ANNUAL REPORT

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KILA

Kerala Institute of Local Administration

ANNUAL
REPORT 2016-17

Kerala Institute of Local Administration (KILA)

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From Director's Desk

I am very proud and delighted in presenting the annual report of KILA during the year just ended. This has indeed been a thrilling year with expansion of activities of KILA and broadening the institution by handholding with other technical institutions in the state.

The Institute established in 1990, has successfully completed 26 years in strengthening local governance through capacity building. This autonomous institute, which is functioning under the Local Self Government Department, Govt. of Kerala, is a nodal training arm of the Government. The institute is organising state level, national and international trainings and it transformed the meaning and scope of the trainings. The collaboration with the Governmental and Non-governmental institutions within and outside the country supported KILA in developing its area of operation. It has served as a common ground for the elected representatives and officials of the Local Government Institutions, policy makers and even the laymen to come together and gain insights in to new developments and innovations in local governance.

KILA has grown in infrastructure, activities, resources and services and combines a deep concern for the training needs of the state and nation with a strong desire to reaching out to the grass root. With the support of the World Bank under KLGSDP, KILA developed 19 Manuals for the Grama Panchayats. Infrastructure development and improvement of service delivery system were other projects carried out with the support of the Bank.

As part of the institution development, Govt. of Kerala merged five Govt. Bodies, viz. Attappady Hills Area Development Society- Centre for Comprehensive Participatory Resource Management (AHADS-CCPRM), Agali; State Institute of Rural Development (SIRD), Kottarakkara: and three Extension Training Centres (ETCs) at Mannuthy, Kottarakkara and Thaliparamba. The centre at Agali is named as KILA Centre for Tribal Development and Natural Resource Management (KILA: CTDNRM) and the Centre at Kottarakkara is renamed as Centre for Human Resource Development. ETC Thaliparamba shall be called Centre for Organic Agriculture and Waste Management; ETC Mannuthy shall be called Centre for Good Governance; and ETC Kottarakkara shall be called Centre for Socio Economic Development. When these five organisations conglomerates with KILA, it shall become one of the major and resourceful Resource Centre in the country.

With these additional support and resources, KILA shall widen its area of operation and organise more programmes in the future. A lot of what the Institute has achieved in the last twenty six years has been possible due to tremendous hard work and confidence of the faculty, staff and extension faculty, faith and encouragement of numerous well wishers of the Institute and the officials in Government of Kerala and Government of India. The Governmental support and encouragement in developing KILA as a Centre of Excellence shall also strengthen the Institute to become one of the eminent training institutes in the world.

