

## AUGMENTATION

AGENDA ITEMS FOR 34<sup>th</sup> MEETING OF THE FINANCE COMMITTEE TO BE HELD  
ON 03.03.2017 AT 12.30 P.M. AT IIT DELHI

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**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH,  
CHANDIGARH**

**AGENDA FOR THE 34<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE  
TO BE HELD ON 03.03.2017 AT 12.30 PM AT IIT DELHI**

**ITEM NO. F. 34.1 TO CONFIRM THE MINUTES OF 33<sup>RD</sup> MEETING OF FINANCE COMMITTEE  
HELD ON 09.08.2016**

The minutes of the 33<sup>rd</sup> meeting of the Finance Committee of the Institute, held on 09.08.2016 at IIT Delhi were circulated amongst all its members vide Institute letter No. NITTTTR/Board/36<sup>th</sup> – Minutes/13424-438 dated 12.09.2016 for their information and comments. As advised by the Board of Governors in its 33<sup>rd</sup> meeting are placed before the Finance Committee for confirmation. It is brought to the notice of Finance committee that recommendation with respect to enhancement of Honorarium to experts for STC and engaging ME/M.Tech need to be reviewed. (Item No F.33.3.4 ) It is proposed that:

- The honorarium to experts for STCs on contact mode will be Rs. 1,500/- per session limited to Rs.3,000/- per day per expert. The maximum ceiling of Honorarium in case STC on contact mode for one week duration will be Rs. 15000/-.
- The honorarium to experts for STCs through ICT will be Rs. 2,000/- per session limited to Rs.4,000/- per expert per day. The maximum ceiling of Honorarium in this case will be Rs.20,000/- for one week programme.
- The Honorarium to experts for engaging ME/M.Tech classes will be Rs. 1000/- per session (limited to Rs. 2000/- per day / per expert). The maximum number of sessions which can be assigned to outside experts will not exceed 20% of the classes in a semester.
- External experts invited for viva voce examination will be paid Honorarium @ Rs. 1000/- per student with the maximum ceiling of Rs. 5000/-.

FINANCE COMMITTEE MAY CONSIDER AND RECOMMEND THE ABOVE PROPOSAL.

## ITEMS F.34.2

## ITEMS FOR CONSIDERATION

ITEM NO.F.34.2.1 TO CONSIDER STATUS REPORT ON PROGRESS OF EXPENDITURE UNDER PLAN (NON RECURRING) – CREATION OF CAPITAL ASSETS, PLAN (GENERAL) – RECURRING, AND NON-PLAN (RECURRING) SCHEME UPTO 01.02.2017

The status of Plan (Non - Recurring) - Creation of Capital Assets, Plan (General) - Recurring, and Non - Plan (Recurring) scheme upto 01.02.2017 for the financial year 2016-17 is as under:

(Rupees in lakh)

Scheme	Budget Estimates For 2016-17 approved by BOG	Opening Balance as on 1.4.2016	Grant Received from GOI,MHRD	Internal income generated (IRG)	Total fund available as on 31.01.2017	Progressive Expenditure upto 31.01.2017	Balance as on 01.02.2017
1	2	3	4	5	6	7	8
Plan Non Recurring Creation of Capital assets	2205.50	13.06	600.00	-	613.06	541.90	71.16
Plan (General) Recurring	527.48	-72.67	225.00	L & Adv =0.24	152.57	Salary: 143.57 Non Salary: 130.79 Total 274.36	(-)121.79
Non Plan (Recurring)	2853.82	Salary A: (-) 43.77  SalaryB: -136.23	1200.00  248.00	L & A =7.30  -	1163.53  111.77	Salary A 1205.75 Total 1205.75 Salary B: 97.95 Pension & pensionary Benefit: 476.67 Total 574.62	Salary A: (-) 42.22 Total (-)42.22 Salary B+ Pension & pensionary Benefit: (-)462.85
Non Plan (Non Salary) met from IRG	429.45	1249.72	100.00	341.87	441.87	282.51	159.36

FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO BOARD OF GOVERNORS FOR APPROVAL

**ITEM NO.F.34.2.2 TO CONSIDER REVISED BUDGET ESTIMATE OF THE INSTITUTE FOR 2016-17 AND BUDGET ESTIMATES FOR THE YEAR 2017.18**

The Revised Budget Estimates of the institute for the financial year 2016-17 and Budget Estimates for the year 2017-18, are attached in a **separate booklet**.

