

SI 8.13A: Instructions on information to be maintained by PIA

Food and To & Fro Expenses

- Till PFMS and ASDMS stabilise PIA should develop a system to share the following information:
 - The actual payment due and the date the amount has to be paid for a candidate
 - The amount paid and the date of payment to the candidate along with proofs.
 - A calculation sheet indicating the individual cases of underpayment and delayed payment along with a summary statement.

Boarding and Lodging Expenses

Calculation of the amount due to a PIA on account of boarding and lodging

- PIA should calculate the amount, get it audited and submit the details to CTSA/SRLM.
- The details to be submitted by PIA are:
 - For candidates who discontinued during the freezing stage (from batch start to freeze):
 - List of candidates and the details of their attendance
 - Summary of the above report
 - For candidates who are admitted as regular students:
 - List of candidates and their attendance
 - List of candidates for whom PIA is entitled for complete budgeted amount.
 - List of candidates who dropped out and for whom expenditure is permitted and the budgeted amount, a PIA is entitled to.
 - OJT duration, list of candidates who completed OJT and the budgeted amount a PIA is entitled to.
 - Summary of the above.

- The same exercise would be followed for each batch and summarised across all batches of the project.
- The allowable amount and actual expenditure will be audited either in annual or instalment audit. However, it may be noted that during the 2nd and 3rd instalment releases actual expenditure will be considered even if the allowable amount is lower than the actual amount. This is necessary because there could be some expenditure on batches under training which will still not be accounted for under allowable expenditure.
- The audit amounts will be submitted to the CTSA/SRLM.
- The amount allowable will be finalised based on the audit reports at the project closer stage.
- Finally, as explained at the start of the form, the allowable amount and actual amount would be compared and PIA will be allowed lower amount subject to a maximum ceiling allowed as per the sanction order.

Payment of salaries to trainers, master trainers and Q team members

- All details of payment such as payment due, amount paid and delays in payment will be captured in ASDMS and PFMS as and when they are fully functional.
- In the interim PIA should develop a system on their website to share the following information:
 - The actual payment due and the date the amount has to be paid for a candidate
 - The amount paid and the date of payment to the candidate along with proofs.
 - A calculation sheet indicating the individual cases of underpayment and delayed payment along with a summary statement.