Mulamgunnathukavu
31-03-2017 **Director**

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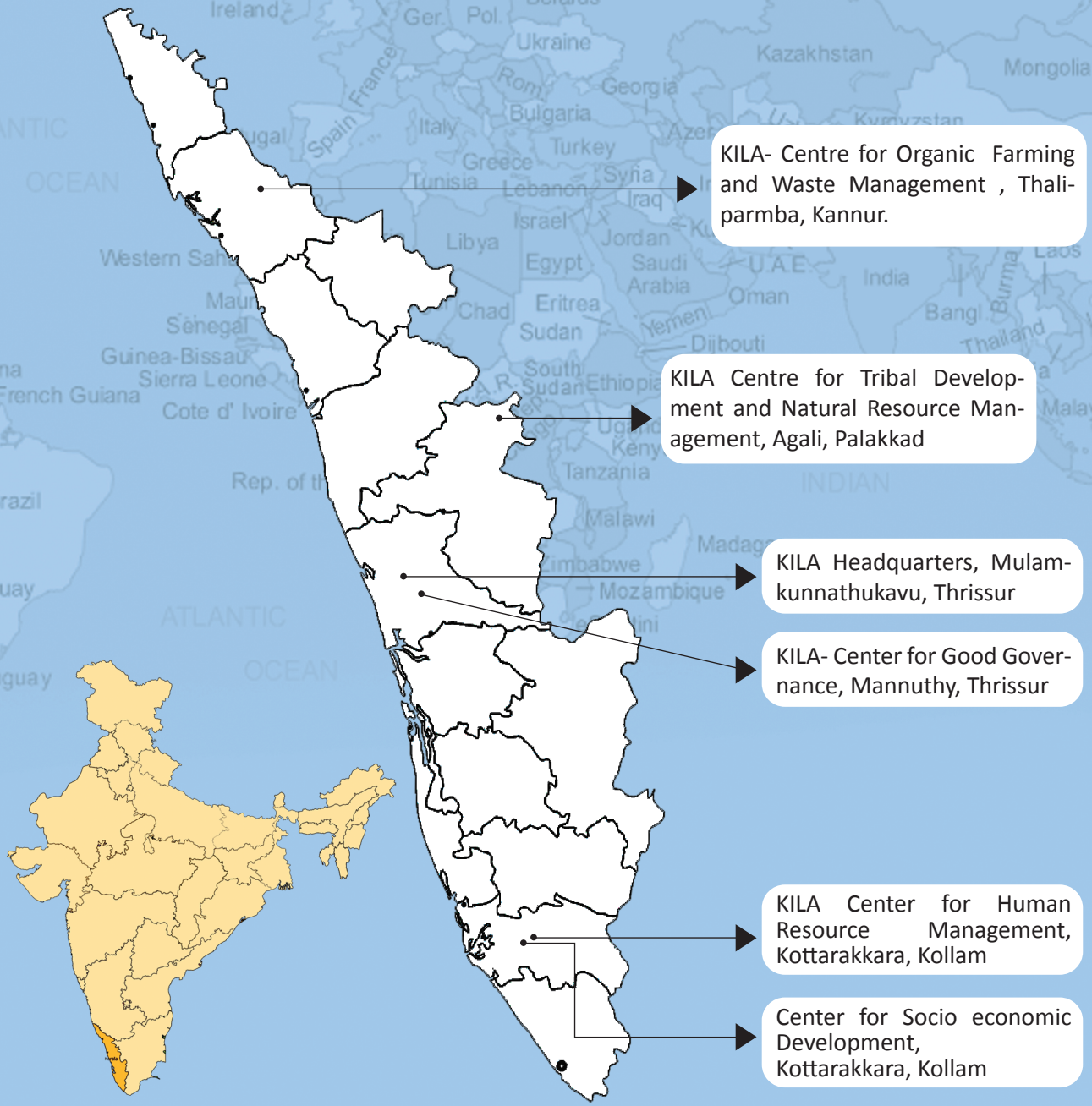
MANDATES

- UNDERTAKE VARIOUS TRAINING PROGRAMMES FOR THE ELECTED REPRESENTATIVES AND OFFICIALS OF RURAL AND URBAN LOCAL GOVERNMENTS OF KERALA
- FACILITATE AND STRENGTHEN PARTICIPATORY PLANNING PROCESS
- UNDERTAKE ACTION ORIENTED AND POLICY ORIENTED RESEARCH
- DOCUMENT AND DISSEMINATE BEST PRACTICES ON LOCAL GOVERNANCE
- ORGANISE SEMINARS, WORKSHOPS AND DISCUSSIONS
- FORMULATE POLICY DOCUMENTS AND PROVIDE POLICY ADVICE

KILA AND IT'S REGIONAL CENTRES



KILA- Centre for Organic Farming and Waste Management , Thaliparmba, Kannur.

KILA Centre for Tribal Development and Natural Resource Management, Agali, Palakkad

KILA Headquarters, Mulamkunnathukavu, Thrissur

KILA- Center for Good Governance, Mannuthy, Thrissur

KILA Center for Human Resource Management, Kottarakkara, Kollam

Center for Socio economic Development, Kottarakkara, Kollam

I. About KILA

KILA is a registered autonomous Institute working with the sole mandate of promoting local governance in the rural and urban areas since 1990. With its unique participatory approach, the Institute endeavours to train, conduct research, provide consultancy in local governance and decentralisation. Since its inception, KILA has been engaged in different types of capacity development initiatives viz. training, consultancy, policy oriented research and action research, seminars/ workshops, dissemination, documentation of best practices, handholding and policy advice. Over the years, KILA has initiated a number of innovative interventions in the field and partnered with various Government Departments and National and International non-government agencies like SDC, World Bank, UNDP, UN-HABITAT, UNICEF, and HUDCO for the promotion of participatory development initiatives of the Local Government Institutions. KILA also collaborates with the Srilanka Institute of Local Governance (SILG) and All India Institute of Local Governments (AIILG), Mumbai to conduct international courses in decentralisation and poverty alleviation.

Areas of Expertise

As a nodal agency of Government of Kerala, KILA has acknowledged expertise in the following core areas.