FINANCE COMMITTEE MAY CONSIDER AND MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF GOVERNORS

**ITEM NO. F. 34.2.3 TO CONSIDER AND APPROVE THE RE-APPROPRIATION OF FUNDS UNDER TEQIP PROJECT.**

Government of India (GOI), Ministry of Human Resource Development (MHRD) allocated a Grant of 10.00 crores in April, 2013 to this Institute for implementation of the project Technical Education Quality Improvement Programme Phase –II (TEQIP-II). The grant was further allocated under 9 main activities of the project and was to be utilized as per Project Implementation Plan (PIP).

Re-appropriation of funds for any academic activity is permissible vide item (iii)- of the PIP with the concurrence of the Board of Governors (BOG) subject to the condition that the Institute should spend at least 4% of project allocation for 'Academic Support to Weak Students' and at least 10% of allocation for 'Faculty and Staff Development'. Besides, funds from the activities 'Procurement' and 'Incremental Operating Cost (IOC)' can be re-appropriated to Academic activities but not vice versa.

With a view to grant benefit of 'Teaching and Research Assistantship' to maximum number of ME/Ph.D students, the allocation under certain activities i.e. 'Industry Institute Interaction', 'Management Capacity Development', 'Incremental Operating Cost' and 'Institutional/Academic Reforms' was reduced and allocated for this activity 'Teaching and Research Assistantship'. Director's approval dated 04-01-2017 (Copy enclosed as **Annexure-I** at P. Nos. 1 to 2) in exercise of BOGs powers delegated by the BOG at their 28<sup>th</sup> meeting held on 01-10-2013 (item No. B. 28.4.8) has been taken for re-appropriation of funds.

THE FINANCE COMMITTEE MAY CONSIDER AND APPROVE

**ITEM NO F.34.2.4 TO CONSIDER AND APPROVE THE INTERNAL AUDIT REPORT FOR THE PERIOD FROM APRIL TO SEPTEMBER , 2016 OF TEQIP-II PROJECT.**

The Financial Management Manual of TEQIP-II Project requires that its accounts/record may be subjected to Internal Audit on semi-annually basis by a Chartered Accountant firm. Accordingly, the work of 'Internal audit' was awarded to M/s S.K. Bhasin and Associates, Chandigarh. The Firm completed internal audit and submitted its audit report for the period April to September 2016 (Copy enclosed as **Annexure- II** at P. Nos. 3 to 6). The reports do not point out any irregularities except that the Institute has not opened separate bank accounts for the Four Funds namely Corpus Fund, Faculty Development Fund, Equipment Replacement Fund and Maintenance Fund. This observation was made by the Auditors in the last year's report also. The position was clarified to the Auditors that separate Ledger Accounts for each Fund have been opened and in flow of funds in each account as well as expenditure there from would be maintained separately. This would serve the purpose for which separate bank accounts are required. It was also explained to Audit that separate bank accounts for each fund were not opened with a view to avoiding multiplicity of bank accounts.

THE FINANCE COMMITTEE MAY CONSIDER AND APPROVE

**ITEM NO. F.34.2.5 TO CONSIDER AND APPROVE THE EXPENDITURE INCURRED UPTO 31.01.2017 UNDER WORLD BANK ASSISTED PROJECT TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME PHASE –II (TEQIP-II)**

The Institute received Grant amounting to Rs. 10.00 crores (total allocation for the project) from the Ministry of Human Resource Development (MHRD), Department of Higher Education, New Delhi for implementing the Project (World Bank Assisted) Technical Education Quality Improvement

Programme-Phase-II (TEQIP-II). An expenditure of Rs. 09.91 crores has been incurred under various activities of the project upto 31-01-2017 as indicated below:

(Rs. In lakhs)

Sr. No.	Activity/Head of account	Expenditure upto 31-01-2017
i	Procurement of Goods (Equipment, Furniture, etc.)	541.66
ii	Teaching and Research Assistantship to M.E. & Ph. D students	210.87
iii	Enhancement of Research & Development and Consultancy Activities.	17.41
iv	Faculty & Staff Development	105.45
v	Enhanced Interaction with Industry	2.13
vi	Institutional Management Capacity Enhancement	3.50
vii	Institutional and Academic Reforms	15.18
viii	Academic support for weak students	37.35
ix	Incremental Operating Cost	57.30
<b>Total Expenditure</b>		<b>990.85</b>

Besides an amount of Rs. 21.70 lakhs has been earned till date as 'Interest' on bank deposits of TEQIP-II project funds. Balance available funds including interest amount will be utilized before the close of the Project on 31<sup>st</sup> March, 2017 for meeting committed liabilities/ planned expenditure.

