

Minutes of the 1st meeting of the Executive Committee of Kerala Institute of Local Administration (KILA) held at 10.30 AM on 29.08.2017 in the chamber of the Principal Secretary, LSGD

Present:

1. Sri. T K Jose, IAS
Principal Secretary to Government
Local Self Govt. Department ... Chairman
2. Sri. A Shajahan , IAS
Secretary to Government
Local Self Govt. Department ... Member
3. Dr.. B S Thirumeni, IAS
Commissioner of Rural Development
Commissionerate of Rural Development ... Member
4. Smt. C Bindhu Rani
Joint Secretary, Finance Department ... Member
5. Dr. Joy Elamon
Director, KILA ... Member

Sri T.K Jose, IAS, Principal Secretary, LSGD occupied the Chair and conducted the proceedings of the meeting. The Chairman welcomed all the members for attending the first meeting of the integrated entity (KILA).

Item No. 1

CONFIRMATION OF THE MINUTES OF THE MEETING OF THE EXECUTIVE COUNCIL HELD ON 09.06.2017

The minutes of the meeting of the Executive Council held on 09.06.2017 is placed as **Annexure-1** (Page: 13 to 25). The minutes may be confirmed.

Decision

The Executive Committee approved the decisions of the meeting held on 9.6.2017 with certain modifications in the rate Item No13 as follows:

Item No.13 -Revision of rent for the facilities of KILA

Sl.No	Item	Existing Rate Per day (Rs.)	Rates Per day (Rs.)- approved by the Executive Council dt.9/6/2017	Approved rate per day (Rs.) by the Executive Committee dt.29/8/2017
1	Room Rent (Non A/c) per head/ per bed/ per night	200.00	300.00	250
2	A/c Room per head/ per bed /per night	1000.00	1500.00	1000
3	Grama Swaraj Hall	1,500.00	5,000.00	3000
4	Grama Sabha Hall	1,400.00	4,000.00	2500
5	Nagarodaya Hall (A/c)	5,500.00	8,000.00	7000
6	Balwant Rai Mehta Hall (A/c)	4,000.00	7,000.00	5000
7	Oorukootam Hall (A/c)	3,000.00	5,000.00	4000
8	Nattukootam Hall (A/c)	-	7,000.00	4000
9	Mahatma Hall (A/c)	-	15,000.00	7500
10	Gramodaya Hall (A/c)	-	7,000.00	4000
11	Swaraj Auditorium	7,000.00	15,000.00	8000
12	Computer Lab (20 Systems)	5,000.00	10,000.00	5000
13	New Computer Lab (50 Systems)	10,000.00	15,000.00	10000
14	Additional Microphone (Cordless)	350.00	400.00	350

The hall rent includes rent for the LCD Projector, PA system etc. The Executive Council approved the proposal for revision of rent for the facilities of KILA.

Item No. 2

ACTION TAKEN REPORT ON THE DECISION OF THE EXECUTIVE COUNCIL HELD ON 09.06.2017

The action taken report on the decisions of the Executive Council held on 09.06.2017 was placed as Annexure-2 (pages: 26 to 35) for consideration.

Executive committee suggested that, in future the pending actions on the decisions taken in the previous three meetings of the Executive Committee be placed for review.

- Item No.3 : Retirement Age of Part Time Sweepers –Directed to place the relevant government orders/circulars regarding the Part time sweepers before the next Executive Committee.
- Item No.4 : Decided to place the application for appointment under the Compassionate Employment scheme before the next Governing Council
- Item No.5: Executive Committee discussed the matter in detail and observed that KILA should be a model for others in respect of Sewage Treatment plant/Rainwater Harvesting/waste water treatment and water recycling and reuse system /Tree Planting/Agriculture/Plastic free campus/ etc. KILA director is authorized to take appropriate steps in this regard.
- Item No.6: It was reported that KILA had approached KEL , a Govt. of Kerala undertaking, to supply the 250 KVA Generator and Executive Committee ratified the action. The committee also suggested if supply is not yet effected look for having two 125 KVA Generator instead of 250 KVA Generator.
- Item No.7 & 8: It was reported that repairs of transformers has been entrusted with KEL and it was ratified. Executive Committee directed to explore the possibility of getting estimate and technical sanction in future from the Govt. Engineering College, Thrissur. Similar arrangements may be done in other centers of KILA also if possible. If it materializes, this model can be mainstreamed in other institutions also. In such a case a committee may be constituted with representatives from respective Engineering Colleges. Executive Committee also suggested to ensure that solar energy models are displayed in KILA as well as to conduct periodical energy audit by the Energy Management Centre. .
- Item No.9: Executive Committee decided to prepare an action plan for infrastructure development, Human resources, trainings etc. with regard to KILA Centres at Kottarakkara, Taliparamba and Agali before 30th September 2017. Director reported that a preliminary report on Human Resources Development is expected from CMD as the contract was assigned to them. Once the report is received KILA will hold discussion with relevant stake holders and submit a report. The Committee also found it necessary to have video conference system/Skype/ Virtual Class room connecting all the centres of KILA. It was decided to pursue immediate steps in this regard, possibly before 30th September 2017.
- Item No.10: Noted –providing 3 Phase electrical connection in place of single phase connection to the newly constructed academic block in KILA CHRD Kottarakkara-

Item No.11: Noted. Executive Committee also decided to ensure the warranty/guarantee and AMC etc.

Item No.12: Noted the action of Director KILA with regard to the enhancement of Remuneration of Faculty members on contract at KILA-CHRD Kottarakkara

Item No.13: Executive Committee revised the rates fixed for the facilities of KILA by EC held on 09.06.2017(see item no.1, Confirmation of minutes)

Item No.14: Executive Committee decided to place the performance appraisal report in respect of Dr.Peter M.Raj and Smt.Rismiya R.I in the next meeting for consideration. Executive Committee further observed and decided that all staff members should submit their self-appraisal report to the Director every year for which a proper proforma need to be developed by Director. The reports reviewed by the Director should be placed before the Executive Committee with his comments.