- Participatory Planning
- Local Governance and Development
- Urban Governance and Development
- Local Economic Development and Livelihood Promotion
- Participatory Poverty Management
- Child Rights Governance
- Gender and Development
- Inclusive Governance and Development
- Natural Resource Management and Watershed Development
- Finance Management
- Food Security and Sustainable Agriculture Development
- Good Governance and Social Accountability
- Human Development
- Training Skills Development
- Total Quality Management (TQM)
- Right to Information

1) Collaboration with other Agencies

Apart from the plan fund of Govt. of Kerala, various Union Ministries like Ministry of Panchayat Raj (MoPR), Ministry of Urban Development (MoUD), and Ministry of Rural Development

(MoRD), have entered into partnership with KILA to support many of its programmes. The MoPR has declared KILA as the SAARC Centre for training in decentralisation and local governance. The material and non-material support from international agencies like UNICEF, UNDP, Swiss Agency for Development and Cooperation (SDC), Srilanka Institute of Local Governance, etc. have also been a valuable contribution for KILA.

a) *Thaddeshamithram*- Kerala Local Self Government Service Delivery Project (KLGSDP), *Govt. of Kerala.*

With the aim of strengthening the institutional capacity of the local government system in Kerala, Govt. of Kerala has initiated a project namely Kerala Local Government Service Delivery Project (KLGSDP) in 2011. The project is funded by World Bank and will benefit all the Panchayats and Municipalities in the state. Investments made by these local government institutions will indirectly benefit the entire population of the state outside the six city corporation areas. The major activities of KILA under KLGSDP are:

- Preparation of various Manuals
- Preparation of Toolkits
- Institutional Strengthening of KILA
- Helpdesk Automation
- Lecture Hall upgradation
- TNA of LGs and Capacity Development Strategy for LGs.

Under KLGSDP, KILA has developed 11 Manuals for the local government institutions and out of which 4 Manuals were approved by the Government and the rest are under the consideration of the Government for approval. Training Modules on various manuals are also prepared and Trainings of Trainers (ToTs) on these manuals are at the finishing stage. Operationalisation of Helpdesk automation using automatic ticketing system and Digital Repository using D-Space software is also carried out under the KLGSDP. Furnishing and installation of High Tech Audio Visual System in Mahatma hall and renovation of Computer Lab is another programme carried out under KLGSDP. As regards the TNA of LGs and Capacity Development Strategy of LGs, KILA prepared the final report and submitted to the Government.

b) Child Resource Centre (CRC)

A Child Resource Centre (CRC) has been set up in KILA with the funding support of UNICEF. It started its activities in 2011 with the aim to ensure child rights governance through local government institutions. The major objectives of CRC are:

1. Provide resource support for effective child centric governance
2. Referral point for all governance issues around children

3. Facilitate Local Governments for effective child centric planning and
4. Facilitate policy intervention to address the issues of second generation learners.

Setting up child friendly local governance based on the four sets of child rights envisaged in UNCRC viz. Survival, Development, Protection and Participation is the overall focus of CRC.

c) South Asia School of Local Governance (SAS)

With the objective of conducting regular programmes for the capacity building of local governments in South Asian Countries, KILA established the South Asia School of Local Governance (SAS). The School organises tailor-made programmes for the South Asian countries on demand basis.

Short term programmes for the national and international participants are organised by the School, through participatory methodology. Interactive sessions clubbed with group activities and field visits is the general nature of the programmes. Class rooms with modern equipment, canteen, Guest house with 24 A/C double occupancy rooms and four suit rooms, Wi-Fi connectivity and a good library are the major attractions of the School.

d) Research Centre Affiliated to Central University of Kerala (CUK)

The Central University of Kerala, established in 2009, has collaboration with KILA. Since then, the Department of International Relations and Politics under the School of Global Studies in CUK recognized KILA as a Research Center. This Research Center offer facilities to conduct research in Local Governance and Decentralization under the guideship of the three Faculty members and the Director of KILA. The center has twenty seats for the PhD course.

2. Human Resource Support

The present staff strength of KILA is 35, which includes 4 Faculties and 30 Administrative staff. Their services are made use of in the academic as well as the administrative sectors. The operational aspects are subject to peer review through constant monitoring. Regular meetings of the staff and the officers are held, to discuss the operational issues of the capacity building programmes of KILA. The academic activities are planned and monitored by the Academic Committee headed by the Director. Apart from this, KILA utilizes the service of Resource Persons for the conduct of trainings and their number comes to around 900 and covers all the districts in the state. Moreover, the services of Training Associates, Consultants and Contract staff are also utilized by the Institute for its day to day activities and as a support to the Faculties.