THE FINANCE COMMITTEE MAY CONSIDER AND APPROVE

**ITEM NO. F.34.2.6 TO CONSIDER AND APPROVE THE STATUTORY AUDIT REPORT FOR THE FINANCIAL YEAR 2015-2016 OF TEQIP-II PROJECT ANNUAL ACCOUNTS.**

As required under the provisions of TEQIP-II Project's Financial Management Manual, statutory audit of annual accounts of the World Bank assisted Project "Technical Education Quality Improvement Programme (TEQIP-II) for the financial year 2015-16 was conducted by a Firm of Chartered Accountants - M/s GSA & Associates, New Delhi. Copy of the audit report is (Copy enclosed as **Annexure - III** at P. Nos. 7 to 19). In the report, there is only one audit observation which is as under:

"The Institute has not opened separate bank accounts for the Four Funds established out of its internal revenue to ensure sustainability of Reform Process (started under TEQIP-II Project) after the project period" as required under World Bank Guidelines".

It may be stated that following four funds have been established in separate ledger accounts by crediting 25.56 lakhs in ledger account of each Fund from internal revenue of the Institute:

- Corpus Fund
- Faculty Development Fund
- Equipment Replacement Fund
- Maintenance Fund

It was explained to Audit that separate bank accounts for each fund were not opened with a view to avoiding multiplicity of bank accounts. Separate ledger accounts would also serve the desired purpose of maintaining activity-wise expenditure viz-a-viz funds allocated from time to time.

THE FINANCE COMMITTEE MAY CONSIDER AND APPROVE

**ITEM NO. F.34.2.7 TO CONSIDER AND APPROVE THE EXPENDITURE OF TEQIP-II PROJECT AFTER 31<sup>ST</sup> MARCH, 2017 FROM "CORPUS FUND" ESTABLISHED BY THE INSTITUTE AFTER 31<sup>ST</sup> MARCH, 2017.**

Technical Education Quality Improvement Programme Phase-II (TEQIP-II) project is closing on 31<sup>st</sup> March, 2017 (Copy enclosed as **Annexure – IV** at P. No. 20). Thereafter, the TEQIP-Cell has to be kept operational for audit and closure of the project.

As per the e-mail received from NPIU on 06/02/2017,

- a) Regarding institute TEQIP-Cell it is clarified by World Bank as of now that remuneration to staff in institute TEQIP-Cell would not be admissible beyond 31<sup>st</sup> March, 2017.
- b) Continuous of institute TEQIP-Cell for proper consolidation and closure of the project may be required beyond 31<sup>st</sup> March, 2017. In such a situation, the institute may sustain its TEQIP-Cell **upto maximum three months** with approval of Director/Vice-Chancellor (as the case may be) through:
  - i) The interest fund accrued over TEQIP allocation, and/or
  - ii) The Four Funds (precisely Corpus Fund)



It is proposed that institute may follow the guidelines of NPIU on continuation of payment of salaries and other minor expenses related to closure of project.

THE FINANCE COMMITTEE MAY CONSIDER AND APPROVE

**ITEM NO. F.34.2.8            TO REPORT REGARDING REIMBURSEMENT OF TA/DA AND OTHER EXPENDITURE OF DR. MP POONIA FOR HIS OFFICIAL VISIT TO TAIWAN**

Chairman Board of Governors vide UO No. NITTR/29 dated 22.11.2016 was allowed to visit Taiwan on November 24-25, 2016 with the condition that no financial liability will be borne by the Institute during the said visit. Accordingly Dr. MP Poonia, had incurred expenditure of TA/DA at his own and the amount was not reimbursed by Taiwan authorities. Dr. Poonia requested to the Chairman BoG that the amount incurred by him may be reimbursed by the Institute. Chairman Board of Governors has permitted the reimbursement of expenditure incurred by Dr. MP Poonia (Copy enclosed as **Annexure – V** at P. Nos. 21 to 51).