Item No. 3

Audit Report for the year 2016-17

As part of the institution development, Govt. of Kerala merged Attappady Hills Area Development Society- Centre for Comprehensive Participatory Resource Management (AHADS-CCPRM), Agali vide Govt. order no. 57/2017/LSGD dt 16.3.2017 (Annexure-3 (pages : 39)) and State Institute of Rural Development (SIRD), Kottarakkara vide G.O.(Ms) No. 184/16/LSGD dt.29.11.2016(Annexure-4(pages: 40)) with KILA. The centre at Agali is named as KILA Centre for Tribal Development and Natural Resource Management KILA -CTDNRM and the Centre at Kottarakkara is renamed as KILA Centre for Human Resource Development KILA – CHRD.

- The audited Annual Accounts of KILA of the year 2016-17 was submitted to Executive Committee. Audit Report and Annual Accounts (Balance Sheet, Income and Expenditure Statement and Receipts and Payment Account) are given in Annexure-5(pages: 41 to 50)
- The accounts of erstwhile SIRD Kottarakkara is audited by the duly appointed auditors and based on this audit reports the consolidated statement of accounts are prepared by M/s Abraham & Jose, Chartered Accountants and submitted the Consolidated Financial Statement (Balance Sheet, Income and Expenditure Statement, and Receipts and Payment Account) which is given Annexure-6 (pages: 51 to 73)

- A copy of the Audit Report 2016-17 was forwarded to Finance Secretary for comments

A brief report on Income & Expenditure Account of KILA for 2016-17 is given below.

Sl No	Particulars	Current year 2016-17 (Rs. in lakhs)	Previous year 2015-16 (Rs. in lakhs)	% Increase /(Decrease) compared to P.Y
1	2	3	4	5
INCOME:				
1	Income from training Programme	321.64	275.11	17%
2	Grant from State Govt (Non-plan)	35.89	31.21	15%
3	Other Income.			
	Interest from Bank	49.03	47.25	3.7%
	Consultancy & other income	30.80	17.02	80 %
	Fee for RTI	0.01	0.03	
	Subscription fee KILA Journal	0.03	0.03	
	Tender form & Photocopy charges	0.10	0.23	
	TOTAL	437.50	370.88	18%
EXPENDITURE:				
1	Administrative Expenses	317.30	419.89	(29%)
2	Office Expense	29.11	31.02	(6%)
3	Training Expenses	24.34	12.30	49%
4	Other Expenses			
	Bank Charges	0.12	0.04	
	Building Tax & Water Charges	0.07	0.50	
	Coolie Charges	0.00	6.76	
	Membership fee & Memento	0.23	0.46	
	Newspaper & Periodicals	1.70	1.52	11.84%
	Repairs & Maintenance	34.13	16.80	103.15%
5	Depreciation	71.97	67.45	(7%)
	TOTAL	478.97	556.74	(14%)
	Excess of (Expenses)over	(41.47)	(185.86)	

	<i>income</i>			
	Excess of Income over (Expenses) before charging Depreciation.	30.50	(118.41)	

During the year there is 18% hike in the total Income & total expenditure is reduced by 14% and results in Excess of income over Expenses (before depreciation) of Rs.30.50 lakh.

Due to the payment of UGC Pay revision arrears of Rs. 106.42 lakhs there was a hike in the administration expenses in the previous year.

The Consolidated Financial Performance of KILA (including erstwhile SIRD) for 2016-17 is given below:

Particulars	Income before Depreciation (Rs. in lakh)	Income After Depreciation (Rs. in lakh)
KILA	30.50	(41.47)
SIRD	19.71	(1.57)
Consolidated	50.21	(43.04)

The Audit Report is submitted before the Executive Committee for consideration and approval (Annexure 5(pages: 41 to 50) & Annexure-6(pages: 51 to 73)). and to place before the Governing Council for approval.

Decision:

Executive Committee considered and approved the audit report and recommended to place before Governing Council with the following suggestions for changes:

1. *The name 'AHADS' wherever appeared be changed to 'erstwhile AHADS-CCPRM'.*
2. *Grouping of big amount in "Other expenses "& "Coolie charges "to be revised.*
3. *It was also decided to conduct audit of erstwhile AHADS-CCPRM and place the audit report before the next meeting of General Council along with the Audit Report of KILA. Executive Committee directed KILA to issue a notice to the former Deputy Project Director, Smt.P.T.Prajitha to provide details for audit of accounts upto 31.3.2017. If this is not made available, audit should be conducted with the available records. Director reported that KILA has already conducted the physical verification of assets of the main campus of erstwhile AHADS-CCPRM.*
4. *Executive Committee authorized the Regional Director of KILA-CHRD for the*

reconciliation of physical assets and with the fixed assets register maintained at the erstwhile SIRD.

Item No. 4

Budget Estimate for the year 2017-18 for approval

As decided in the General Council dated 28/3/2019 ,a consolidated budget of integrated entity of KILA is prepared and submitted before Executive Committee.

KERALA INSTITUTE OF LOCAL ADMINISTRATION, THRISSUR
Budget Estimate for the year 2017-18

Rupees in Lakhs

Particulars	Audited Accounts 2016-17	Budget 2016-17	Budget Estimate 2017-18			Remarks on budget estimate 2017-18
			Actuals up to 31.7.17	Anticipated 1.8.17 to 31.3.18	Total 2017-18	
Opening Balance(A)	3968.54	3371.58	6647.69	7090.36	6647.7	
Revenue Income(B)						
Grant from State Govt. Non Plan	35.89	33.71	0	41.28	41.28	Expected non plan grant- KILA HQ
Recurring Grant from MoRD			0	343.6	343.6	Expected non plan grant- KILA - CHRD Kottarakkara
Recurring Grant from Govt of Kerala	214.66		0	299.65	299.65	Expected non plan grant- KILA - CHRD Kottarakkara
Other Scheme fund KILA-CHRD			0	354.96	354.96	Scheme fund KILA- CHRD - from MoRD
Income from Training programme	334.41	370	37.59	406	443.59	Expected income KILA HQ Rs422.09 & CHRD Rs23.
Other Income	86.51	56.72	6.51	75	81.51	Expected income from Interest from bank, Quarters rent etc KILA HQ
Course fee received	1.75	9.8	0.05	1	1.05	Expected course fee for certificate programme KILA HQ
Sub Total (B)	673.22	470.23	44.15	1521.49	1565.64	

