

From

Director General Higher Education, Haryana  
Shiksha Sadan, Sec-5, Panchkula

To

**All University NSS Coordinators of Haryana.**

Memo No. 2/34-2018 NSS (2)  
Dated, Panchkula the

**Subject: Regarding State NSS Awards 2017-18.**

Kindly refer to the subject cited above.

As you are aware, National Service Scheme 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 Lacs NSS Volunteers in the country and in the state of Haryana approx. 1.25 Lacs NSS Volunteers.

Government of Haryana has instituted the NSS Awards from 2017-18 for giving recognition to the outstanding work done under NSS. The awards will be conferred every year. These awards were conferred by the Hon'ble Chief Minister every year. Being "State 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:-

1. Universities/District Programme Coordinator (1 Award each)
2. Programme Officer (3 Awards)
3. NSS Volunteers (10 Awards)

The Guidelines for State NSS Awards, indicating the nature of the award, the eligibility conditions, the procedure for selection, the prescribed programme (alongwith check lists) for recommending names for the award etc. enclosed herewith.

I request you to kindly ensure to send the nominations in the respect of your University/District 10 September 2018 positively, in order to enable us to take further steps in this regards.

*sdh*  
Dy. Superintendent NSS,  
for Director General Higher Education,  
Haryana, Panchkula

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✓ A copy is forwarded to Incharge, Web Portal for upload on Web Portal.

Dated, Panchkula *28.8.18*  
*[Signature]*  
Dy. Superintendent NSS,  
for Director General Higher Education,  
Haryana, Panchkula

## GUIDELINES FOR STATE NSS AWARDS 2017-18

### 1. Introduction

- 1.1 National Service Scheme (popularly known as NSS), a flagship programme of the Government of India, was launched on 24 September 1969, the Birth Centenary year of Mahatma Gandhi 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”**.

The scheme was initially started in 37 Universities of India involving 40,000 student volunteers. Today, it has approximately four million student volunteers spread over about 850 universities and +2 councils making this scheme one of the biggest social working group.

- 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:

**a. 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.

**b. 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:** The principle aim of NSS is *“The Personality Development of the Students through Community Service”*. In order to fulfill the objective, student volunteers and programme functionaries are engaged in constructive and productive shramdaan, social reforms, communal harmony, creation of community assets, relief work, blood donation, environmental protection, literacy programme, health education campaign, etc. Under the scheme, each volunteer contributes 240 hours of community work during a period of two years.

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. STATE NSS AWARDS**

2.1 The Ministry of Youth Affairs and Sports, Govt. of India has instituted NSS Awards during 1992-93 (formerly known as Indira Gandhi NSS Awards) for giving recognition to the outstanding work done under NSS by Programme coordinators, NSS Units, Programme Officers and Volunteers. As per the NSS Manual (Manual - Revised - 2006 P. 82), the terms and conditions of the award at state level may be decided by the state authorities so that the State Government may also confer State NSS Awards to the best University/ College/ Senior Secondary (+2) NSS Unit, Programme Coordinator, Programme Officer and NSS volunteers who have done excellent work in the field of community development and youth work through National Service Scheme.

On the occasion of the NSS Felicitation Ceremony at Raj Bhawan Haryana on June 11<sup>th</sup>, 2018, Hon'ble Sh. Manohar Lal, Chief Minister, Govt. of Haryana announced to institute State NSS Awards from year 2018 in the following categories -

- (a) 01 University NSS Programme Coordinator,
- (b) 01 District NSS Programme Coordinator,
- (c) 03 NSS Programme Officers & NSS Units and
- (d) 10 NSS Volunteers.

Therefore, as per above CM Announcements to recognize the outstanding work done by the University/ District Programme Coordinators, Programme Officers with NSS units and NSS volunteers, the criterion for the selection of State NSS Award has to be fixed and prepared as per the criterion for NSS Awards at National Level. So, to recognize the voluntary service rendered by NSS Stakeholders, it has been proposed to provide suitable incentives/ awards under the scheme.

2.2 **Objective of State NSS Awards:** The objectives of the State NSS Awards Scheme are:

- a. To recognize and reward outstanding contributions toward voluntary community service made by the University NSS Cells, Programme Officers, College/ Senior Secondary (+2) NSS Units and NSS student volunteers, with a view to further promote NSS.
- b. To encourage young NSS student volunteers to develop their personality through community service and acquire positive social attitudes and values.

