

Covering letter format for submission of volunteers list for completion certificates from NSS Units

To,

The Program coordinator,
National Service Scheme Cell,
Dr. NTR UHS, AP, Vijayawada.

Dear Sir,

**Sub: Submission of List of NSS volunteers for NSS completion certificates-
Reg.**

Kindly find the following list of volunteers, those completed two years of
volunteership and 240 hrs. of work hours.

List of volunteers completing 240 hrs. of work

S.No	Certificate No	Name of Volunteer Alphabetically arranged	Mobile No	Email ID	Signature

**(Certificate number will be unique and consists of college code/year of NSS
volunteership/S.no. Example- M001/19-20/001)**

Enclosure: application forms of volunteers with work completion certificates.

**Signature of Program Officer
(with Seal)**

**Signature of Principal
(with Seal)**