



सत्यमेव जयते



Government of West Bengal  
**National Service Scheme**  
**Chandernagore College**  
*formerly College Duplex*

Strand Road, Chandannagar, Hooghly, West Bengal, India, Pin-712136

Website: [www.chandernagorecollege.ac.in](http://www.chandernagorecollege.ac.in) Mail: [office@chandernagorecollege.ac.in](mailto:office@chandernagorecollege.ac.in)

Mob: 91-7439603177, Tel: 91-33-26835290

ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018 Certified Institution

# NSS PROGRAMME OFFICER TRAINING RELATED DOCUMENTS

Principal  
Chandernagore College

NSS Programme Officer  
NSS UNIT  
Chandernagore College



Government of West Bengal  
Department of Zoology,  
Chandernagore College  
Chandernagore, Hooghly, Pin-712136

o/e  
Principal  
Chandernagore College  
Chandernagore  
17.3.22

Memo No: 251

Date: 17.03.2022

To,

The Director of Public Instruction  
Education Directorate  
Government of West Bengal  
Bikash Bhavan, Bidhannagar  
Kolkata-700 091



Through proper channel

Sub: Prayer for consideration of "Duty Leave" for the tenure 10.03.2022 to 16.03.2022 for attending "Orientation Training Programme for NSS Programme Officers" conducted by Empanelled Training Institute (ETI), Ramakrishna Mission Ashrama, Narendrapur w.e.f. 10.03.2022 to 16.03.2022

Respected Madam,

This is for your kind information that I, Smt. Monali Chakraborty, Assistant Professor in Zoology, was selected and permitted to participate in the "Orientation Training Programme for NSS Programme Officers" conducted by Empanelled Training Institute (ETI), Ramakrishna Mission Ashrama, Narendrapur held during the period 10.03.2022 to 16.03.2022 and have completed the programme successfully.

In this regard, I shall be obliged if you kindly consider the following days i.e. from 10.03.2022 to 16.03.2022 as Duty Leave and make provision for issuing a necessary sanctioned order in favor of the same.

This is for your kind information and necessary action.

Thanking you,

Yours sincerely,

Monali Chakraborty

Smt. Monali Chakraborty  
Assistant Professor (WBES)  
Department of Zoology  
Chandernagore College Chandannagar, Hooghly- 712136

Encl:

Copy of

- Participation Certificate in Orientation Training Programme for NSS Programme Officers, conducted by Empanelled Training Institute (ETI), Ramakrishna Mission Ashrama, Narendrapur
- Release certificate from Empanelled Training Institute (ETI), Ramakrishna Mission Ashrama, Narendrapur
- Official Charge Hand-over and Take over documents.
- Intimation letter to Principal, Chandernagore College after completion of the program.
- Permission letter of the Principal, Chandernagore College for participation in the programme.



Government of India  
 Ministry of Youth Affairs & Sports  
 Department of Youth Affairs  
 National Service Scheme

*Certificate*

Certified that Shri / Ms / Smt ..... Smt. Monali Chakraborty  
 Son / daughter / wife of ..... Mr. Debanjan Saha ..... Programme Officer, NSS,  
Chandernagore College, Strand Road, Chandannagar under The University of Burdwan

has successfully participated in the 7 day's NSS Training Programme conducted by NSS Empanelled Training  
 Institute, Ramakrishna Mission Ashrama, Narendrapur, Kolkata from ..... 10/03/2022 ..... to ..... 16/03/2022  
 held at ..... Ramakrishna Mission Ashrama, Narendrapur, Kolkata .....

Dated ..... 16<sup>th</sup> March, 22 .....

T. K. Panda.  
 Co-ordinator  
 Training

[Signature]  
 Secretary  
 Ramakrishna Mission Ashrama, Narendrapur

[Signature]  
 Regional Director, NSS  
 Kolkata

*Approved*  
*[Signature]*  
 17/3/22  
 Principal  
 Chandernagore College  
 Chandernagore





**EMPANELLED TRAINING INSTITUTION (ETI)**  
 Ramakrishna Mission Ashrama  
 Narendrapur, Kolkata - 700103, West Bengal  
 (A Branch Centre of Ramakrishna Mission, Belur Math, Howrah, West Bengal - 711 202)



### RELIEVING

This is to certify that Sri/Smt./Dr. Monali Chakraborty  
 of Chandernagore College under  
Burdwan University has attended the 1<sup>st</sup>  
 Orientation Course, 2021 - 2022 for N.S.S. Programme Officers held on and  
 from 10/03/22 to 16/03/22 at Ramakrishna Mission Ashrama,  
 Narendrapur, Kolkata 700103.

After successful completion of the course he/she is relieved on 16<sup>th</sup> March,  
 2022 in the afternoon hours.

