

F.No.Admn-15-2/NSS/DTE/2025-26

**Government of India
Ministry of Youth Affairs & Sports
Directorate of NSS
Shivaji Stadium, New Delhi**

Dated: 2nd July, 2025

To,

Under Secretary (NSS)
Government of India
Ministry of Youth Affairs & Sports
Shastri Bhawan, New Delhi.

Sub:- Audit of Proactive Disclosure under RTI Act, 2005 of Directorate of NSS – reg.

Sir,


In compliance of Circular No.F.No.15011/4/2025-Legal-IC dated 14.05.2025 issued by Central Information Commission a Third Party Transparency Audit is to be completed Under the RTI Act, 2005 by Public Authorities

In this regard requisite information on the prescribed proforma for Manual Proactive Disclosure in r/o NSS is enclosed for uploading on the NSS Website under RTI Column.

Thanking you

Your faithfully

Encl: As above.


(Komal Singh Chaudhary)
Youth Officer

NATIONAL SERVICE SCHEME

Organisation and Function

S. No	Item	Disclosure Details
1	Organisation and Function	
1.1	Particulars of Organisation, Functions and Duties [Section 4(1)(b)(i)]	
1.1.1	Name and Address of the Organization	National Service Scheme Directorate of National Service Scheme Ground Floor, Annexure Building, Shivaji Stadium, New Delhi-110001
1.1.2	Head of the organization	Smt. Vandita Pandey, IPS Director / Programme Adviser, National Service Scheme (NSS)
1.1.3	Vision, Mission and Key Objectives]	ANNEXURE - I
1.1.4	Functions and Duties	ANNEXURE - II
1.1.5	Organization Chart	ANNEXURE - III
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions consulted from time to time have been dealt	Committees will be constituted whenever required with the approval of competent authority.
1.2	Power and Duties of its Officers and Employees [Section 4(1) (b)(ii)]	
1.2.1	Powers and Duties of Officers (administrative, financial and judicial)	Duties to the officers and officials are assigned by Director, Directorate of NSS.
1.2.2	Power and Duties of other Employees	
1.2.3	Rules/ orders under which powers and duty are derived and Exercised	-
1.2.4	Work allocation	ANNEXURE - IV
1.3	Procedure followed in decision-making process [Section 4(1)(b)(iii)]	
1.3.1	Process of decision making Identify key decision-making points	Submitted to the Director for approval

1.3.2	Final decision-making authority	Director, Directorate of NSS / Joint Secretary (YA), MoYAS
1.3.3	Related provisions, acts, rules etc.	-
1.3.4	Time limit for taking decisions, if any	Min. 10 days to Max 30 days (Approx.)
1.3.5	Channel of supervision and accountability	Concerned Department or Section Heads Supervise
1.4	Norms for Discharge of Functions [Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	ANNEXURE II
1.4.2	Norms/ standards for functions/ service delivery	NSS Manual
1.4.3	Process by which these services can be accessed	NSS Manual
1.4.4	Time-limit for achieving the targets	Min. 10 days to Max 30 days (Approx.)
1.4.5	Process of redressal of grievances	Min. 10 days to Max 30 days (Approx.)
1.5	Rules, Regulations, Instructions Manual and Records for Discharging Functions [Section 4(1)(b)(v)]	
1.5.1	Title and nature of the record/ manual /instruction	NSS Manual
1.5.2	List of Rules, regulations, instructions manuals and records.	Orders issued by the Govt. of India, DoPT orders, Swamy's Manual etc.
1.5.3	Acts/ Rules manuals etc.	NSS Manual
1.5.4	Transfer Policy and Transfer Orders	Rotational Transfer Policy (RTP) for Group A and Group B (Gazetted) instructions no. A 12015/1/2013-NSS dated 28.01.2014.
1.6	Categories of Documents held by the Authority under its Control [Section 4(1)(b) (vi)]	
1.6.1	Categories of documents	Establishments, Civil Works, Service Matters, RTI, Annual Reports, Publications, Routine Files, Financial Report, Details of NSS, Award etc.

