

**GOVERNMENT OF ODISHA  
DEPARTMENT OF HIGHER EDUCATION**

\*\*\*

No. HE-NSS-MISC-0022-2016 48740 /HE, Dated: 03-12-2024

From

Dr. Ramesh Chandra Behera, OES-I  
SNO-cum-Deputy Secretary to Govt.

To

The Programme Coordinators/  
Coordinating Programmer Officers, NSS  
(List enclosed)

Sub: Deputation of POs & Volunteers to witness State NSS Award Giving Ceremony.

Madam/Sir,

With reference to the subject cited above, I am directed to inform you that State NSS Cell, Department of Higher Education is going to organise State NSS Award (2023-24) Giving Ceremony on 13.12.2024 at 09:00 A.M in Convention Hall, Lokseva Bhawan, Bhubaneswar.

You are requested to select & depute volunteers & POs as allocated against your Bureau by adhering following guideline. The selection list as per the annexed proforma shall be mailed at [statensscellodisha@gmail.com](mailto:statensscellodisha@gmail.com) by 07.12.2024 (in Excel format only).

**Guideline:**

1. Only regular NSS Volunteers shall be selected. No consideration of passing out volunteers.
2. The volunteers & POs, those who have participated in mega plantation drive 2024-25/ Special Camp/ rendered remarkable community work/ donated blood/ culturally talented shall be selected.
3. Representation from maximum Colleges shall be ensured.
4. Those who have participated in last year i.e.- 2023 State Level Award Giving Ceremony shall not be considered for this again.
5. To & fro journey expenditure as per rule shall be borne by State NSS Cell on production of valid ticket.
6. Reporting: Venue - Convention Hall, Lokseva Bhawan, Bhubaneswar.  
Date – 13.12.2024  
Time -by 09:00 AM
7. The volunteers shall participate in the cultural event in group (University wise) before commencement of the meeting. They will bring their costumes and other belongings.
8. Contact Person for coordination— Sri Hilton Hembram, Assistant Section Officer, Mob. - 9556310508

Yours faithfully,

  
SNO-cum-Deputy Secretary to Govt.

Memo. No. 48741 /HE., Dated 03-12-2024

Copy forwarded to Regional Director, NSS Regional Directorate, Government of India, 30 Kharabela Nagar, Unit-III Bhubaneswar for kind information.

  
SNO-cum-Deputy Secretary to Govt.

**Bureau wise volunteers allocation for witnesses of State NSS Award 2024**

Sl.No	Name of the Bureau	No of Volunteers	PO
1	Utkal University	100 (From Bhubaneswar city - 50 & from other districts- 50)	10
2	CHSE	40 (From Bhubaneswar city - 30 & from other districts- 10)	4
3	RDWU	50 (From Bhubaneswar city - 40 & from other districts- 10)	5
4	Berhampur University	10	2
5	Sambalpur University	10	2
6	M.M University	10	2
7	Rajendra University	10	2
8	MSCB University	6	1
9	Dharanidhar University	6	1
10	Vikram Dev University	5	1
11	SSJV,Puri	5	1
12	Fakir Mohan University	5	1
13	Revenshaw University	5	1
14	OUTR	5	1
15	KIIT	5	1
16	SOA	5	1
17	UUC	5	1
18	OUAT	5	1
19	AIIMS	5	1
20	VSSUT	2	1
21	KISS	2	1
22	IIT,Bhubaneswar	2	1
23	National Law Univ.	2	1
<b>Total</b>		<b>300</b>	<b>43</b>

**Details of volunteers for witnesses of State NSS Award 2024**

Sl. No	Name of the Bureau	District	Name of the College	Name of the Volunteer	Class	Mobile No	T-shirt size

N.B.- i) Data should be expandable as per requirement.  
 ii) Data shall be given in excel format latest by 07.12.2024.

**GOVERNMENT OF ODISHA  
DEPARTMENT OF HIGHER EDUCATION**

\*\*\*

**TA BILL**

**STATE NSS AWARD GIVING CEREMONY on 13.12.2024**

TA BILL (for to and fro journey from College/ University to Bhubaneswar)

1	Name of Officer/ Volunteer With Mob. No.	
2	Name of College & Address	
3	Reporting Date & Time	
4	Mode of Journey (Bus/ Train)	

Out Ward Journey Departure / Arrival						Amount Admissible		
Date	From	To	Kms. Covered	Mode of Journey (Rail/ Road)	Amount Claimed	TA	Incidental Expenders	Total

Return Journey Departure / Arrival						Amount Admissible		
Date	From	To	Kms. Covered	Mode of Journey (Rail/ Road)	Amount Claimed	TA	Incidental Expenders	Total

Received Rs. \_\_\_\_\_

Passed for payment for Rs. \_\_\_\_\_

Signature of Claimant

**Under Secretary**

**Note :-**

- i) At least one side original ticket to be submitted.
- ii) In case of non-submission of journey ticket claim shall be settled taking the State Transport Authority (STA) Notification.
- iii) Journey should be undertaken by shortest route and cheapest mode.