

Minutes of the 2nd meeting of the Executive Committee of Kerala Institute of Local Administration (KILA) held in the chamber of the Additional Chief Secretary to Government, Local Self Government Department, on 30.04.2018, 2.30 pm

Present:

1. Sri. T K Jose IAS
Additional Chief Secretary to Government
Local Self Govt. Department ... Chairman
2. Smt. P Marykutty IAS
Director of Panchayats
Local Self Govt. Department ... Member
3. Sri. V S Santhosh Kumar
Commissioner of Rural Development (i/c)
Commissionerate of Rural Development ... Member
4. Dr. Ummuselma
Joint Director (Health) &
Director of Urban Affairs (i/c) ... Member
5. Dr. Divya Iyer IAS
Deputy Secretary,
Local Self Govt. Department ... Member
6. Dr. Joy Elamon
Director, KILA ... Member

Sri T.K Jose, IAS, Additional chief Secretary, LSGD Chaired and convened the meeting. The Chairman welcomed all the members to the second meeting of the integrated entity (KILA).

Item No. 1

APPROVAL OF THE MINUTES OF THE MEETING OF THE 1st EXECUTIVE COUNCIL HELD ON 29.08.2017

The minutes of the meeting of the Executive Council held on 29.08.2017 is placed as **Annexure-1** (Page: 14-45). The minutes may be approved.

Decision

The Executive Committee approved the decisions of the meeting held on 29.08.2017

Item No. 2

ACTION TAKEN REPORT ON THE DECISIONS OF THE EXECUTIVE COUNCIL HELD ON 29.08.2017

ACTION TAKEN REPORT ON THE DECISIONS OF THE EXECUTIVE COUNCIL HELD ON 29.08.2017 approved.

They are as follows:

Item No.2(3): Retirement Age of Part Time Sweepers –Directed to place the relevant orders/circulars regarding the Part time sweepers before the next Executive Committee.

Action Taken: Copy of the Government Order placed along with detailed agenda as item No. 07 before the Executive Committee for consideration

Item No.2(4): Decided to place the application for appointment under the Compassionate Employment scheme before the next Governing Council

Action Taken: Governing Council held on 06/03/18 approved the scheme

Item No.2(5) : Executive Committee discussed the matter in detail and observed that KILA should be a model for others in respect of Sewage Treatment System/Rainwater Harvesting/Water Retain and Release Process/HDP/Tree Planting/Agriculture/Plastic Free Campus/Water Recycling etc. KILA director is authorized to take appropriate steps in this regard.

Action Taken: KILA has rain water harvesting system in the campus and in 24 staff quarters. Those which required repairs have been addressed. With regard to Sewage water treatment system, necessary steps have been taken and the DPR has been prepared. Tree planting is in process and we have also requested KFRI to develop and maintain a micro forest in the campus by planting appropriate tree species. KILA has been declared as a Plastic free campus and every effort is being taken to maintain it. KILA has requested IRTC and Suchithwa Mission to establish a Biopark in the campus and the process is under way. A bird survey has been completed with the support of Periyar Tiger Conservation Foundation, Thekkady and they have identified 70 species of birds and 12 species of butterflies in the campus. We are in the process of developing a plan to enrich this bio diversity and to develop facilities for bird watching. Agriculture activities are taken up in the campus with the support of the MKSP team, MGNREGS registered workers and also with the active involvement of the staff members.

Item No. 2(9): Executive Committee directed to place an action plan for the 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 KILA has already assigned this task to them . Once the report is received, KILA will hold a discussion with the respective stakeholders and submit the report. The Committee also raised the need to develop Video Conference system/Skype/ Virtual Class room etc. to link all the centres of KILA. It was directed to pursue immediate steps in this regard possibly before 30th September 2017.

Action Taken: The consultant engineer has done a preliminary assessment of the infrastructure development. It is suggested that master plans may be developed for all of them. It would help us in getting support from Ministry of Rural Development as they have provisions for supporting Master plan based infrastructure support. Watershed based plans have been prepared for Kottarakkara (by our own Centre for Geo Informatics and Rural Development) and Taliparamaba (by IRTC) campuses. Discussions with MGNREGS Mission and Harithakeralam have already completed to ensure their support for the implementation. Virtual class room facility has already been established in Kottarakkara, Taliparamba and Main campuses. We have also started using Skype facilities.

Item No2(14): Executive Committee directed 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 directed that all staff members should submit their self-appraisal report to the Director every year. The reports reviewed by the Director should be placed before the Executive Committee with his comments.

Action Taken: Performance Assessment Report attached as **Annexure-2** (Page: 46-51). Self-appraisal reports of all others are expected to be completed by 30 May 2018.

Item No 3: Audit Report for the year 2016-17

Executive Committee considered and approved the audit report with the following suggestions for changes:

1. The name 'AHADS' wherever appeared be changed to 'erstwhile AHADS-CCPRM '.

Action Taken: The name "AHADS" changed to erstwhile ' AHADS-CCPRM'

2. Grouping of other expenses & coolie charges is revised.

Action Taken: Revised the audited statement of accounts

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.

Action Taken: Opening B/S of erstwhile AHADS-CCPRM prepaid by the auditors by considering the available balance of bank account, cash balance and valuation of fixed assets, and approved by the Governing Council held on 06.03.2018

4. Executive Committee authorized the Regional Director of KILA-CHRD for the reconciliation of physical assets and as per the fixed assets register maintained at the erstwhile SIRD.

Action Taken: Necessary directions given to the Regional Director, KILA CHRD Kottarakkara

Item No 4. Budget Estimate for the year 2017-18 for approval

Executive Committee approved the budget estimate for the year 2017-18 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, 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.

Action Taken: Detailed budget with suggested modification was prepared and approved by the Governing Council held on 06/03/18.