1.6.2	Custodian of documents / categories	Concerned Head of NSS, Regional Directorates, Dte. Of NSS and Ministry of Youth Affairs and Sports.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	
1.7.1	Name of Boards, Council, Committee etc.	-
1.7.2	Composition	
1.7.3	Dates from which constituted	
1.7.4	Term / Tenure	
1.7.5	Powers and Functions	
1.7.6	Whether their meetings are open to the public?	-
1.7.7	Whether the minutes of the meetings are open to the public?	-
1.7.8	Place where the minutes if open to the public are available?	-
1.8	Directory of Officers and Employees [Section 4(1) (b) (ix)]	
1.8.1	Name and designation	ANNEXURE - V
1.8.2	Telephone, fax and email	
1.9	Monthly Remuneration received by Officers and Employees including system of compensation [Section 4(1) (b) (x)]	
1.9.1	List of employees with Gross monthly remuneration	ANNEXURE -V
1.9.2	System of compensation as provided in its regulations	As per DoPT guidelines
1.10	Name, Designation and other particulars of Public Information Officers [Section 4(1) (b) (xvi)]	
1.10.1	Name and designation of the Central Public Information Officer (CPIO), Assistant Public Information Officer (APIO) and Appellate Authority	Appellate Authority Director NSS
1.10.2	Address, telephone numbers and email of each designated official	Director NSS (Appellate Authority), Directorate of National Service Scheme Ground Floor, Annexure Building, Shivaji Stadium, New Delhi-110001 Ph. No. – 011 23363324
1.11	No. of employees against whom Disciplinary Action has been proposed /	

	taken [Section 4(2)]	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	ANNEXURE V
1.11.2	(ii) Fined for Minor penalty or major penalty proceedings	
1.12	Programmes to Advance Understanding of RTI [Section 26]	
1.12.1	Educational Programmes	Nil
1.12.2	Efforts to encourage public authority to participate in these programmes	Nil
1.12.3	Training of CPIO/APIO	Nil
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Yes
1.13	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR dt. 15.4.2013]	
1.13.1	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]	Rotational Transfer Policy for Group A and Group B (Gazetted) instructions No. A 12015/1/2013-nss dated 28.01.2014.

National Service Scheme

A Framework for Transparency Audit

1. Organization and Function

Vision of National Service Scheme: -

The Motto of NSS, "Not Me, But You" reflects the essence of democratic living and upholds the need for self-less service. NSS helps the students to develop appreciation to other person's point of view and also show consideration to other living beings.

Year of formation- It was launched on 24 September 1969, the birth centenary year of Mahatma Gandhi by Union Education Minister Dr. V.K.R.V. Rao. The NSS programme was launched in 37 universities with 40,000 volunteers covering all States in 1969. Now the strength has reached 3.9 Million in 694 universities.

Mission of National Service Scheme: -

The overall vision of National Service Scheme, is to give an extension dimension to the higher education system and orient the student youth to community service while they are studying. The reason for the formulation: of this objective is the general realization that the students in colleges (+2 level and above) and universities who are expected to be the future leaders and sensitizers are found to be out of sync with the community processes in rural and urban communities in which constitute the majority of the population of the country lives. This could be due to their urban orientation and immersion in studies. Therefore it is necessary to arouse the social conscience of the students, and to provide them with an opportunity to work with the people in the villages and urban communities. The NSS serves as a perfect ground for their interaction with the rural masses and urban slum dwellers, which in turn would enhance their social perception.

Key Objective of National Service Scheme: -

The general objective of the National Service Scheme is "development of the personality of students through community service". This objective is sought to be achieved by enabling the students to work in community which will inculcate the spirit of social responsibility in students and to provide service to society without bias..

The main aims & objectives of National Service Scheme (NSS) are:

- To enable the students to understand the community in which they work;
- To understand themselves in relation to their community;
- To identify the needs and problems of the community and involve them in problem solving process;
- To develop among themselves a sense of social and civic responsibility
- To utilize their knowledge in finding practical solutions to individual and community problems;

Function and Duties of NSS:-

Broadly, the various programmes or activities undertaken by the NSS are as under.

1. Regular activities:

Each NSS unit in the college/school normally has 100 volunteers, which undertakes various programmes in the adopted villages, college/school campuses and urban slums. Every Volunteer is enrolled for two years and is expected to devote 120 hours of Community Service in a year, totalling to 240 Hours in the second consecutive year. The nature of different activities involves:

- **Education:** Adult Literacy, Pre School Education, Continuing Education of School Drop Outs, etc.
- **Health, Family Welfare & Nutrition:** Immunization, Blood Donation, Health Education, AIDS Awareness, etc.
- **Environment Conservation:** Plantation of Trees, cleaning and maintenance of streets, drains, etc.
- **Social Service Programmes:** Work in Hospitals, Institutions for disabled persons, Orphanages, Old - Age Homes, etc.
- **Programmes for improving status of Women:** Awareness on Women Rights, imparting skill training, etc.
- **Relief and Rehabilitation during Natural Calamities:** Working with local authorities in rescue & relief operation.
- **Production Oriented Programmes:** Education Registration, Improved Agricultural Practices, Animal Resources development, etc.

