

(Annexure-C)

Note: 1. Out of Pocket Allowance should be claimed within 15th of April after each financial year.
2. If a P.O. has not organised one special camp along with 120 hours regular activities, she/he is not entitled for out of pocket allowance.

(APPLICATION FOR RELEASE OF OUT OF POCKET ALLOWANCE).

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- 1. Name of the Institution (in capital letters) :
- 2. Name of Programme Officer with Designation, Mobile No. & E-mail ID:
- 3. Unit Category (Male / Female)

6

7.

- 4. Period for claiming OPA : From Dt._____ to Dt._____

GRANTS RECEIVED

0.				
Grant	Amount Received	Online Credit/ Bank Draft (No. & Date)	Date of entry in Passbook	Remarks if any
Regular				
Special				
Others				

DETAILS OF PROGRAMMES ORGANISED

REGULAR (A UNIT SHOULD ORGANISE 120 HOURS OF REGULAR PROGRAMMES)

Sl.No.	Name of the Programme & Date	No. of Volts. participated	No. of hours	Place

Contd....P/2.

// 2 //

DETAILS OF PROGRAMMES ORGANISED SPECIAL (A LINIT SHOULD OPGANISE 01 SPECIAL CAMPING PROGRAMME)

SPECIAL (A UNIT SHOULD ORGANISE OF SPECIAL CAMPING PROGRAMME)				
Sl.No.	Special Camping Programme Duration	Adopted village		

SI.INO.	Special Camping Programme Duration	Adopted village

9. Details of Personal Bank Account of P.O.: a) S/B. Account No._____

Name as appeared in passbook.

b) Name of the Bank _____

c) Name of Branch _____

d) Branch Code No._____

e) IFSC Code No._____

10. Full Signature of the Programme Officer

Certificate by Principal.

Certified that the Programme Officer(s) for whom pocket allowance have been claimed for the period mentioned above have not availed study leave or She/He have not remained absent from institution except on casual leave/duty leave.

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Principal. (With Seal).

FOR THE OFFICE USE OF CHSE, ORISSA, NSS BUREAU.

Process for release of Rs..... As OPA from dtd..... to

Programme Coordinator, NSS.