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GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION

HE-NSS-PLAN-0022-2016 42977 /HE., Dated: 08/08/2025

From

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

To

All The Programme Coordinators / Co-ordinating Programme Officers,
NSS Bureau

Sub: Guideline for expenditure of NSS Grants

Ref: This letter no. 19108 dated 15.05.2024

Madam/Sir,

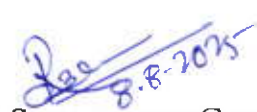
In inviting a reference to the letter on the subject cited above, I am directed to enclose herewith the guidelines for expenditure of NSS Grant at Annexure-A and Annexure-B for both Bureau Level & Unit Level respectively.

Yours faithfully,


SNO-cum-Deputy Secretary to Govt.

Memo. No. 42978 /HE., Dated: 08/08/2025

Copy forwarded to all Registrars/ Secretary, CHSE for information and necessary action.


SNO-cum-Deputy Secretary to Govt.

Memo. No. 42979 /HE., Dated: 08/08/2025

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


SNO-cum-Deputy Secretary to Govt.

Memo. No. 42980 /HE., Dated: 08/08/2025

Copy forwarded to Coordinator (Trg.) NSS, ETI, OUAT, Bhubaneswar for information and necessary action.


SNO-cum-Deputy Secretary to Govt.

PTO

Memo. No. 42981 /HE., Dated: 08/08/2025

Copy forwarded to Principals of all Degree Colleges/ H.S Schools having NSS for information and necessary action.

[Signature]
8.8.2025

SNO-cum-Deputy Secretary to Govt.

Memo. No. 42982 /HE., Dated: 08/08/2025

Copy forwarded to all District Programme Officers/ Asst. District Programme Officers for information and necessary action.

[Signature]
8.8.2025

SNO-cum-Deputy Secretary to Govt.

NSS Grant Management at Bureau Level -2025-26

(University/CHSE etc.)

Entitlement per Annum

Sl. No	Activities	Grant
1	Regular Activities	Rs.400/- per volunteer per year
2	Special Camping Programme (for seven days Camp)	Rs.700/- per volunteer per year (for 50% of total volunteer's strength)

Regular Grant Expenditure pattern:

Sl. No.	Break up	Amount
1	Administrative cost	Rs.40/-
2	Remuneration to PO (Out of Pocket Allowance)	Rs.60/-
3	Programme cost to be released in favour of the Unit	Rs.300/-

Details

- Rs. 40/- per volunteer per annum to be deducted by Bureau towards administrative cost. Administrative cost is meant for contingent expenses like stationary, postage, printing, telephone & internet charges, official equipments, NSS badges, Scarf, Conduct of workshops/ seminars, remuneration. Honorarium to Programme Coordinator/ Coordinating Programme Officer, staff etc. TA for field visit and other day to day expenses.
- Rs. 60/- per volunteer per annum to be deducted by Bureau towards payment of Out-of-Pocket Allowance (OPA) to Programme Officers. The OPA shall be released in favour of the POs at the end of Financial Year subject to organisation of regular activities and Special camp programme. One PO is entitled to Rs. 6000/- as OPA per annum. (100 volunteers @ Rs.60/-). The OPA shall be allowed to Unit, and the PO will add himself or herself as a vendor to receive the same.
- Grant to be released to NSS Unit (College/ H.S School/ Department etc.) for Programme expenditure- Rs.300/-. One NSS Unit is constituted of 100 volunteers. Hence the Bureau shall release Rs.30,000/- to each unit (Rs. 300/- x 100) per annum.

Special Camping Grant Expenditure pattern :

@ Rs.700/- X 50 Volunteer = Rs.35,000/- shall be release in favour of each unit to organise Special Camp (seven days Camp).

8.8.2023

Annexure-B**NSS GRANT MANAGEMENT AT UNIT LEVEL-2025-26**

(College/ H.S Schools/ Departments etc.)

Regular Grant Expenditure Pattern:

Regular Grant Entitlement for each Volunteer @ Rs.300/- per annum. For 100 volunteers a unit is entitled Rs.30,000/-.

Sl. No.	Break up	Amount
1	Programme Organisation	Rs.22,500/- (Refreshment @ Rs. 25/- per volunteer for four hours programme)
2	TA/DA of POs and other miscellaneous expenditure	Rs.5,000/- The unspent balance of this head if any can be diverted to programme head.
3	Contingency	Rs.1,300/-
4	Clerical Assistance	Rs.1,200/- per annum

Total Rs.30,000/-

N.B: In addition to this, the Unit will receive Rs.6,000/- (Rs.60/- X 100 Vol.) as OPA (Remuneration) to PO

Special Camping Grant Expenditure Pattern:

Entitlement of Grant- Rs.35,000/-. It will be spent towards lodging, boarding, transportation, contingencies etc. for 7 days residential camp for 50 volunteers.

Sl. No.	Break up	Amount
1	Expenditure on board & lodging of campers at the camp site	Rs.22,750/- (65% of the amount)
2	Transportation of the campers to the camp venue and back	Rs.7,000/- (20% of the amount)
3	Miscellaneous expenditure	Rs.5,250/- (15% of the amount)

Total Rs.35,000/-


8.8.2025