

7/10/2024



ANDHRA UNIVERSITY  
**NATIONAL SERVICE SCHEME**  
(Sponsored by the Govt. of India and the Govt. of Andhra Pradesh)



**Dr. S. HARANATH**

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I/c Programme Co-ordinator

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No. NSS(1)/P.O.Nom./20 **24**

Date: **07.10.2024**

To  
The Principal

Govt. Degree College  
Nakkapalli

Sir/Madam,

Sub: NSS, AU – Nomination of Programme Officer – Submission of Joining Report - Reg.

Ref: Your letter dated: **01.10.2024**

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I am happy to inform you that Dr/Mr./Mrs. P. John Kiran  
Lecturer in Zoology is appointed as Programme Officer in your college NSS Unit.

In this connection, I am herewith sending a Joining Report form to be filled in by the Programme Officer and send it to the undersigned immediately along with **100 NSS Volunteer's enrolment list, details of Village/Slum adopted and distance from the College in the prescribed proforma, a list of 7 members Advisory Committee, etc.** The NSS Unit should have a separate Bank account in any Nationalized Bank in the name of NSS Unit and the account should be a joint account operated by Principal and NSS Programme Officer.

Further, I am to inform you that the maximum period for a Programme Officer will be three years in the first instance. However, this period can be extendable for another one year on reviewing the performance of the Programme Officer.

Thanking you,

Yours sincerely,

(S. Haranath)  
(S. HARANATH)

Encl: As above.



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No. NSS (3) F. 140/ 2024

Date: 19.09.2024

To  
The Principal

Govt. Degree College  
Nalikapalli

Sir / Madam,

Sub: AU NSS – Sanction of NSS Unit- Requirement of bio- data of three  
faculty members - Reg.

Ref: Your letter dated: 19.09.2024

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I am to inform you that the NSS Cell of Andhra University has sanctioned new / additional NSS Unit with a minimum strength of 100 volunteers to your college from the academic year- 2024-2025.

In this connection, you are requested to circulate the vacancy of NSS Programme Officer among the Teaching staff and send their bio-data to the undersigned. While sending their bio-data please give a preference to their age, interest, and commitment to the NSS activities. The Physical Directors and Librarians are not eligible to act as NSS Programme Officer. You are further requested to nominate one of them as Programme Officer.

The Unit comes into force from the date of joining as Programme Officer. The Unit can enroll a minimum of 100 volunteers. NSS is a two-year Programme and each volunteer is expected to perform 120 hours of work in a year i.e. 240 hours to be eligible for the Award of NSS Service Certificate.

I am herewith enclosing a bio-data proforma

Thanking you,

Yours faithfully

(S. Haranath)  
(S HARANATH)