

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA (HARYANA)
(Estd. by the State Legislature Act IX of 2003)

NATIONAL SERVICE SCHEME



No. NSS/12/ _____
Dated _____

To

The State Public Information Officer,
Chaudhary Devi Lal University,
Sirsa.

Sub: - Compliance of Section 4 of the RTI Act, 2005.

Sir,

Please refer to your office letter No. SPIO/12/140-82 dated 16-01-2012 on the subject cited above. The information under Clause 4(1) (b) of the Right to Information Act, 2005 for the NSS Cell of CDLU, Sirsa is as under:-

(i) Particulars of the Organization, its functions & duties;

National Service Scheme (NSS) is a noble experiment in academic expansion. It inculcates the spirit of voluntary work among the students and teachers through sustained community interactions. It brings out academic institutions closer to society. It shows how to combine knowledge and action to achieve results, which are desirable for community development. NSS at Ch. Devi Lal University was established with the objective of providing student youth with an opportunity to develop their overall personality by taking part in various Social Service Schemes. There are thirty units of NSS in the university. There are twenty nine units in the fifteen affiliated colleges (affiliated recently) and one unit is of the University Teaching Departments.

Overall objective of the N.S.S. is educational; service to the community is the activity through which this objective is sought to be achieved. The more specific objectives of the National Service Scheme are to arouse the students' social conscience and to provide him/her with the opportunity:-

- (i) To work with and among people;

- (ii) To engage in creative constructive social action;
- (iii) To enhance his/her knowledge of himself/herself and the community through a confrontation with reality;
- (iv) To put his/her scholarship to practical use in mitigating at least some of the social problems; and
- (v) To gain skills in programme development to enable him/her to get self-employed.

(ii) The powers and duties of its officers and employees;

As per calendar Vol. III of CDLU, Sirsa the duties and powers of the office bearers shall be as follows:–

(a) Chairperson of NSS Committee of CDLU, Sirsa

- (i) The Chairperson shall preside over all the meetings of the National Service Scheme Committee.
- (ii) He/she shall have the power to sanction as expenditure over Rs.1000/- at a time in case of an individual item and/or any amount subject to budget restrictions.
- (iii) He/she shall have the power to make appointments, fixing salary/remuneration according to availability of funds in anticipation of the approval of the N.S.S. Committee.
- (iv) He/she shall have the power to sanction all journeys concerning N.S.S. performed by the Programme Coordinator and members of the N.S.S. Committee.

(b) Programme Co-ordinator/Secretary of NSS Committee of CDLU, Sirsa

- (i) He/she shall attend to all correspondence pertaining to the National Service Scheme and give effect to the resolutions of the N.S.S. Committee.
- (ii) He/she shall issue agenda and notices of meetings with prior approval of the Chairperson and record the minutes of the same and shall be responsible for their maintenance.
- (iii) He/she shall be the over-all in-charge of all records and registers of N.S.S.
- (iv) He/she shall be custodian of all property of National Service Scheme.
- (v) He/she shall have an imprest of Rs.500/- with him/her to be recouped from time to time. He/she is empowered to incur an expenditure upto Rs.1000/- on any item

at a time. He/she shall also be in-charge of all finances of the N.S.S. He/she shall maintain accounts and present the statement of accounts duly audited by the University auditors.

- (vi) The Programme Co-ordinator shall approve the tour programme of his/her office staff.
- (vii) The Programme Co-ordinator shall be responsible for the release of N.S.S. grants to the Colleges and shall also supervise and guide the implementation of the N.S.S. in the colleges.
- (viii) He/she shall maintain and operate Bank Account of the N.S.S.

(c) Functions of Programme Officer

As per NSS Manual (Revised) 2006, The Programme Officer will perform the following functions :-

- (i) He/she will plan the NSS regular activities and special camping programme as per Programme guidelines issued by the Government of India and Programme Coordinator of the concerned university.
- (ii) The Programme officer will ensure that NSS volunteers complete the prescribed hours in regular activities and participate in special camping programme as per requirements. The orientation of the NSS volunteers should be conducted in a befitting manner and 20 hours should be devoted to orient the NSS volunteers.
- (iii) He/she will divide the NSS unit into different groups and assign the definite task and targets and projects to each group.
- (iv) He/she will supervise the working of NSS volunteers.
- (v) He/she will ensure that the basic aims of NSS Programme i.e. personality development of NSS volunteers, interaction of the different classes of society take place harmoniously and the NSS volunteers and community are benefited from the activities of NSS unit.
- (vi) He/she will maintain the necessary records and registers prescribed by Government of India and Programme Coordinator of the university.