Particulars	Audited Accounts 2016-17	Budget 2016-17	Budget Estimate 2017-18			Remarks on budget estimate 2017-18
			Actuals up to 31.7.17	Anticipated 1.8.17 to 31.3.18	Total 2017-18	
Project Income & Central Assistance (C)						
Scheme fund KILA-CHRD- from MoRD	0	0	0	354.96	354.96	Various Schemes such as PMAY/BFT/Rurban Fund/NIRD & Other Projects-etc- Kottarakara Centre
Department of Urban Affairs/Performance Audit/UNDP etc	55.17	29.35	0	25	25	Expected allocation from Dept of Urban Affairs
Assistance from UNICEF	47.19	50	32.63	67.38	100.01	Project CRC
Project KLGSDP	75	80	85	46.79	131.79	
BRICS Conference Fund from MoPR	150					
Grant from Central Govt.- Capital(PEAIS)	146.99	3	0	150	150	PEAIS Award Fund
Grant from Central Govt.- (RGSA)	856.9	1000	1011	1639	2650	RGSA Approved outlay for the year 2017-18
Sub Total (C)	1331.25	1162.35	1128.63	2283.13	3411.76	
Non Capital Income(D)						
State Plan-Non Capital Income	1500	1405	0	2070	2070	Provision for Capacity Building programmes
Supplementary Demand grant-Exposure visit	50	0	0	0	0	
Sub Total (D)	1550	1405	0	2070	2070	
Capital Income(E)						

Particulars	Audited Accounts 2016-17	Budget 2016-17	Budget Estimate 2017-18				Remarks on budget estimate 2017-18
			Actuals up to 31.7.17	Anticipated 1.8.17 to 31.3.18	Total 2017-18		
State Plan - Capital Income	700	795	0	930	930	Allocation for infrastructure development of KILA CHRD, KILA CTDNRM & HQ	
Non Recurring Grant from MoRD-Kotarakkara Centre	0	0	0	100	100	For Infrastructure Devt KILA-CHRD	
Corpus Fund -Deemed University	140.38	0	0	150	150	Interest on Corpus Fund Deemed University earmarked Fund for land acquisition	
Corpus Fund Interest on Deposit	89.18	11	0	98	98	Expected interest on depositsof Corpus Fund KILA	
Sub Total(E)	929.56	806	0	1278	1278		
Other Fund Payables(F)							
KILA Pension/KILA General Provident Fund	200.73	0	9.5	83.26	92.76	KILA Pension fund /KILA GPF	
Sub Total(F)	200.73	0	9.5	83.26	92.76		
GRAND TOTAL (A+B+C+D+E+F)	8653.3	7215.16	7829.97	14326.24	15065.86		
Revenue Expenses(G)							
Administration Expenses:-	493.74	323.95	196.57	486.58	683.15		

Particulars	Audited Accounts 2016-17	Budget 2016-17	Budget Estimate 2017-18			Remarks on budget estimate 2017-18
			Actuals up to 31.7.17	Anticipated 1.8.17 to 31.3.18	Total 2017-18	
Pay & Allowance- HQ & Agali Centre	230.07	243.86	96.49	218.96	315.45	Provision for Salary,daily wages, EPF /NPS/Pension Contribution,FA & Bonus etc-KILA HQ & CTDNRM Agali
Pay & Allowance - Kottarakkara Centre	173.76	0	83.8	167.71	251.51	KILA CHRD
Contribution to pension fund(20% of income from Trg programme)	55.02	57.96	0	64.33	64.33	Provision as per Pension rule-KILA HQ
Travelling Allowance-HQ	5.76	3.63	2.51	4	6.51	Travelling Allowance- Director/Faculty/officers/ staff
Travelling Allowance- Kottarakkara Centre	2.16	0	1.8	3.8	5.6	Travelling Allowance- RD/Faculty/officers/ staff
Housekeeping Charges	3.96	3.7	1.19	3.64	4.83	Housekeeping charges- KILA HQ(SAS Building)
Security service charges-HQ	15.09	12.91	5.32	10.64	15.96	Provision for KILA HQ
Security Service Charges- Agali Centre	0	0	2.9	6	8.9	Provision for KILA TDRM Agali
Audit fee	0.5	0.61	0	1	1	Provision of Audit fee 2017-18
Advertisement Charges	2.71	0.73	0.06	1	1.06	KILA HQ & CHRD
Legal charges	0.32	0.55	0	0.5	0.5	KILA HQ & CHRD
Water Supply & Electricity- KILA-CHRD	4.39	0	2.5	5	7.5	

Particulars	Audited Accounts 2016-17	Budget 2016-17	Budget Estimate 2017-18				Remarks on budget estimate 2017-18
			Actuals up to 31.7.17	Anticipated 1.8.17 to 31.3.18	Total 2017-18		
Office Expenses:-	33.46	33.63	13.82	26.32	40.15		
Postage & Telephone	7.83	8.47	4.53	6.5	11.04		Provision for KILA HQ & CHRD
Electricity charges	16.52	17.71	5.21	12	17.21		Provision for KILA HQ & Agali Centre
Electricity charges & Water Supply	4.35	0	2.3	5.2	7.5		Kottarakkara Centre
G.C Meeting/ E.C Meeting Expenses	0.13	0.19	0.1	0.12	0.22		Travelling Exps
Maintenance& Fuel vehicle	4.63	7.26	1.68	2.5	4.18		Provision for KILA HQ
Training Expenses	22.74	81.78	13.61	27.22	40.83		Expected expenses- HQ, Kottarakkara & Agali Centre
Training Expenses- Kottarakkara Centre	16.67		32.45	263.15	295.6		
Garden maintenance &Campus Beautification	2.75	0.15	0.02	1.75	1.77		Provision for KILA HQ
Bank Charges	0.12	0.07	0.31	0.4	0.71		Provision for KILA HQ
Newspaper / Periodicals / Journals	1.7	1.2	0.6	1.15	1.75		Provision for KILA HQ
Rates & Taxes-Building Tax , Water Charges, Inspection fee etc	0.07	0.89	0.22	17.13	17.35		Provision for KILA HQ & Agali Centre
Membership Fee & Memento	0.23	0.02	0	0.25	0.25		Provision for KILA HQ

