

**Extract of Minutes of the 3<sup>rd</sup> meeting of the Executive Committee of Kerala Institute of Local Administration (KILA) held at 02.30 PM on 09.08.2018 in the chamber of the Additional Chief Secretary to Government, Local Self Government Department**

**Present:**

- |   |     |          |
|---|-----|----------|
| 1. Sri. T K Jose, IAS<br>Additional Chief Secretary to Government<br>Local Self Govt. Department          | ... | Chairman |
| 2. Sri. N. Padmakumar,<br>Commissioner of Rural Development (i/c)<br>Commissionerate of Rural Development | ... | Member   |
| 3. Smt.R.Girija, IAS<br>Director of Urban Affairs   | ... | Member   |
| 4. Sri.K.G.Bhat IAS<br>Special Secretary<br>Local Self Govt. Department                                   | ... | Member   |
| 5. Dr. Joy Elamon<br>Director   | ... | Member   |

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

**ITEM NO. 1**

**CONFIRMATION OF THE MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON 30.04.2018**

The minutes of the meeting of the Executive Committee held on 30.04.2018 is placed as **Annexure-I** (Page: 41-62). The minutes may be confirmed.

**Decision**

***The Executive Committee approved the decisions of the Executive Committee meeting held on 30.4.2018***

**ITEM NO. 2**

**ACTION TAKEN REPORT ON THE DECISION OF THE EXECUTIVE COMMITTEE HELD ON 30.04.2018**

SI No	Executive Committee Decision	Action Taken
1	PENDING ACTION ON THE DECISION OF THE 1 <sup>st</sup> EXECUTIVE COMMITTEE MEETINGS HELD ON 29.8.2017	

<b>Sl No</b>	<b>Executive Committee Decision</b>	<b>Action Taken</b>
1.1	<b>Item No 7. Filling up the posts of Librarian and Assistant Librarian</b>	As decided by the Executive Committee, written test for the selection of Librarian and Assistant Librarian was conducted by Centre for Management Development, Thiruvananthapuram. They have submitted the mark list of the test to KILA. An Interview Board has been constituted and the board is in the process of fixing the interview of the shortlisted candidates.
	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 the selection and recruitment. Executive committee held on 30.4.2018 suggested to conduct a written test for the shortlisted candidates for the posts of Librarian and Assistant Librarian and it is to be entrusted with in the 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 .	
1.2	<b>Item No 8. Request from Dr. Abey George, Assistant Professor, for deputation to TISS</b>	Dr. Saidalavi of Malayalam University had submitted his credential for joining in deputation. It is in process.
	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 the selection and recruitment. Executive committee held on 30.4.2018 suggested to take action to recruit a person in place of Dr Abey George by 31st July 2018	

SI No	Executive Committee Decision	Action Taken						
1.3	<b>Item No 13 :Proposal of Bio-Gas Plant at KILA- CHR D, Kottarakkara</b>	As directed, sealed Tenders were invited from the empanelled agencies of Suchitwa Mission on 07-11-2017 by publishing Tender Notice in the Daily and two tenders were received from the empanelled agencies of Suchitwa Mission. The details are as follows:-						
	Approved the proposal and directed to invite competitive tenders from the empanelled agencies. Annual maintenance contract, warranty period etc. should also be ensured. Executive committee held on 30.4.2018 suggested to take steps to complete the process of Installation of Bio gas plant at KILA-CHRD, Kottarakkara within 60 days	<table border="1" data-bbox="721 520 1383 919"> <thead> <tr> <th data-bbox="721 520 1182 583">Name of Firm Quoted</th> <th data-bbox="1182 520 1383 583">Rate</th> </tr> </thead> <tbody> <tr> <td data-bbox="721 583 1182 779">M/s.Green Tech, Maruthumkuzhy Sasthamangalam, Thiruvananthapuram</td> <td data-bbox="1182 583 1383 779">Rs.1,29,999.00 (Including taxes)</td> </tr> <tr> <td data-bbox="721 779 1182 919">M/s.Socio Economic Unit Foundation, Pattom Palace P.O., Thiruvananthapuram</td> <td data-bbox="1182 779 1383 919">Rs.1,97865.00 (including taxes)</td> </tr> </tbody> </table> <p data-bbox="721 919 1383 1287">Due to lack of sufficient tenders, a Re-tender notice was published in the Daily on 18-02-2018 for the same from the empanelled agencies of Suchitwa Mission. But no tenders were received. Then re-tender Notice was also published in the KILA Website on 24-07-2018 with August 5th is the last date for receiving Tenders.</p>	Name of Firm Quoted	Rate	M/s.Green Tech, Maruthumkuzhy Sasthamangalam, Thiruvananthapuram	Rs.1,29,999.00 (Including taxes)	M/s.Socio Economic Unit Foundation, Pattom Palace P.O., Thiruvananthapuram	Rs.1,97865.00 (including taxes)
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M/s.Socio Economic Unit Foundation, Pattom Palace P.O., Thiruvananthapuram	Rs.1,97865.00 (including taxes)							
2	<b>ACTION TAKEN REPORT ON THE DECISION OF THE 2nd EXECUTIVE COMMITTEE MEETING HELD ON 30.4.2018</b>							
2.1	Item No. 1 : <b>APPROVAL OF THE MINUTES OF THE MEETING OF THE 1<sup>st</sup> EXECUTIVE COMMITTEE HELD ON 29.08.2017</b> -The Executive Committee approved the decisions of the meeting held on 29.08.2017	No further action						

SI No	Executive Committee Decision	Action Taken
2.2	<b>Item No. 2 ACTION TAKEN REPORT ON THE DECISIONS OF THE EXECUTIVE COMMITTEE HELD ON 29.08.2017</b>	
	<b>Remarks and Suggestion on the Action Taken Report</b>	
	1. The Actions pending if any of the decisions of the previous meeting, should be included in the Action Taken Report.	All pending actions are placed herewith for information.
	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.	Planting trees in the campus were done. 2 <sup>nd</sup> stage of it is being done through MNREGS works of the local Panchayats. A detailed watershed master plan has been developed with the support of Kerala State Land Use Board, in which the suggestions of the Executive Committee were incorporated. Steps have been taken to include most of the work through MGNREGS Action Plan. Rest of the work will be carried out using the internal sources.
	3. Set the compound boundary for KILA, Kottarakara Centre.	As per the decisions, steps have been initiated to identify the boundary of KILA CHRD campus. But it has not been fulfilled because of the issues in connection with the ownership of the land. The ownership has been vested with the Principal, ETC Kottarakkara as per the revenue records. But as per the records maintained in KILA CHRD, Commissioner of Rural Development (CRD) allotted 8.2435 hectare land to erstwhile SIRD from the property owned by ETC Kottarakkara with an instruction that Revenue Department will take steps to transfer the land. Since then, several requests have been sent to Revenue Authorities, but the action is still pending. The matter has been brought to notice of the Government and the District Collector, Kollam with a request to expedite the action. Now the Village Officer, Kottarakkara has requested to furnish the details of trees existed in the above mentioned land and the same has been submitted. Moreover the Tahasildar (LR) has requested to expedite the action of transferring the land. The matter is also included an agenda as item no: 6 of this Executive Committee meeting. Constructin of the boundary wall shall be done after the process of transferring the land to KILA CHRD has been completed. Until then, temporary arrangements are being done.

SI No	Executive Committee Decision	Action Taken
	4. Reconciliation of physical assets with Asset Register of Kottarakara center.	During this period Staff of KILA CHRD were engaged in the process of settling the accounts/finalizing the record works. During the period posts such as Office manager, Administrative Staff (Assistants)- 2 Nos. became vacant and hence the process of reconciliation progressed in a slow pace. Now other works are nearing completion and hence the reconciliation works have been started and it is expected that, it will be completed on or before 30th Sept 2018
	5. Appreciated the integration process carried out for finance and accounts of Regional Centers.	No further action
	6. Directed to make all payments of Kottarakara Centre (CHRD) directly from KILA Head Quarters.	As directed all payments are routed through KILA Head Quarters w.e.f 01.07.2018
<b>3</b>	<b>Regularization of 3 Core Faculty Members</b>	
<b>3.1</b>	The Executive committee decided the following:	
	1. A decision on this can be taken only after receiving formal and official communication from MoRD.	No further action
	2. In the meantime, performance appraisal of all the existing faculty members has to be completed by 30 <sup>th</sup> June 2018.	Completed
<b>3.2</b>	<b>Appointment of two Core Faculty on specific areas</b>	
	<b><u>Decision</u></b>	
	The Executive committee decided the following:	Newspaper advertisement has been released inviting applications for the posts of Core Faculty in 'Women and Child Development' and 'Information Technology' on contract basis.
	Recruitment through contract to be done for the posts of Faculty in "Women's & Child Development" and "Information Technology".	
	1) Faculty in <b>Women &amp; Child Development</b>	
	Qualification should include:	

SI No	Executive Committee Decision	Action Taken
	Essential- Post Graduation in Women Studies / Gender and Development/ similar courses.	
	Desirable- Ph.D in related areas, publications in accredited journals, experience in the related field. .	
	<b>2) Information Technology</b>	
	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	
4.	<b>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</b>	As authorized Rs. 44,56,365/- has been remitted on 02.06.2018 towards the payment of statutory dues, damages and interest levied under sec 14B AND 7Q of EPF and MP Act 1952 as per notice dated 8/12/2017 of Employees Provident Fund (EPF) Office Calicut. The savings bank account of erstwhile AHADS-CCPRM at Sub Treasury Agali has not been transferred to KILA, the matter has been taken up with Government vide letter No: 2016/101/2444, dated : 27/10/2017
	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	
5.	<b>Item No.05 :Transfer of ownership of vehicles of KILA TDNRM Agali</b>	The Executive Engineer, PWD Mechanical, Kozhikode has been addressed to inspect the vehicles at CTDNRM for the fulfillment of condemnation process. Steps are on to get the re-registration prior to the ownership change to Director, KILA.
	Executive committee decided to retain the following vehicles and transfer the ownership to the Director KILA.	