Item No 5: Finance and Accounts of KILA-CHRD

Executive Committee approved the proposal as detailed below:

The existing bank accounts of KILA-CHRD Centre shall continue however the name of ac-count holder shall be changed from Director SIRD to Director KILA.

The receipts as well as withdrawals relating to this Centre shall be remitted to /withdrawn from these bank accounts.

The delegation of financial powers to the Regional Director, KILA-CHRD.

- The monetary limit for revenue expenses shall be Rs.30000/- (Rupees Thirty Thousand only) for the Regional Director. However this limit shall not be applicable to salary bills from which amounts are credited to the individuals Bank Accounts.
- 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. The Regional Centre shall maintain the books of accounts, ledger accounts, vouchers and financial statements.

- Cash book
- Bank book
- Journal book
- Ledger account
- Receipt voucher
- Payment voucher
- Journal voucher
- Contra voucher
- Balance sheet
- Income and expenditure statement
- Receipts and payments

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

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

Action Taken: Integration process completed and complied with all the directions of the Executive Committee. Monthly accounts are verified on a regular basis.

Item No 6. Amendment of MoA of KILA to accommodate the objectives of SIRD KILA

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

Action Taken: Governing Council held on 06/03/18 has approved the modified version of MoA.

Item No 7. Filling up the posts of Librarian and Assistant Librarian

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.

Action Taken: Application was invited through newspaper advertisement and website for both the posts of Librarian & Assistant Librarian. We have shortlisted 242 applications for Librarian and 903 for the Assistant Librarian. It is proposed to conduct written tests by an external agency. Based on these, the interviews will be held.

Item No 8. Request of Dr. Abey George, Associate Professor for deputation to TISS

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

Action Taken: Action is being taken to recruit a person in place of Dr Abey George by 31st July 2018

Item No. 9. Extension of deputation of Assistant at KILA CHRD, Kottarakkara-

Executive Committee ratified the action of Director in extending the deputation for one more year from 19.8.2017.

Item No. 10. KILA CHRD (erstwhile SIRD) Faculty career advancement benefit-

Executive Council directed to place a detailed proposal with the details on mode of appointment and required qualification and experience in KILA and erstwhile SIRD for comparison based on which a decision can be taken

Action Taken: As directed detailed proposal has been submitted to Govt. and sanction orders was ordered by to extended the benefit of revised UGC scale of pay and other benefits as such as career advancement scheme to faculty members of KILA CHRD . Accordingly they had been given revised UGC scale of pay, career advancement etc. as per norms.

Item No. 11. Request for the building owned by erstwhile AHADS in Puthur Village for starting Puthur Police Station-

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

Action Taken: The decision was intimated to the concerned. Action has been taken for the maximum

utilistion of facilities.

Item No. 12. Request for building at erstwhile AHADS for functioning Munsiff-Magistrat's Court at Agali-

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

Action Taken: The decision was intimated to the concerned. Action has been taken for the maximum utilistion of facilities.

Item No 13. Proposal of Bio- Gas Plant at KILA- CHR D, Kottarakkara

Approved the proposal and directed to invite competitive tenders from the empanelled agencies. Annual maintenance contract, warranty period etc. should also be ensured.

Action Taken: Action is in progress

Remarks and Suggestion on the Action Taken Report

1. All pending actions of previous meetings' decision should be included in the Action Taken Report.
2. Action to be taken for planting trees in the campus, construction of a pond or lake at a lower level which will help in the recharge of wells in the nearby areas.
3. Set the compound boundary for KILA, Kottarakara Centre.
4. Reconciliation of physical assets with Asset Register of Kottarakara center.
5. Appreciated the integration process carried out for finance and accounts of Regional Centers.
6. Directed to make all payments of Kottarakkara Centre (CHR D) directly from KILA Head Quarters.
7. The conduct of written test for shortlisted candidates for the posts of Librarian and Assistant Librarian to be entrusted with CMD. The interview should be done for eligible candidates after the test for which the interview panel may include librarian/s from various university libraries or major government libraries. The selection process should be completed within 60 days .
8. Installation of Bio gas plant at KILA-CHR D, Kottarakara should be completed within 60 days.

AGENDA (EC meeting on 30.04.2018) Contd.

ITEM NO. 03

CORE FACULTY SUPPORT FROM MINISTRY OF RURAL DEVELOPMENT (MORD)

As per the revised guidelines dtd. 7/8/2017 of MoRD attached as **Annexure-3** (Page: 52-80), the Ministry would provide 100% funding support to maximum of *seven* senior core faculty members out of which at least one core faculty member should be from Information Technology (IT) field and other may be either from Women & Child Development or Health & Nutrition.

Subsequent to this, the National Colloquium of State Secretaries of Rural Development and Panchayati Raj and Heads of SIRDPRs held on 12-13 Jan, 2018 suggested the following:

“As to the core faculty recruited under the Scheme of MoRD it is proposed that those already working for more than two years should be regularized based on some objective screening process. In case of non-core faculty working on contract basis, they should be given preference while filling-up the two additional posts and also the arising vacant positions, if any. This process has to be completed in less than one year’s time so that they complete 2 years’ service by 2021 and become eligible for permanent appointment. Such faculty members shall be absorbed on permanent basis through a screening process exclusively for them without having any competition with others through appropriate review or lack of adverse remarks. On such review of their performance and suitability as reflected in their Annual Confidential Reports (ACRs) etc. the core faculty members has to be absorbed at the appropriate position depending on the length of the service already put in”.

