

F.No. P-34/NSS/RDD/2024-25/237
Government of India
Ministry of Youth Affairs & Sport
Regional Directorate of NSS
Shivaji Stadium, New Delhi-110001

Date: 19.03.2025

To,

The SNO Cell,
Chhatrasal Stadium, New Delhi

The Programme Coordinator, NSS
University of Jammu

The Principal
Dronacharya College of Engineering,
Gurugram, Haryana

The Principal
MM PG College, Fatehabad, Haryana

The Principal
Govt. College, Sanpla, Haryana

Sub:- Request for proposal for organizing One Day Workshop / Seminar on Swachhata - Reg.

Sir,

I am to bring to your kind notice that the National Service Scheme is playing an important role in Swaccha Bharat Abhiyan. The Regional Directorate of NSS, Delhi, Ministry of Youth Affairs and Sports, Govt. of India, proposes to organize a One Day Workshop / Seminar on Swachhata in collaboration with your Institution for spreading awareness on swachhata among the NSS Volunteers.

Hence, you are requested to kindly send a proper proposal for the same mentioning about the date & venue and details of the programme, number of participants, number of competitions and expected expenditure details along with the Copy of Bank Mandate.


The expenditure incurred for the same will be reimbursed by this office soon after completion of the event. The payment will be released through PFMS only in the favour of the NSS Unit of institution/organization.

Following documents may be submitted soon after completion of the programme, but before the 28th March, 2025 along with the demand letter:

- (a) Utilization Certificate (GFR 19 A Format only).
- (b) Original Bills and Voucher / Copy of certified or audited bills.
- (c) Expenditure Statement
- (d) List of Participants & Resource Persons and attendance etc.
- (e) Sample of Certificate.

Therefore, you are requested to kindly send the proper proposal of the programme by tomorrow, so as to enable us to issue the sanction of the workshop accordingly and the programme may be organized by 26th March, 2023.

Yours faithfully,


(Sharwan Ram)
Regional Director

F.No. P-34/NSS/RDD/2024-25/239
Government of India
Ministry of Youth Affairs & Sport
Regional Directorate of NSS
Shivaji Stadium, New Delhi-110001

Date: 21.03.2025

To,

The Programme Coordinator, NSS
University of Jammu

The Principal
Dronacharya College of Engineering,
Gurugram, Haryana

The Principal
MM PG College, Fatehabad, Haryana

The Principal
Govt. College, Sanpla, Haryana

Sub:- Sanction of Rs. 50,000/- for organizing One Day Workshop on Swachhata /#CleanIndia - reg.

Sir,

In continuation to our offer letter and in response to your proposal letter regarding organizing of One Day Workshop / Seminar on Swachhata/ #CleanIndia, I am to convey the approval of the competent authority to allocate of Rs. 50,000/- (Rupees Sixty Five Thousand only) and to organizing the same. The sanctioned amount will be reimbursed to your bank account, soon after completion of the event.

Hence, in this regard, it is requested to kindly organize the programme in the given budget amount only and following documents may be submitted soon after completion of the programme, but before the 28th March, 2025 for reimbursement of the same.

- (a) Demand Letter
- (b) Utilization Certificate (GFR 19 A Format only).
- (c) Original Bills and Voucher / Copy of certified or audited bills.
- (d) Expenditure Statement
- (e) Brief Report of the programme along with the action photographs.

Yours faithfully,



(Sharwan Ram)
Regional Director