THIS IS FOR THE INFORMATION OF THE FINANCE COMMITTEE

**ITEM NO.F.34.2.9            TO WRITE OFF 48 COMPUTERS & 2 PRINTERS PURCHASED DURING 2006-2009 AND TO CONSIDER DONATING THE SAME TO NGOs.**

The Board of Governors in its 18<sup>th</sup> meeting (vide item No.B.18.4.1) held on 09.11.2010 (Copy enclosed as **Annexure – VI** at P. Nos. 52 to 53) on the recommendations of 18<sup>th</sup> meeting of Finance Committee (vide Item No.F.18.2.6) held on 09.11.2010 had allowed the institute for donation of old computers which are in working conditions and are not being used by the departments. In compliance of the above decision of the Board of Governors, the institute had donated the thirty five computers out of fifty one.

It is submitted that the institute had 48 computers and 2 printers which were in working conditions but had become obsolete for institute usage. A request letter was received from the two organizations for Computers and Printers. (Copy enclosed as **Annexure-VII** at page Nos. 54 to 55). Since, these computers and printer were in working conditions, therefore, the institute had given these computers to the following NGOs in the year 2016.

- (1) Dr. BR Ambedkar Institute of Career and Courses. ( 40 Computers)
- (2) Sarthak Educational Trust. (8 Computers & 2 Printers)

The depreciation value of these Computers and Printers comes to Rs. 12771/- (Copy enclosed as **Annexure -VIII** at page No 56). It is, therefore, proposed that these Computers and Printers may be written off.

THE FINANCE COMMITTEE MAY CONSIDER TO WRITE OFF ABOVE  
48 COMPUTERS AND 2 PRINTERS WORTH Rs.12,771/-.



**ITEM NO.F.34.3.2 TO CONSIDER**

**ITEM NO.F.34.3.3 TO CONSIDER REQUEST OF ME STUDENTS ADMITTED THROUGH PU-CET FOR GRANT OF SCHOLARSHIP**

22 students were admitted in various branches of ME (Regular) Programmes in July, 2015 through PU-CET. These students were paid scholarship @ Rs. 12,400/- pm for the period July-December, 2015 (First Semester) under TEQIP-II. Since provision of scholarship under TEQIP-II scheme is over, ME students have requested the institute to make provision of scholarship from some other heads of the institute for their second and third semesters.

The approximate expenditure on this account would come out to be Rs. 32,73,600/- {i.e., @ Rs. 12,400/- x 12 months x 22 students (for second Semester: January-June, 2016 and Third Semester: July-December, 2016. Thus, the members may advise with regard to the request of these 22 ME students admitted through PU-CET as well as to be admitted from 2016 onwards.

FINANCE COMMITTEE MAY CONSIDER AND APPROVE

**ITEM NO.F.34.2 TO NOTE THE ACTION TAKEN ON THE DECISIONS MADE IN THE 33<sup>RD</sup> MEETING OF THE FINANCE COMMITTEE HELD ON 09.08.2016**

S.No.	Item	Action Taken
F. 32.1	<b>TO CONFIRM THE MINUTES OF 31<sup>ST</sup> MEETING OF FINANCE COMMITTEE HELD ON 20.11.2015</b>  Noted. However, Joint Secretary (NITs & DL) pointed out that regarding Agenda Item Nos. 30.3.7 and 30.3.8, it has still not been clarified by the Institute as to whether the contracts with the concerned persons have a provision for such increases or not ?	Reply on the comments has already been sent to MHRD vide letter dated 12.05.2016. Accordingly Director has advise not sent another letter on the issue.
F.30.3.7	<b>TO CONSIDER AND APPROVE THE ENHANCEMENT OF SALARY OF ACCOUNTS OFFICER AND ACCOUNTANT</b>  Noted. However, on a query of Joint Secretary (NITs & DL), the provision which necessitates that the	Reply on the comments has already been sent to MHRD vide letter dated 12.05.2016. Accordingly Director has advise not sent another letter on the issue.