(1) Regularization of 3 Core Faculty Members

At present there are only five faculty members working in KILA -CHRD, Kottarakkara Centre. One senior faculty member is a permanent staff, one transferred and posted from Rural Development Department and rest three are working on contract basis. The details are attached as **Annexure-4** (Page:81-90). The particulars of these faculty members are detailed below :

#	Name	Date of Birth	Subject	Date of appointment	Experience
1)	Vinod Kumar C	26/11/1977	Rural Economics	1/12/2008	9 Years, 4 month
2)	Dr. S Vinod	15/05/1982	Sociology	29/01/2015	3 years , 3 month
3)	Dr. Jibini V Kurian	13/03/1976	Management	22/01/2015	3 Years 3 month

All the above three Faculty members were appointed through an appropriate selection process and on merit basis. Mr. Vinod Kumar C. has completed 9 years 4 months of service and Dr. S. Vinod and Dr.Jibini Kurian has completed 3 years and 3 months of service. Their salary and other allowances are met by MoRD, Govt. of India.

A decision may be taken on the regularization of the above three faculty members.

Decision

The Executive committee decided the following:

1. A decision on this can be taken only after receiving formal and official communication from MORD.
2. In the meantime, performance appraisal of all the existing faculty members has to be completed by 30th June 2018.

(2) Appointment of two Core Faculty on specific areas

Ministry of Rural Development has also directed that out of the seven positions, one faculty should be a specialist in Women's Development and the other one should be an IT specialist. Procedures may be initiated for the post of faculty with specialisation in Women's Development and Information Technology (IT) to fill up these positions.

This proposal is now placed before the Executive Committee for decision.

Decision

The Executive committee decided the following:

Recruitment through contract to be done for the posts of "Women's & Child Development "and "Information Technology ".

1) Women & Child Development

Qualification should include:

Essential- Post Graduate in Women Studies / Gender and Development/ similar courses.

Desirable- Ph.D in the related areas, publications in good journals, and work experience in the related field. .

2) Information Technology

Qualification should include:

Essential- B.Tech in Electronics and communications / IT/Computer Science / MCA (regular course) after graduation in Maths/ Science with mathematics as one subject.

Director shall fix the salary as per GO (P) No 56/2017/Fin dated 28-04-2017. Director is also authorized to work out the details and the necessary action for selection and recruitment on contract basis.

ITEM NO.04

KILA-TDNRM, AGALI – NON REMITTANCE OF EPF BY ERSTWHILE AHADS DURING THE PERIOD APRIL 2010 TO JUNE 2010 AND DECEMBER 2010 TO FEBRUARY 2012

Employees Provident Fund (EPF) Office Calicut issued a notice dt 8/12/2017 to KILA demanding defaulted payment of statutory dues, damages and interest levied under sec 14B AND 7Q of EPF and MP Act 1952 to the extent of Rs 44,56,365/- details attached as **Annexure-5**(Page: 91-122).

An enquiry has been made to find out the availability of fund, which is kept unused by the erstwhile AHADS, with the Sub Treasury, Agali through the letter dtd: 04/10/2017. In the reply letter dated 09/10/2017, the Sub Treasury Officer, Agali has reported that an amount of Rs. 199,87,795/- is available under special TSP Account and an amount of Rs. 1550998/- is available under TPA Account. Hence we made a request to the Treasury Director, Thiruvananthapuram for necessary orders for the utilization of this fund for the activities of KILA and he replied that KILA needs permission from the Government for the utilization of this fund.

For the settlement of the dues at the EPF Office, we have written a letter to the EPF Office, Calicut mentioning that the amount is available with Sub Treasury Officer, Agali and to approach them for settlement. A correspondence made by EPF Office and Sub Treasury Officer, Agali is in progress and the matter is referred to Government for permission.

Adv. C.B.Mukundan opined that the efforts made by us to exempt the fine and penalties of EPF were not legally admissible. vide letter dtd: 19/02/2018 is attached as **Annexure-6**(Page: 123).

We have written a letter to The Treasury Director and Additional Chief Secretary to get the amount released Copy attached as **Annexure-7**(Page: 124-127).

The matter is placed before the Executive Committee for guidance.

Decision

The Executive committee decided and authorized The Director, KILA to remit the amount and recoup the amount from savings bank account of erstwhile AHADS-CCPRM at Sub Treasury Agali

ITEM NO.05**TRANSFER OF OWNERSHIP OF VEHICLES OF KILA TDNRM, AGALI**

As per GO (MS) 57/2017/LSGD, dtd. 16.03.2017, AHADS-CCPRM dissolved and merged with KILA unconditionally (Copy attached as **Annexure-8**(Page: 128). As part of transferring the assets under erstwhile AHADS-CCPRM, all the Vehicles under the ownership of the Project Director, AHADS have to be transferred in the name of Director, KILA. The registration periods of certain vehicles were expired and the taxes up to these periods are due. The details of Vehicles are given below;

