of NSS activities must reach this office by 10th April of every year.
4. Plantation must be done by the volunteers during the month of July and August and action taken report of plantation done by the NSS units in your district must sent their report to the concerned DDHEs by 7th September of every year and all Dy. DHE(s) will submit the same in compiled shape to this Directorate before 10th day of that month..
5. 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.
6. 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 certificated for which responsibility shall be of the concerned Principal and Programme Officer.
7. It has also 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. 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. It must also ensure that the NSS Unit will have to maintain a register regarding NSS issuing certificate.
 8. Enrolment of NSS volunteers must be supplied on excel sheet by all the Principals to the concerned Dy. Director of Higher Education before 25.06.2023 and all Dy. DHE(s) will submit the same in compiled shape to this Directorate before 30.06.2023. No Principal will made direct/indirect correspondence regarding enrolment with this Directorate.
 9. Any query regarding PFMS must be cleared/ discussed with your concerned District Programme Coordinators/ Assistant Programme Coordinators/ Sub Assistant Programme Coordinators.

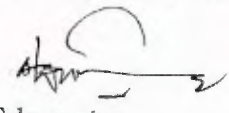
In this connection, all the Principals of Institutions having NSS Unit are hereby directed to follow the instructions strictly failing which responsibility shall be fixed against the defaulters.


Director Higher Education
Himachal Pradesh
the 2023

Endst. No. Even Dated Shimla-1,

Copy to:-

1. State NSS officer, Department of YSS, H.P. Sect. Shimla-171002 for information please.
2. All the Deputy Directors of Higher Education Himachal Pradesh for information & necessary action.
3. District ~~Coordinators~~ of NSS for information & necessary action.
4. Incharge IT-Cell to upload the letter on the Departmental Website.
5. Guard file.


Director Higher Education
Himachal Pradesh