



NATIONAL SERVICE SCHEME  
UNIVERSITY OF DELHI

STUDENTS ACTIVITY CENTRE, 1ST FLOOR, PATEL CHEST MARG, DELHI-110007  
mail: [nssuniversityofdelhi2012@gmail.com](mailto:nssuniversityofdelhi2012@gmail.com), Tel. 011-27667640 EPABX 1656

Ref.NSS/2014/79670860  
Date: 19.5.14

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leges [University of Delhi]

st: Appointment of NSS Programme Officer-reg.

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in connection to Appointment of Programme Officer in your respective College NSS Unit.  
Following points may please be noted:-

Only One Programme Officer is to be appointed by your respective College as it has come to the notice of undersigned some colleges have appointed two Programme Officers.

The tenure of Programme Officer would be only for two academic sessions. No PO would be permitted to work beyond this tenure.

After appointment no PO would be changed in mid-session.

Orientation Programme (involving representative from Ministry of Youth Affairs & Sports and NSS Centre- University of Delhi) by PO is mandatory to orient the students of various NSS activities.

After appointment the details of PO (Particular form may be downloaded from our website i.e. [www.nss.du.ac.in](http://www.nss.du.ac.in)) should be submitted to NSS Centre-University of Delhi for our record.

Programme Officer is also required to maintain the following records for the purpose of University Audit:-

- Student Fee Register (Year wise along with students details)
- Volunteer Enrolment Register
- Grant-in-Aid Register- organizing different programmes and Audit Certificate
- NSS Unit Staff Honorarium Register

शहीद राजगुरु कॉलेज ऑफ  
एप्लाइड साइंसेस फॉर वुमन  
SHAHEED RAJGURU COLLEGE OF  
APPLIED SCIENCES FOR WOMEN  
(दिल्ली विश्वविद्यालय/University of Delhi)  
वसुंधरा एनक्लेव, नई दिल्ली-110006  
Vasundhara Enclave, New Delhi-110006

activity page on your college website so that the same may be linked to NSS Centre website.

of PO, Office Assistant and Office Attendant must be submitted to NSS Centre. For a copy of the Demand Form, demand form is to be submitted to NSS Centre (copy of Demand Form sent to POs and also available on NSS website).


Thanking You,

Yours faithfully



(Parminder Sehgal)

Programme Coordinator, NSS



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