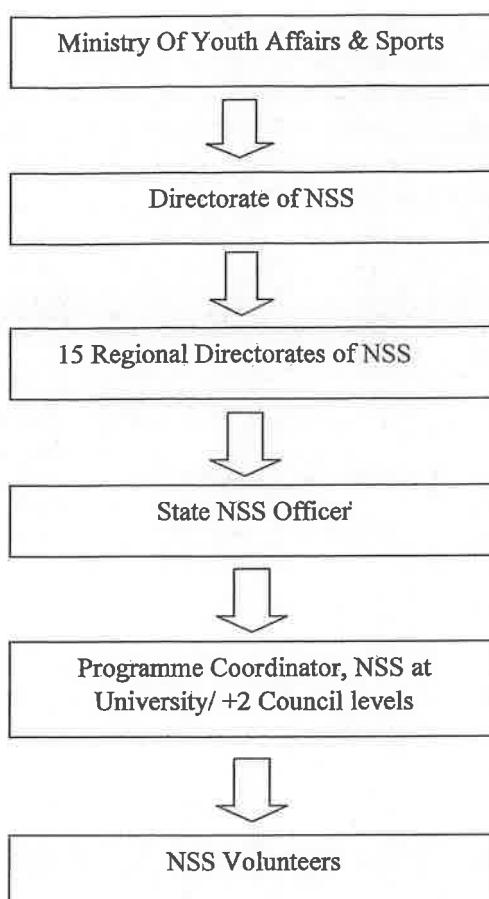
2. Special Camping:-

Special Camp of Seven Days duration is organized in the adopted Village/Slum Areas. It is imperative that it provides unique opportunities to the students for group living, collective experience sharing and constant interaction with community and experience their lifestyles, their problems/challenges and social limitations.

Special camping programmes were organized generally on various developmental issues of national importance. In the past, the themes of the Special Camping Programmes have been 'Youth against Famine, Youth against Dirt and Disease', 'Youth for Rural Reconstruction', 'Youth for Eco-Development' and 'Youth for Mass Literacy', 'Youth for National Integration & Social Harmony' and 'Youth for Sustainable Development with special focus on Watershed Management and Wasteland Development'.

2.1. Adoption of village/Slum:

Adoption of a village/slum is a very meaningful programme in NSS. It is far better to focus on one village and take up the task for development perspective, than to fritter away energy in many locations involving too many activities which may not be completed at all or where the follow up action may not be possible.

Organisational Chart of the NSS

1. Duties and Responsibilities of the Programme Adviser/Director, NSS:

The following are the main functions and responsibilities of the Programme Adviser/Director, National Service Scheme (NSS):

- To plan, advise the Government of India in formulations of policies and programme and help in implementing the programme by liaising with State Government, universities/+2 level Schools and also with Organizations, which directly or indirectly assist the Programme.
- To arrange training of NSS key functionaries through the Empanelled Training Institutions under NSS;
- To oversee maintenance of State-wise and university/+2 level school wise records on programme implementation with the assistance of the Programme Adviser's Cell;
- To supervise Directorate of NSS and Regional Directorate of NSS, set up by the Ministry in the various regions of the country;
- To act as Administrator for NSS with regard to the Financial Powers, delegated to the Programme Adviser;
- He/She is also responsible for evaluating and monitoring the implementation of the programme at various levels i.e. State, Universities and +2 level Schools.