#	Vehicle No	Maker Class	Type of Vehicle	Year of Manufacture	Year of Registration	Remarks
1	KL-50-4850	Scorpio	Scorpio	2008	15-Apr-08	4 Wheeler
2	KL-50-4705	MAHINDRA BOLERO	Bolero	2008	24-Mar-08	4 Wheeler
3	KL-50-2650	CL 550 MD 4 WD	Jeep	2007	27-Apr-07	4 Wheeler
4	KL-50-2644	CL 550 MD 4 WD	Jeep	2007	27-Apr-07	4 Wheeler
5	KL-09-H-6722	MAHINDRA CL500MDI	Jeep	2001	17-Mar-01	4 Wheeler
6	KL-09-H-6721	MAHINDRA CL500 MDI	Jeep	2001	17-Mar-01	4 Wheeler
7	KL-09-H-6720	MAHINDRA MARSHAL 2000	Marshal	2001	17-Mar-01	4 Wheeler
8	KL-50-4521	TATA SFARI 4 X 4	TATA SAFARI	2008	16-Feb-08	4 Wheeler
9	KL-09-F-8468	MAHINDRA & MAHINDRA	Armada Grand	1999	31-Dec-99	4 Wheeler
10	KL-11-F-9304	TATA	TATA SUMO	1997	22-Sep-97	4 Wheeler
11	KL-09-J-5073	HINDUSTAN MOTORS LTD	Ambassador Diesel Car	2001	04-Aug-01	4 Wheeler
12	KL-50-2655	CL 550 MD 4 WD	Jeep	2007	27-Apr-07	4 Wheeler
13	KL-09-H-328	BAJAJ AUTO LTD	Caliber	2000	09-Oct-00	2 Wheeler
14	KL-09-H-137	HERO HONDA MOTORS LTD	STREET DELUX	2000	08-Aug-00	2 Wheeler
15	KL-09-H-6686	ROYAL ENFIELD MOTORS	Bullet	2001	03-Mar-01	2 Wheeler
16	KL-09-H-6687	ROYAL ENFIELD MOTORS	Bullet	2001	03-Mar-01	2 Wheeler
17	KL-09-G-4740	ROYAL ENFIELD MOTORS	Bullet	2000	03-Mar-00	2 Wheeler
18	KL-09-H-6685	ROYAL ENFIELD MOTORS	Bullet	2001	03-Mar-01	2 Wheeler
19	KL-09-H-6689	ROYAL ENFIELD MOTORS	Bullet	2001	03-Mar-01	2 Wheeler
20	KL-09-G-4738	ROYAL ENFIELD MOTORS	Bullet	2000	03-Mar-00	2 Wheeler
21	KL-09-G-4739	ROYAL ENFIELD MOTORS	Bullet	2000	03-Mar-00	2 Wheeler
22	KL-09-H-6690	ROYAL ENFIELD MOTORS	Bullet	2001	03-Mar-01	2 Wheeler

As per our Letter dated 30.11.2017, KILA requested the RTO, Mannarkkad to assess the balance tax due to these 22 vehicles along with Form 'G' for excluding the tax afterwards. In the reply dated 04.12.2017, it was informed that without remitting the entire dues including re registration fees, balance tax etc. the Form 'G' cannot be considered. The total amount due till Dec.2017 tunes Rs. 319650/-. **Details attached as Annexure-9** (Page: 129-135). More over almost of the Vehicles are not in a running condition and will incur huge expense to get the vehicle on road worthy.

It is suggested that those vehicles which do not require re-registration formalities may got repaired and formalities for transfer of ownership can be completed and other vehicles may be sold on auction as per rules.

The matter is placed before Executive Committee for approval.

Decision

Executive committee decided to retain the following vehicles and transfer the ownership to the Director KILA.

#	Vehicle No	Maker Class	Type of Vehicle	Year of Manufacture	Year of Registration	Remarks
1	KL-50-4850	Scorpio	Scorpio	2008	15-Apr-08	4 Wheeler
2	KL-50-4705	MAHINDRA BOLERO	Bolero	2008	24-Mar-08	4 Wheeler
3	KL-50-2650	CL 550 MD 4 WD	Jeep	2007	27-Apr-07	4 Wheeler
4	KL-50-2644	CL 550 MD 4 WD	Jeep	2007	27-Apr-07	4 Wheeler
5	KL-50-4521	TATA SFARI 4 X 4	TATA SAFARI	2008	16-Feb-08	4 Wheeler
6	KL-50-2655	CL 550 MD 4 WD	Jeep	2007	27-Apr-07	4 Wheeler

2.All other vehicles should be auctioned as per rules after receiving assent from PWD Mechanical wing.

ITEM NO.06

EXEMPTION OF SERVICE TAX ON STATE GOVERNMENT GRANT

The Deputy Commissioner of Central Excise, Thrissur Division of Calicut Commissionerate requested KILA to pay Rs.494.95 lakhs as the service Tax for the period 2009-10 to 2013-14 and its interest vide letter dated 1/9/2014 attached as **Annexure-10** (Page:136-137). The service tax is calculated on the Grant amount received from the State and Central Governments and other entities in connection with the training activities carried out for the Government Staff and the functionaries of the Panchayati Raj Institutions. This issue was reported to the Government and Government have taken up the matter with the Chairman of the Central Board of Excise & Customs, NewDelhi requesting for an exemption on service tax vide letter dated 10-11-2014 and 19-03-2015 (attached as **Annexure-11** (Page: 138-145).

In addition to this a Show cause notice dtd. 29.9.2016 was received and detailed reply has been submitted before the Commissioner of Central Excise & Customs, in consultation with Sri. D.S. Sreeganesh, LL.B, FCA, and Chartered Accountant (copy attached as **Annexure-12**(Page: 146-173). As a result of this, a hearing was held on 7/3/2018 and the Commissioner of Central GST and Central Excise by accepting the argument that there is no service tax liability for the activities done under centrally sponsored schemes from 1/7/2012 and raised demand for **Rs. 452.34 lakhs** as service tax on State Government Grant, its Interest and penalty vide order dated 22/3/2018. Copy attached as **Annexure-13**(Page: 174-188). Since we got exemption for Central Grant, there is a scope for getting exemption on the State Government Grant also. As per the suggestions of the legal experts it is advisable to remit 7% of the total tax amount and to submit an appeal for a complete exemption from the service tax.

Meanwhile KILA received another show cause notice dated 6.4.2018 for Rs.501 lakhs for the period April 2015 to March 2017 towards service tax on the Grant received from State and Central Governments and other entities in connection with the training activities carried out for the Government Staff and the functionaries of the Panchayati Raj Institutions. Copy attached as **Annexure-14**(Page: 190-193).

In these circumstances, KILA has to move for an exemption from the service tax on State Government Grant.

The matter is now placed before Executive Committee for guidance.

Decision

Executive committee decided to file appeal before The Commissioner, Customs, Excise & Service Tax Appellate Tribunal, Bangalore.

With regard to the notice dated 6.4.2018, it is decided to give a detailed reply to The Principal Commissioner ,Central Tax & Central Excise Cochin.