Particulars	Audited Accounts 2016-17	Budget 2016-17	Budget Estimate 2017-18				Remarks on budget estimate 2017-18
			Actuals up to 31.7.17	Anticipated 1.8.17 to 31.3.18	Total 2017-18		
Miscellaneous Expenses	1.13	1.3	1.1	1.28	2.38	Provision for KILA HQ & Agali Centre	
Newsletter	1.6	1.53	0.66	0.75	1.41	Provision for KILA HQ	
Water Charges	0	0.05	0.01	0.02	0.03	Provision for KILA HQ	
Repairs & Maintenance	34.13	25.66	10.22	26.5	36.72	Provision for KILA HQ & Agali Centre	
Repairs & Maintenance- Kottarakkara Centre	14.67		2.5	15.4	17.9	Provision for KILA CHRD	
Mess, Purchase of books, Publication charges - Kottarakkara Centre		0	64.7	612.94	677.64	Provision of total Training related expenses of KILA CHRD	
Depreciation	93.26	0	0	0	0		
Sub Total (G)	716.27	470.23	336.79	1480.84	1817.64		
Project Expenses/ Central Assistance Expenses(H)							
Other Scheme Expenses- Kottarakkara Centre				491.03	491.03		
Department of Urban Affairs/Performance Audit	1.17	20.5	2.01	44.26	46.27		
Project UNICEF	64.3	50	8.4	91.61	100.01	Proposed expenses as per approved action plan	
World Bank Project on Kerala Local Government Service Delivery	149.55	80	46.79		46.79	Proposed expenses as per approved action plan	
HUDCO /UNDP- GoI/BRGF/RGSY-Projects	6.15	206.05		231.67	231.67	Proposed Utilisation of RGSY fund	

Particulars	Audited Accounts 2016-17	Budget 2016-17	Budget Estimate 2017-18			Remarks on budget estimate 2017-18
			Actuals up to 31.7.17	Anticipated 1.8.17 to 31.3.18	Total 2017-18	
BRICS Conference Fund from MoPR	150				0	
Grant from Central Govt- RGPSA/RGSA	355.6	1000	69.21	3080.79	3150	Proposed Utilisation of RGSA fund
Grant from Central Govt.- Capital(PEAIS)		3	145	150	295	Expected Utilisation
Town planning Training	8.2	16.09	0.49	10.02	10.51	
Expenditure from Interest on SDC Corpus Fund	3.5	5	2.06	4	6.06	Proposed expenses for strengthening LSGI Association
Project Jagratha samithi	1.66	35	4.85	34.43	39.28	Proposed Utilisation of Project Fund
Project Asset Management				34	34	Proposed Utilisation of Project Fund
Sub Total (H)	740.13	1415.64	278.81	4171.81	4450.62	
Advances/Sundry creditors(I)	-103.61					
State Plan-Non Capital Expenses(J)						

Particulars	Audited Accounts 2016-17	Budget 2016-17	Budget Estimate 2017-18			Remarks on budget estimate 2017-18
			Actuals up to 31.7.17	Anticipated 1.8.17 to 31.3.18	Total 2017-18	
1 Capacity Programmes Building for Strengthening Decentralization and Local Governments in Kerala	506.62	1270	391.39	1931.99	2323.38	Proposed Utilisation of Previous year balance & current year allocation
State Resource Group and Strengthening Help Desk System	52.87	100	20.32	426.81	447.13	Proposed amount to be utilised
Procurement of Library Books & Journals & Development of Library & Information	6.39	10	1.84	11.77	13.61	Proposed amount to be utilised
2 Documentation, Dissemination and Knowledge Management						
Museum of Best Projects	0	25	0	25	25	Previous unutilized amount is to be utilized during 2017-18
International & National Seminars and Workshops	65.02	95	0	129.98	129.98	Previous unutilized & current year allocation is to be utilized during 2017- 18
Supplementary Demand grant	0	0	3.07	46.93	50	Previous year balance to be utilized during 2017-18

Particulars	Audited Accounts 2016-17	Budget 2016-17	Budget Estimate 2017-18			Remarks on budget estimate 2017-18
			Actuals up to 31.7.17	Anticipated 1.8.17 to 31.3.18	Total 2017-18	
Sub Total (J)	630.9	1500	416.62	2572.48	2989.1	
3 Capital Expenses - Development of Infrastructure(K)						
Construction & Renovation of Buildings-Kottarakkara Centre				17	17	KILA CHRD Kottarakkara-Grant from MoRD
Construction of Compound Wall -Kottarakkara Centre				50	50	KILA CHRD Kottarakkara-Grant from MoRD
Repairs of Staff Quarters- Kottarakkara Centre				50	50	KILA CHRD Kottarakkara-Grant from MoRD
Purchase of Training Aid- KILA CHRD	0	0	0	1.38	1.38	KILA CHRD Kottarakkara-Grant from MoRD
Modernisation of Class room & providing ramp & hand rail to Auditorium, GH & other Buildings	0	100	0	100	100	Expected expenses on ceiling flooring, painting rewiring of electrical installation of Grama Sabha & Grama Swaraj & Providing Ramp 7 hand rails to auditorium Guesthouses 7 other building. Work entrusted to KEL & expected to be completed by March'18