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Government of India
Ministry of Youth Affairs and Sports
Directorate of NSS
Shivaji stadium, SBS Marg, New Delhi- 110001

Dated: 11 June, 2025

OFFICE ORDER

In supersession to previous order dated 23rd June, 2023, the following work is redistributed among all the existing Officers/Officials and outsourcing staff of Directorate of NSS, New Delhi with immediate effect :-

Sl. No.	Section	Director	
1.	<u>Head of Office/Assistant Programme Adviser</u> <ul style="list-style-type: none"> Over-all controlling of the Directorate of National Service Scheme 	Mrs. Vandita Pandey, IPS	
Sl. No.	Section	Dealing Assistant	Youth Officer
1.	<u>General Admin Section/Programme Section</u> <ul style="list-style-type: none"> All matters related to approval for procurement & purchasing proposals of other Regional Directorates. Procurement and purchase at Directorate and other Regional Directorates including GeM. All Purchase and procurement with issuance of sanctions thereof and distribution of material amongst staff members in the office. Maintenance of GeM Accounts of Directorate and all Regional Directorates. Upkeep and maintenance of office equipment with issuance of related sanctions. All works related to Outsourcing Manpower Services of Directorate and all Regional Directorates. All works related to Biometric Attendance of Directorate of NSS. Maintenance and upkeep of office building. Maintenance and Upkeep of staff car with issuance of sanctions for expenditure related to Staff Car All works related to Pre-RD Camps, Republic Day Parade Camp. All works related to NSS Awards. All works related to National Youth Festival Preparation of Estimated budgets of various core programme like Pre RD Camps/Republic day Parade Camp, Youth Parliament, and Youth Festival and NSS Awards. Preparation of estimated budgets of various Special programme. All works related to Youth Exchange Programmes at National and International levels. Incentives to NSS Volunteers. 	<p>Sh. Hemant Kumar, Youth Assistant Grade-I</p> <p>Shivam Kumar, YP</p> <p>Raju Prasad, DEO</p> <p>Sh. Sunil Dabas, DEO</p>	Sh. Sumant K Yadav, DDO

	<ul style="list-style-type: none"> All works related to Independence Day Ceremony (IDC) except budget preparation. Self Defense of Women Programme. Disaster Management Programme & Natural Calamities. Any other work assigned by Director/Head of Office 	Sh. Hemant Kumar, Youth Assistant Grade-I	Sh. AS Kabir, YO
2.	<p><u>General Admin Section/Programme Section</u></p> <ul style="list-style-type: none"> Complaints against NSS Premises and the Staff. All vigilance matter. All Internal complaint. RTI and Public Grievance related matters. Keeping records & information of all types of vigilance, confidential matters. All matter related to Court Cases pertaining to NSS Organisation including preparation and submission of reports & returns. All matters related to Sexual Harassments at work place. Preparation and submission of all periodical reports and returns related to programmes (Monthly Report, Annual Report, etc.) related to Programmes. Tasks & Targets compilation/information. Keeping records of Grants issued to the States/UTs by the Ministry. (Enrolment, Release of grants, Submission of Utilization Certificates) Observance of National & International Days/Weeks. Promotion of Adventure Programme. 	<p>Mrs. Patel Sonalben Jential, Youth Assistant Grade-II</p> <p>Ms. Srishti Kaul, YP</p>	Sh. Komal Singh Chaudhary, YO
	<ul style="list-style-type: none"> All works related to Administration and Establishment with regard to Directorate and Regional Directorates (Except mentioned in Sr.No.1) Maintenance of service records of RDs (Promotion, transfers & postings, HOO and DDO) Work related to maintenance of SC/ST/OBC Rosters. All works related to Annual Increment. Maintenance of Seniority list of all post of NSS. Maintenance and upkeep of Services Book, Service Records, leave accounts of the officers/officials of Directorate and all RDs of Regional Directorates; Matters related to leave, LTC, GPF, Tour Programmes of Officers/Officials of Directorate of NSS and Regional Directors. Maintenance and upkeep of Annual Performance Appraisal Reports for onward forwarding to the NSS Section. (below the Youth Officers' level). Matters related to sanction of advances (HBA, Vehicle, Computer etc.) in respect of the officers/officials of Directorate of NSS & all Regional Directorates. Any other work assigned by Director/Head of Office. 	<p>Mrs. Patel Sonalben Jential, Youth Assistant Grade-II</p> <p>Ms. Srishti Kaul, YP</p>	Sh. Sumant K Yadav, DDO