SI No	Executive Committee Decision	Action Taken
	KL-50-4850, Scorpio,/KL-50-4705, Bolero,/KL-50-2650, Mahendra Jeep, /KL-50-2644, Mahendra Jeep ./KL-50-4521, Tata Safari, /KL-50-2655, Mahendra Jeep.	
	2.All other vehicles should be auctioned as per rules after receiving assent from PWD Mechanical wing	
6.	<b>Item No.06 :Exemption of service tax on State Government Grant</b>	
	<b><u>Decision</u></b>	
6.1	Executive committee decided to file appeal before The Commissioner, Customs, Excise & Service Tax Appellate Tribunal, Bangalore.	Appeal has been filed before the Commissioner, Customs, Excise & Service Tax Appellate Tribunal, Bangalore on 21.6.2018.
6.2	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.	Detailed reply has been prepared by the Consultant and submitted before the Principal Commissioner, Central Tax & Central Excise Cochin.
7.	<b>Item No. 07 :Retirement age of part time Sweepers</b>	
	<b><u>Decision</u></b>	
	The Executive committee decided to fix the retirement age as 70 yrs for part time sweepers in KILA as per Govt. order no. GO (P) 831/80/(253)/Fin dated 03.11.1990 and will be applicable only for those who are presently engaged	Noted for action
8.	<b>Item No.08 :Enhancement of remuneration of faculty members on contract at KILA – CHRD Kottarakkara</b>	
	<b><u>Decision</u></b>	
	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.	The enhanced monthly consolidated amount has been paid to of Sri. Vinod Kumar. C , Dr. Jibini V Kurian and Dr. S Vinod to Rs. 41475/- as per GO(P) No. 56/2017/Fin dated 28.04.2017 since .....

SI No	Executive Committee Decision	Action Taken
9	<b>Item No. 09 :Extension of service of the deputation Staff at KILA CHRD Kottarakkara centre</b>	No further action
	<b><u>Decision</u></b>	
	The Executive committee approved and ratified the action of Director KILA	
10	<b>Item No. 10 :Extension of mess contract of M/s Vijayashree Kudumbhashree Unit, KILA Canteen Unit for 2018-19</b>	The contract with M/s <i>Vijayashree Kudumbasree</i> Unit has been renewed with enhancement of 10% in the food 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.	
11	Item No. 11 :Merging the Extension Training Centers with KILA – follow up	Request letter submitted to Government.
	<b><u>Decision</u></b>	
	The Executive Committee authorized the Director, KILA, to submit a proposal before the Government for approval. Ownership of land, buildings and other equipments other than those purchased by KILA. are to be kept as the property of the Commissioner of Rural Development,	
12.	<b>Item No.12 :Executive Committee approved with the following suggestions:</b>	Included.
	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	
13.	<b>Item no.13 Reporting</b>	
	<b><u>Decision</u></b>	



SI No	Executive Committee Decision	Action Taken
	<b>The Executive committee suggested the following for the overall development of KILA:</b>	
	1) Agreement should be executed with <i>Kudumbashree</i> for utilising the facilities at Agali Centre.	In process
	2) Documentation of best practices of the Local self-government institutions to be undertaken by KILA.	Included in this year's Action plan. Discussed the matter with PRD regarding this, for utilizing the support of Journalism iInterns selected by them.
	3) Updation of KILA website with innovative models, replicable best practices etc. in LSGIs to help other LSGIs to get a clear idea on such initiatives.	We are in the process of revamping the entire website.
	4)KILA should facilitate and act as a conduit to promote the linkages of the local governments and academic institutes in Kerala.	In process
<b>14</b>	<b>Item No.14 :Any other item with the permission of the Chair</b>	
	<b>Item No.1</b>	
	<b>Details of support staff engaged or taken on contract/temporary for the implementation of various project &amp; mission activities are placed before Executive Committee.</b>	Done
	Decision :Executive Committee noted and directed to place the whole details before next Executive Committee	

SI No	Executive Committee Decision	Action Taken
	<p>(1) Also to reporting long pending issues in the former Executive committee decisions.</p> <p>(2) Executive Committee suggested to incorporate Action Taken Report with correct description of the action taken with exact dates and whether action is completed or not. If something more is pending, please indicate that also.</p>	

**ITEM NO. 03**  
**AUDIT REPORT 2017-18**

- The Annual Accounts of KILA for the year 2017-18 has been audited by M/s SKV Associates , Chartered Accountants, Thrissur and signed on 05.08.2018 and submitted the Audit Report along with Financial statements viz. Balance Sheet, Statement of Income and Expenditure and Receipts and Payments (**Annexure-II** (pages: 63-94))
- A copy of the Audit Report 2017-18 has been forwarded for the comments of Finance Secretary vide letter No. KILA/2016/101/1445/Asst F2 dated 06/08/2018
- **Abstract of statement of Income & Expenditure for 2017-18 is given below:**

SI No	Particulars	Current year 2017-18	Previous year 2016-17	% Increase / (Decrease) compared to P.Y
		(Rs. in lakhs)	(Rs. in lakhs)	
<b>INCOME:</b>				
<b>1</b>	<b>Income from training Programme</b>	<b>495.42</b>	<b>336.17</b>	<b>47.37</b>
	<b>KILA HQ</b>	-	-	
	Administrative charges collected	157.68	119.72	<b>31.71</b>
	Faculty and staff time	6.13	8.19	
	Course Fee collected (PGD in Child Governance)	0.05	1.75	
	Room rent & rent training equipment	307.61	191.98	<b>60.23</b>
	<b>KILA KOTTARAKKARA CENTRE</b>	-	-	
	Administration Charges/Mess & Hostel Fee	23.96	14.52	<b>64.94</b>
<b>2</b>	<b>By Grant from Government -Non Plan Fund</b>	<b>276.55</b>	<b>250.55</b>	<b>10.38</b>
	<b>KILA HQ</b>	-	-	

SI No	Particulars	Current year 2017-18	Previous year 2016-17	% Increase / (Decrease) compared to P.Y
		(Rs. in lakhs)	(Rs. in lakhs)	
	Non Plan Fund (Govt of Kerala)	41.27	35.89	<b>14.99</b>
	<b>KILA KOTTARAKKARA CENTRE</b>	-	-	
	Recurring Grant (Govt of India)	39.48	74.04	
	Recurring Grant (Govt of Kerala)	43.66	56.34	
	Recurring Grant for Core Faculty Arrear (Gol)	87.14	9.17	
	Recurring Grant 2015-16 Reimbursement (Gol)	65.00	75.11	
<b>3</b>	<b>Interest from bank</b>	<b>54.04</b>	<b>54.66</b>	
	<b>KILA HQ</b>	49.52	49.03	
	<b>KILA KOTTARAKKARA CENTRE</b>	4.51	5.62	
<b>4</b>	<b>Other Income</b>	<b>27.06</b>	<b>31.86</b>	<b>(15.05)</b>
	<b>KILA HQ</b>	-	-	
	Accredited Agencies-Processing Fee	0.70	-	
	Consultancy & other income	17.57	29.28	<b>(39.99)</b>
	Fee for right information	0.00	0.01	
	Subscription fee collected	0.02	0.03	
	Tender forms & Photostat charges	5.49	0.10	
	Income From Sale of Vehicle	0.03	-	
	Quarters rent	1.61	0.71	
	Rent EDII	0.89	0.81	
	<b>KILA KOTTARAKKARA CENTRE</b>	-	-	
	Miscellaneous Income	0.68	-	
	Tender Fee	0.01	0.47	
	Sale of Scrap	-	0.45	
	Quarters Rent	0.06	-	
<b>5</b>	<b>By Excess of Expenditure over Income</b>	<b>12.24</b>	<b>43.05</b>	<b>(71.56)</b>
	<b>TOTAL</b>	<b>840.83</b>	<b>716.28</b>	<b>17.39</b>
<b>1</b>	<b>Administration Expenses</b>	<b>565.78</b>	<b>498.09</b>	<b>13.59</b>
	<b>KILA HQ</b>	-	-	
	Pay and Allowances	357.88	285.08	<b>25.53</b>
	Travelling allowances	9.13	5.76	<b>58.55</b>
	Advertisement expenses	3.85	2.71	<b>42.14</b>
	Audit fee	2.04	0.50	
	Security service charges	16.99	15.09	<b>12.60</b>
	Legal charges & Professional Charges	0.12	0.32	
	Housekeeping of SAS	5.68	3.96	

