



**VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE-524 324**



**NATIONAL SERVICE SCHEME**

**Dr. Uday Sankar Allam  
NSS Programme Coordinator**

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No.VSU/NSS/Submission of PO and Principal information/2024-25

Date: 19.09.2024

To  
The Principals & NSS POs of  
NSS Units working under  
VSU jurisdiction  
Sir/Madam,

Sub:- VSU NSS Cell-Updating the details of change of NSS Program Officer & Principal-  
Regarding

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With reference to the subject cited above, it has been learned that several of the colleges have new principals and NSS program officers. In this context, you are required to intimate VSU NSS cell about the information pertaining to new appointments. The appointment of a new program officer requires proper clearance from the NSS program coordinator. Additionally, the VSU NSS cell must be informed of the newly appointed principal's contact information in order to update the database.

The principal of the college has to appoint active faculty member (preferably regular faculty) as NSS programme officer in consultation with NSS programme coordinator and send the duly filled and signed copy of the NSS Programme Officers nomination letter to the VSU NSS Cell. After receiving the nomination letter, VSU NSS Cell in turn will send POs appointment letter for further official communications. After approval from VSU NSS cell, the NSS PO has to send the duly signed copies of the following documents


1. NSS Pos joining Report (Template Enclosed)
2. NSS Pos Bio-Data (Template Enclosed)

Please treat this as most urgent and update us with the details immediately.

**Note:** Furthermore, signatures of the new principal or NSS program officer should be updated in the NSS ZBSA account.

Thanking You,

Yours faithfully,

  
(UDAY SANKAR ALLAM)

NSS Programme Coordinator

**Encl:-**

1. NSS Pos joining Report
2. NSS Pos Bio-Data

Copy to PA to the Registrar, VSU, Nellore  
Copy to file (Office)