3.	<p><u>Programme Section</u></p> <ul style="list-style-type: none"> • My Bharat Outreach Programme, onboarding of Knowledge Institution on MY Bharat, Correspondence received from CDN section, Filariasis eradication programme and other Ministry of Health-related programmes and ELPs. • All Matters related to State NSS Officers and State NSS Cell. • Parliament questions (Loksabha and Rajyasabha) <ul style="list-style-type: none"> ○ National Integration Camp (NIC). ○ All work related to National Youth Parliament Festival ○ Environment & Social Awareness Programme. ○ Ek Bharat Shrestha Bharat ○ All works related to Empanelled Training Institutions (ETIs). ○ Experiential Learning. ○ Swachhta Action Plan ○ All works related to Self-Finance Units (SFUs); Allocation, Enrolment and Record ○ Meeting of State/UT Advisory Committee Meetings & various levels. ○ Aspirational Districts. ○ Policies and Guidelines on NSS. ○ Maintenance of list of NSS functionaries of all levels. ○ Maintenance of ETI Database. ○ Maintenance of Volunteers, PO and University Database. ○ Maintenance of Self Finance Units (SFUs) Database. ○ All works related to Miscellaneous Programmes (programmes of casual nature). ○ All matters related to EAT Module of PFMS. ○ All matters related to Workshops/Seminars/Meetings on NSS Programmes (Budgetary proposals). • All works related to NYDF (National Youth Development Fund) All Special Projects in collaboration with other Ministry, Departments & NGOs. • All works related to Implementation of Official Language (Hindi) in the Office. • Hindi Progress Reports and Returns of Directorate of NSS. • Work related to Hindi Inspection by Rajbhasha Department and Parliamentary Committee Meeting. • Any other work assigned by Director/Head of Office. 	<p>Sh. Amrish Ku. Niranjana Youth Assistant Grade-I</p> <p>Ms. Payal Singh, YP</p> <p>Ms. Siksha Kumari, YP</p> <p>Sh. Sunil Dabas, DEO</p>	<p>Sh. AS Kabir, YO</p>
4.	<p><u>Audit and Account Section</u></p> <ul style="list-style-type: none"> • Work of Cashier of Directorate of NSS. viz. preparation of bills, maintenance of various registers i.e. accounts, maintenance of Cash Book, encashment of cheques from the bank, disbursement of cash, etc.; • Budget accounts and expenditure etc. • PFMS related matters. • Work related to superannuation of RDs and others. • Compilation of budget of directorate of NSS and all Regional 	<p>Sh. Satish Kumar Toppo, UDC</p>	<p>Sh. Sumant Kumar Yadav, DDO</p>

	<p>Directorate and its submission to NSS section:</p> <ul style="list-style-type: none"> • Maintenance and upkeep of store & all records of stores i.e. stock Register, dead Stoke Register etc. • Liasioning with Pay &Accounts office. • Preparation of various periodical reports pertaining to account and their submission to NSS section/Accounts Office. • Preparation of various periodical reports pertaining to account and their submission to NSS section/Accounts Office. • Dealing with Audit Para's. • Matters related to GPF of officers/officials of Directorate of NSS and Regional Directorate. • Preparation of budget for programmes like RD, NSS awards, NYPF, NYF, etc. with the help of YA-II/I concerned. • Any other work assigned by director/Head of Office. 	Sh. Satish Kumar Toppo, UDC	Sh. Sumant Kumar Yadav, DDO
5.	<p><u>Assisted by Stenographer-III</u></p> <ul style="list-style-type: none"> • Upkeep & maintenance of NSS Website with uploading of information, Photos, Videos, tenders etc. • Updating Social Media and Young India Portal. • Yuva Portal • Publicity. • Advertisement. • All stenographic dictation and transcription work assigned by DPA. • Attending all office related personal works of Head of Office. • All works related to Dashboard data. • Keeping records & information of all types of Confidential matters. • Minutes of Meetings • Attending phone calls. • Printing of Email from PAC mail. • Any other work assigned by Director/Head of Office. 	<p>Ms. Khyati Goindi, Stenographer Gd.III</p> <p>Sh. Sunil Dabas, DEO</p>	Sh. AS Kabir, YO
6.	<p><u>Assisted by Stenographer-III</u></p> <ul style="list-style-type: none"> • All stenographic dictation and transcription work assigned by the Head of Office. • Preparation of minutes of various Meetings • Attending all office related personal works of Head of Office. • Printing out related to official's correspondence, received through email. • Maintenance of Annual Action plan. • Printing of Email from PAC mail. • Downloading and preparation of Google sheet • Updating Social Media and Young India Portal. • Dairy & Dispatch work including entry with regard to the 	<p>Smt. Anika Sharma, Stenographer Gd.III</p>	Sh. Komal Singh Chaudhary, YO