Particulars	Audited Accounts 2016-17	Budget 2016-17	Budget Estimate 2017-18				Remarks on budget estimate 2017-18
			Actuals up to 31.7.17	Anticipated 1.8.17 to 31.3.18	Total 2017-18		
Repairs & Maintenance of Sahyadri Guest Houses	0	50	0	50	50		Maintenance of rooms at Sahyadri GH. Work entrusted to KEL & expected to be completed by March '18
Repairs & Maintenance of Aravally Guest Houses	0	100	0	100	100		Expected expenses on room renovation, electrical installation & setting up of computer lab by converting dining halls. Work entrusted to KEL & expected to be completed by March '18
Renovation of KILLA-Tribal Development & Natural Resource management Centre- Agali	0	0	0	85	85		Expected expenses on development of infrastructure facilities for preparing food, washing facility, toilet facility, drainage depends upon Govt approval
Repairs & maintenance of existing Staff Quarters	0	0	0	100	100		Expenses for the repair of 24 quarters depends upon Govt approval
Repairs & Maintenance of existing Auditorium	0	0	0	300	300		Expected expenses depends upon Govt approval

Particulars	Audited Accounts 2016-17	Budget 2016-17	Budget Estimate 2017-18				Remarks on budget estimate 2017-18
			Actuals up to 31.7.17	Anticipated 1.8.17 to 31.3.18	Total		
					2017-18		
Renovation & Extension of existing Kitchen & up gradation of Kitchen Equipment & Dining Hall	0	0	0	100	100	Extension of the existing kitchen & renovation of existing dining hall with Seating capacity of 200 nos depends upon Govt approval	
Truss Work over Admin block & SAS Building & Library Building	0	0	0	83	83	Expected expenses on Admin block, Training block, Library building & collecting water for rain water harvesting depends upon Govt approval	
Installation of Lift & structural work of Lift Room	0	100	0	100	100	Expected expenses on construction of Lift room & Installation of lift. Work entrusted to KEL & expected to be completed by March'18	
Master Plan preparation and Road widening in the newly acquired land	0	100	0	100	100	Expected expenses on Formation of new road after completion of land acquisition	
Developing KIL.A as State University: Phase I- Construction of Departments- to be utilised for Construction of Gate & new road to KIL.A	0	100	0	100	100	Proposed to be utilized for the tarring of new road & construction of gate	

Particulars	Audited Accounts 2016-17	Budget 2016-17	Budget Estimate 2017-18			Remarks on budget estimate 2017-18
			Actuals up to 31.7.17	Anticipated 1.8.17 to 31.3.18	Total 2017-18	
Repair & Maintenance of Computer, Printer, UPS System & complete online KILA (COKILA) software for office automation	0	0	0	30	30	Maintenance cost of existing computers, printers & operational cost of COKILA software
Office Automation at KILA-TD & NRM centre & KILA-Human resource Development Centre-Kottarakkara	0	0	0	50	50	Automation activities in KILA, TD&NRM center, Agali &HRD center & Kottarakkara
Renovations of Existing Computer lab	0	0	0	7	7	Expected expenses on Ceiling 7 air conditioning panelling etc.
Setting up of New Computer Lab	0	60	0	60	60	Expected expenses for new fully furnished computer lab having 50 computers
Setting up of Computer Server Room	15	15	0	0	0	Allocated for Procurement of Generator & Work entrusted to KEL & expected to be completed by March'18
Purchase of 250 KVA Generator	0	30	0	30	30	
Additions to Fixed Assets(Purchase of furniture	49.95	0	0	0	0	

Particulars	Audited Accounts 2016-17	Budget 2016-17	Budget Estimate 2017-18			Remarks on budget estimate 2017-18	
			Actuals up to 31.7.17	Anticipated 1.8.17 to 31.3.18	Total 2017-18		
4 Water Supply & sanitation						0	Entrusted to Ram
Waste Water treatment plant	0	80	0	130	130	130	Biological centre for the preparation of DPR
Construction of new water tanks	0	0	0	90	90	90	New GL water tank will be constructed depends upon Govt approval
5 Alternate Energy Sources						0	
New & Renewable Energy Utilization in KILA Campus- Energy Efficiency Management Plan	0	75	0	110	110	110	Previous year allotment of Rs. 75 lakhs for the energy efficiency plan. Work entrusted to KEL & expected to be completed by March'18
Solar Power system for Guest Houses-Initial phase	0	50	0	50	50	50	Work entrusted to ANERT & expected to be completed by March'18
6 Acquisition of Land	0	1715	0	1993.95	1993.95	1993.95	Proposed to be utilized for the acquisition of 9 acres of land.
Sub Total (K)	64.95	2575	0	3887.33	3887.33	3887.33	
Excess of Expenditure over Income (L)	-43.05	0	-292.64	40.65	0	0	
Closing Balance(M)	6647.71	1254.29	7090.39	2173.13	1921.17	1921.17	

Particulars	Audited Accounts 2016-17	Budget 2016-17	Budget Estimate 2017-18			Remarks on budget estimate 2017-18
			Actuals up to 31.7.17	Anticipated 1.8.17 to 31.3.18	Total 2017-18	
GRAND TOTAL (G+H+I+J+K+L+M)	8653.3	7215.16	7829.97	14326.24	15065.86	

Budget in detail is attached (**Annexure-7** (pages: 74 to 84)) and Explanatory Note for the Budget estimate for the year 2017-18 attached as (**Annexure-8** (pages: 85 to 98))

This is placed before the Executive Committee for consideration and onward approval by the Governing Council

Decision:

Executive Committee approved the budget estimate for the year 2017-18 with few modification suggested above and recommended to place before Governing Council with specific changes in terms of template and grouping of items with explanations. Budget proposal should also have a detailed write-up including vision, mission and annual action plan, expected output etc. Director mentioned that these aspects were included in the 13th Five Year Plan Proposal attached. The committee suggested that appropriate portion from this may be included in the Annual Budget 2017-18.

