



COUNCIL OF HIGHER SECONDARY EDUCATION:ODISHA.  
NATIONAL SERVICE SCHEME BUREAU  
PLOT NO. C/2, SAMANTAPUR, BHUBANESWAR : 751013  
Tel.No.0674-2301152 e-mail: [nsschseo1983@gmail.com](mailto:nsschseo1983@gmail.com)



No.NSS-11/2024

707 OFFICE ORDER /CHSE,Dt.

13/12/2024

In pursuance of Govt. of Odisha, Department of Higher Education Letter No.46992 /HE, Dt.22/11/2024, 47593 HE, Dt.26.11.2024 read with Corrigendum No.47727/HE, dt.27.11.2024 and this Bureau sanction order No.692 dt.06.12.2024 the sanctioned amount has already been released to respective old S.B.Account of following H.S.School on dated 11.12.2024 for Organization of 03 Days District Level Volunteers' Leadership Training Camp from State Budget -2024-25. The same may kindly be verified and confirmed.

Sl. No.	Name of organizing H.S.School, tentative duration & No. of participants	Budget break-up.
1	Govt. H.S.School, Angul At:Po:Angul-759117. Dist:Augul. (22.01.2025 to 24.01.2025) Participants – 110	Lodging & Boarding , 110 @ 300/- x 3 days= Rs.99,000/- , Travelling Allowance for outside volunteers as per actuals – Rs.15,000/- , Registration Kit (Pen, Pad, Folders, etc) 110 @ 100/- = Rs.11,000/-, Remuneration to Resource Persons 10 persons x Rs.1000/- =Rs.10,000/-,Certificate @ prizes – Rs.5000/- , Stage, Sound, Photography, Banner, Documentation, Drinking Water etc. Rs.20,000/-, Contingency-Rs.3000/- =Total <b>Rs.1,63,000/-</b>
2	Mandari H.S.School, Mandari, At/Po:Mandari, Via:Basudebpur-756125. Dist:Bhadrak, (20.12.2024 to 22.12.2024)Participants –110	-Do-
3	Anchalika H.S.School, Po:Guneibil, Via:Marthapur-759023.Dist:Dhenkanal, (17.01.2025 to 19.01.2025) Participants –110	-Do-
4	Kamala Nehru Women's H.S.School, Unit-1, Bhubaneswar-751009. Dist:Khurda. (13.01.2025 to 15.01.2025) Participants –110	-Do-
5	Balanga H.S.School, Balanga, At:Dayavihar, Po:Balanga-752105 Dist:Puri. (11.01.2025 to 13.01.2025) Participants – 110	-Do-

Therefore, Principals and Programme Officers of respective institutions are hereby requested to incur the expenditure strictly without any deviation as per the budget break up reflected in column No.02. Further, they are informed to keep all the original bills and vouchers at HSS level. The camp guidelines (Annexure-I, II & III) as circulated by State NSS Cell be followed strictly. After completion of the camp a detailed report to this Bureau, State NSS Cell & Regional Directorate of NSS be furnished with the following enclosures. i)Brief report of the camp (3/4 page only) (ii)Detail list of Resource Persons & Topics discussed (iii)Details list of Prize winners (iv)8/10 Action photographs (v)One edited 5 minutes video of entire camp (vi)Statement of Expenditure (No bills & vouchers required) (vii) ORIGINAL INK SIGN UTILIZATION CERTIFICATE BE SUBMITTED TO THE NSS BUREAU. **IMPORTANT: The unspent balance may please be refunded to this Bureau S.B. Account No.36267619769 , State Bank of India, IRC Village Branch, Bhubaneswar, IFSC Code No.SBIN0007045.**

The receipt of this office order along with enclosures may please be acknowledged.

Encl: As above

Yours faithfully  
Programme Coordinator,NSS

Memo No. 708 /CHSE,Dt.

13/12/2024

Copy forwarded to Principals, Programme Officers of all the 05 Institutions for information & necessary action / SNO-Cum-Dy.Secy.to Govt., Deptt. of Higher Education, Govt. of Odisha, Bhubaneswar-751001 for kind information/Regional Director, Regional Directorate of NSS, Govt. of India, 30 Kharavela Nagar, Bhubaneswar-751001 for kind information /DPOs, ADPOs of concerned districts for information /Concerned Institution file / Guardfile NSS for record and reference.

Programme Coordinator,NSS



## Annexure-I

### Camp Guidelines: —

1. The camps shall be district level / Inter University level only.
2. Participation of minimum 15 Colleges/H. S. Schools of concerned district or nearby districts shall be ensured.
3. Normal Classes of the organising college should not be disrupted during the camp period.
4. Programme shall be fixed with prefixing or suffixing one or two holidays/ Sunday.
5. Standard food, participation certificate, Registration Kit along with TA shall be provided to participants.
6. Various competitions (minimum 5 events) shall be conducted among the volunteers.
7. The Programme Coordinator shall see that the concerned Volunteer or Officer should attend only one such programme. So that many volunteers covering all colleges shall avail the opportunity.
8. **Topics for learning sessions: -**

Sl No.	Topic	Sl No.	Topic
1	NSS: Basic concept	6	Social media: Use & Misuse
2	Volunteerism through NSS	7	Career Counselling
3	Youth leadership	8	*
4	Tabacco Free Campus	9	*
5	Road Safety	10	*

\* The topics to be decided by the organising team.