SI No	Particulars	Current year 2017-18	Previous year 2016-17	% Increase / (Decrease) compared to P.Y
		(Rs. in lakhs)	(Rs. in lakhs)	
	<b>KILA KOTTARAKKARA CENTRE</b>	-	-	
	Salary & Allowances-Core Faculty	44.93	38.58	<b>16.46</b>
	Salary & Allowances-Staff	118.62	134.40	
	Travelling Expenses-Staff	0.63	1.08	
	Subscriptions & Periodicals	0.25	0.27	
	Electricity & Water Supply Expenditure	5.39	4.39	<b>22.84</b>
	Meeting & Entertainment Expense	0.12	1.59	
	Audit Fee	0.15	-	
	Office Expenses	-	4.35	
<b>2</b>	<b>Office Expenses</b>	<b>49.00</b>	<b>29.11</b>	<b>68.32</b>
	<b>KILA HQ</b>	-	-	
	Maintenance - Vehicles	4.09	4.63	
	Electricity Charges	20.26	16.52	<b>22.62</b>
	GC / EC Meeting Expenses	0.17	0.13	
	Postage ,Telephone & Internet charges	9.34	7.83	<b>19.22</b>
	KILA Integration Expenses	3.20	-	
	Trivandrum Regional Centre Expense	4.20	-	
	<b>KILA AGALI CENTRE</b>	-	-	
	Fuel Charges	0.28	-	
	Vehicle Maintenance-	0.88	-	
	Vehicle Insurance	0.36	-	
	Electricity Charges	2.86	-	
	Stationary & Printing	0.15	-	
	Telephone Charges	0.08	-	
	KILA Integration Expenses	0.60	-	
	Bed Sheet, Pillow Cover, Etc	0.84	-	
	<b>KILA KOTTARAKKARA CENTRE</b>	-	-	
	Postage and Courier Charge	0.12	-	
	Printing & Stationary	0.15	-	
	Telephone Charges	0.29	-	
	Advertisement Expenses	0.12	-	
	Miscellaneous Expenses	0.52	-	
	Cleaning Charges	0.16	-	
	Publication\Documentation	0.34	-	
<b>3</b>	<b>Training Expenses</b>	<b>54.18</b>	<b>41.02</b>	<b>32.08</b>
	<b>KILA HQ</b>	-	-	

SI No	Particulars	Current year 2017-18	Previous year 2016-17	% Increase / (Decrease) compared to P.Y
		(Rs. in lakhs)	(Rs. in lakhs)	
	Honorarium and T.A	1.17	0.49	
	KILA Journal	0.22	1.34	
	Printing and Stationary	3.36	7.12	
	Bed Sheet, Pillow Cover, Etc.	6.20	4.75	<b>30.61</b>
	Washing Charges	4.30	3.23	<b>32.97</b>
	Cable Connection Expenses	1.89	1.08	
	Mess expense	2.16	5.80	
	Photo & Recreation expense	0.17	0.07	
	Vehicle charges	5.41	0.47	
	<b>KILA KOTTARAKKARA CENTRE</b>	-	-	
	Honorarium and T.A	3.15	2.63	
	Stationary	0.64	2.71	
	Miscellaneous	0.14	0.79	
	Internet charges	-	1.13	
	Consumables	-	6.27	
	Hostel stationary	1.01	0.49	
	Wages	3.34	1.37	
	Sponsored training expense	-	1.29	
	Rent Training Equipment	0.15	-	
	Training Materials	6.54	-	
	Cable Connection Charges CHRD	0.12	-	
	Cleaning Expense-Hostel CHRD	0.95	-	
	Mess Expenses CHRD	11.86	-	
	Washing Charges CHRD	0.65	-	
	Field Visit Expenses	0.52	-	
	Mineral Water Charges	0.21	-	
	Photo	0.02	-	
<b>4</b>	<b>Other Expenses</b>	<b>73.85</b>	<b>54.81</b>	<b>34.74</b>
	<b>KILA</b>	-	-	
	Consultancy Charges	0.64	-	
	Bank Charges	1.43	0.12	
	Building Tax & water charges	0.54	0.07	
	Membership fee & Mementos	0.52	0.23	
	Newspaper and Periodicals	4.13	1.70	
	Repairs & Maintenance	26.87	38.01	

SI No	Particulars	Current year 2017-18	Previous year 2016-17	% Increase / (Decrease) compared to P.Y
		(Rs. in lakhs)	(Rs. in lakhs)	
	Purchase of Kitchen Vessels & Baby Cradle	1.78	-	
	Uniform	0.19	-	
	Accredited Agencies Expenses	0.63	-	
	Exhibition	1.02	-	
	<b>KILA KOTTARAKKARA CENTRE</b>	-	-	
	Fuel vehicle	6.17	6.58	
	Insurance Vehicle	1.14	0.96	
	Repair & maintenance Vehicle	2.70	2.01	
	Taxes- Vehicle	-	1.62	
	Repair & maintenance Equipment	1.56	1.71	
	Minor Repair & maintenance	1.09	0.48	
	Fuel Generator	-	0.10	
	Repair & maintenance Building	1.06	1.01	
	Garden Maintenance	0.49	-	
	Bank Charges	0.19	-	
	Legal Fee	-	0.21	
	Asset Mapping	1.13	-	
	<b>KILA AGALI CENTRE</b>	-	-	
	Repair & maintenance	2.03	-	
	Daily Wage	8.33	-	
	Security Service Charges	10.18	-	
	News Paper & Periodicals	0.02	-	
	Depreciation	98.02	93.26	<b>5.10</b>
	<b>TOTAL</b>	<b>840.83</b>	<b>716.28</b>	<b>17.39</b>

The Audit Report is placed before the Executive Committee for consideration and onward approval by the Governing Council

**Decision**

*Points noted in the audit report regarding the settlement of pending advances of erstwhile SIRD and erstwhile AHADS- CCPRM have to be sorted out and should be completed before 30<sup>th</sup> September 2018.*

*Executive Committee suggested to show consultancy charges, repair & maintenance, rent of quarters etc under separate heads in statements of accounts other than those included in 'other income' group. Same story for other expenses; to be given in details*

*Executive Committee approved audited statement of accounts for the year 2017-18 also decided to place before the Governing Council for approval.*

**ITEM NO.04**  
**BUDGET FOR THE YEAR 2018-19**

As a nodal agency to Government of Kerala for capacity development for local governance, the Kerala Institute of Local Administration (KILA) is working with the sole mandate of strengthening local governance in the rural and urban areas since 1990. With its unique participatory approach, the Institute endeavors to train, conduct research, provide consultancy in local governance and decentralization. Since its inception, KILA has been engaged in different types of capacity development initiatives with main focus on imparting training to the functionaries of Local Self Government Institutions. The devolution of functions, functionaries and finance to LSGIs, increased representation from the marginalized groups, allied Institutions transferred to the LSGIs and the launch of People's Plan Campaign augmented the mandates of the LSGIs and this in turn desires a shift in the focus of KILA also.

With the introduction of the participatory planning process through People's Plan Campaign in the LSGIs for addressing the issue of social justice and economic development, various Missions under Nava Kerala Programme and assuming of larger responsibilities for the Grama Sabha/ Ward Sabha, the LSGIs need extended support in terms of capacity building from experienced institutions like KILA. Hence the focus of KILA shall be shifted from mere training to Capacity Building reaching up to the local level.

Capacity building to LSGIs will be enhanced with more programmes having state of the art quality. The results of the research programmes are expected to support the development of new programmes and also to improve the quality in terms of content, approach and methodology of the trainings.

At present KILA is collaborating with various national and international agencies in its strive for achieving local governance and decentralization. In the coming year KILA shall continue its efforts to develop as a supporting agency to other states and agencies at the National level. This shall be a platform for sharing the experiences and learning of KILA with others and vice versa. Networking with the international agencies will also have the same objective of sharing of experiences with agencies across the world . In addition to this, KILA will also engage various thematic areas of relevance to LSGIs like Climate change, Sustainable Development Goals (SDGs) etc. and to work on programmes for the same.

It is important to note that the erstwhile SIRD, erstwhile AHADS -CCPRM and three ETCs have been merged with and brought under KILA and the proposed plan is inclusive of all activities of the KILA main campus and the various centers mentioned above.