Item No. 5

Finance and Accounts of KILA-CHRD

In G.O(MS) No.103/2017/LSGD dated.24/05/2017(**Annexure-9** (pages : 99 to 112)) Government have issued the scheme of integration of SIRD with KILA. In para.5 of the scheme of integration appended with the Government order cited, the Executive Committee of KILA was required to prescribe the modus operandi of managing the finance and accounts of integrated entity in the back ground of integration of SIRD with KILA. A detailed plan of action is appended as (**Annexure-10** (pages: 113))

Decision:

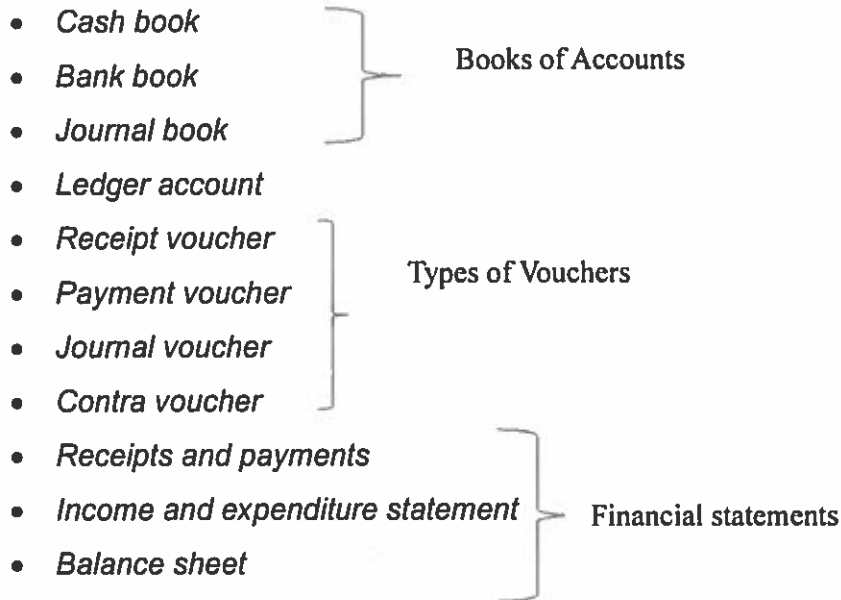
Executive Committee approved the proposal as detailed below:

- 1.The existing bank accounts of KILA-CHRD Centre shall continue however the name of account holder shall be changed from Director SIRD to Director KILA.*
- 2.The receipts as well as withdrawals relating to this Centre shall be remitted to /withdrawn from these bank accounts.*
- 3.The delegation of financial powers to the Regional Director, KILA-CHRD.*
 - The monetary limit for revenue expenses shall be limited to bill amount of Rs.30000/- (Rupees Thirty Thousand only) for the Regional Director. However this limit shall not be applicable to salary bills from which amounts are credit to the individuals Bank Accounts.*

- All other transactions shall be done from main office through NEFT/RTGS etc.

4. Financial Statements, Books of Accounts and Head of Account.

The Regional Centre shall prepare financial statements and maintain books of accounts in the same form as maintained by KILA ie. Double entry Accounting System . The Regional Centre shall maintain the following books of accounts, ledger accounts, vouchers and financial statements.



5. Finance & Accounts Officer, KILA shall ensure the complete synchronization of books of accounts of all regional centres.

6. Reconciliation/verification of accounts of Regional Centres should be done on the last date of each month.

Item No. 6

Amendment of MoA of KILA to accommodate the objectives of SIRD KILA

In para 7 (implementation plan) of the G.O cited the task of amending MoA, AoA of KILA to accommodate the objectives of integrated SIRD has been assigned to KILA. The action plan in this regard is appended (**Annexure-11** (pages: 114 to 128))

- 1) The MoA of KILA has been approved by Government vide G.O(MS)No.139/90/LAD dated 13/09/1990.
- 2) The Govt. have issued order No.G.O(MS)No.7/88/RDD dated 18/08/1988 approving the MoA of SIRD.
- 3) There are no AoA of both institutions the following amended to the MoA of KILA are

suggested in order to achieve the objective of integration

Decision:

Executive Committee approved the Memorandum of Association with few suggestions and recommended to place before the meeting of the Governing Council.

Item No. 7

Filling up the posts of Librarian and Assistant Librarian

Consequent to the retirement on superannuation of Sri. K Rajasekharan, Librarian on 30.11.2014 the Executive Committee of KILA held on 12.12.2014 decided to fill up the post of Librarian KILA on deputation basis. Smt. Priya. T.K, Technical Assistant Gr. I, Central Library, Kannur University was appointed against the post of Librarian on deputation basis from 04.03.2016 based on the Government order vide letter No. LSGD/IB2/113/2017/LSGD dated 17.06.2017, Government rejected the proposal for the extension of the term of her deputation from 04.03.2017 and she was relieved from KILA on 20.07.2017 AN. Thus the post of Librarian became vacant. The post of Assistant Librarian in KILA has also not been filled up. The qualification scales of pay of both these posts are as follows;

LIBRARIAN

Qualification: Bachelor's degree in any subject with Master's degree in Library Science with at least second class. Minimum 3 years' experience in a leading Library.

Desirable: Computer experience and experience in documentation.

Scale of Pay: 15600-39100 + AGP 6000 (UGC equivalent scale)

ASSISTANT LIBRARIAN

Qualification: Bachelor's degree with degree in Library Science.

Desirable: experience in a leading Library.

Scale of Pay: 13900-24040 (per-revised) (state Scale)

Age:

For the smooth and effective functioning of the Library the vacancy of these two posts need to be filled up.

The matter is placed before the Executive Committee for decision for filling up the posts of

Librarian and Assistant Librarian and also fixing the age limit.

Decision :

Executive Committee examined the proposal and decided to fill the post of Librarian and Assistant Librarian by direct recruitment. Age limit for Librarian shall be as per UGC norms and for Assistant Librarian as per the norms of Kerala Public Service Commission. Director is authorized to take necessary action for selection and recruitment.