Staff Members		
1	Dr. P.P. Balan	Director
Academic		
2	Dr. Sunny George	Professor
3	Dr. Peter M.Raj	Associate Professor and Chair CRC -UNICEF
4	Dr. J.B. Rajan	Assistant Professor
5	Smt. Priya T.K.	Librarian
Administration		
6	Smt. Girija Devi R.	Finance and Accounts Officer
7	Sri. K.K. Babu	Section Officer
8	Sri. K.P. Unnikrishnan	Personal Secretary to Director
9	Sri. Mirash O.S.	Computer Programmer (HG)
10	Sri. N.T. Davis	Overseer (Electrical)
11	Sri. K.P. AbdulSamad	Overseer (Electrical)
12	Smt. Nafala K.M.	Clerk
13	Sri. Girish K.	Clerk
14	Sri. Vinod K.	Clerk
15	Smt. Bhagya M.B.	Clerk
16	Sri. Muhammed A.K.	Driver (SG)
17	Sri. Jayadevan S.	Driver (SG)
18	Sri. Jayan E.K.	Receptionist
19	Sri. Sajan Peter T.	Library Assistant
20	Sri. Sivanandan K.K.	Despatcher
21	Sri. Santhosh T.A.	Caretaker
22	Sri. Ramanathan H.	Plumber (HG)
23	Sri. Santhosh K.S.	Khalasi
24	Sri. Abdul Rasheed U.K.	Khalasi
25	Sri. Balakrishnan A.K.	Khalasi
26	Smt. Nini P.P.	Khalasi

27	Smt. Bindu V.R.	Khalasi
28	Smt. Lissy K.V.	Full Time Sweeper
29	Smt. Lilly C.D.	Full Time Sweeper
30	Smt. Mini E.K.	Full Time Sweeper
31	Smt. Vijayam T.K.	Full Time Sweeper
32	Smt. Remani E.K.	Full Time Sweeper
33	Smt. Indira T.G.	Part time Sweeper
34	Smt. Vilasini K.A.	Part time Sweeper
35	Smt. Rosakutty V.O.	Part time Sweeper

3. Faculty Members and Specialisation

At present the numeric strength of the Core Faculty team is marginal at three. However this is overcome by utilizing the service of Training Associates and Consultants. The Core Faculty team comprises of:

Sl. No.	Faculty	Faculty Area and Specialisation
1	Dr.Sunny George, Professor	Urban Development
2	Dr.PeterM.Raj, Associate Professor and Chair Child Resource Centre	Local Governance
3	Dr.J.B.Rajan, Assistant Professor	Planning, Management and Development

4. Location and Campus

The head quarters of the Institute has a sprawling campus spread in 25 acres located on a lush green hill top at Mulamkunnathukavu, 11 Km north of Thrissur city on the Thrissur-Shoranur Road (SH 22). The building complex includes the academic complex, administrative block, South Asian School of Local Governance (SAS), library, guest houses and canteen. The attractiveness of KILA, situated in a peaceful atmosphere, is enhanced manifold by the beautiful sprawling lawns, and a galaxy of ornamental and flowering plants. Visitors will be captivated by the serene and delightful ambience in the campus. The Buddha Park, Green Park, Eden Gardens, Shalimar Baag, Vrindavan Garden, Star Garden, Herbal Garden, Traditional Grama Sabha, Thinkers Retreat Hut, Terracota Garden, Tharakoottam (open air auditorium), water

fountain, etc. have a soul lifting effect on people visiting or staying in KILA. The campus is ideal for morning and evening walks and jogging. The Art gallery set up in KILA focuses on Gandhi Gram Swaraj, attracts people from far and wide. It is the first of its kind in India, spreading Gandhiji's message on Grama Swaraj through splendid paintings.

5. Infrastructural Facilities

The training infrastructural facilities in KILA are on par with the facilities available at any other training institutes in the country. The institute has the facilities to carry out a three storied Training Block with 10 training halls, one multipurpose auditorium named 'Swaraj' with the capacity of 600 seats, and one computer lab with 50 systems. The training halls are named as

- Gram Swaraj Hall
- Gram Sabha Hall
- Ward Sabha Hall
- Nagarodaya Hall
- Gramodaya Hall
- Ashok Mehta Hall
- Balwantrai Mehta Hall
- Oorukoottam Hall
- Nattukoottam Hall and
- Mahatma Hall

All these halls are well furnished and equipped with modern training facilities and seven among them are air conditioned.