The present proposal includes activities of all newly acquired centers of KILA. This is inclusive of KILA CHRD (erstwhile SIRD) recurring grant for meeting recurring expenditure. Please note that as per G.O (MS) No. 103/2017/LSGD dt. 24.5.17, all these centers are part of KILA and with the single account of Director KILA. With regard to the erstwhile ETCs, integrated with KILA, clarity is to be made on their administrative control. So the plan does not include administrative expenses of erstwhile ETCs. The total Plan Proposal for 2018-19 is Rs. 3330 lakh (KILA HQ (Plan) Rs 3185 lakh & erstwhile SIRD (now KILA) Rs.145 lakh). A detailed budget estimate for the year 2018-19 is attached as (**Annexure-III** (pages: 95-106)

An abstract of the Budget estimate for the year 2018-19 is given below;

<b>Rs (in Lakhs)</b>				
<b>#</b>	<b>Particulars</b>	<b>Audited Accounts 2017-18</b>	<b>Budget Estimate 2018-19</b>	<b>Remarks</b>
	Opening Balance(A)	7035.18	6594.31	
1	<b>Revenue Income(B)</b>			
	Grant from State Govt. Non Plan	41.27	43.33	Expected non plan grant-KILA HQ



	Recurring Grant from MoRD( 25+ core faculty)	126.62	239.63	Grant for erstwhile SIRD (now KILA) -Expected 50% share of training expenses ,full salary of core faculty of ( Rs. 91 lakhs) & maximum support for non teaching staff & other expenses( Rs. 25 lakhs)
	Recurring Grant from Govt. of Kerala (Budget Provision)	108.66	145	Grant for erstwhile SIRD (now KILA)- non plan grant
	Income from Training programme	495.42	507.19	Expected income of administration charges, faculty & staff time, room rent & rent training equipments etc
	Other Income	27.06	17	Expected income from Quarters rent , rent EDII etc
	Interest from bank	54.03	56	
	<b>Sub Total (B)</b>	<b>853.06</b>	<b>1008.15</b>	
	<b>Project Income (C)</b>	3120.35	2740.1	
#	Particulars	Audited Accounts 2017-18	Budget Estimate 2018-19	Remarks
	State Plan Non Capital Income(D)	507.09	3912.26	Grant amount received during May 2018 for the year 2017-18 (Rs. 1382.26 lakhs) & Provision for 2018-19 (Rs. 2530 lakhs)
2	<b>Capital Income (E)</b>			
	State Plan - Capital Income		1585	Grant amount received during May 2018 for the year 2017-18 (Rs. 930 lakhs ) & Provision for 2018-19 (Rs. 655 lakhs)
	State plan Grant refund of the amount taken back during March18		452.23	
	Capital Fund Agali	339.23		
	Corpus Fund- Deemed University	104.53	114.98	Interest on Corpus Fund Deemed University earmarked Fund for land acquisition

	Corpus Fund Interest on Deposit	23.77	26.15	Expected interest on deposits of Corpus Fund KILA
	<b>Sub Total(E)</b>	<b>467.53</b>	<b>2178.36</b>	
	<b>KILA Pension / General Provident Fund(F)</b>	<b>53.32</b>	<b>58.65</b>	KILA Pension fund /KILA GPF
	<b>GRAND TOTAL (A+B+C+D+E+F)</b>	<b>12036.53</b>	<b>16491.83</b>	
3	<b>Revenue Expenses (G)</b>			
	Administration & Office Expenses	614.78	852.4	
	Training & Other Expenses	128.03	155.75	
	Depreciation	98.01		
	<b>Sub Total (G)</b>	<b>840.83</b>	<b>1008.15</b>	
4	<b>Project Expenses/ Central Assistance Expenses (H)</b>	<b>1840.02</b>	<b>5949.10</b>	
5	<b>State Plan-Non Capital Expenses(I)</b>			
	Capacity Building Programmes for Strengthening Decentralization and Local Governments in Kerala	1432.00	2177.61	Capability development programme expenses for the utilisation of Previous year balance & current year allocation
	State Resource Group and Strengthening Help Desk System	277.67	454.02	utilisation of current year allocation
#	Particulars	Audited Accounts 2017-18	Budget Estimate 2018-19	Remarks
	Procurement of Library Books & Journals & Development of Library & Information	10.00	3.61	Utilisation of balance amount
	Virtual Learning System		20.00	Expenditure for Distance Learning programme, MOOC & training without trainer etc-current year budget provision
	Area Development Programme		40.00	Expenditure for programmes - Development initiatives in the state at the local level /convergence at area levels etc. - current year budget provision

	International & National Seminars and Workshops	28.8	88.98	Utilisation of balance amount & current year budget provision
	Research, Studies and Evaluation		30.00	Expenses for research programmes in selected areas related to Local Governance & Decentralisation - current year budget provision
	Museum of Best Projects	25.00	0	
	Documentation and Good Practice		25.00	Expenses for the documentation of innovative & replicable initiatives-current year budget provision
	Seminar And Workshops		150.00	Expenses for organising workshops to receive fresh perspectives, develop new ideas etc in Local Governance & Decentralisation-current year budget provision
	Upgradation of KILA Journal of Local Governance		10.00	Expenses for the upgrading journal to an international level- current year budget
#	Particulars	Audited Accounts 2017-18	Budget Estimate 2018-19	Remarks
	Platform on Local Governance/E Platform on Local Governance / District Platform		15.00	Expenses for establishing e- platform on Local Governance -current year budget provision
	Development of Centres handed over to KILA		150.00	Provision for the major programmes for the insitutional development of new centres of KILA- Current year budget
	Upgradation of Library, e-Library and Information system development		20.00	Provision for developing Library as Resource centre on Local Governance -current year budget
	Faculty and Staff improvement programme		20.00	Provision for Upgradation of the knowledge & skill of faculty & staff of KILA-current year budget

	Initiating various thematic centres /chairs/hubs		70.00	Provision for establishing various Thematic Centres, Hubs, Chair etc in KILA - current year budget
	Supplementary Demand grant	6.45	43.55	Previous year balance to be utilized during
	<b>Sub Total (I)</b>	<b>1779.92</b>	<b>3317.77</b>	
6	<b>Capital Expenses – Infrastructure Development (J)</b>			
	Additions to Fixed Assets (Assets of erstwhile CCPRM Agali and Additions of Head Quarters)	332.53		
	Modernization of Class room & providing ramp & hand rail to Auditorium, GH & other Buildings	20.00	80.00	Expenditure for ceiling flooring, painting rewiring of electrical installation of Grama Sabha & Grama Swaraj & Providing Ramp 7 hand rails to auditorium Guesthouses 7 other building. Work has been started by KEL & expected to be completed by October'18-Utilisation of previous year allocation
#	Particulars	Audited Accounts 2017-18	Budget Estimate 2018-19	Remarks
	Repairs & Maintenance of Sahyadri Guest Houses-		50.00	Renovation of rooms in Sahyadri Guest House - work has been started by KEL & expected to be completed by september'18-Utilisation of previous year allocation
	Repairs & Maintenance of Guest Houses-Aravalli Guest house	20.00	80.00	Renovation of rooms in Aravally Guest House - work has been started by KEL & expected to be completed by October 18-Utilisation of previous year allocation
	Renovation of KILA- TDNRM Agali centre		85.00	work entrusted to TD LCS & expected to be completed by October'18-Utilisation of previous year allocation

	Repair & Maintenance of Computer, Printer, UPS System & complete online KILA ( COKILA) software for office automation	18.92	71.08	Cost for the maintenance of software & hardware upgradation, internet facility, lease line and for the implementation of COKILA software in all centers of KILA to become paperless office-Utilisation of previous year allocation
	Repairs & maintenance of existing Staff Quarters		130.00	The repair work of 24 quarters has been entrusted to TD LCS & expected to completed by August 2018-Utilisation of previous year allocation
	Repairs & Maintenance of existing Auditorium		300.00	The renovation work has been entrusted to TD LCS & expected to completed by September 2018-Utilisation of previous year allocation
	Purchase of 250 KVA Generator		30.00	Supply Order has been given to KEL & expected to be installed by September'18 - Utilisation of previous year allocation
#	Particulars	Audited Accounts 2017-18	Budget Estimate 2018-19	Remarks
	Renovation & Extension of existing Kitchen & up gradation of Kitchen Equipment & Dining Hall		100.00	The work has been entrusted to TD LCS & expected to completed by September 2018-Utilisation of previous year allocation
	Installation of Lift & structural work of Lift Room	20.00	80.00	The work has been entrusted to KEL & expected to completed by September 2018-Utilisation of previous year allocation
	Truss Work over Administration block & SAS Building & Library Building		83.00	The work has been entrusted to TD LCS & expected to completed by September 2018-Utilisation of previous year allocation

	Developing KILA as State University: Phase1-Construction of Departments-to be utilised for Construction of Gate & new road to KILA		100.00	Formation of new road - work can be started after completion of land acquisition-Utilisation of previous year allocation
	Master Plan preparation and Road widening in the newly acquired land		100.00	Formation of new road - work can be started after completion of land acquisition - Utilisation of previous year allocation
	Acquisition of Land		1971.12	Proposed to be utilized for the acquisition of 9 acres of land.
	Office Automation at KILA- TD & NRM centre & KILA- Human resource Development Centre- Kottarakkara		50.00	Purchase of computers, printer etc for Kottarakkara centre-tender process initiated-Utilisation of previous year allocation
	Renovations of Existing Computer lab		7.00	Work entrusted to TD LCS & expected to be completed by August '18 - Utilisation of previous year allocation
#	Particulars	Audited Accounts 2017-18	Budget Estimate 2018-19	Remarks
	Setting up of New Computer Lab		60.00	Purchase of computers for setting up of new computer lab with Projector, A/c etc. - tender process initiated-Utilisation of previous year allocation
	<b>Alternate Energy Sources</b>			
	New & Renewable Energy utilization in KILA campus	13.8	130.00	Work entrusted to KEL & expected to be completed by October'18-Utilisation of previous year allocation
	Solar Power system for Guest Houses-Initial phase	27.5	22.5	Work entrusted to ANERT & expected to be completed by August '18-Utilisation of previous year allocation