ITEM NO. 07

RETIREMENT AGE OF PART TIME SWEEPERS

Based on the decision of the Executive and General Councils, sanction was accorded by Government, vide G.O. (MS) No. 190/2009/LSGD for regularization of Sweepers who had been working for more than 17 years in KILA on daily wage/contract basis. Out of this 4 employees who had crossed the age of 55 were regularized as Part-time Sweepers and 5 as Full- time Sweepers as ordered in the above order.

The retirement age of Academic and Administrative Staff of KILA is 60 and 58 years respectively. There is no specific order available regarding the retirement age of Part-time Sweepers. Therefore, the matter was placed before the Executive Council for fixing the retirement age of Part-time Sweepers as 70 years as in the case of other Government departments.

The Executive Council held on 29.3.2017 deferred the item for detailed discussion in the next meeting of the Executive council. The Executive Council held on 09.06.2017 examined the matter in detail and directed to submit relevant government orders and circulars mentioned in the agenda notes for ready reference. Accordingly, the Government order No. GO (P) 831/80/(253)/Fin dated 03.11.1990 attached as **Annexure-15**(Page: 194) is placed before the Executive Committee for decision. Vide the said Government order part time Contingent Employees shall retire on the last day of the month in which they complete the age of 70 year. This shall also to be applicable to KILA.

The matter is placed before the Executive Committee for fixing the retirement age of Part-time Sweepers as

70 years as in the case of other Government departments.

Decision

The Executive committee decided to fix age as 70yrs for part time sweepers in KILA as per Govt. order no. GO (P) 831/80/(253)/Fin dated 03.11.1990 for those who are presently engaged.

ITEM NO.08

ENHANCEMENT OF REMUNERATION OF FACULTY MEMBERS ON CONTRACT AT KILA-CHRD KOTTARAKKARA

The Regional Director, KILA- CHRD, Kottarakkara has forwarded Vide Letter No. 285/D/2017/KILA-CHRD dated 11.10.2017 with the representation submitted by the three faculty members -**Annexure-16** (Page: 195-207) working on contract basis in KILA CHRD, Kottarakkara. They have requested to enhance their wages to Rs. 41475/- as per GO (P) No. 56/2017/Fin dated 28.04.2017. Presently they are working on contract basis on a monthly consolidated amount as below:

- Sri. Vinod Kumar. C, Lecturer in Rural Economics - Rs. 39,500/-
- Dr. Jibini.V Kurian, Lecturer in Management - Rs. 39,500/-
- Dr. S. Vinod, Lecturer in Sociology - Rs. 39,500/-

The matter is placed before the Executive Committee for enhancement of remuneration as per GO(P) No. 56/2017/Fin dated 28.04.2017.

Decision

The Executive committee decided to enhance the monthly consolidated amount of Sri. Vinod Kumar. C , Dr. Jibini.V Kurian and Dr. S. Vinod to Rs. Rs. 41475/- as per GO(P) No. 56/2017/Fin dated 28.04.2017.

ITEM NO. 09**EXTENSION OF DEPUTATION OF STAFF AT KILA KOTTARAKKARA CENTRE**

The Regional Director, KILA-CHRD Kottarakkara has requested to extend the term of deputation/contract of following staff.

#	Name	Designation	Expiry of Contract/ Deputation Period	Status	Request Letter No and Date of RD	Remarks
1	Dr S Vinod	Lecturer in Sociology	28.01.2018	Contract	No. 104/D/2014/KILA-CHRD dated 01.01.2018	Extended up to 28.01.2019 as per proceedings No. 2018/101/434 dt 02.02.2018 of Director, KILA
2	Sri. C G Anilkumar	Confidential Assistant	18.04.2018	Deputation from State Planning Board	No. 310/D/2017/KILA-CHRD dated 20.01.2018	Proposal submitted to Govt under process
3	DrJibini V Kurien	Faculty in Management	22.01.2018	Contract	No. 93/D/2015/SIRD dated 21.11.2017	Extended up to 21.01.2019 as per proceedings No. 2017/101/5321 dt 22.01.2018 of Director, KILA
4	Sri. Vinodkumar C	Lecturer in Rural Economics	31.03.2018	Contract	No. 1400/D/2008/KILA-CHRD dated 08.03.2018	Extended up to 31.03.2019 as per proceedings No. 2018/101/1277 dt 15.03.2018 of Director, KILA

For the smooth functioning of the current activities of the Institute, as requested by the Regional Director, (copy attached as **Annexure-17**(Page: 208-226)) the present term of deputation of above employees were extended for another one year. Action by Director is placed before Executive Committee for ratification.

Decision

The Executive committee approved and ratified the action of Director KILA

ITEM No. 10

EXTENSION OF MESS CONTRACT OF M/S VIJAYASHREE KUDUMBHASHREE UNIT, KILA CANTEEN UNIT FOR 2018-19

M/s Vijayashree Kudumbhashree Unit has been running the KILA Canteen on contract basis from 1st April 2015 through the process of competitive selection. The rate quoted by them in 2015 was Rs. 198/- per day for one trainee. During 2016-17, the rate offered by *M/s Vijayashree Kudumbhashree* Unit itself ie. Rs.195/- per day per trainee and contract awarded for one year i.e. upto 31.3.2017. Considering their request, the Executive Council held on 29.03.2018 decided to extend the contract up to 31.03.2018 in the existing rate.

During the contract period of the current contractor, there were seldom complaints regarding the quality of food supplied and in the service. Now, the convener of the *Kudumbhashree* unit has made a representation copy attached as **Annexure-18**(Page: 227)) to the KILA Director requesting to continue the contract with them for the next Financial Year 2018-19 with a proportionate hike in the existing rate i.e. Rs. 195+GST. The Director has agreed for the continuation of the contract till the decision of the Executive Committee.

Matter placed before Executive Committee for extending the term of contract and a possible hike in the rates.

Decision

The Executive committee decided to extend the contract of *M/s Vijayashree Kudumbhashree* Unit till 31st March 2019 with inclusion of GST and a hike of 10% to the existing rate.