Item No. 8

Request of Dr. Abey George, Assistant Professor for deputation to TISS

Dr. Abey George, Assistant Professor, KILA was on deputation to Tata Institute of Social Science (TISS) from 08.07.2012 and after the tenure of his deputation, he rejoined KILA on 07.07.2017. Now he has submitted a representation requesting for deputation for a period of five years to TISS. Prof. S. Parasuraman, Director, TISS, Mumbai has also requested to lend the services of Dr. Abey George since, he has been coordinating the functions of TISS Kerala Centre at Trivandrum for the last five years. The Director has also mentioned that TISS Kerala Centre has been involved in a number of projects and programmes with the Government of Kerala. As the Co-ordinator of the TISS Kerala Centre, Dr. Abey George has a key role to play in taking forward the ongoing projects, as well as academic programmes to be started soon. Accordingly his request for deputation was sanctioned subject to ratification by Executive Committee

The entire training and academic activities undertaken by KILA are managed by the regular faculty. Therefore it would be advisable to recruit new faculty if Dr. Abey George's request is considered. The matter is placed before the Executive Committee for a decision.

Decision

Executive Committee ratified the action to accord sanction for deputation. Executive Committee decided to select and recruit to fill the post of Assistant Professor. . Director is authorized to take necessary action for selection and recruitment.

Item No. 9

Extension of deputation of Assistant at KILA CHRD, Kottarakkara

The Regional Director, KILA-CHRD Kottarakkara has informed that the term of

deputation of one of their Assistants Sri. Jose. P I will expire on 18.08.2017 and the request for the extension of deputation was returned by Government directing the Rural Development Commissioner to examine the matter based on the new G.O. (Ms) No. 103/2017/LSGD dated 24.05.2017 issued for the Integrated KILA.

As per the said G O it is stated as "*Existing employees on deputation/ contract to SIRD shall continue until the end of their deputation / contract or until they choose to return their parent organization and filling up of such vacancies shall be based on the decision of the Governing Body of the new entity*" The Regional Director has intimated that out of the four sanctioned post of Assistants, only two employees are there and Sri. Jose. P I who is dealing with the important training matters and hence the service of Sri. Jose. P A is essential and requested to forward the concurrence of Director, KILA to the R D Commissioner for extending the deputation of the incumbent for another one year from 19.08.2017.

Since the new staff pattern of the Integrated KILA is yet to be finalised, and for the smooth functioning of the current activities of the Institute, as requested by the Regional Director, the present term of deputation of Sri. Jose. P.I, Assistant was extended for another one year subject to ratification by Executive Committee.

Decision

Executive Committee ratified the action of Director in extending the deputation of the Assistant for one more year from 19.08.2017 also decided to fill up the vacancy.

Item No. 10

KILA CHRD (erstwhile SIRD) Faculty career advancement benefit

The two regular Faculty members at KILA CHRD, Kottarakkara viz. Dr. Leelakumari. P & Dr. Oommen John have put a representation in which they have submitted that, since their date of joining in service in 1995, they have got only UGC pay revision and re-designation as Assistant Professor. They have not entitled to any career advancement/ promotion that laid down in UGC. The faculty members of KILA Main Campus have been given Promotion/ career advancement. Now that SIRD merged with KILA, they have requested to take steps to grant promotion to them.

In the circumstance, it is brought to notice that, sanction was accorded by government vide G. O (Ms) No. 27/2015/LSGD dated 12.02.2015 to extend the benefits of revised UGC

scale of pay and other benefits such as career advancement scheme to the Associate Professor, Assistant Professors and Librarian in KILA Main Campus. Accordingly they had been given revised UGC scales of pay, career advancement (promotion) and also awarded advance increments under the fifth UGC scheme at the time of joining with PhD to the three Asst. professors.

Now that all the faculty members come under KILA , the norms applied to other faculty members may be considered in their case also. Therefore the matter is being placed before the Executive Committee for considering the request of the faculty members of KILA CHRD to grant career advancement, in the context of having merged SIRD with KILA and as is enjoyed by the Faculty members of KILA.

Decision

Executive Council directed to place full details of mode of appointment and required qualification and experience in KILA and erstwhile SIRD for comparison based on which a decision can be taken at Government level.

Item No. 11

Request for the building owned by erstwhile AHADS in Puthur Village for starting Puthur Police Station.

The District Collector Palakkad vide Letter No.LRG6-2014/47468/9 dated 29.06.2017 (Annexure-12 Page 129) has submitted that District Police Chief Palakkad has requested to hand over the building No. 210, Ward No.V11, in Survey No.848 at Ranganathapuram in Puthur village owned by AHADS for functioning Puthur Police Station. We have intimated to the District Collector that the matter is placed in the Executive Committee of KILA for decision.

The matter is placed before the Executive Committee for a decision

Decision

Executive Committee decided to reject the proposal. It was also decided not to encourage such proposals for providing space and infrastructure facilities to other entities .Committee also directed to ensure the optimum utilization of such facilities for the activities of KILA.

Item No. 12

Request for building at erstwhile AHADS for functioning Munsiff-Magistrat's Court at Agali

The District Judge, Palakkad vide letter No. B2-4654 /2017 dated 21.07.2017(Annexure-13 (pages: 130)) has intimated that, Government of Kerala has proposed a court complex at *Agali* for speedy and easy access to justice for the tribal people of *Attapady* area and has requested to allocate any one of the buildings formerly occupied by AHADS, sufficiently spacious for accommodating the proposed Munsiff-Magistrate's Court temporarily, until the building owned by *Attapady* Valley Irrigation Project will get vacant. It was also requested to allocate a vacant building for residence of the Judicial Officers. At present, there is no vacant building at KILA CTD NRM, *Agali* for accommodating the proposed Munsiff Magistrate's Court.

The matter is placed before the Executive Committee.

Decision

Executive Committee decided to reject the proposal. It was also decided not to encourage such proposals for providing space and infrastructure facilities to other entities. Committee also directed to ensure the optimum utilization of these facilities for the activities of KILA.

Item No. 13

Proposal of Bio- Gas Plant at KILA- CHR D , Kottarakkara

Government have, vide GO(Ms) No.184/2016/LSGD dated 29.11.2016 accorded sanction for merging the State Institute of Rural Development with KILA. SIRD was also renamed as KILA Centre for Human Resources Development (KILA-CHRD). During the days of training programmes, KILA-CHRD daily generates approximately 50 kg of organic waste from its hostels and canteen. At present, there is no effective recycling system at the centre and the waste is openly dumped to uncovered areas. This may pose threat for health issues and cause to foul smell around the campus. Therefore, a bio gas plant with a capacity of 50 kgs per day is proposed at KILA-CHRD. The Regional Director has obtained an estimate of Rs.2,28,289/- prepared by an accredited agency of *Kerala Suchitwa Mission* (Annexure-14 (pages: 131 to 136)) Executive Committee may be pleased to accord administrative sanction for the setting up of a bio gas plant for KILA-CHRD.