	Waste Water treatment plan		80.00	Detailed project report submitted for technical sanction & proposed to complete the process by December'18-Utilisation of previous year allocation
	Upgradation of infrastructure & facilities at various centres of KILA		100.00	Provision for the development of training infrastructure at 5 centres of KILA-Budget provision 2018-19
	Purchase of new computers & printers for KILA main campus & centres		10.00	Provision to purchase new computers for replacing the old version at HQ & various centres-Budget provision 2018-19
	Construction of new Hostel		100.00	Phase 1 cost for the construction of new hostel building with 20,000 sq.ft. to accommodate 200 persons at a time -Budget provision 2018-19
	Construction of new administrative & training building		10.00	Initial cost for the new training & administration building with 15,000 sq. feet -Budget provision 2018-19
#	Particulars	Audited Accounts 2017-18	Budget Estimate 2018-19	Remarks
	Construction of new building for kitchen & dining hall		260.00	Provision for dining hall having facility to accommodate 1000 nos at a time -phase 1-Budget provision 2018-19
	Front gate, watchman gate, streetlight, drainage etc		50.00	Provision for the construction of front gate, street light etc for the proposed land to be acquired.-Budget provision 2018-19
	Water purification plant		15.00	Cost for the water purification plant--Budget provision 2018-19
	Grant amount taken by Government of Kerala	452.23		Amount directly taken back from treasury account on 28.3.18

	<b>Sub Total (J)</b>	<b>904.98</b>	<b>4154.70</b>	
	Excess of Income over Expenditure <b>(K)</b>	12.24		
	<b>Closing Balance(L)</b>	6594.31	1988.60	
	<b>GRAND TOTAL (G+H+I+J+K+L)</b>	<b>12036.63</b>	<b>16491.83</b>	

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

**Decision**

*Though the Executive Committee was satisfied with the budget estimate of KILA for the year 2018-19 after its detailed discussion. Executive Committee approved the budget estimate 2018-19 with also decided to place before the next Governing Council for approval along with the following suggestions :*

- Innovative courses should be initiated by each faculty and it would be considered as a part of their Performance appraisal and also it should generate income through course fee.
- Innovative projects in primary sector should be organized and RD Kottarakkara will be entrusted with its responsibility.
- Best Performance Panchayath should be identified and documented.
- An Innovation Centre consisting of officers from agriculture sector, industries, animal husbandry, co-operative sector etc. should be started.
- Possibility of visiting Sri Lanka, Uganda & Vietnam by the Panchayath President & officials of Best Performance Panchayath in connection with the value addition project and exposure visit has to be examined.
- Executive training programs for senior officials of LSGD from all the 5 departments, missions and projects.

**ITEM NO.05**

**PAY REVISION ARREARS TO STAFF OF KOTTARAKKARA CENTER**

As per Government Order. No. G.O(P)81/2018/LSGD, dated. 08-06-2018 (**Annexure-IV** (pages: 107-111)) has accorded sanction for Pay Revision to the Staff of this Institute. As such the pay and allowances of the staff has been revised with effect from 7/2014. 12 incumbents of this Institute are eligible for the revision of pay and allowances. The new salary as per the Pay Revision was sanctioned to the incumbents from the month of June,2018. An amount of Rs.21,98,292/- (Rupees Twenty One Lakhs Ninety Eight Thousand Two Hundred and Ninety Two only) is needed for releasing Pay Revision arrears to the incumbents for the period from July,2014 to May,2018. The incumbent wise details are as follows:-

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Period</b>	<b>Amount (Rs.)</b>
1	Smt.D.Thankamani Pillai	Typist	2014 July to 2018 May	2,81,602.00
2	Sri.Sarathkumar.S	AVT	2014 July to 2018 May	3,43,824.00
3	Smt.I.Noorjahan	Office At-tendant	2014 July to 2018 May	2,39,472.00
4	Sri.Noushad.A.S	Driver	2014 July to 2018	3,17,667.00



			May	
5	Sri.S.Krishnakumar	Office At-tendant	2014 July to 2018 May	2,08,612.00
6	Sri.Babukuttan Pillai.B	Hostel Boy	2014 July to 2018 May	2,08,612.00
7	Sri. Shibu.R	Gardener	2014 July to 2018 May	2,02,389.00
8	Sri.Vikraman Nair.T.S	Kitchen Helper (Rtd.)	2014 July to 2017 April	1,40,677.00
9	Sri.Venukumaran Nair	Cook	2015 October to 2018 May	68,404.00
10	Sri.Rajeev.R	Watchman	2015 October to 2018 May	39,568.00
11	Sri.RajeshBabu.P	Driver	2015 October to 2018 May	73,851.00
12	Smt.Jaseentha.G	P.T Sweeper	2014 July to 2018 May	73,612.00
			<b>Grand Total</b>	<b>21,98,292.00</b>

As per para 14 of the Pay Revision Order, it is informed that the entire expenditure on the revision of pay and allowances shall be met from internal resources and Government will not provide any financial assistance on account of this and as per Para.15, it is also directed that the payment of arrears on account of Pay Revision shall be decided by the Executive Committee.

The matter is placed before Executive Committee for approval.

**Decision**

**Executive Committee accord sanction to release pay revision arrears as per Government Order. No. G.O(P)81/2018/LSGD, dated. 08-06-2018 to the Staff of this Institute with effect from 7/2014. Arrears shall be paid in cash since they are under EPF benefit scheme.**

**ITEM NO.06**

**REGISTRATION OF LAND ALLOTTED TO ERSTWHILE SIRD (NOW KILA) FROM THE PROPERTY OF ETC, KOTTARAKARA**

The Commissioner for Rural Development, Thiruvananthapuram, vide letter.No.5865/TRG/3/99/CRD, dated.28-05-1999 has informed that 8.2435 Hr land was allotted to erstwhile SIRD (KILA-CHRD) from the property of ETC, Kottarakkara as per the decision by the Government and the follow up action with regard to transferring of the proposed land shall be done by the Revenue Department (copy enclosed as **(Annexure-V** (pages: 112-114). But no action in this connection has been taken by the Revenue Department for a long time. As such letter has been forwarded to the Commissioner for Rural Development on 04-10-2002 for furnishing the progress of the matter. But nothing was received from their end for a long period. Hence a D.O letter was forwarded to the Additional Development Commissioner, CRD, Thiruvananthapuram about this matter on 30-04-2004. In addition to this, another letter was forwarded to the Principal Sub Registrar, Kottarakara on 08-02-2005 for furnishing the liability Certificate if the proposed land was transferred to SIRD. But nothing was received from the above said authorities.

Letters were also submitted in this regard to the Principal Secretary, LSGD, District Collector, Kollam and Revenue District Officer, Kollam on 10-06-2005 and no progress found in this regard. .

In the above circumstances, letter has been submitted to the Tahsildar and Village Officer, Kottarakkara and requested to take immediate action for transferring the land. Accordingly the Tahsildar, Kottarakara has requested to provide the cadastral map of the proposed land for measurement and division of the same. As such cadastral map of the land was provided to Tahsildar. But no further action has been taken in this regard. Another letter had been submitted to the Tahsildar and Village Officer, Kottarakkara on 20-07-2011 requested to issue Ownership Certificate of the proposed land of 8.2435 Hectare allotted to KILA-CHRD. But no action in this regard has been received. Letters were again submitted to the concerned authorities in connection with this on 21-06-2016. In response, the Village Officer, Kottarakara has requested us to report the details of Name, No. & Age of the trees existing in the proposed land. Accordingly the details have been forwarded and a letter has been submitted to the Tahsildar(LR), Kottarakara with a request to expedite the action of transferring the land to KILA-CHRD.

The Executive Committee may kindly consider the matter and necessary directions may be issued to the concerned authorities to expedite the registration process of the land to KILA-CHRD (erstwhile SIRD)

**Decision**

**Executive Committee suggested to look into the options of getting Pattayam instead of registering the land.**

**ITEM NO. 07**  
**APPOINTMENT OF FINANCIAL ASSISTANT**

As per Government Order(Rt.) No.2108/2013/LSGD Dated 17.08.2013 (**Annexure-VI** (pages: 115).), the post of Financial Assistant was created by re-designating the existing post of Financial Manager of erstwhile SIRD. The scale of Pay of Financial Assistant is Rs. 27800-59400. The qualification and age limit of the post is as follows

**Qualification**

1. B.Com Degree from a recognised University
2. Pass in intermediate of CA/ICWA or M.Com Degree
3. 3 year experience in Commercial Accounting in a reputed institution/ Firm

Age limit :- 24 to 40 years

As per resolution No.XII(a) of the Executive Committee Meeting of erstwhile SIRD held on 23.03.2016 to fill up the post of Financial Assistant on contract basis. Accordingly a person was appointed on 09.01.2017 and his term of contract expired on 08.01.2018. The post is vacant since 09.01.2018 and the work of Financial Assistant is being handled by the confidential Assistant of as

additional duty and his term will expire on 18.10.2018. Appointment of a Financial Assistant is inevitable to handle the Accounts of the Kottarakkara Centre. **In the above circumstances the Executive Committee may kindly consider and take a decision for filling up of the post of Financial Assistant.**

**Decision**

The Executive committee decided the following:

Recruitment through contract to be done for the posts of FINANCIAL ASSISTANT

Qualification should include:

Essential- 1.First Class M.Com degree/ Pass in intermediate of CA/CMA.

