

The guideline regarding submission of Action plan by the institute

- a. **The institute should remember that utilizing at least 70% of funds allocated is one of the DLIs. Hence they should demand only such amount for the quarter so that they are able to utilize 70% of funds during the period. Non Compliance of DLI may result in proportionate PLA.**
- b. The approved action plan remaining not done from last quarter (July to Sept., 2018) becomes null and void after we enter in next quarter (Oct. to December, 2018) taking into consideration the requirements of the institutes and spend the funds made available.
- c. The funds should be demanded in such a month in which they expect to make payment to vendor (and not the initiation of activities).
- d. The institute shall ensure that all the activities related to AICTE mandate are duly incorporated with sufficient provision of funds.
- e. The institute should remember the maximum limit on procurement and IOC while preparing the action plan. The demand exceeding these limits shall be grossly rejected
- f. It has observed that the expenditure account under procurement in PFMS report of individual institute does not match with the similar report in PMSS. Hence, the institutes should use only PMSS for procurement. It is a serious concern and institutes should ensure that they enter payment details immediately once the payment is made to vendor.
- g. Action plan of 1.1 institution should essentially consider expenditure on accreditation like registration of institute on NBA portal, fees for applying for NBA for eligible programs, documentation and preparation of SAR (1.1.2.8)
- h. The payment of advance to the vendors should be avoided. The advances given to the faculty/ support staff should be recovered within a month after the date of issue.
- i. The expenditure amount in action plan should be in rupees only and not in crores or lacs, as PFMS portal takes the figures in rupees only.
- j. Please do not send the action plan in pdf/scan copy, it should be sent in **excel sheet** only on the email at finance.npiu@gmail.com
- k. The institutes are requested to send the request for increase in the allocation/re-appropriation through SPIU only.

It is therefore requested to kindly send the action plan for Oct. to December, 2018 quarter to this office by 28th Aug., 2018.