



NATIONAL SERVICE SCHEME

Dr.NTR UNIVERSITY OF HEALTH SCIENCES

ANDHRA PRADESH, VIJAYAWADA - 520008



APPLICATION FOR NSS COMPLETION CERTIFICATE

(Kindly fill all required fields & forward along with work completion certificate)

To,

Date: ----/-----/202-----.

The Programme Coordinator,
National Service Scheme Cell.
Dr.NTR UHS, AP. Vijayawada.

Through,
The Principal & Program Officer.
Affiliated NSS Unit.

Sir,

Sub: Request for the issue of NSS completion Certificate. Reg.

Ref: Email Letter dt: 15.02.2021 & 19.02.2021 Reg. completion certificates for NSS volunteers.

With reference to the letter received from your office concerning the **completion certificate for NSS volunteers** for the year **2019-20**, I am now submitting a work completion certificate endorsed by NSS PO & Head of the Institute (Total of 240 hrs. for two years) as per the certification mandate for your kind consideration.

- 1) Name of the Volunteer:.....
- 2) Name of the College/School:.....
- 3) NSS Volunteer from year.....to.....
- 4) NSS Special Camp attended from.....to.....in
.....adopted village/slum.
- 5) Mobile No-..... Mail ID-.....

I hope you will consider my request for the issue of the NSS completion certificate. Kindly find attached a list of activities with hrs spent for each activity.

Thanking you,

Yours faithfully

(Name of NSS Volunteer &Signature)

Endorsement by Principal and NSS PO

The details submitted by the NSS volunteer are correct as per the records available with NSS office. He/she has completed 240 hrs. of work in 2 years of her/his volunteership successfully.

Signature of Principal
(with Seal)

Signature of NSS Program officer
(with Seal)

NSS Work Completion Certificate year (from.....to.....)

(If necessary, add a separate sheet for writing complete activities)

Name of the volunteer:

College Name:

S.No	Name of the activity with Date	Hrs spent per activity
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
	Total Hrs. completed for 2 years	240 hrs.

Signature of Volunteer

The details of the activities mentioned are correct as per the records of the NSS office.

Signature of NSS Program officer