- (vii) He/she will be responsible for the equipment and stores purchased out of NSS funds. He/she will hand over the charge of NSS equipment and stores to his/her successor at the end of his/her tenure.
- (viii) He/she will spend the NSS grants as per administrative and financial directives of the Government of India and NSS Programme Coordinator.
- (ix) He/she will depute NSS volunteers for participation in various programmes sponsored by the Department of Youth Affairs & Sports, Government of India such as National Integration Camps, Adventure Programmes, Republic Day Parade and any other function organised by the NSS Regional Centre and concerned University.
- (x) He/she will submit the reports to the NSS Regional Centre periodically, Programme Coordinator, NSS, State Liaison Officer and TORC/TOC.
- (xi) He/she will ensure the submission of accounts in time. The accounts may be got audited from a chartered accountant or departmental auditor along with the utilization certificate.
- (xii) He/she will liaise with the officials of the department for NSS projects and activities. He/she will also coordinate with the voluntary organizations working in the field of community development in general and youth work in particular.
- (xiii) He/she will convene the meeting of the college advisory committee in consultation with the Principal of the institution as laid-down in the NSS Manual.

Note: Besides above powers, duties and functions of officers and employees other powers and duties as assigned from time to time as per rules and regulations.

(iii) The procedure followed in the decision making process, including channels of supervision and accountability:

The decisions are taken as per relevant Act, Statute, Ordinance, rules and regulations of the university and other executive orders issued by competent authorities. The channels of Supervision and Accountability for various matters are governed by respective Act, Statute, Ordinance, rules and regulations and other executive orders taken by competent authorities.

NSS Manual (Revised) 2006 is also consulted and various orders of Assistant Programme Adviser, Ministry of Youth Affairs and Sports, Government of India, 15/11 Jam Nagar House, New Delhi and State Liaison Officer, NSS, O/O Director General

Higher Education, Shiksha Sadan, Sec.-5, Panchkula are taken into considerations. Besides above other procedures are followed as adopted from time to time according to rules and regulations.

(iv) The norms set for the discharge of duties;

All functions of the NSS are performed as per the rules, regulations, norms, instructions and directions contained in the concerned statutory sources/executive orders and university rules and regulations.

(v) The rules, regulation, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

As per the Act, Statute, Ordinance, Calendar and introductions issued by the competent authorities. The University calendar Vol. III containing chapter on NSS is available at university website and NSS Manual (Revised) 2006 is available in the office of NSS as well as on the website of Ministry of Youth Affairs and Sports, Govt. of India. Further, minutes of the NSS Committee meeting of various years are available in the office of NSS. Besides above the statement of categories of documents may be seen as per point no. (vi).

(vi) A statement of the categories of documents that are held by it or under its control;

Besides documents displayed on the university website, the followings are available in the NSS Cell.

- (i) Minutes of the NSS Committee Meetings of various years
- (ii) FDRs
- (iii) Cash Book
- (iv) Cheque Book
- (v) Bank Pass Books
- (vi) Receipt Books
- (vii) Stock Register
- (viii) TA/DA, Contingency etc, Honorarium/out of Pocket Allowance, Temporary Advance and Miscellaneous Expenditure Register
- (ix) Budget Control Register
- (x) Receipt Book/Cheque Book Register
- (xi) Receipt Register
- (xii) Dispatch Register
- (xiii) Peon Book
- (xiv) Blank NSS Merit Certificates
- (xv) NSS Manual (Revised) 2006

- (xvi) Routine communication to and from various colleges, State Liaison Officer, Asstt. Programme Advisor and University authorities and other communications as well as old record at the time of earlier affiliation of colleges with the university.
- (xvii) Other documents as per requirement relating to NSS from time to time.

(vii) The particulars of any arrangement that exists for consultation with, or representation by members of the public in relation to the formulation of its policy or administration thereof.

National Service Scheme (NSS) is a noble experiment in academic expansion. It inculcates the spirit of voluntary work among the students and teachers through sustained community interactions. It brings out academic institutions closer to society. It shows how to combine knowledge and action to achieve results, which are desirable for community development. Overall objective of the N.S.S. is educational; service to the community is the activity through which this objective is sought to be achieved. NSS establishes a meaningful linkage between the campus and the community through formulation and administration of various special camping and regular activity programmes etc.

(ix) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

The following NSS Committee was re-constituted by the Vice-Chancellor:

(1)	Vice-Chancellor	Chairman
(2)	Dean Student's Welfare	Vice-Chairman
(3)	Registrar	Member
(4)	Director General Higher Education/Higher Education Commissioner, Haryana Shiksha Sadan, Sector -05, Panchkula	Member
(5)	Asstt./ Deputy Programmer Advisor, NSS Regional Centre, Ministry of Youth Affairs and Sports, Govt. of India. 15/11 Jam Nagar House, New Delhi.	Member
(6)	State Liaison Officer, NSS, Office of Director General Higher Education/Higher Education Commissioner, Haryana, Shiksha Sadan, Sector -05, Panchkula.	Member
(7-16)	Zonal Conveners of all the Districts covered under the University	Members (Vacant)

(17)	Dr. Harish Kumar, Programme Officer, NSS, UTD, CDLU, Sirsa.	Member
(18)	Mrs. Partibha Makhija, Programme Officer, NSS, M.M. College, Fatehabad.	Member
(19)	Sh. Jeet Ram, Programme Officer, NSS, Govt. National College, Sirsa	Member
(20)	Sh. Satish Singla, Programme Officer, NSS, K.T. Govt. College, Ratia.	Member
(21)	President, Ch. Devi Lal University Students' Union	Member (Vacant)
(22)	Programme Co-ordinator, N.S.S.	Member Secretary