ITEM NO. 11

MERGING OF THE EXTENSION TRAINING CENTERS WITH KILA – FOLLOW UP

Addressing the 4th conference of the 14th Kerala State Legislative Assembly, Kerala Governor declared the State Governments efforts to develop KILA into an internationally recognized Institute in Local Governance. This attempt is supported by merging SIRD, AHADS and three ETCs in the state. As per the GO(MS) No. 184/2016/LSGD dated 29-11-2016, Government of Kerala directed KILA to prepare a detailed report on the formalities to be followed during the merging of SIRD and Director, KILA submitted the report in due course. As part of the merging process SIRD has been renamed as Kerala Institute of Local Administration Center for Human Resource Development and the post of Director has been redesignated as Regional Director as per GO(Rt) No. 3525/2016/LSGD dated 27.12.2016. Along with the merging of the SIRD, the buildings and other assets and liabilities, sanctioned posts and the Officers were also transferred to KILA as the KILA –SIRD scheme of integration order (GO(MS) No.103/2017/LSGD dated 24.05.2017). As the GO(Ms) No.57/2017/LSGD dated 16.03.2017, AHADS – CCPRM has been dissolved and its assets were unconditionally merged with KILA.

As per the GO(MS) No.34/2017/LSGD dated 13.02.2017, the ETC, Kottarakkara has been renamed as KILA Center for Socio Economic Development, ETC, Mannuthy as KILA Center for Good Governance and ETC, Thaliparamba as KILA Center for Organic Farming and Waste Management. But it is not clear whether the Assets and the movable and immovable properties of these institutes and the officers working there are under the administrative control of the Director, KILA.

Considering the decision to have a single institute with its centres, which need to be upgraded to function as Centre of Excellence and for the smooth functioning of these centers, the following suggestions are being made for the consideration and follow up by the Executive Committee :

- All officers and staff need to be under the control of the Director, KILA.
- Their service matters to be dealt with by the departments concerned.
- Principals of these centers shall make arrangements to pay the salary of the staff members from the present Head of Accounts.
- Procedures regarding the transfer and promotion of the staff members in these centers to be carried out by the concerned departments with the consent of the Director, KILA.
- The day to day administration of these centers to be as per the directions of the Director, KILA.
- Maintenance and upgradation of buildings and infrastructure, development and implementation of Master Plan, day to day management, newly designed programmes etc. of these centers to be under the supervision of KILA Director. Funds already earmarked for these are to be transferred to the Director KILA from time to time and additional funds to be met from the funds allocated to KILA for the purpose.
- New recruitments to these centres to be made only after the finalization of the new HR plan and necessary changes made.

Submitted before the Executive Committee for consideration and decision on follow up.

Decision

The Executive committee authorized the Director, KILA, to submit a proposal before the Government for approval. The ownership of the land and buildings and other equipment are kept as the properties of Commissioner of Rural Development, other than those purchased by KILA.

ITEM NO.12

TRAINING CALENDER 2018-19

Training Calendar for the year 2018-19 is prepared and attached as **Annexure-19** (Page: 228-255) for approval.

Decision

Executive committee approved with the following suggestions:

Special training to ST youth having P.G. / graduate and above, PSC Coaching, soft skill training etc. are to be included in the calendar. The committee also noted that the trainings at erstwhile ETCs need to be redesigned wherever required to suit the present responsibilities and changing technologies.

ITEM NO.13

REPORTING

A Brief Report of the Activities of KILA-TDNRM, Agali

As part of reviving the office at Agali and to develop it into a Center for Tribal Development and Natural Resource Management, various activities are designed and implemented. As the files and other documents of erstwhile AHADS-CCPRM are disposed without any documented list, documentation of the files and preparation of an asset register was the immediate task before KILA. The following activities were completed in connection with this.

- 1) Preparation of Asset Register of the movable properties in the Office and Asset Register of the tree species in the campus completed. The task has been completed with the support of ten Graduate Students from IHRD college, Agali.
- 2) Stock taking of files and movable and immovable properties
- 3) Preparation of Opening Balance sheet
- 4) Actual land available for erstwhile AHADS was ascertained by Village officer, Agali
- 5) Action is initiated to occupy the building at Goolikkadavu, given to Govt. College Attappady.

Other programmes include

- As part of the Tribal development programmes, KILA collaborated with the old students of Sainik School for the Project named **Project Shine** through which capacity building programmes and trainings are organized for the Scheduled Tribe children studying in Class 5 and to assist them to appear for the entrance examination for Sainik School and Navodaya School Admission.
- Various Training programmes for the staff and functionaries of the Panchayati Raj Institutions, MGNREGS team etc.
- Provide necessary support to Government Agencies and Departments to organize and carry out various activities for the overall development of Attappady.
- Necessary agreements executed with IRTC for the construction of a Bio gas plant in the campus.
- Action has been initiated for the transfer of ownership of vehicles available with erstwhile AHADS CCPRM to KILA.
- Action has been initiated to revive the Soil and water testing Lab in the campus.
- Initial meetings were organized in connection with the revival of the Watershed Associations (User Associations) and Hamlet Development Committees (OVS), which were the implementation bodies of the AHADS project. Continuing the Liaison works with these community based organizations.
- Initiatives were taken to list out the qualified ST students and to engage them in various programmes of KILA. As part of this, the service of Post Graduates in Computer Science are utilized as faculty members for the Training programme on Basic Computer Skills for the functionaries of PRIs.

- Stock taking and preparation of the Accession register in the Library has been completed. Classification of the books and cataloguing using the KOHA software is under progress.