	<p>movement of files and Dak in the "Movement register". (with the assistance of DEO).</p> <ul style="list-style-type: none"> • Attending phone calls. • Minutes of Meeting • Downloading and preparation of Google sheet • Any other work assigned by Director/Head of Office. 		
7.	<p><u>Assisted by Stenographer-III</u></p> <ul style="list-style-type: none"> • Work related to meeting of RDs, SNOs & Programme Coordinators. • All stenographic dictation and transcription work assigned by DPA • Attending phone calls. • Making call to all RDs for collection of information/data. • Keeping updated record of NSS functionaries and volunteer strength • Minutes of Meeting • Downloading and preparation of Google sheet • Printing of Email from PAC mail • Downloading and preparation of Google sheet • Any other work assigned by Director/Head of Office. 	<p>Smt. Anika Sharma, Stenographer Gd.III</p>	<p>Sh. AS Kabir, YO</p>
8.	<p><u>Dak Section</u></p> <ul style="list-style-type: none"> • Manage all incoming and outgoing files/dak/packages. • Opening of envelopes of letters and movement. • Delivery of official letters by ordinary post and registered post. • Visiting Ministry/office to distributes/receive office letters/documents. • Photocopy File/Dak Movement from table to table • Photocopy of office documents • Other Work assigned by the Officers • All works which are being done by a Multi-Tasking-Staff. • Serving water snacks/Tea etc. to officers, staff and guests as per the instructions of officers and staff. • Organise and maintaining cleanliness of work area/desk and conference hall. • Storage of fresh drinking water and service to staff and visitors. • Any other work assigned by Director/Head of Office. 	<p>Ms. Shahida Begum, Peon</p> <p>Assisted by Manpower-Outsourcing-MTS</p> <p>Sh. Rahul Kumar</p>	<p>Sh. Komal Singh Chaudhary, YO</p>

All officers/officials are directed to complete handing/taking over of files/documents in relation with the duties assigned to them by 11th June, 2025 and submit the completion report to the undersigned.

AN.

(Vandita Pandey)
Director-NSS

Copy to:-

1. Under Secretary (NSS), Ministry of Youth Affairs and Sports, New Delhi- 110 001
2. All the Officers/Officials of Directorates of NSS, New Delhi- 110 001

11/6/25

NATIONAL SERVICE SCHEME THIRD PARTY AUDIT Directorate of National Service Scheme, New Delhi							
Sl. No.	Name	Designation	Mobile No.	E-mail ID	Gross Monthly Remuneration	Whether Disciplinary action for minor penalty or major penalty proceedings. (Yes/No.)	Whether matter has been finalized for Minor penalty or major penalty proceedings (Yes/No)
1	Shri Atraullah Shah Kabir	Youth Officer	011 23363324	askabir@nss.gov.in	1,04,740/-	No	No
2	Shri Sumant Kumar Yadav	Youth Officer	011 23363324	sumant.sky@gov.in	77,190/-	No	No
3	Sh Komal Singh Choudhary	Youth Officer	011 23363324	komal.singh@nss.gov.in	1,43,035/-	No	No
4	Sh Hemant Kumar	Youth Assistant Grade-I	011 23363324	hemant.18@nss.gov.in	79,395/-	No	No
5	Sh Amrish Kumar Niranjana	Youth Assistant Grade-I	011 23363324	amrish@nss.gov.in	79,395/-	No	No
6	Mrs. Khyati Goindi	Stenographer Grade-II	011 23363324	khyati@nss.gov.in	73,105/-	No	No
7	Mrs. Anika Sharma	Stenographer Grade-II	011 23363324	anika.s@nss.gov.in	62,155/-	No	No
8	Patel Sonalben Jentilal	Youth Assistant Grade-II	011 23363324	sonal.patel@nss.gov.in	76,065/-	No	No
9	Sh. Satish Kumar Toppo	Upper Division Clerk	011 23363324	sktoppo.1995@nss.gov.in	90,445/-	No	No
10	Sh Mukesh Kumar	Staff Car Driver-Grade II	011 23363324	mkk.1987a@nss.gov.in	60,340/-	No	No
11	Smt Sahida Begam	Multi-Tasking Staff	011 23363324	shahida@nss.gov.in	59,785/-	No	No