## **3. NATURE OF THE AWARD**

The State NSS Awards will be given at four levels every year and the details are given below:

- a University NSS Programme Coordinator (For NSS Programme Development at University Level)

- b. District NSS Programme Coordinator (For NSS Programme Development at +2 Council Level)
- c. Programme Officers & NSS Units
- d. NSS Volunteers

The proposed following State Awards will be conferred every year:

S. No	Category	No. of Awards	Value of Award
1.	University NSS Programme Coordinator	01	Rs. 15,000/- with a Certificate and a Memento to the Programme Coordinator. Also a Trophy to the University (for NSS Programme Development).
2.	District NSS Programme Coordinator	01	Rs. 15,000/- with a Certificate and a Memento to the Programme Coordinator. Also a Trophy to the District Education Office (for NSS Programme Development).
3.	NSS Programme Officers & NSS Units	03	Rs. 11,000/- to each Programme Officer with a Certificate and a Memento. Also a Trophy to each NSS Unit.
4.	NSS Volunteers	10 (5 M+5 F)	Rs. 5,100/- to each Volunteer with a Certificate and a Memento.

While considering State NSS Awards, in case of non-availability of suitable institutions/candidates from any Universities/Districts, the Selection Committee may decide not to give the award.

#### 4. **CRITERIA FOR ELIGIBILITY AND PERFORMANCE EVALUATION**

4.1 **University/ District NSS Programme Coordinator:** The Programme Coordinator is the key functionary as far as NSS is concerned. Therefore, a dedicated and devoted Programme Coordinator can plan, execute and evaluate the NSS activities in a proper perspective. Despite the prestigious duty of a teacher, he/she is desirous of doing community service and devotes his/her

time and energy for community work and for the motivation of NSS volunteers, Programme Officers and institutions of his/ her jurisdiction. For the service of community, it is befilling that his/her services are being recognized by the community and the institution. Therefore, it is in the interest of NSS that incentives should be given to outstanding NSS Programme Coordinators for their dedication and devotion.

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

- a. The University NSS Programme Coordinator, whose selection has been made strictly as per the NSS guidelines (NSS Manual -Revised- 2006, Part IV, Chapter- 3, no. 2, P. 46 & 47). In this regard, he/she has to furnish certificate from competent authority.
- b. The District NSS Programme Coordinator, who had worked earlier as NSS Programme Officer for at least three years and as District Programme Coordinator has completed three years including the year *for which* the Awards are being conferred. In this regard, he/she has to furnish certificate from competent authority.
- c. The University (which should be duly recognised by UGC/ Central/ State Government) and District should be implementing NSS programmes continuously for at least last 5 years including the year *for which* the Awards are being conferred.
- d. The University/ District NSS Programme Coordinator should have been trained at an ETI.
- e. The University/ District should have a minimum strength of 500 NSS volunteers (i.e. Minimum 05 NSS Units) as on the last date of the year *for which* the Awards are being conferred.
- f. The University/ District NSS Programme Coordinator should have achieved 100% of the NSS enrolment and Special Camping targets for last 3 years including the year *for which* the Award is being conferred.
- g. The NSS functionaries under the University/ +2 should not have been convicted by a court of law and there should not be any case/ investigation pending against any of them. In this regard, he/she has to furnish certificate from competent authority.
- h. The University/ District that has already been conferred with the State NSS Award in NSS Programme Coordinator category, shall not be eligible for the Award again for a period of Five years after the year *for which* the Award was conferred. This is to ensure broad-based representation of Universities/ Districts.

4.1.2 **Criteria for Performance Evaluation:** The Performance of the Universities/ District NSS Programme Coordinator 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.

4.2 **The Programme Officers and NSS Units:** A teacher who is desirous of doing community service and youth service joins NSS as Programme Officer. As he/she devotes his/her time and energy for community work and for the motivation of NSS volunteers and the service of community, it is befilling that his/her services are recognized by the community and the institution. Therefore, it is in the interest of National Service Scheme that incentives should be given to outstanding NSS Programme Officers for their dedication and devotion.

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

- a. The NSS Programme Officer, whose selection has been made strictly as per the NSS guidelines (NSS Manual -Revised- 2006, Part-VI, Chapter- 2, no. 2, P. 79). Have to furnish certificate in this regard from competent authority.
- b. The Programme Officer to be considered for the Award, he/she shall be in-charge of 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.
- c. The NSS Unit should have been in existence continuously for at least 5 years including the year *for which* the Awards are being conferred.
- d. 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.
- e. 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.
- f. The Programme Officer, who is being considered for the Award, should have completed at least 3 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.
- g. The Programme Officer should have been trained at an ETI.
- h. 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.
- i. The institution that has already been conferred with the State NSS Award in NSS Programme officer category, shall not be eligible for the Award again for a period of Three years after the year *for which* the Award was conferred. This is to ensure broad-based representation of institutions.

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.

#### 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, 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 completed certificate course of First aid & Home Nursing.
- e. 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.
- f. 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.
- g. 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.
- h. The NSS Volunteer who has already been conferred with National Youth Award shall not be eligible to apply for State NSS Award.
- i. The institution that has already been conferred with the State NSS Award in NSS volunteers' category, shall not be eligible for the Award again for a period of Three years after the year *for which* the Award was conferred. This is to ensure broad-based representation of institutions.