Decision

The Executive committee suggested the following for the overall development of KILA:

- 1) Agreement should be executed with Kudumbasree for utilising the facilities at Agali Centre.
- 2) Documentation of best practices of the Local self-government institutions to be undertaken by KILA .
- 3) Updation of the KILA website with the innovative models, replicable best practices etc. in LSGIs to help other LSGIs to get a clear idea on such development.
- 4) KILA should facilitate and act as a conduit to promote the linkages between local governments and academic institutes in Kerala.

ITEM NO.14

ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR

Item No.1

Details of support staff engaged or taken on contract/temporary for the implementation of various project & mission activities are placed before Executive Committee.

#	Name	Designation	Mode of engagement	Source of Fund
	HELP DESK			
1	BALAGANGADHARAN R	HELP DESK CO-ORDINATOR	From among the existing Extension faculty of KILA - retired from Urban Affairs dept	Plan
2	SASIDHARAN V G	HELP DESK CO-ORDINATOR	From among the existing Extension faculty of KILA - retired from LSG Dept	Plan
3	UNNIKRISHNAN NAIR A	HELP DESK CO-ORDINATOR	From among the existing Extension faculty of KILA - Retired from Department of Urban Affairs	Plan
4	DILIPKUMAR K	HELP DESK CO-ORDINATOR	From among the existing Extension faculty of KILA & former elected representative	Plan
	TRAINING CO-ORDINATORS			
5	SAJEEV K G	PROJECT POST FOR CHILD RESOURCE CENTRE	Continuing from earlier project & retired DPO	Plan
6	KALIDASAN M G	PROJECT POST FOR CHILD RESOURCE CENTRE	Continuing from earlier project & retired from Joint Dir. of Panchayath	Plan

#	Name	Designation	Mode of engagement	Source of Fund
7	BHASKARAN PALLIKKARA	PROJECT POST FOR CHILD RESOURCE CENTRE	Continuing from earlier project & Extension faculty of KILA	Plan
8	RISMIYA R I	PROJECT POST FOR CHILD RESOURCE CENTRE	Continuing from earlier project & Advertisement, short listing & interview	Plan
	PROJECT SDG			
9	SUKANYA K U	RESEARCH ASSOCIATE -SDG PROJECT	Advertisement, short listing & interview	Plan
10	SANDEEP G	RESEARCH ASSOCIATE -SDG PROJECT -ENGAGED AT CENTRAL PMU, PLAN &ECONOMIC AFFAIRS DEPT	Advertisement, short listing & interview	SDG
11	RAJESH	RESEARCH ASSOCIATE -SDG PROJECT -ENGAGED AT CENTRAL PMU, PLAN &ECONOMIC AFFAIRS DEPT	Advertisement, short listing & interview	Plan
12	NIYATHI	RESEARCH ASSOCIATE -SDG PROJECT -ENGAGED AT CENTRAL PMU, PLAN &ECONOMIC AFFAIRS DEPT	Advertisement, short listing & interview	Plan
13	PRAKASH	RESEARCH ASSOCIATE -SDG PROJECT- ENGAGED AT PLANNING BOARD	Advertisement, short listing & interview	SDG
14	VISHNU R S	RESEARCH ASSOCIATE -SDG PROJECT- ENGAGED AT PLANNING BOARD	Advertisement, short listing & interview	Plan
15	AMAL SIDDIQUE	RESEARCH ASSOCIATE -SDG PROJECT	Advertisement, short listing & interview	Plan
	PROJECT CITY SANITATION PLAN			
16	SHARON W G	RESEARCH ASSOCIATE (PLANNING) PROJECT	Advertisement, short listing & interview	Plan
17	SARANYA S	RESEARCH ASSOCIATE (PLANNING) PROJECT	Advertisement, short listing & interview	Plan
18	REENU CHERIAN	RESEARCH ASSOCIATE (PLANNING) PROJECT	Advertisement, short listing & interview	Plan
19	ADITI ANNA SUDHEEL	RESEARCH ASSOCIATE (PLANNING) PROJECT	Advertisement, short listing & interview	Plan
20	NIBIN DEV A M	RESEARCH ASSOCIATE (PLANNING) PROJECT	Advertisement, short listing & interview	Plan
21	SREEJITH K R	RESEARCH ASSOCIATE (PLANNING) PROJECT	Advertisement, short listing & interview	Plan
22	NEETHU M D	RESEARCH ASSOCIATE (PLANNING) PROJECT	Advertisement, short listing & interview	Plan
23	DEVIKA NAIR	RESEARCH ASSOCIATE (PLANNING) PROJECT	Advertisement, short listing & interview	Plan
24	DHANIK K N	RESEARCH ASSOCIATE (PLANNING) PROJECT	Advertisement, short listing & interview	Plan
25	SUNITHA ASHOK MENON	RESEARCH ASSOCIATE (PLANNING) PROJECT	Advertisement, short listing & interview	Plan