	enhancement of salary is to be done only after the approval of the Ministry could not be shown to the members.	
F.30.3.8	<p><b>TO CONSIDER AND APPROVE THE ENHANCEMENT OF REMUNERATION OF SHRI PP KAUSHIK, CONSULTANT (TEQIP-II)</b></p> <p>Noted. However, on a query of Joint Secretary (NITs &amp; DL), the provision which necessitates that the enhancement of salary is to be done only after the approval of the Ministry could not be shown to the members.</p>	Reply on the comments has already been sent to MHRD vide letter dated 12.05.2016. Accordingly Director has advise not sent another letter on the issue.
F.32.3.5	<p><b>ESTABLISHMENT OF FOUR FUNDS TO SUSTAIN THE 'REFORMS' PROCESS (ACADEMIC AND NON-ACADEMIC) UNDER TEQIP-II PROJECT BEYOND THE PROJECT PERIOD</b></p> <p>Noted. The Finance Committee also felt that the Institute should apply for seeking funds under the proposed TEQIP-3 Project and make all requisite efforts towards the same.</p>	
F.33.3.1	<p><b>TO CONSIDER STATUS REPORT ON PROGRESS OF EXPENDITURE UNDER PLAN (NON RECURRING) – CREATION OF CAPITAL ASSETS, PLAN (GENERAL) – RECURRING, AND NON-PLAN (RECURRING) SCHEME AT THE END OF 30.06.2016</b></p> <p>The Finance Committee considered the status report of expenditure under Plan(Non Recurring) – Creation of Capital Assets, Plan(General) – Recurring and Non Plan(Recurring) Scheme at the end of 30<sup>th</sup> June, 2016 and recommended to the Board of Governors to approve the same.</p>	Noted
F.33.3.2	<p><b>TO CONSIDER DECLARATION OF GOODS INCLUDING EQUIPMENT, FURNITURE ETC. AS OBSOLETE OR UNSERVICEABLE</b></p> <p>Committee after considering the status report regarding declaration of goods including equipment, furniture etc as obsolete or unserviceable, on the basis of the assurance given by the Director in the meeting that the extant provisions, rules and regulations in this regard have been followed in letter and spirit, recommended to the Board of Governors to declare the goods costing Rs.62,88,770.58 and having depreciated value of Rs.2,89,962.12 as</p>	Noted

	<p>obsolete/unserviceable. Further, the Finance Committee advised the Institute that for disposal of electronic items, a separate procedure as per GF&amp;AR should be followed.</p>	
F.33.3.3	<p><b>TO CONSIDER AND APPROVE OF MANAGEMENT INFORMATION SYSTEM (MIS) OF COMMUNITY DEVELOPMENT THROUGH POLYTECHNICS</b></p> <p>The Finance Committee appreciated the development of Management Information System (MIS) of Community Development through Polytechnics developed by the Institute. Regarding sanctioning of posts of System Analyst and System Programmer it did not accede to the request of the Institute. The Finance Committee further advised the Institute to re-allocate the work within its sanctioned strength.</p>	<p>As desired by the committee work has been assigned to the System Programmer.</p>
F.33.3.4	<p><b>TO CONSIDER AND APPROVE THE ENHANCEMENT OF HONORARIUM PAID TO EXPERTS INVITED FOR SHORT TERM COURSES AND ENGAGING ME/M.TECH CLASSES</b></p> <p>The Finance Committee recommended to the Board of Governors to approve the proposal of the Institute to pay an Honorarium of Rs.1500/- per session(limited to Rs.3000/- per day per speaker) to external experts for taking sessions in STCs, ME/M.Tech programmes and also viva-voce examination of ME/M.Tech thesis for each student (Limited to Rs.3,000/- max. per day).</p>	
F.33.3.5	<p><b>TO CONSIDER REQUEST OF PH.D. SCHOLARS ADMITTED WITH VALID GATE SCORE OR PU-PH.D.-ENTRANCE TEST FOR GRANT OF FELLOWSHIP</b></p> <p>The Finance Committee observed that before starting the Ph.D Programme, it should have carefully been thought out and decided beforehand as to how and from which funds, the scholarship to the Research Scholars shall be paid. Instead of following this approach, the institute in an ad-hoc manner initiated the Ph.D Programme and is now in a state of confusion regarding the payment of scholarship to the Research Scholars. In view of the fact that the payment of scholarship is a necessity and cannot be avoided, after detailed discussions, the Finance Committee advised the Institute that the Institute may pay scholarship to Ph.D scholars from the Internal Revenue Generation (IRG) of the Institute. The</p>	

