

UNIVERSITY OF MYSORE
NATIONAL SERVICE SCHEME
DETAILS OF WORK ALLOTMENT OF EMPLOYEES 2023-24

Case Worker No	Name and Designation of the Employees	Sl. No.	Details of Work Allotment
01	Sri. Mahesh M L TCC	1.	Attend the Office Telephone Calls
		2.	Annual Meeting of NSS officers File
		3.	Audit Report by Govt. Auditor File
		4.	Chartered Accountant Audit Statement File
		5.	Computer File
		6.	Establishment of Permanent Staff and Programme Co-ordinator Personal File
		7.	Utilization & Audit Certificates File
		8.	Xerox Machine Maintenance File
		9.	Construction of NSS Bhavana File
		10.	Office General File
		11.	Maintenance of Regular Activities Programme GAD Registers Files and Bills
		12.	Out- of Pocket Allowance Bills and Register
		13.	Maintenance of Staff Attendance File Register
		14.	Personal Files of Temporary Employees
		15.	Meeting File of Local NSS officers
		16.	Maintenance of Staff Leave file
		17.	RTI Correspondence File
02.	Ku. Kavya. S S.D.A	1.	Verification of Colleges Special Camp NDC Bills
		2.	UGC Support to NSS in University and Colleges File (Diploma in NS and NSS Elective Subject)
		3.	Assit in Volunteers certificate writing
		4.	NSS Office Programmes report /camps report -record file
		5.	Issue of TO number & BR number
		6.	College Level NSS Activities Annual Report
		7.	Stamp
		8.	B R Register
		9.	Assist the All Colleges NSS Special Camp and Regular Activities Bills Verification Work
		10.	Service Stamps Register and File
		11.	Samarpan
		12.	Purchase of Equipment File (Printing of Volunteer's Dairy Badges, ID Card, Programme officers Dairy, Badge, Certificate etc.,)
		13.	From Register
		14.	To Register

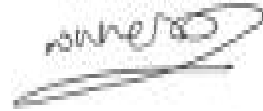
03	Smt. Saritha D.P S.D.A	1.	University NSS Advisory Committee file
		2.	Special Camping Programme approval & Grants Released to Colleges
		3.	Assist the All Colleges NSS Special Camp and Regular Activities Bills Verification Work
		4.	Miscellaneous File
		5.	Office Computer, Mailing work etc.,
		6.	State Level / National Level NSS Camps Volunteers Deputation File
		7.	Deputing Programme officers & Volunteers to NIC
		8.	Deputing Programme officers to Youth festival and other camps.
		9.	NSS Office Telephone Bills File
		10.	NSS Bhavana KEB bill file
		11.	UOM Organizing National Level Camps Programme Files
		12.	UOM Organizing State / National youth festival
		13.	Maintenance of Staff Attendance File Register
		14.	Personal Files of Temporary Employees
		15.	Temporary Staff Salary Bills File
		16.	Colleges Special Camp Proposals
		17.	All Colleges NSS Units Bank Account information File
		18.	RD file
04	Kum. Mamatha T.K S.D.A	1.	Office Computer, Mailing work etc.,
		2.	NSS Awards File (University / State / National Level and UKS Award)
		3.	Swachha Bharatha Abhiyana File 5 Villages Adopted
		4.	Kaveri Niravari Nigama File
		5.	Volunteers Certificates Issue File and Certificate Verification and Writing Work
		6.	NSS Office Programmes / Camps Report Record Register
		7.	Assist the All Colleges NSS Special Camp and Regular Activities Bills Verification Work
		8.	Half Yearly / Annual NSS Office Activities Report File (Submit to University of Mysore and GOK / GOI)

05.	Sri. Prithvi C S.D.A	1.	Maintenance of Sound System and Office Handy cam, Camera
		2.	Appointment of NSS Officers File
		3.	NSS Finance Units file
		4.	NSS Self Finance Units Correspondence
		5.	Release of Grants by Government File
		6.	Release of Regular Grants to Units towards Regular files
		7.	Statement of Expenditure of office and all Colleges
		8.	Verification & Maintenance of Colleges NSS Regular Activities Programme NDC Bills
		9.	TA Bill of Staff and Programme Co-ordinator File
		10.	ICC correspondence File
		11.	Office Computer, Mailing work etc.,
		12.	Information About Colleges File
		13.	Untrained NSS Programme Officers File
		14.	Programme officer Service Certificate Issued File
		15.	Sanction of NSS New Units
		16.	Assist to the Colleges Special Camp and Regular Activities Bills Verification work
		17.	Office Imprest File.
		18.	Purchase of Office Stationery File and Stationery Issue Register
		19.	Red Cross Units Correspondence File
06	Sri. Mahesh. M. L T.C.C	1.	Office Computer, Mailing work etc.,
		2.	Maintenance of NSS Development Fee of All Colleges Registers / File and Cash Book
		3.	University Circular File/ SLO and DPA office Circular and letters File
		4.	University Circular File
		5.	NSS Related any other Programmes / Activities File
		6.	Vehicle Maintenance File and Vehicle Fuel /Repair Related AC / DC / NDC Bills and Log Book
		7.	Assist the All Colleges Special Camp and Regular Activities Bills Verification Work
		8.	NSS Volunteers Points file (Allotment of P.G Seats under NSS Quota)
		9.	Chartered Accountant Audit Statement File
		10.	Statement of Expenditure of office and all Colleges
		11.	Utilization & Audit Certificates File
		12.	Maintenance of Programme Co-ordinator NSS Bank A/c and Cash Book
		13.	Office Stock Verification File and Ledger.
		14.	Kaveri Niravari Nigama File
		15.	Maintenance of NSS Development Fee of All Colleges Registers / File and Cash Book

07		1.	From Register and Dispatch work
		2.	Office Computer work etc.,
		3.	Assist the All Colleges Special Camp and Regular Activities Bills Verification Work
		4.	College Level Advisory Committee File
		5.	Colleges NSS Units Stock Verification Report
		6.	College Level NSS Activities Monthly Report
		7.	College Level Half Yearly and Annual Report
		8.	Colleges Regular Activities Proposal File
		9.	Blood Donation Camp Report
		10.	Maintenance of all college camps invitation/UOM NSS office Invitation
		11.	Xerox work
08	Sri. Puneeth Kumar. S Attender Sri Uday Kumar S Attender Smt. Gayathri. M Attender	1.	Delivery of Local Tappals
		2.	Office Cleaning
		3.	Maintenance of Office Lock
		4.	Any work Assign by the Programme Co- ordinator in time to time
		5.	Xerox work
09	Sri. Sanjay Driver	1.	Office Vehicle Driving and Maintenance of Log Book
		2.	Any work Assign by the Programme Co- ordinator in time to time

The duties shall be discharge by the respective persons and that they shall maintain the records assigned to them. In addition to these, the staff shall also shoulder the responsibilities entrusted any work Assign by the University authorities and Programme Co-ordinator NSS in time to time.

- All employees are said to attend the office telephone calls.



Programme Co-ordinator, NSS