#	Name	Designation	Mode of engagement	Source of Fund
26	AZHAR AZEEZ	RESEARCH ASSOCIATE (PLANNING) PROJECT	Advertisement, short listing & interview	Plan
27	AJITH KRISHNAN A G'	RESEARCH ASSOCIATE (PLANNING) PROJECT	Advertisement, short listing & interview	Plan
28	MUFEEED AHAMMED	RESEARCH ASSOCIATE (PLANNING) PROJECT	Advertisement, short listing & interview	Plan
	INTERNS-MALAYALAM UNIVERSITY			
29	SHYJU M	INTERNSHIP	Campus selection jointly by KILA & Malayalam University	Plan
30	VIJEEESH P	INTERNSHIP	Campus selection jointly by KILA & Malayalam University	Plan
31	VINEETH K	INTERNSHIP	Campus selection jointly by KILA & Malayalam University	Plan
32	DEEPAK	INTERNSHIP	Campus selection jointly by KILA & Malayalam University	Plan
	PROJECT IIT-SUMMER SCHOOL			
33	ANOOP D JOHN	RESEARCH ASSOCIATE - SUMMER/WINTER SCHOOL PROJECT	By IIT Mumbai	Plan
34	BENJAMINE VARGHESE	RESEARCH ASSISTANT - SUMMER/WINTER SCHOOL PROJECT	By IIT Mumbai	Plan
35	JIBIN LOUIS	RESEARCH ASSISTANT - SUMMER/WINTER SCHOOL PROJECT	By IIT Mumbai	Plan
36	BAIKRISHNAN	RESEARCH ASSISTANT - SUMMER/WINTER SCHOOL PROJECT	By IIT Mumbai	Plan
	PROJECT RGSA			
37	MANISHA I S	SUPPORT STAFF RGSA	Paid Trainee	RGSA
38	SRILATHA S	SUPPORT STAFF RGSA	Continuing from previous years on daily wage as per requirement	RGSA
39	RIMA	TRAINING CO-ORDINATOR RGSA	Continuing from previous years on daily wage as per requirement	RGSA
40	KUKKU PRAKASH	TRAINING CO-ORDINATOR RGSA	Continuing from previous years on daily wage as per requirement	RGSA
41	RENUKUMAR	TRAINING CO-ORDINATOR RGSA	from among the existing Extension faculty of KILA & former principal of ETC Mannuthy & now in KILA-Centre for Good Governance	RGSA

#	Name	Designation	Mode of engagement	Source of Fund
42	PRATHAPSINGH	TRAINING CO-ORDINATOR RGSA	Continuing from previous years	RGSA
43	RAMAKRISHNAN P V	TRAINING CO-ORDINATOR RGSA	Extension faculty of KILA	RGSA
44	BABURAJ U V	SAGY CO-ORDINATOR- KOZHILKODE & VADAKARA LAC	Extension faculty of KILA	RGSA
	TECHNICAL SUPPORT			
45	ANOOP P A	TECHNICAL ASSISTANT-KILA	From Master Trainer IKM	Plan
46	JASAR	APPLICATION SUPPORT LEVEL 2-KILA	From the Selected list of National Informatic Centre	Plan
	DAILY WAGES			
47	BINDU V K	D/W CLERICAL ASSISTANCE- KILA	Continuing from previous years on daily wage as per requirement	Own Fund
48	JANAKEY K A	D/W CLERICAL ASSISTANCE- KILA	Continuing from previous years on daily wage as per requirement	Own Fund
49	JAYASREE T S	D/W CLERICAL ASSISTANCE- KILA	Continuing from previous years on daily wage as per requirement	Own Fund
50	JITTO P GOERGE	D/W CLERICAL ASSISTANCE- KILA	Continuing from previous years on daily wage as per requirement	Own Fund
51	RAJANI M N	D/W CLERICAL ASSISTANCE- KILA	Continuing from previous years on daily wage as per requirement	Own Fund
52	VIBEEN K V	D/W CLERICAL ASSISTANCE- KILA	On Daily wages on requirement- From Local area	Own Fund
53	HAREESH DAS M G	D/W CLERICAL ASSISTANCE- KILA	On Daily wages on requirement- From Local area	Own Fund
54	SULOCHANA C K	D/W CLERICAL ASSISTANCE- KILA	Continuing from previous years on daily wage as per requirement	Own Fund
55	MEENA T R	D/W CLERICAL ASSISTANCE- AGALI CENTRE	Former AHADS staff engaged on daily wages for sorting the files of erstwhile AHADS CCPRM	Own Fund
56	SUHAS	D/W CLERICAL ASSISTANCE- AGALI CENTRE	On Daily wages on requirement- From Local area	Own Fund
57	HANEEFA K H	D/W SUPPORT STAFF KHALASI	On Daily wages on requirement- From Local area	Own Fund

#	Name	Designation	Mode of engagement	Source of Fund
58	SUJITH T P	D/W SUPPORT STAFF KHALASI	On Daily wages on requirement- From Local area	Own Fund
59	RUKMINI C A	D/W SUPPORT STAFF KHALASI	On Daily wages on requirement- From Local area	Own Fund
60	DEEPA P B	D/W SUPPORT STAFF KHALASI	Continuing from previous years on daily wage as per requirement	Own Fund
61	MALLIKA K S	D/W SUPPORT STAFF KHALASI	Continuing from previous years on daily wage as per requirement	Own Fund
62	V R BABU	D/W SUPPORT STAFF KHALASI	On Daily wages on requirement- From Local area	Own Fund
63	RAZIYA T H	D/W SWEEPER KILA	Continuing from previous years on Daily wages on requirement- From Local area	Own Fund
64	BINDHU K P	D/W SWEEPER KILA	Continuing from previous years on Daily wages on requirement- From Local area	Own Fund
65	SUDHA A V	D/W SWEEPER KILA	Continuing from previous years on Daily wages on requirement- From Local area	Own Fund
66	RIJOY A R	D/W DRIVER CUM ROOM BOY	On Daily wages on requirement- From Local area	Own Fund
67	RAVINDRADAS K V	D/W DRIVER CUM SUPPORT STAFF KHALASI	Former KILA employee	Own Fund
68	JAYAN M	BEING THE JOB OF CARE TAKER	On Daily wages on requirement- From Local area	Own Fund
69	REMA K	SWEEPER-REGIONAL CENTRE TRIVANDRUM	Engaged on alternative days for cleaning from local area	Own Fund
70	UMESH S	CONSULTANT- INTEGRATION PROCESS-AGALI CENTRE	Earlier at KILA & formerly of AHADS	Own Fund
71	GOPI K	SUPPORT TO FINALISE THE VARIOUS AUDIT FILES & ACCOUNTS OF ERSTWHILE AHADS	Formerly working as special officer at Agali itself of collegiate education	Own Fund

Decision

Executive Committee noted and directed to place the whole details before next Executive Committee.

Meeting concluded at 5.20 PM

Sd/-

Chairman & Additional Chief Secretary to Government, LSGD