For the accommodation of the trainees, there are two guest houses, Sahyadri and Aravalli. These two guest houses have well furnished single and double occupancy bath attached rooms. Air conditioned rooms are also available in the guest houses. A canteen, which serves high quality veg and non-veg food, is also functioning in the campus which is managed by local Kudumbasree groups. In addition to this, the South Asian School of Local Governance (SAS) in the campus has a conference hall, library, canteen and guest house maintained at international standards. It has twenty six suits to accommodate 52 participants.

Recreation facilities have been developed in the campus for both indoor and outdoor games. The multi-purpose auditorium in the campus has facilities to play shuttle badminton, table tennis, chess and to watch television. Cultural events and Public programmes are also organised in this auditorium

6. Library and Information Services

KILA has a state of the art library with a vast collection of books and journals on subjects of Local Governance, Decentralisation, Participatory Development, Research methodology and beyond. KILA has more than 15,000 books and subscription to more than 100 national and international periodicals and a number of CDs and DVD's on various topics of academic interests, focused on KILA's thrust areas. The library is now computerized using the open source software 'KOHA'. Availability of a number of national and international e-journals is a key ingredient of this library. The open catalogue of the library is available to the general public through http://www.opac.kila.ac.in. Digital Repository/e-library is open to the general public and they can access to books and publications of KILA / documents patented to KILA through www.dspace.kila.ac.in.

7. Computer Lab

The Computer Lab has hardware and software resources that are capable of providing support for diverse computer requirements. It has 50 computers in Local Area Network (LAN) along with a 16 MBps leased line internet connectivity. Wi-Fi connection is open in the campus. The Lab facility shall be available to staff and trainees throughout the day.

Awards and Recognitions in 2016

November 2016.	Bangladesh Government and UNICEF, Bangladesh Chapter jointly honored KILA for the services rendered by KILA for the formation of Child friendly Panchayats in Bangladesh.
October 2016	Srilanka Government honored KILA for the services rendered by KILA for the promotion of Democratic Decentralisation in Srilanka.
July 2016	Commonwealth Local Government Forum Awarded
June 2016	Recognition Certificate from Bhutan
June 2016	Recognition from the Association of Disabled, Kerala

II. Right to Information

The following information are available in the website of KILA.

- About KILA
- Area of Expertise
- Staff members
- Policy documents
- Major Activities
- Major Activities
- Online services
- Information Desk
- Objectives
- Statutory Bodies
- Infrastructure facilities
- University affiliation
- Collaborations
- Library
- Notifications

The Director acts as the Appellate Authority, the Finance and Accounting Officer as the State Information Officer, and the Section Officer as the Assistant Public Information Officer. During the reporting period, 39 applications were received and information was disseminated under the provisions of the RTI Act. Five appeals were received by the Appellate authority and disputes were settled.

III. Policy and Decision Making

a. General Council

The General Council, under the presidency of the Minister for Local Self Government, Govt. of Kerala deals with the policy matters concerning KILA. The Chief Secretary of the state is the Vice President of this council. Other members of the General Council are:

- Principal Secretary to Govt., Local Self Govt. Department, Convener
- Secretary to Govt., Finance Department
- Secretary to Govt., Planning and Economic Affairs Department
- Director of Panchayats
- Director of Urban Affairs
- Joint Secretary (Training), Department of Panchayati Raj, Govt. of India, New Delhi
- Director, Center for Panchayati Raj, NIRD, Hyderabad
- General Secretary, All India Panchayat Parishad, New Delhi
- Chairman, Chamber of Municipal Chiarman
- President, Kerala Grama Panchayat Association
- President, Kerala Block Panchayat Association

- President, District Panchayat President's Chamber
- President, Mayor's Council
- Director, KILA
- Director, Center for Development studies, Thiruvananthapuram
- Director, Center for Management Development, Thiruvananthapuram
- Vice Chancellor, Kerala Agricultural University
- M.P. (Alathur Parliamentary Constituency)
- M.L.A. (Wadakkanchery Assembly Constituency)

b. Executive Council

The management and administration of KILA is vested in the Executive Council comprising of the following members