Decision

Approved the proposal and directed to invite competitive quotation/bids be obtained from the empanelled agencies of Suchitwa Mission .Annual maintenance contract, warranty period etc. should also be ensured.

Item No. 14

Reporting for Information

(i) Payment of Property Tax arrears to Agali Grama Panchayat

As per GO(Rt) 57/2017/LSGD dated 16.03.2017 (Annexure-3 ((pages: 39)) ,the defunct AHADS to KILA and renamed as KILA Centre for Tribal Development and Natural Resource Management .Accordingly KILA has been organizing various training programs at the center making use of its facilities. Now the Secretary, Agali Grama Panchayat has intimated that the property tax is due for payment from 2013/14 vide letter A3- 6332/17/17 dt. 1/8/2017 (Annexure-15 ((pages: 137)) It has also stated that though prior notice in this regard had been given to the erstwhile AHADS, the tax was not remitted. Now that the AHADS building has been transferred to KILA, we have remitted the property tax of Rs. 14,06,038/- which is due from 2013-14 to 2016-17.

This is placed before Executive Committee for information

Decision

Executive Committee ratified the action of Director paying the property tax Arrears to Secretary, Agali Grama Panchayath.

(ii) MoU between Centre for Innovations in Public System (CIPS) and KILA

Centre for Innovations in Public System (CIPS) is an autonomous body within the campus of the Administrative Staff College of India, Hyderabad. CIPS is set up in pursuance of the recommendations of the XIII Finance Commission and the mandate and objects of CIPS is working with State Governments, Union Territories and Government of India Organisations as well as non-state agencies for promoting an innovative eco-system for transforming creative ideas into sustainable practices. CIPS is also associating with public institutions in States and Government of India. A Memorandum of Association between CIPS and KILA was signed in July 2017, agreeing to collaborate with their initiatives to take up various activities through the following :

- Exchange of Research and Resource Persons
- Hosting and Visiting Delegations
- Joint Collaboration Efforts

- Sharing Infrastructure Facilities
- Exchange of relevant publications

Copy of the MoU is enclosed as (**Annexure-16** (pages: 138 to 142)) for information.

Similar MoU has been signed with Sri. Ramakrishna Hegde chair on Decentralisation & development, ISEC, Bangalore. Copy of the MoU is enclosed as (**Annexure-17** (pages: 143 to 146)) for information.

Decision

Executive Committee noted the information . It was also suggested that KILA should network and collaborate with more institutions

(iii) KILA Library Rules And Regulations

KILA has prepared the Library Rules and approved by the Director subject to ratification by the Executive Committee. Approved copy of the KILA Library Rule is submitted before Executive Committee for information. (**Annexure-18** (pages: 147 to 157)).

Decision

Executive Committee ratified Director's action regarding the approval of KILA Library Rules & Regulations

(iv) Plan Proposal for 13th Five Year Plan (2017-2018 to 2021-2022)

KILA has prepared a plan proposal for 13th five year plan and submitted to government for approval. Copy of Plan Proposal for 13th Five Year Plan is place before Executive Committee for information (**Annexure-19** (pages: 158 to 187))

Decision

Executive Committee noted the proposal of 13th Five Year Plan

(v) Project proposal of Sustainable Development Goals (SDG)

KILA has submitted a proposal on mainstreaming Sustainable Development Goals (SDG) in the state and LSG Plan and Policies to National Foundation of India. KILA collaborating with Kerala State Planning Board and Central Plan Monitoring Unit (CPMU) of Government of Kerala. The project worth Rs. 60 lakh for 15 months from August 2017 to December 2018 has been approved. (**Annexure-20** (pages: 188 to 193))

Decision

Executive Committee noted the proposal

(vi) Training Calendar 2017-18.

The proposed training programmes for the year 2017-18 are attached as **(Annexure-21)**(pages: 194 to 209).

Decision

Executive Committee noted the training calendar. It is suggested that there should not be any duplication in various Centres. Training on GST to LSGD Engineers may be conducted through virtual class rooms. Unified training calendar should be placed before the Governing Council

(vii) Rented Building for Expansion activities of KILA

At present there is no office of KILA in Thiruvananthapuram. A number of discussions, consultation workshops are being organized by the Institute in Thiruvananthapuram for which facilities are made use of on rent. So also, in order to follow up/liaise the proposals with the government, many days the officers may have to halt at Thiruvananthapuram. Keeping in view of this, a building with sufficient rooms and space for conducting meetings and small trainings has been identified at *Kumarapuram*, Thiruvananthapuram on a monthly rent of Rs.30,000/-. The office will begin functioning from 1.9.2017.

The matter is placed before the Executive Committee for favour of information

Decision

Executive Committee approved the proposal and accorded sanction to furnish the office as per the requirement and also to release 3 months' rent as security deposit .

(viii) A briefing on Various Activities of KILA

Presentation by Director

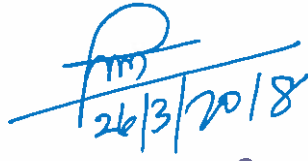
Item No. 15

Any other Item with the Permission of the Chair

Engagement of Interns / Apprentices.

Decided to engage suitable post graduates in appropriate disciplines as interns to coordinate and facilitate various trainings and other programmes in different centers of KILA. Director is authorized to take necessary action in this regard. As a first step candidates may be selected from Malayalam University who has completed the Post-Graduate Course in Local Governance/ Development.

Meeting concluded at 2.45 pm


26/3/2018

T.K. JOSE. IAS
Additional Chief Secretary to Government
Local Self Government Department
Government Secretariat
Thiruvananthapuram