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No. BU / NSS / New Unit / 19-20 / 106

Date - 11.07.19

To  
The Principal / Teacher-in-charge  
Chandernagore College  
Chandannagare, Hooghly

**Sub : Opening of new NSS Unit**

Sir/Madam,

The undersigned is pleased to intimate you that NSS Cell, the University of Burdwan is sanctioning to open a NSS Unit at your institution from the session 2019-20. Name of the Programme Officer along with his/her contact number, Email ID and also contact number, Email ID of College may please be furnished to the NSS Cell of this University with a copy of resolution of Governing Body of your college regarding appointment of NSS Programme Officer. Programme officer should be trained within a short period from E.T.I, R.K. Mission, Narendrapur through “ Orientation course for NSS Programme Officers ” which is mandatory for NSS Programme Officers. You are requested to furnish enrolment of students (Proforma enclosed herewith) within two months from the date of receipt of this letter. For detailed information please contact with NSS Cell, the University of Burdwan at Rajbati and please follow the latest publication of NSS manual. You are also requested to open separate Savings Bank A/C in any nationalized Bank for the said new unit for NSS activities and send the details of the same in the Mandate Form attached herewith and a copy of cancelled cheque of the said account with in a short period.

Thanking you,

Yours Sincerely,

( Sujit Kumar Chowdhury )  
Programme Coordinator,  
NSS Cell, the University of Burdwan

The Proforma for Programme Officer details are as follows:

**Proforma for Principals and each Programme Officer**

| Serial No | Name of Institution with full postal address | No. of Units | Name of principal / Head with Phone & Email Id | Name of Programme Officer with Phone No & Email Id | Remark |
|-----------|--|--------------|--|--|--------|
|           |  |              |  |  |        |
|           |  |              |  |  |        |
|           |  |              |  |  |        |

Signature\_\_\_\_\_

(full name with designation & office seal)

Date:\_\_\_\_\_