2. Computer proficiency in Tally Software

3. Three year experience in Commercial Accounting in a reputed institution/ Firm

**Remuneration Rs. 35000/- Consolidated**

**Age limit ; 21 to 35 years**

**ITEM NO.08**

**GRATUITY SCHEME OF THE EMPLOYEES OF KILA-ENHANCEMENT OF DCRG LIMIT AND INCLUSION OF OTHER EMPLOYEES**

The Executive Council of KILA held on 17.3.2004 decided to implement the Gratuity Scheme to the employees of KILA under the Gratuity Act 1972. Sanction was also accorded by Government vide G.O. (MS) No. 82/2005/LSGD dated 22.3.2005 for the implementation of the Gratuity Scheme to the employees of KILA through Life Insurance Corporation of India, provided maximum amount of Death Cum Retirement Gratuity (DCRG) limited to Rs. 2.80 lakh as in the case of State Government employees. Accordingly, the employees of KILA were enrolled in the Group Gratuity scheme through LIC.

Consequent to revision of pay scales from 1-7-2004, vide G.O. (P) No. 180/06/2006/Fin dated 18.4.2006, ceiling on maximum amount of Death-Cum-Retirement Gratuity has been enhanced to Rs. 3.30 lakh and further to Rs. 7 lakh with effect from 01.07.2009 vide G.O.(P) No. 87/2011/Fin dtd. 28.02.2011 by the decision of Executive Council dated 20.9.2014.

The DCRG amount has been enhanced from Rs. 7 lakh to Rs.14 lakh with effect from 01.07.2014 as per G.O.(P) No. 09/2016/Fin dated 20.01.2016. (Copy enclosed as **Annexure-VII** (pages:116-124). The pay revision benefit as per the above orders were also extended to the employees of KILA w.e.f 01.07.2014. In this circumstance, the maximum ceiling of Death-Cum-Retirement Gratuity (DCRG) may also be enhanced and limited to Rs. 14 lakh to the employees of KILA with effect from 01.07.2014, as in the case of government employees. The matter is placed before Executive Committee for consideration and approval.

As a part of merging of erstwhile SIRD to KILA, the employees of the erstwhile SIRD (now KILA) are eligible for Gratuity Scheme and they shall be included in the LIC Gratuity of KILA.

**In the above circumstances the matter is placed before Executive Committee for approval.**

**Decision**

**Executive Committee decided to enhance the DCRG amount from Rs. 7 lakh to Rs.14 lakh to KILA employees including staff of erstwhile SIRD as per G.O.(P) No. 09/2016/Fin dated 20.01.2016**

**ITEM NO. 09****CONSTRUCTION OF BUILDINGS ENTRUSTED TO M/S.HABITAT TECHNOLOGY GROUP, THIRUVANANTHAPURAM**

Government of India had sanctioned Rs. 157.80 Lakhs to KILA-CHRD ( Erstwhile SIRD, Kerala) under Central Assistance for Non Recurring grant during the year 2007-08, vide Letter No. T-18018/4/20003/Trg dated 26<sup>th</sup> December 2007 for the following items. Out of the sanctioned amount an amount of Rs.89.90 lakhs was released as 1<sup>st</sup> installment. Details of items/works sanctioned is given below.

<b>SI No</b>	<b>Name of Work</b>	<b>Amount Proposed (Rs. In Lakhs)</b>	<b>Amount Sanctioned (Rs. In Lakhs)</b>	<b>Amount (Rs. In Lakhs) Released</b>
1	Construction of Director's Residence	15.00	15.00	7.50
2	Construction of Flat Type Quarters *	65.00	65.00	32.50
3	Construction of Additional Mess Hall	18.00	18.00	9.00
4	Construction of Additional Training Block with Two Lecture Halls and One Conference Hall	27.60	27.60	13.80
5	Recreation Centre	Not Proposed	2.50	1.25
6	Renovation of Administrative Block	7.70	7.70	3.85
7	Augmentation of Water Supply system	20.00	20.00	20.00
8	Furniture for Mess and Kitchen	2.00	2.00	2.00
	<b>Total</b>	<b>155.30</b>	<b>157.80</b>	<b>89.90</b>

\*The construction of Flat Type Staff Quarters has been divided into two categories – Quarters Type A and Quarters Type B.

Of the above works, the Executive Committee Meeting of SIRD, held on 01-03.2008 had decided to entrust the following works to Habitat Technology Group, Thiruvananthapuram.

**Name of works**

1. Construction of Academic Block
2. Construction of Director's Residence
3. Construction of Staff Quarters Type –A
4. Construction of Staff Quarters Type –B
5. Construction of Mess Hall
6. Construction of Rainwater Harvesting Structure

Agreements were executed by Habitat Technology Group on 18.03.2010 for the construction work of Academic Block and on 22.02.2011 for other works except 'Construction of Rainwater

Harvesting structure'. Of the said works, the Construction of Academic Block was completed on 22/9/2015 and the Construction of Staff Quarters –Type A on 30/11/2015 d by the agency and payments of the same were effected during Feb. 2016. The other works were not completed as per the agreement. In this regards the following points are submitted:

- (1) The construction of Director's Residence was started well before the execution of agreement and the foundation basement of the same was completed and the balance work is pending.
- (2) The Construction of Staff Quarters-Type.B are not started yet.
- (3) The Construction of Mess Hall are not started yet.
- (4) As per the decision of the Executive Committee Meeting of erstwhile SIRD, held on 23-03-2016, it was decided that the remaining works will be completed at the risk and cost of M/s.Habitat Technology Group. Accordingly letter was issued to the agency. As a reply to this, a Legal Notice was received from M/s.Habitat Technology Group.
- (5) The Executive Committee Meeting of erstwhile SIRD, held on 09-09-2016, directed to conduct a review meeting with M/s.Habitat Technology Group under the Chairmanship of the Commissioner for Rural Development to discuss about the incomplete works, which were entrusted to the agency.
- (6) A review meeting was held on 20-02-2017 at the chamber of the Commissioner for Rural Development under the Chairmanship of the Additional Development Commissioner. In the meeting M/s.Habitat Technology Group informed that they were ready to complete the remaining three works if erstwhile SIRD gives reasonable rate as per the PWD SoR 2016 for the works. After detailed discussion it was decided to (Copy of the Minutes attached as **Annexure-VIII** (pages:125-127):
  - i. To cancel the work of construction of Staff Quarters-Type. A and construction of Mess Hall.
  - ii. A revised estimate should be prepared as per the PWD SoR 2016 and submitted for approval for the completion of remaining works of the Director's Residence.
  - iii. To submit a proposal to seek the balance fund from the Central / State Government

M/s. Habitat Technology Group has furnished final bill dated 23/5/2018 and M. Books for an amount Rs.6.00 lakhs towards the construction of the foundation basement already done for the Director's Residence and requested to release payment. They have also submitted a revised estimate for an amount of Rs.40,03,600/- prepared as per the existing PWD SoR, technically approved, for the remaining works of the Director's Residence with draft Agreement for the execution of the work. Out of the Grant amount received i.e Rs.89.90 lakhs from Government of India, only an amount of Rs.17, 67,000/- is still unutilized.

The matter is placed before the Executive Committee for further direction regarding:

- Whether the remaining work has to be taken up or not
- Rs. 6 Lakhs as per the bill submitted and cancel the contract
- Balance amount (Rs. 17.67 Lakhs) to be utilized for requirements of the buildings completed
- Submit Utilization Certificate to Government of India

**Decision**

**Decided to collect the explanation from former Directors of erstwhile SIRD through Commissioner of Rural Development and examine it and put up to next Executive Committee.**

**Regional Director is entrusted to issue letter to intimate Habitat to terminate from contract no further payments to be granted.**

**ITEM No. 10****REGULARIZATION OF DAILY WAGE EMPLOYEES OF KILA**

The following persons have been working in KILA on daily wages. They have made request for regularizing them in the existing vacant posts in KILA.