T. K. Panda  
 (T. K. PANDA)  
 Coordinator (Trg.)

Principal  
Chandernagore College  
Chandernagore

FR FORM NO.3

Memo No.236/B Date :09.03.2022

**CERTIFICATE OF TRANSFER OF CHARGE**  
(See Rule 61 West Bengal Financial Rules Volume - I)

To

1. The Director of Public Instruction, West Bengal,  
Department of Higher Education, Science and Technology and Biotechnology,  
Bikash Bhavan, Salt Lake, Kolkata - 700091.
2. The Deputy Secretary to the Government of West Bengal, Bikash Bhavan, Kolkata-700091
3. The Pr. Accountant General (A&E) West Bengal, Treasury Buildings, Kolkata - 700 001
4. The Principal/ Officer-in-Charge
5. The Treasury Officer.

With reference to rule 61 of the West Bengal Financial Rules, Volume-I, I the Undersigned, have to report that I have this **09.03.2022** at **5 p.m.** in the **afternoon**, received charge of Associate Professor of Zoology, Chandernagore College in the Hooghly District, to go on duty leave.

Signature of the Relieved Officer

: *Monali Chakraborty*

Name in Block Letters

:SMT. MONALI CHAKRABORTY

Designation

:ASSISTANT PROFESSOR

Signature of the Relieving Officer

: *S. Debasis Bhowmik*  
Principal  
Chandernagore College

Name in Block Letters

:SRI DEBASIS BHOWMIK

Designation

: Principal

- Note : 1. The occasion of the transfer of charge should be stated briefly in the margin quoting the Govt. Order or notification already issued.
2. When signature of one of the Officer is for delivering or receiving an additional charge, the word 'Additional' or 'Format' then the transfer of charge is technical, should be noted against the signature of the Officer.
3. In the relieving Officer as joining a new station on return from leave on average any of not more than 90 days, the place at which the order or appointment was received should be stated as otherwise the place of posting will be taken as the place or receiving order.
- The place at which the order or appointment was received.

FR FORM NO 3

Memo No.250 Date : 17.03.2022

**CERTIFICATE OF TRANSFER OF CHARGE**

(See Rule 61 West Bengal Financial Rules Volumn – I)

To

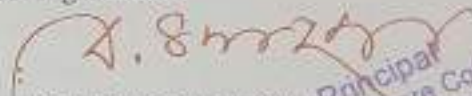
1. The Director of Public Instruction, West Bengal,  
Department of Higher Education, Science and Technology and Biotechnology,  
Bikash Bhavan, Salt Lake, Kolkata - 700091.
2. The Deputy Secretary to the Government of West Bengal, Bikash Bhavan, Kolkata-700091
3. The Pr. Accountant General (A&E) West Bengal, Treasury Buildings, Kolkata - 700 001
4. The Principal/ Officer-in-Charge
5. The Treasury Officer.

With reference to rule 61 of the West Bengal Financial Rules, Volume I, I, the Undersigned, have to report that I have this 17.03.2022 at 10.30 a.m. in the forenoon, delivered over charge of the Office of Associate Professor of Zoology, Chandernagore College in the Hooghly District, on completion of the duty leave applied for by the Relieving Officer.

Signature of the Relieved Officer

Name in Block Letters

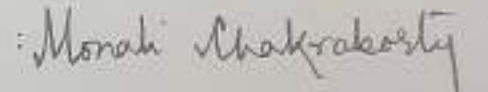
Designation

  
: SRI DEBASISH SARKAR  
: Principal  
Principal  
Chandernagore College  
Chandernagore

Signature of the Relieving Officer

Name in Block Letters

Designation

  
: SMT. MONALI CHAKRABORTY  
: ASSISTANCE PROFESSOR

- Note : 1. The occasion of the transfer of charge should be stated briefly in the margin quoting the Govt. Order or notification already issued.
2. When signature of one of the Officer is for delivering or receiving an additional charge, the word 'Additional' or 'Format' then the transfer of charge is technical, should be noted against the signature of the Officer.
3. In the relieving Officer as joining a new station on return from leave on average any of not more than 90 days, the place at which the order or appointment was received should be stated as otherwise the place of posting will be taken as the place or receiving order.
- The place at which the order or appointment was received.





Government of West Bengal  
Department of Zoology,  
Chandernagore College  
Chandernagore, Hooghly,  
Pin-712136

Encl-4

Date: 17.03.2022

To  
The Principal  
Chandernagore College  
Chandernagore  
Hooghly

Sub: Resuming of normal duties and submission of RELIEVING & PARTICIPATION CERTIFICATE from "Orientation Training Programme for NSS Programme Officers" conducted Empanelled Training Institute (ETI), Ramakrishna Mission Ashrama, Narendrapur w.e.f. 10.03.2022 to 16.03.2022

Respected Sir,

This is for your kind information that I was selected and permitted to attend the "Orientation Training Programme for NSS Programme Officers" conducted by Empanelled Training Institute (ETI), Ramakrishna Mission Ashrama, Narendrapur w.e.f. 10.03.2022 to 16.03.2022. I have successfully completed the aforesaid programme and resumed my normal duties at the college w.e.f. 17.03.2022

Hence, I am submitting the relieving certificate issued by the along with the copy of the certificate of participation in this regard for your kind perusal.