- Principal Secretary to Govt., Local Self Govt. Department, Chairman
- Director, KILA, Convener
- Secretary to Govt., Finance (Exp.) Department
- Director of Panchayats
- Director of Urban Affairs

The responsibility of day to day management of KILA is vested with the Director.

c. Academic Committee

The Academic Committee constituted under the chairmanship of Director KILA is responsible for the Planning, implementation and monitoring of academic activities. The members of the Committee are:

- Dr. P.P.Balan, Director, KILA, Chairman
- Dr. J.B.Rajan, Assistant Professor, KILA, Convener
- Dr. Sunny George, Professor, KILA, Member
- Dr. Peter M. Raj, Associate Professor, CRC, KILA- UNICEF, Member

IV. Highlights of the Year

The year 2016-17 witnessed numerous achievements of KILA. Apart from the regular state level and national level training programmes, the institute organised National level Writeshop, International Conferences, People's Campaign (Janakeeyasoothranam), National Seminars, etc. Important events of KILA during the reporting period are highlighted in a chronological order as follows:

• Two day National Seminar on PESA

In connection with the implementation of 'PESA', which provides an autonomous status to the tribal settlements in the country, KILA organised a two day National Seminar on PESA in May. The seminar urged for changes in KPRA in Scheduled areas. It also advised for redefining and reorganisation of Grama Sabha in these areas. The seminar covered various topics like the history of tribes in Kerala, Resource mobilisation for sustainable development, ownership of NTFPs, Scheduled Tribes Sub plan, Grama Sabha, amendments in PESA etc.

• Special Grama Sabha for the Migrant Labourers in Kerala

To address the special issues of the migrant labourers in Kerala, KILA organised the first special Grama Sabha at Mulamkunnathukavu Grama Panchayat. Migrant labourers from Bihar, Odisha, and West Bengal and settled in Mulankunnathukavu Grama Panchayat participated in the programme. The major focus of the Grama Sabha is to study the issues of the migrants in areas like employment, health and sanitation etc. and to settle the disputes in these areas. Special projects shall be developed and incorporated in the Community Plan for the upliftment of these people.

• Kerala Model to Asia Pacific Countries

KILA has initiated the preliminary discussions with the support of Centre on Integrated Rural Development for Asia Pacific (CIRDAP) based at Bangladesh on replicating the Kerala Model of decentralisation in Asia pacific Countries. It is decided to organise annual conferences in association with KILA and to provide training to the People's representatives.

• Two day National Seminar on Decentralisation

With the aim to replicate the good practices in decentralisation in selected states and to strengthen decentralisation process, KILA with the support of the India Chapter of 'Local Government Initiative (LOGIN)', an NGO working for the promotion of decentralisation in Asia organised a two day National seminar on decentralisation. Experts and NGO representatives from Maharashtra, Sikkim, Gujarat and Bihar participated in the programme.

• Handholding with 'Community Development and Resource Association (CDRA)', Sudan.

The CDRA, an NGO based at Nube province of Sudan collaborated with KILA for the propagation of Local Governance and Decentralisation in Sudan. The CDRA is engaged for the development of Decentralisation and People's Planning in Sudan. KILA shall extent support to CDRA to study the decentralisation and local governance in Kerala through field exposures and class room discussions.

BRICS CONFERENCE

The International Conference organised at Kochi in November 3rd to 5th, is the second of its kind organised after India took the Presidential ship of BRICS The theme of the programme was 'Participatory Local Budgeting' and was organised by KILA with the support of Ministry of Panchayati Raj, Government of India and Government of Kerala. The conference provided a stage to share the experiences of the BRICS countries on Participatory Planning – Budgeting, structure, the process, advantages, challenges and model projects. Presentations and deliberations on the models and recent developments in segments like participatory local budgeting, decentralisation and financial development, human development, social development were also organised. Ministers, People's representatives, Experts, Bureaucrats, and Researchers from BRICS countries viz. Brazil, Russia, India, China, and South Africa participated in the conference. Filed visits to various Local Governments to study the participatory budgeting process, people's planning etc. was also organised.

Shri. Narendra Singh Tomar, Hon'ble Union Minister for Panchayati Raj inaugurating the Conference, in the presence of Shri. Parshottam Rupala, Hon'ble Minister for State, Dr. K.T Jaleel, Minister for Local Self Government, Government of Kerala.