**A. KILA HQ**

SL No	Name	Date of Birth	Age	Date from which working in the Institute	Post on which engaged	No of year working	Mode of selection	Education qualification prescribed for the post	Acquired Qualification
1.	Smt. Bindu V K	31/05/75	43	Oct-2006	Clerk	12 years	Walk in interview - appointed as Clerk for a period from 11/10/2006 to 31/03/2007 for KILA -CapDeck Project and continuing in KILA	Degree from recognised university and practical knowledge in computer operations. Experience in accounts/book keeping.	1. M.A (Economics) 2. BEd 3. PGDCA 4. MS OFFICE
2.	Smt. Rajani M N	18/05/75	43	June - 2008	Clerk	10 years	Direct engagement	Degree from recognised university and practical knowledge in computer operations. Experience in accounts/book keeping.	1. M.Com, 2. HDC 3. MS Office 4. Tally 5. 7 years' experience in Private Hospital
3.	Smt. Srilatha S	08/12/73	44	Aug-2008	DTP	10 years	Direct engagement	Degree from a recognised University with knowledge of DTP Operation Malayalam and English.	1. BA (Economics) 2. PGDCA 3. MS Office/DTP
4.	Sri. Jitto P George	16/05/85	33	June - 2009	DTP	9 years	Walk in Interview for SC/ST Project, after the project, continuing in KILA	Degree from a recognised University with knowledge of DTP Operation Malayalam and English.	1. BTS (Tourism) 2. DTP/Hardware/Net



SL No	Name	Date of Birth	Age	Date from which working in the Institute	Post on which engaged	No of year working	Mode of selection	Education qualification prescribed for the post	Acquired Qualification
5.	Smt. Mallika K S	30/04/65	53	Dec.2009 July 2010	Khalasi	8 years	Through Employment Exchange for six months from Dec. 2009 to June 2010.  then continuing on Daily wage basis w.e.f July 2010	1.VIII Standard and below S.S.L.C. 2. should know cycling 3. should have good Physique. Desirable: Experience as Khalasi/Peon in Govt. Organisation/ Academic Institutions.	1. SSLC (failed)
6.	Smt. Deepa P B	18/03/73	45	Dec. 2009 July-2010	Khalasi	8 years	Through Employment Exchange for six months from Dec. 2009 to June 2010  then continuing on Daily wage basis w.e.f July 2010	1.VIII Standard and below S.S.L.C. 2. should know cycling 3. should have good Physique. Desirable: Experience as Khalasi/Peon in Govt. Organisation/ Academic Institutions.	1. SSLC 2. Diploma (Music)

SL No	Name	Date of Birth	Age	Date from which working in the Institute	Post on which engaged	No of year working	Mode of selection	Education qualification prescribed for the post	Acquired Qualification
7.	Sri. Haneefa K H	12/02/75	43	Aug-2012 to June 2017 From Aug. 2017 continuing	Khalasi	5 years 1 year	Direct engagement	1.VIII Standard and below S.S.L.C. 2. should know cycling 3. should have good Physique. Desirable: Experience as Khalasi/Peon in Govt. Organisation/ Academic Institutions.	1. SSLC 2. Pre-Degree (Completed)
8.	Smt. Jayasree T	20/05/74	44	June-2013	DTP	5 years	Direct engagement	Degree from a recognised University with knowledge of DTP Operation Malayalam and English.	1. B.Com 2. HDC(Cooperation 3. Typewriting/DTP
9.	Smt. Raziya T H	28/10/71	46	April - 2015	Part time Sweeper	3 years	Direct engagement	Minimum VII class. Experience as Sweeper	SSLC
10.	Smt. Sudha A V	01/01/74	44	Nov-2016	Sweeper	2 years	Direct engagement	Minimum VII class. Experience as Sweeper	7 <sup>th</sup> Std
11.	Smt. Bindhu Prasad	25/05/75	43	Mar-2017	Sweeper	1 year	Direct engagement	Minimum VII class. Experience as Sweeper	SSLC

SL No	Name	Date of Birth	Age	Date from which working in the Institute	Post on which engaged	No of year working	Mode of selection	Education qualification prescribed for the post	Acquired Qualification
12.	Sri. V R Babu	14/04/65	53	Sept-2017	Khalasi	11 months	Direct engagement	1.VIII Standard and below S.S.L.C. 2. should know cycling 3. should have good Physique. Desirable: Experience as Khalasi/Peon in Govt. Organisation/ Academic Institutions.	9 <sup>th</sup> Std
13.	Sri. Sujith T P	17/11/83	34	Oct.2017	Khalasi	10 months	Direct engagement	1.VIII Standard and below S.S.L.C. 2. should know cycling 3. should have good Physique. Desirable: Experience as Khalasi/Peon in Govt. Organisation/ Academic Institutions.	Pre-Degree (Completed)
14.	Sri. Vibeem K V	13/02/91	27	Nov.2017	Clerk	9 months	Direct engagement	Degree from recognised university and practical knowledge in computer operations. Experience in accounts/book keeping.	Bachelor of Engineering, Electrical & Electronics

SL No	Name	Date of Birth	Age	Date from which working in the Institute	Post on which engaged	No of year working	Mode of selection	Education qualification prescribed for the post	Acquired Qualification
15.	Sri. Hareesh Das M G	20/04/90	28	Nov. 2017	Clerk	9 months	Direct engagement	Degree from recognised university and practical knowledge in computer operations. Experience in accounts/book keeping.	B.Com, Tally software
16.	Sri. Rijoy A R	22/04/83	35	Jan- .2018	Driver cum Room Boy	7 months	Direct engagement	1.Pass in VIII standard. 2. Current Motor Driving License endorsed to drive heavy duty vehicle with endorsement for heavy passenger vehicles and heavy goods vehicles and should have completed 3 years after obtaining the heavy license. 3. Natural Visual Standards as per M V Act and rules.	SSLC

SL No	Name	Date of Birth	Age	Date from which working in the Institute	Post on which engaged	No of year working	Mode of selection	Education qualification prescribed for the post	Acquired Qualification
17.	Smt. Rugmini C A	13/03/67	51	May-2018	Khalasi	3 months	Direct engagement	1.VIII Standard and below S.S.L.C. 2. should know cycling 3. should have good Physique. Desirable: Experience as Khalasi/Peon in Govt. Organisation/ Academic Institutions.	BA (Economics)

#### B. KILA KOTTARAKARA CENTER

Sl. No	Name of Person	Date of Birth	Age	Date from which working in the Institute	Post on which engaged	No of Years	Educational qualification prescribed for the post	Acquired Qualification	Remarks
18.	Sri. Suresh Kumar.S	20/05/1976	42	From 05/01/09 as Casual Labour From 01/07/15 as Daily wages in the approved post	Mess Cleaner		1. Must be literate 2. Must have good Physique	SSLC	Engaged as per the decisions taken in the Executive Committee meeting of erstwhile SIRD and Governing Body meeting held on 02/03/2015 and 17.03.2015.
19.	Sri. Jayakumar.K	25/05/1973	45	From 05/01/09 as Casual Labour From 01/07/15 as Daily wages in the approved post	Hostel Boy		1. Must be literate 2. Must have good Physique 3. Knowledge in cycling	SSLC	Engaged as per the decisions taken in the Executive Committee meeting erstwhile SIRD and Governing Body meeting held on 02/03/2015 and 17.03.2015.

Sl. No	Name of Person	Date of Birth	Age	Date from which working in the Institute	Post on which engaged	No of Years	Educational qualification prescribed for the post	Acquired Qualification	Remarks
20.	Sri. Renjith.S	30/05/1982	36	09/06/14	Driver	1.	2. Pass in 7 <sup>th</sup> standard 3. Driving Licence (Heavy) 4. 3 Yrs. Experience in driving heavy vehicles	SSLC Driving Licence (LMV-2003) (HPMV-2006) (HGMV-2006)	
21.	Sri. Robert.J (Ex-service man)	12/05/1965	53	10/12/10	Watchman		1. Must be literate 2. Must have good Physique	8 <sup>th</sup> Standard	
22.	Smt. Liji Mol R	15/03/1973	45	01/01/2012	Kitchen Helper		1. Must be literate 2. Must have good Physique	SSLC	

Sl. No	Name of Person	Date of Birth	Age	Date from which working in the Institute	Post on which engaged	No of Years	Educational qualification prescribed for the post	Acquired Qualification	Remarks
23.	Smt. Varada Kumari L	25/07/1971	47	17/04/2009	Data Entry Operator		1.Plus Two 2. DCA with 3 years experience in computer work	BA. Economics DCA	Smt. Varada Kumari .L is being engaged at the Institute as Data Entry Operator temporary on daily wage basis from 17/04/2009 as per the decision in the Executive Committee Meeting held on 21.02.2009 vide Resolution No.15. Two sanctioned post of Typist – one LD Typist and one UD Typist- are existing in this institute. One among, Smt. Sathamma UD Typist was retired on 31.05.2012 and hence the post is vacant. As G.O.(MS) No.271/2012/LSGD. Dated 19.12.2012 <b>Annexure-IX (pages: )</b> a post of Data Entry Operator was sanctioned by converting the vacant post of UD Typist with direction to make necessary charges in the recruitment rules of SIRD and it was objected in Hon'ble High Court by D.Thankamani Pillai, LD Typist <b>((WPC)6361/2018)</b> . The same case was not disposed till date. The Service of two Typist are inevitable to complete the typing work of the institute. As such the service of Smt.Varadakumari is continued. Her work and behaviour are satisfactory and hence her request may be considered favourably for the sanctioned post of Data Entry Operator lying vacant at present.

The matter is placed before Executive Committee for consideration for regularisation.