### 9. **Report Submission: -**

- a) 1<sup>st</sup> day report by 12.30 PM- Copy of Registrations Sheet to be mailed to State NSS Cell ([statenssccllodisha@gmail.com](mailto:statenssccllodisha@gmail.com)), NSS RD ([nssbbsr@gmail.com](mailto:nssbbsr@gmail.com)) and concerned Bureau as per the format mentioned below

Sl. No	Name of Volunteer/ PO	College / H.S School Name	District	Class (only for vol.)	Mobile No.	Signature

Signature of PO  
with date

Signature of Principal/ Head  
with date

- b) Final Report within 7 days after closing of the camp to respective Bureaus.

i) Brief report of the camp (3/4 page only) (ii) Detail list of Resource Persons & Topics discussed (iii) Details list of Prize winners (iv) 8/10 Action photographs (v) One edited 5 minutes video of entire camp (vi) Statement of Expenditure (No bills & vouchers required) (vii) ORIGINAL INK SIGN UTILIZATION CERTIFICATE BE SUBMITTED TO THE NSS BUREAU. **IMPORTANT: The unspent balance may please be refunded to this Bureau S.B. Account No.36267619769 , State Bank of India, IRC Village Branch, Bhubaneswar, IFSC Code No.SBIN0007045.**

# ROUTINE OF THE DISTRICT LEVEL VOLUNTEERS LEADERSHIP TRAINING CAMP.

	TIME	ACTIVITY
	8.30 -9.30 AM	Reporting and Registration. *Volunteers from distance place shall be advised to report on previous day.
DAY-1	9.30AM	Refreshment
	10.00 - 11.30 AM	Inaugural Session
	11.30 - 12.30 PM	Ice- breaking Introduction of participants
	12.30 - 01.30 PM	Learning Session-1
	01.30- 02.30 PM	Lunch Break
	02.30 - 03.30 PM	Learning Session -2
	03.30 - 05.00 PM	Competitions among volunteers
	05.00 - 06.00 PM	Break
	06.00- 08.00 PM	Cultural Programme
	08.00- 08.30 PM	Review of whole day work
	08.30-09.30 PM	Dinner
DAY-2	TIME	ACTIVITY
	06.00-06.30 AM	Prayer and PT class
	06.30-08.00 AM	Sramadan (Campus cleaning / City Cleaning / Plantation / Rally or any other such work)
	08.00-09.00 AM	Bathing
	09.00-10.00 AM	Breakfast
	10.00-11.00 AM	Learning Session-3
	11.00-12.00 NN	Learning Session-4
	12.00-01.00 PM	Learning Session-5
	01.00-02.30 PM	Lunch Break
	02.30-03.30 PM	Learning Session -6
	03.30-05.00 PM	Competitions among volunteers
	05.00-06.00 PM	Break
	06.00-08.00 PM	Cultural Programme
	08.00-08.30 PM	Review of whole day work
	08.30-09.30 PM	Dinner
DAY-3	TIME	ACTIVITY
	06.00-06.30 AM	Prayer and PT class
	06.30-08.00 AM	Sramadan (Campus cleaning / City Cleaning / Plantation / Rally any other such work)
	08.00-09.00 AM	Bathing
	09.00-10.00 AM	Breakfast
	10.00-11.00 AM	Learning Session-7
	11.00-12.00 NN	Learning Session-8
	12.00-01.00 PM	Learning Session-9
	01.00-02.30 PM	Lunch Break
	02.30-03.30 PM	Learning Session-10
	03.30-04.30 PM	My Plan for campus Volunteers action plan
	04.30-06.00 PM	Valediction
	06.00-08.00 PM	Camp fire
	08.00-09.00 PM	Dinner
	09.00 PM	Closing of the Camp

### Annexure-III

#### **BUDGET BREAK UP FOR ORGANISATION OF 3 DAYS DISTRICT LEVEL VOLUNTEERS LEADERSHIP TRAINING CAMP**

No of Participants — 110 (10 selected POs as organisers + 10/15 volunteers from organising college Rest 85/90 volunteers from other colleges / University of the District)

**Duration - 3 Days (Full & compact)**

Sl. No.	Particulars	Break-up amount	Total Amount in Rs. (per programme)
1	Lodging & Boarding	110@300/- x 3 days	Rs. 99,000.00
2	Travelling Allowance for outside volunteers	As per actuals	Rs. 15,000.00
3	Registration Kit (Pen, Pad, Folders, etc.)	110 @ Rs.100/-	Rs. 11,000.00
4	Remuneration to Resource persons	10 persons X Rs. 1000/-	Rs. 10,000.00
5	Certificate and Prizes		Rs. 5,000.00
6	Stage, Sound, Photography, Banner, Documentation, Drinking Water etc.		Rs. 20,000.00
7	Contingency		Rs. 3,000.00
Total			<b>Rs.1,63,000.00</b>