	Ministry Representatives informed that for this purpose no separate/additional allocation will be done by the Ministry.	
F.33.3.6	<p><b>TO CONSIDER AND APPROVE THE WRITE OFF LOST OF LIBRARY BOOKS AMOUNTING TO Rs.5077/-</b></p> <p>The Finance Committee on the basis of the assurance given by the Director in the meeting that the extant provision, rules and regulations in this regard have been followed in letter and spirit, recommended to the Board of Governors to approve the loss of library books amounting to Rs.5077/-.</p>	Noted
F.33.3.7	<p><b>TO CONSIDER AND APPROVE RENOVATION AND NEW CONSTRUCTIONS FOR THE FINANCIAL YEAR 2016-17 AND 2017-18</b></p> <p>The Finance Committee recommended to the Board of Governors its in principle approval to the renovation work to be undertaken by the Institute during the financial year 2016-17 and 2017-18. The Committee requested the Institute to prioritize the works on the basis of their importance and should initiate any work only after assuring itself of the availability of sufficient funds for its completion. As far as construction work of International Skill Centre and houses in Sector 42, Chandigarh is concerned, the Institute was advised to prepare a proper justification along with scheduling for each new construction work and place it before the Finance Committee and the Board of Governors for consideration.</p>	
F.33.3.8	<p><b>TO CONSIDER REQUEST OF ME STUDENTS ADMITTED THROUGH PU-CET FOR GRANT OF SCHOLARSHIP</b></p> <p>The Finance Committee requested the Institute to clarify the terms and conditions on which these students were admitted and how the Institute had planned to conduct the Master's programmes.</p> <p>The Finance Committee lastly advised the Institute to focus on its core area of training the technical teachers serving in various Polytechnics/Engineering Institutes under its jurisdiction. The Committee further advised the Institute to examine its Memorandum of Association and inform the Committee in its next meeting as to whether, the running of Masters and</p>	

	<p>Ph.D programmes is within the permitted domain of activities or not. It was further felt that if these programmes are permitted, then they should be primarily for the teachers and not for fresh students as the case seems to be as of now. The Institute was further requested to give the number of teachers and fresh students participating in all its Masters and Research programmes during the last five years in the next meeting of the Committee.</p>	
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**ITEM NO. F.34.3.5 TO CONSIDER AND APPROVE THE EXPENDITURE TEQIP-II PROJECT FROM 'CORPUS FUND' ESTABLISHED OUT OF INSTITUTE'S INTERNAL REVENUE AFTER ITS CLOSURE ON 31<sup>ST</sup> MARCH, 2017.**

As per decision of Government of India (GOI), the Technical Education Quality Improvement Programme Phase-II (TEQIP-II) project is closing on 31<sup>st</sup> March, 2017. Thereafter, preparation of annual accounts of the project would be due. As per Financial Management Manual provisions, internal audit for the 2<sup>nd</sup> half of the financial year 2016-17 i.e. from October, 2016 to March, 2017 and statutory audit of annual accounts of the project for the financial year 2016-17 would also fall due. In order to complete the annual accounts, other accounts related ledgers/registers/records and to get internal audit for the half year October, 2016 to March, 2017 and statutory audit for annual accounts for 2016-17 conducted from Chartered Accountants's firms, the existing staff would be required for about four months period after the closure of the project i.e. from April to July, 2017.

However, no expenditure can be debited to the project after 31-03-2017. The issue of meeting expenditure on account of salary of such staff and other small miscellaneous expenses relating to the project was discussed in the meeting held at Mumbai on 03-02-2017 by National Project Implementation Unit, Noida wherein it was decided that the salary of the staff performing the above mentioned project related work during the period from April to July, 2017 and petty expenses related to project activities may please be met out of 'Corpus Fund' established by the Institute from its internal revenue as per PIP guidelines.

THE FINANCE COMMITTEE MAY CONSIDER AND APPROVE