Kindly recommend duty leave from 10.03.2022 to 16.03.2022 for attending the aforesaid program.

This is for your kind information and necessary action.

With regards,

Thanking you,

Yours sincerely,

*Monali Chakraborty*  
Smt. Monali Chakraborty  
Assistant Professor (WBES)  
Department of Zoology  
Chandernagore College  
Chandannagar,  
Hooghly, WB-712136

Encl:  
Copy of

- Certificate of Participation in "Orientation Training Programme for NSS Programme Officers" conducted by Empanelled Training Institute (ETI), Ramakrishna Mission Ashrama, Narendrapur w.e.f. 10.03.2022 to 16.03.2022 [Encl-1]
- Release Order on completion of Orientation Programme from Empanelled Training Institute (ETI), Ramakrishna Mission Ashrama, Narendrapur w.e.f. 10.03.2022 to 16.03.2022 [Encl-2]





Tel : 033 2685 5001

Fax : 033 2685 5002

Office of the Principal  
**Chandernagore College**

*formerly College Duplex*

Strand Road, Chandernagore, Hooghly, West Bengal, India, Pin-712136

Website : [www.chandernagorecollege.com](http://www.chandernagorecollege.com) Mail : [collegechandernagore5290@gmail.com](mailto:collegechandernagore5290@gmail.com)

*Memo No. 233*

*Date : 07/03/2022*

To  
Dr. Sujit Kumar Chowdhury  
Programme Coordinator  
National Service Scheme  
The University of Burdwan  
Burdwan  
West Bengal

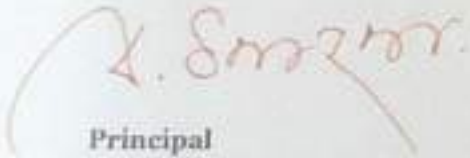
Sub: Recommendation of the untrained NSS Programme Officer for "Orientation Programme"

Sir,

With reference to your letter (vide No. BU/NSS/ NSS Training/2021-22/234 dated 04.03.2022), I am recommending our untrained NSS Programme Officer for "Orientation programme" to be held at Empaneled Training Institution (ETI), Ramakrishna Mission Ashrama, Narendrapur from 10.3.2022 to 16.3.2022.

She will be released for joining the above mentioned "Orientation programme".

Thanking you

  
Principal  
Chandernagore College

*Principal*  
CHANDERNAGORE COLLEGE

Enclosure:


1. Details of NSS Programme Officer, Chandernagore College (in the prescribed format given)



ORIENTATION PROGRAMME AT RAMAKRISHNA MISSION ASHRAMA, NARENDRAPUR

10.3.2022 to 16.3.2022

| SL.NO. | NAME OF THE COLLEGE   | NAME OF PROGRAMME OFFICER | CONTACT NO. OF PROGRAMME OFFICER | EMAIL ID OF PROGRAMME OFFICER                 |
|--------|-----------------------|---------------------------|----------------------------------|---|
| 1      | CHANDERNAGORE COLLEGE | SMT. MONALI CHAKRABORTY   | 9231545786                       | monali.chakraborty@chandernagorecollege.ac.in |

  
Principal  
Chandernagore College

Principal  
CHANDERNAGORE COLLEGE

Dr. Sujit Kumar Chowdhury  
Programme Coordinator  
National Service Scheme  
Email:nss@buruniv.ac.in.



The University of Burdwan  
Rajbati, Burdwan- 713104  
West Bengal

Tel. Nos. +91-0342-2634975(30 lines),  
Extn. 232, (0342)2532190 Telegraphic  
Code - BURDSITY TeLFax  
No.+91(0342)2634015 Website :  
<http://www.buruniv.ac.in>



No. BU/NSS/ NSS Training/2021-22/234

Dated -04.03.2022

To  
The Principal / Teacher-in-charge  
of all affiliated College / Mahavidyalaya / Mahavidyapitha having NSS unit(s) under the University of  
Burdwan

**Sub :- NSS Orientation Training programme for untrained NSS Programme Officers at  
Ramkrishna Mission Ashrama, Narendrapur from 10.3.2022 to 16.3.2022- regarding**

Sir / Madam,

This is to inform you that Empaneled Training Institution (ETI), Ramkrishna Mission Ashrama, Narendrapur is going to conduct NSS Orientation training Programme for untrained NSS Programme Officers from 10.3.2022 to 16.3.2022 at Ramkrishna Mission Ashrama, Narendrapur.

Therefore, you are requested to send the details of untrained NSS Programme Officers in order to attend the training programme from your respective Institutions within 2 PM on 7<sup>th</sup> March, 2022 positively in the prescribed format (copy enclosed).

Thanking you

Yours Sincerely,

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