Duties and Powers of the N.S.S. Committee:

As per Calendar Vol. III of CDLU, Sirsa, The duties and powers of the National Service Scheme Committee shall be:—

- (1) to make rules for the organization, conduct and control of the N.S.S. activities in the light of Govt. Schemes, instructions and directions;
- (2) to interpret and enforce its rules and to give decisions and rulings on any point of these rules;
- (3) to frame bye-laws consistent with its rules and Govt. directives and to appoint sub-committee/committees;
- (4) to receive and spend/utilize Govt. (both Central and State Govts.) grants and necessary funds or help from the University for National Service Scheme activities and utilize the same according to rules and budget estimates;
- (5) to consider and pass its annual budget and the general programme in the light of Government grants and other resources;
- (6) to appoint whole-time or part-time staff and decide, enhance or reduce their pay and grades or remuneration/honorarium in the light of provisions made in the National Service Scheme by the Government;
- (7) to take decisions on any matter concerning N.S.S. which are not covered by the constitution or rules framed there under;
- (8) to raise and spend funds and to sanction re-appropriations of funds from one budget head to another;
- (9) to write off irrecoverable dues and items of stock *etc.* costing more than Rs.500/-

(10) to sanction all payments required to be made for implementation of National Service Scheme programmes;

(11) to allocate funds to the colleges and develop system of audit;

(12) to fix quota of students for colleges;

(13) to sponsor service projects on inter-collegiate basis;

(14) to function as a liaison agency between the Ministry of Education, State Govt. and the Colleges; and

(15) to co-ordinate N.S.S. Programme in the University.

Besides above other powers and duties as assigned from time to time under the rules and regulations. The minutes of the meetings of NSS Committee, if otherwise not exempted as per the RTI Act, 2005; are open to the public.

(ix) A Directory of its officers and employees;

Sr. No.	Name	Designation	Office/Resi. Phone Nos.
1.	Vice-Chancellor	Ex-officio Chairman, NSS Committee	01666-247600
2.	Dr. Vishnu Bhagwan	Prog. Coordinator, NSS and Secretary NSS Committee	98125-56101
3.	Dr. Harish Kumar	Prog. Officer, NSS, UTDs	94660-77870

The detail regarding officers and employees of other units of NSS of affiliated colleges may be seen from the concerned colleges.

(x) The monthly remuneration received by each of its officers and employee, including the system of compensation as provided in its regulations;

There is a provision of out of pocket allowance of Rs. 800/- per month and Rs. 400/- per month for Programme Coordinator, NSS and Programme Officer, NSS respectively.

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Grant-in-aid for Administrative expenditure is received from State Liaison Officer, NSS O/o Director General Higher Education. NSS fee is taken from students of university campus as well as university share of NSS fee is received from affiliated colleges. Special camping and regular activity grants are received by the various units of NSS from State Liaison Officer. Expenditures are incurred as per budget estimates. The budget

estimates and actual budgets of various years may be seen in the office of NSS. Budget is subject to revision/modification from time to time under the rules, as per requirement.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it;

NSS merit certificates are issued to the NSS volunteers. The criteria for award of University Merit Certificates is as under:-

Basic: NSS volunteers who has completed 240 hrs. of regular activities in the period of two years and attended two special camps (at least 10 days/7-days duration), and any one of the following qualifying performances/participations:-

One who has donated blood at least TWICE, Or has made at least five adult illiterates' literate (proof shall have to be countersigned by the Principal/Convener, UTDs NSS Advisory Committee along with the names & addresses of the so-called illiterates certified by Sarpanch/Municipal councilor) OR one who has done an exemplary act of bravery/courage by saving life in situations like drowning/fire/natural calamities/man-made calamities and awarded at the National Level, OR one who has participated in the Pre-R.D. camp/Republic Day Prade. (Photocopies of all proofs be invariably attached with every case in order to avoid rejection of cases).

Note: Terms and conditions are subject to change under the rules and regulations from time to time.

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

Any citizen of India can seek or get information under RTI Act, 2005 as per the prescribed procedure.

The NSS Cell do not have its own library or reading room.

(xvi) The names, designations and other particulars of the Public Information Officers;

There is a separate RTI office of the university. However, officers/employees of NSS work as deemed SPIO whenever any information is held by him/her or under his/her

control to assist main SPIO in dealing with RTI applications. However, the colleges have their own SPIOs and the information may be obtained directly from them.

(xvii) Such other information as may be prescribed.

The particulars as mentioned above are hereby placed for the information of public at large. In addition to above, in case, any person wishes to obtain any further information pertaining to the functioning of NSS, he/she may contact the SPIO of the university or the SPIO of the concerned colleges. The above information is subject to change from time to time under the rules as per requirement.

**Programme Coordinator, NSS
CDLU, Sirsa**

Copy of the above is forwarded to the Website Incharge with the request to upload the above information under Sub-Head 'Suo-moto disclosure/Pro-active disclosure'.