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.

## **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 State 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.

b. **At the University Level:** The Committee shall comprise of the Vice Chancellor (chairperson), university Programme Coordinator (convenor), Dean of Student Welfare/ Director of College Development Council and 2 eminent persons.

c. **At the District Level:** The Committee shall comprise of the DEO (chairperson), District Programme Coordinator (convenor), Two Principals of Govt. Schools and 2 eminent persons.

d. **At the State Level:** The Committee shall comprise of the Secretary in-charge of NSS/ Director General of Higher Education (Chairperson), Director Secondary School Education, Regional Director of NSS, Director/ Coordinator of the ETI, 2 eminent persons and State NSS Officer (Convenor).

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

a. The Universities/Districts 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 institution can recommend *maximum* one Programme Officers (along their NSS Units) and two NSS Volunteers (one Boy & one Girl) to concerned University/ District. Recommendations in excess of this number shall be rejected outright.

c. Each University/District can recommend *maximum* one NSS Programme Coordinator, one Programme Officers (along their NSS Units) and two NSS Volunteers (one Boy & one Girl). Recommendations in excess of this number shall be rejected outright.



- d. An individual (i.e. NSS Volunteer, NSS Programme Officer or NSS Programme Coordinator) will not be eligible for State NSS Award if he/she has already been conferred with the NSS Award at National Level by Government of India
- e. The recommendations made by institutions and universities/ districts should be arranged in the order of merit.
- f. Check List (as applicable) should be filled up in prescribed proforma and attached with the Proposal.
- g. The selection of Awardees is normally done on the basis of proposal papers/ documents received from Universities/Districts. However, in case of apparent inconsistencies in the contents of the proposal papers, the Department of Higher Education, Government of Haryana, may seek clarifications from concerned Universities/Districts or get the facts physically verified by deputing officials.
- h. The maximum number of Awards to be conferred from any single university and District (for +2 NSS) shall be restricted to one Award under NSS Volunteers' category and one Award under the Programme Officer and their NSS Unit' category. This is to ensure broad-based representation of Universities/Districts.

**6. SUBMISSION OF NOMINATIONS AND RELATED MATTERS (only for 2017-18 State NSS Awards)**

The deadlines to submit proposals at different levels are as under –

- 6.1 The Universities and District Education Offices have to submit proposals to the State up to **10<sup>th</sup> September 2018** positively.
- 6.2 At the State Level, the awards selection committee has to finalise the names of State NSS Awardees by **18<sup>th</sup> September 2018**.
- 6.3 The State NSS Awards will be conferred on the occasion of NSS Day i.e. **24<sup>th</sup> September 2018**.
- 6.4 The nominations for the Award shall be furnished to the State NSS Cell, Department of Higher Education, Government of Haryana, Shiksha Sadan, Sector- 5, Panchkula in the enclosed prescribed Proforma along with duly filled-up Checklists.

The selected Awardees shall be invited for State Awards Ceremony and will be entitled to travel as per the rule & regulations of the Government of Haryana/ NSS Manual. The applicable TA/DA will be borne by the concerned institution from NSS fund/Regular activities grant.

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**Proforma for Recommending of  
University/District NSS Programme Coordinator  
for State NSS Award 2017-18**

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1.	Name of the State	Haryana
2.	Name of the University, 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.	Number of NSS units under the University/ +2 Council; Total number of colleges/ schools having NSS	
7.	Whether strength of NSS units is as per guidelines?  [Please indicate allocation of target and actual enrolment during 2015-16, 2016-17 and 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]	

<p>10. 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>Plantation (No. of Programmes organised and saplings planted)</p> <p>Blood Donation (No. of Camps organised and blood units donated)</p> <p>Health/ Eye/ Immunisations Camps (No. of Camps organised)</p> <p>Awareness Programmes (AIDS/ Environment/ Others) (No. of Programmes organised)</p> <p>Creation of Duration Assets (Estimated value of Assets)</p> <p>National/ Regional level Programmes organised (Names of Programmes)</p> <p>Awards received (Details of Awards received)</p> <p>Other Outstanding Achievements (Details of achievements).</p>	
<p>11. <b>Whether the duly filled check list attached?</b></p>	<p><b>Yes/ No</b></p>
<p>12. Other Remarks, if any</p>	

