

Files to be maintained BY All NSS UNITS affiliated to Dr. NTR UHS, AP. Vijayawada.

- 1) Inward
- 2) Outward
- 3) Reporting
- 4) Accounts
- 5) Certificates – Special occasion, Days, rallies etc
- 6) Enrollment file – NSS volunteers
- 7) Completion file – NSS volunteers
- 8) Special camp – permission letter, approval letter , attendance signature
- 9) Regular camp – Attendance
- 10) Press reports - cuttings
- 11) Letter head – NSS POS
- 12) Office email ID -
- 13) Reporting book – ALL activity day wise with Hrs
- 14) Opinion /Visitors Book – any visitors
- 15) National / state/ District level participation
- 16) Any other / nominations file