

Speed Post

From

The Programme Officer,  
National Service Scheme

To

The Programme Co-ordinator,  
National Service Scheme,  
Cochin University of Science and Technology,  
Kochi – 22.

Sir,

Sub: Conduct of Regular activities and Special Camping Programme -  
Drawal of advance and levy of interest – Reg.

Ref: 1. U.O. No.ACA1/13446/09 dtd.15.09.2011.  
2. U.O. No.ACA2/13879/2011 dtd.10.02.2012.  
3.U.O.No.Ad.G3/215/GO dtd.15.05.2012.  
4. Circular No.Audit.A/SO/2012 dtd.11.09.2012.

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During the financial year --- --- --- --- ---, for special camps  
(from \_\_\_\_\_ to \_\_\_\_\_) and for Regular activities, I  
request you to sanction Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_) and Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_) respectively/ maximum admissible amount. I will follow  
the rules on the above subject and will send applications for NSS Certificates and  
Grace marks, strictly as per rules only. I also know that 18% penal interest, if  
charged, will have to be remitted by me for delay in adjustment of advance and/or  
remitting the balance amount.

Yours faithfully,

Signature:

Date:

Name:

**PROGRAMME OFFICER  
NATIONAL SERVICE SCHEME UNIT  
COLLEGE :  
Ph.No.**

Recommended and forwarded:-  
Signature:

Name:

Principal.

(Seal)

(Institution Seal)