**Signatures of the Programme Coordinator**

**Signature of the Vice Chancellor/ Chairman**

**or**

**Signature of District Education Officer**

**Signature of the SNO**

**Signature of the Competent Authority in the State/ UT**

**CHECKLIST for**  
**State 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 2015-16 and onwards.	Yes/ No
2.	Whether University/ +2 Council has NSS volunteer strength of minimum 500 volunteers (as on 31.03.2018)?	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 2015-16, 2016-17 and 2017-18?	Yes/ No
4.	Whether the University/ +2 Council has received NSS Award during last 5 years, i.e. for 2013-14 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> No. of plantation programmes organised. No. of Saplings planted in these programmes.			
2.	<u>Blood Donation:</u> No. of Blood Donation Camps organised. 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> AIDS Awareness (No. of Programmes) Environment Awareness (No. of Programmes) Other Awareness Programmes (Please indicate the name of the Awareness Programme and number of programmes organised.			
5.	<u>Creation of Durable Assets:</u> a) Estimated Value of the Assets created (Rs.).			
6.	<u>National/ Regional level Programmes/ Awards:</u> National level NSS Programmes organised (Please indicate names of such Programmes) 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)**

**Proforma for recommending of PROGRAMME OFFICER**  
**for STATE NSS AWARDS 2017-18**

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1.	Name of the State	
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?	Yes/ No
9.	Whether strength of NSS unit being recommended for Award is as per guidelines during last 3 years?  [Please indicate allocation of target and actual enrolment during last 3 years i.e. during 2015-16, 2016-17 and 2017-18]	
10.	Adoption of Villages/ Slums and completion of Special Camping against targets  [Please indicate target of Special Camping and actual achievement during last 3 years i.e. during 2015-16, 2016-17 and 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.	Performance/ Significant Achievements of the NSS Unit during 2015-16, 2016-17 and 2017-18 (Extra sheets for details of the achievements):  Plantation (No. of Programmes organised and saplings planted) Blood Donation (No. of Camps organised and blood units donated) Health/ Eye/ Immunisations Camps (No. of Camps organised) Awareness Programmes (AIDS/ Environment/ Others) (No. of Programmes organised) Creation of Duration Assets (Estimated value of Assets) Awards received (Details of Awards received) 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	

*\* The Programme Officer to be considered for the Award, he/she shall be in-charge of 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.*

**Signature of the P.O.**

**Signature of the Principal**

**Signatures of  
Programme Coordinator**

**Signature of the Vice  
Chancellor/ Chairman**

**Signature of the SNO**

**or**

**Signature of District  
Education Officer**

**Signature of the Competent  
Authority in the State/ UT**

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

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

The Programme Officer to be considered for the Award, he/she shall be in-charge of 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

**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 2013-14 and onwards?	Yes/ No
2.	Whether the strength of the NSS Unit is as per guidelines during last 3 years i.e. during 2015-16, 2016-17 and 2017-18?	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 2015-16, 2016-17 and 2017-18?	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 31.03.2018)?	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> No. of plantation programmes organised No. of Saplings planted in these programmes			
2.	<u>Blood Donation:</u> No. of Blood Donation Camps organised 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> AIDS Awareness (No. of Programmes) Environment Awareness (No. of Programmes) Other Awareness Programmes (Please indicate the name of the Awareness Programme and number of programmes organised.)			
5.	<u>Creation of Durable Assets:</u> a) Estimated Value of the Assets created (Rs.).			
6.	<u>National Level Camps/ Awards:</u> Awards at State level and above (Please indicate the names of the Awards) 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)

**Proforma for recommending NSS VOLUNTEER**  
**for STATE NSS AWARDS 2017-18**

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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), Address and other contact particulars (Landline/ Mobile No., e-mail address etc.) of the Volunteer being recommended	
6.	Date of Birth of the Volunteer 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.	<b>Performance/ Significant Achievements of the NSS Volunteer during the 2-year period of Volunteership (Extra sheets for details of the achievements):</b>  Plantation (No. of Programmes attended and saplings planted) Blood Donation (No. of Camps attended and blood units donated) Health/ Eye/ Immunisations Camps (No. of Camps attended) Awareness Programmes (AIDS/ Environment/ Others) (No. of Programmes attended) Awards received (Details of Awards received) 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**

**or**

**Signature of District Education Officer**

**Signature of the Competent Authority in the State/ UT**

**CHECKLIST for**  
**State NSS Awards for NSS Volunteers**

**Name of the NSS Volunteer:**

**A. Eligibility Criteria:**

S. No	Parameter	Factual Position		
		2015-16	2016-17	2017-18
1.	Whether the Volunteer has <i>completed</i> minimum 2 years' volunteership under NSS during 2017-18? [since the Award is being conferred 2017-18, 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 31.03.2018?	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> No. of plantation programmes attended No. of Saplings planted by the Volunteer <u>personally</u>			

2.	<u>Blood Donation:</u> No. of Blood Donation Camps attended 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> AIDS Awareness (No. of Programmes) Environment Awareness (No. of Programmes) Other Awareness Programmes (Please indicate the name of the Awareness Programme and number of programmes attended.			
5.	<u>Awards already received by the Volunteer:</u> Awards at State level and above (Please indicate the names of the Awards) 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)**