**Decision**

***Any such matter regarding regularization have to decided by the Government. However, the service of those who have completed 10 years may on contract appointment following all Government procedures.***





**ITEM NO.11**

**RATIFICATION OF EXTENSION OF PROJECT CHILD RESOURCE CENTRE (CRC) OF KILA AND SERVICE OF PROJECT STAFF UPTO 31.3.2018**

Child Resource Centre is set up in KILA with the financial and technical support of UNICEF since August, 2011 to December 2012(first phase). As the activities of CRC were found satisfactory and relevant, UNICEF gave letter extending activities of CRC and the staff for the period January 2013 to December 2017, as per the terms and conditions of the previous phase.

Subsequently based on the approval of the Executive Council of KILA, the activities of Child Resource Centre of KILA and the services of the staff were extended from time to time. The Executive Council held on 9.6.2017 decided to extend the activities of Child Resource Centre of KILA and the services of the staff up to 31.12.2017. The following staff were placed in CRC Project ;

- a. Dr.Peter.M.Raj - Associate Professor (Chair, Child Resource Centre)
- b. Ms.Rismiya R.I, - Research/Training Associate CRC

Since the project was not completed, the activities were extended up to 31.03.2018. Accordingly the deputation period of Dr Peter M Raj, Associate Professor, and Child Resource Centre and of Smt. Rismiya R I, Training/Research Associate (on contract basis) had also been extended up to 31.03.2018, subject to the ratification of the Executive Committee of KILA.

The matter is placed before the Executive Committee for the ratification of actions by Director.

**Decision**

Executive Committee ratified the action of extension of the deputation period of Dr Peter M Raj, Associate Professor, and Child Resource Centre and of Smt. Rismiya R I, Training/Research Associate (on contract basis) up to 31.03.2018 by Director.

**ITEM NO.12****ENHANCEMENT OF REMUNERATION TO CONSULTANT CIVIL ENGINEER**

As part of preparation of detailed Budget Proposal for the Institute, detailed design plan and estimates have to be prepared for the proposed items in the Budget, for onward submission to Governing Bodies of KILA as well as to Government. A retired PWD Assistant Executive Engineer having the qualification of B Tech Civil Engineering and Chartered Civil Engineer (M I E) Sri.K.K. Sukumaran, Kurumbilay House, Nellikkunnu, Thrissur was identified and engaged with effect from 08/11/2016 on a daily honorarium of Rs. 1000/- plus travelling allowance of Rs.350/- per day. It was ratified by the Executive Council of KILA held on 09/06/2017. Now the service of Civil Engineer is essential for the technical supervision, measurement of civil work, preparation of estimate of maintenance work both at KILA and its Centres at Agali, Kottarakkara, Taliparamba and Mannuthy. This has increased the workload for the supervision

At present the following Civil works are carried out.

1. Repairs and maintenance of Sahyadri Guest House
2. Renovation of rooms as part of maintenance at Aravally Guest House
3. Setting up of Computer Lab in Aravally Guest House by converting the Dining Hall
4. Providing Ramp and hand rail to Auditorium, Guest House and other buildings
5. Leak proofing for Library building
6. Leak proofing for SAS
7. Construction of Lift room
8. Renovation of KILA Quarters
9. Extension of Kitchen Block
10. Repair and maintenance work of existing Auditorium
11. Renovation of Computer Lab in the Training block
12. Construction of new over head RCC water tank
13. Construction of new Hostel for KILA at Mulamkunnathukavu
14. Construction of new building for Kitchen & Dining Hall for KILA
15. Proposed gate entrance, Watchman shed, street light and drainage
16. Construction of new Auditorium and Training building
17. Water purification Plant.

By considering the above volume of works at KILA and its Centres a reasonable enhancement of remuneration may be considered The matter is placed before the Executive Committee for necessary action

**Decision**

**Executive Committee decided to enhance the remuneration of Sri. K.K. Sukumaran, Consultant Engineer from Rs. 1000 plus TA 350 to Rs. 1500 plus TA 350 w,e,f Aug. 2018**

**considering volume of work at KILA and its newly added Centres.**

**ITEM NO.13**

**REPORTING**

**(1) Munnottu – An initiate in Attappady**

With the objective to support the children from impoverished tribal families of Attappady to attempt national level competitive examinations to gain entry to prestigious schools outside Attappady, a programme called 'Project Shine' was started earlier. It is a joint venture of the Alumni of 1991 batch of the Sainik School, Kazhakkootam, Center for Advanced Research in Socio Emotional Learning (CARSEL), an NGO based at Kochi, Palakkad District Administration, Kerala Institute of Local Administration (KILA) and Integrated Tribal Development Project (ITDP), Attappady Block. It has now entered its fourth consecutive year. More than gaining entry to the prestigious schools, the programme aims at ensuring educational backup to the children to facilitate empowerment of their families. The programme emerged in 2014-15 as a joint venture of the Palakkad District Administration and the Alumni of the Sainik School with the aim to ensure maximum admission from Attappady to the Sainik Schools and JawaharNavodayaVidyalayas across the country. It is to be noted that the Project Shine is intended for Class V students only. Those who fail to clear the competitive examinations are left there without further support. It is in this context that the Munnottu project is being launched.

The proposed project is named as *Munnottu*. It will be supporting these children to develop their self-confidence, widen their exposure, sharpen their skills, develop general knowledge and emerge successful in their career. The left out students from the last two batches of Project Shine will be included in the programme, which will continue till they complete Class XII. In the meantime new batches will join. For the year 2018-19, the total participants for the training will be around 150. A special course outline will be developed for this.

A separate team of Resource Persons will be developed and utilized for the programme. This team will comprise mainly of educated youth of tribal communities of Attappady supported by senior resource persons.

**Collaborators of the Programme**

KILA will coordinate these activities with ST Department / ITDP, Education department, Panchayats in the area and the District Administration (represented by Sub Collector, Ottappalam) as partners. Center for Advanced Research in Socio Emotional Learning (CARSEL) will be the technical support agency who would train and handhold the resource persons.

**Estimate**

The Estimated amount for this year's programme is Rs. 80.53 lakhs and an increase by around 20% annually considering the addition of new batches.

## (2) Engagement of person on Contract/Temporary basis during the project periode

Sl. No	Name	Educational Quali- fication	Specialized Areas	Mode of Selection
1.	<b>Vijaykumar P.</b> (Research Fel- low, Department of Atmospheric Sciences,)	<b>Ph.D.</b> "Characteris- tics of Cloudiness Over Indian ubcontinent and Adjoining Oceanic Region as revealed through Satellite Observa- tions" M. Sc./B. Sc. <b>NET/JRF</b>	Meteorology, Oceanography, Remote sensing, Agricultural Meteorology.	From CUSAT, Depart- ment of Atmosphere Service
2	<b>RuchithR. D.</b> (Research As- sociate Dept. of Atmos- pheric Science)	'Summer Inn',Chalakode P.O. (via) Payyan- nur,Kerala-670307 India +917510822594 Mail : <b>ruchithrd@gmail.c om</b>	Ph.D (Doing) <b>Ph.D. Topic: Characteris- tics of tropospheric winds over the tropical Indian region from Radar and Lidar measurements</b> M. Sc. Meteorology B.Sc.	
3.	<b>Krishna Kumar E. K.</b>	Edakkarichira House Arpookara West P.O Kottayam, Kerala Pin: 686008 <b>+91 8891111952</b> <b>krishnakuma- rek369@gmail.com</b>	M.Sc Meteorology B.Sc Physics <b>Qualified Joint CSIR- UGC Test for J.R.F and eligibility for lectureship (NET) June 2014</b>	Advanced Mathematics, Tropical Meteorology, Atmospheric Physics, Synoptic Meteorology, Meteorological Instrumentation, Dy- namic Meteorology, World Climatology, Middle Atmosphere, Meteorological Computation, Introduc- tory Physical Oceanog- raphy, Geophysical Flu- id Dynamics, Remote Sensing, General Geology, Programming in C, CPP, FORTRAN,Ocean At- mosphere interaction, Numerical Weather Prediction,Cloud Phys- ics.
4	<b>Dr. Vinod Go- pal V</b> Sivaganga T.C. 76/105(1)	Ph.D. (Environmen- tal Sciences) M. Sc Environmental Sciences	CAD-GIS technician (15 months) in KSREC, Vi- kasBhavan	<b>Interviewed by CPMU Director and KILA Faculty</b>

	<p>Thoppil lane Anayara, P.O. Thiruvananthapuram-695029 Mob: 9995120201 E-Mail: gopalvinod85@gmail.com</p>	<p>B. Sc Botany with Biotechnology</p>	<p>Project Fellow (18 months) in Government project undertaken by University of Kerala.</p> <p>Project personnel (24 months) in SEIAA (State Environmental Impact Assessment Authority)</p> <p>Project officer(1 year) in CMD (Centre for Management Authority Environmental Sciences Botany with Biotechnology)</p>	
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### **Decision**

**Executive Committee noted and approved the above mentioned activities. It was suggested to engage three interns having qualification of MSW for coaching and training the ST/SC students for PSC/Banking/Civil service etc.by providing remuneration of Rs. 10000 per month plus free accommodation in Agali center, for a period of 1 year on contract basis.**

Meeting concluded at 6.45 pm