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STAR
SHOP

BRICS CONFERENCE ON
PARTICIPATORY LOCAL BUDGETING
3-5 NOVEMBER 2016, KOCHI, KERALA
INDIA
BRICS
CONFERENCE ON
PARTICIPATORY
LOCAL BUDGETING
INDIA

• International Conference on Marginalisation, Poverty and Decentralisation

The International Conference on Marginalisation, Poverty and Decentralisation organised in 19th -22nd November 2016 by KILA with the support of Department of Local Self Government, Government of Kerala. The aim of this conference was to deliberate on issues of Marginalisation, Poverty and Decentralisation particularly in the context of the emerging local governance. The experiences and experiments in decentralisation and poverty reduction in other states in India and other countries were shared and discussions for policy formulations for further strengthening and decentralisation is expected to happen. Elected representatives, academicians, policy makers, students, social activists etc. comprised the participants. Paper presentations, deliberations, field visits etc. were organised in connection with the programme.

• Writeshop on Sustainable Development Goals (SDGs)

The Sustainable Development Goals (SDGs) are a new, universal set of goals, targets and indicators developed through a unique consultative process in which 193 countries in the world participated. Moving ahead from the Millennium Development Goals (MDGs), SDGs have been evolved through a long inclusive process for achievement during 2016-2030. The SDGs cover 17 goals and 169 related targets resolved in the UN Summit meet 25th-27thSeptember 2015, in which India was represented by the honourable Prime Minister of the nation. These SDGs will stimulate, align and accomplish action over the 15-year period in areas of critical importance for the humanity and the planet.

The Writeshop was conceived in this context and was conducted jointly by MoPR, UNDP, and KILA. The concept paper was developed through a series of workshops and deliberations guided by Mr.S.M.Vijayayanand, Chief Secretary to Kerala Government and Mrs.Sarada Muraleedharan, Joint Secretary, MoPR. A resource team which comprises of the representatives from the Ministry of Panchayati Raj, Govt. of India, the United Nations Development programme (UNDP), the United Nations International Children's Emergency Fund (UNICEF), other Ministries and Kerala Institute of Local Administration (KILA) facilitated the writeshop.

The aim of this Writeshop was to spell out the role of the Panchayats in attainment of SDGs and to begin with the preparation of state roadmaps for the attainment of SDGs.

• ***Janakeeyasoothranam*** **– State Level Inauguration and Training of Trainers**

If in 1996 the emphasis of the People's campaign was on creating a decentralised planning and implementation mechanism at the grassroots level, the focus this time is on burgeoning issues confronting state's 3.5 crore population; waste management, toxic vegetables, organic farming, natural resources management, issues of marginalized sections including dalits, tribes and fishermen, elderly, differently abled and children. The campaign aims at solving these problems with people's participation backed by strong administrative and political measure. In connection with this KILA organised seminars on contents, subject prioritisation, approach etc. for the Thirteenth Five Year Plan. KILA also holds the responsibility of organising the inaugural ceremony of the campaign held at Thrissur. Later, a series of ToTs for the Resource persons of the People's campaign was organised by KILA.

Sri. Pinarayi Vijayan, Hon'ble Chief Minister of Kerala,
Inaugurating the Second Wave of People Plan Campaign.

V. Training Programmes During 2016-17

Most of the Elected Members and the Officials of the Local Government Institutions are initially trained in KILA which usually becomes their first training experience other than the institute which they represents. As a result, a bonding between the politicians of different places and Government servants from different sectors and KILA has developed. KILA thus, furthers a creation of comradeship among the officers and politicians who later look back to this institution with nostalgia. The experience and expertise of the retired hands and those in service are wonderfully channeled to train the beginners and this unique blend of the young and the old is a remarkable feature of KILA.

1. Training Programmes at a Glance

Sl.	Theme	No. of Programmes	No. of Batches	No. of Participants	Persons Days
I. State Trainings					
1	Local Governance and Management	8	30	962	2,215
2	Local Planning & Development	6	587	56,966	54,978
3	E-Governance	5	141	4,172	5,947
4	Social Accountability & Citizens Governance	8	37	1,350	2,266
5	Marginalised Groups	4	72	2,821	5,133
6	Finance Management	3	20	1,469	1,675
7	Welfare Management	3	79	4,119	12,342
8	Urban Governance	3	3	137	141
9	Child Resource Centre (CRC)	4	25	1,495	3,675
10	Others	5	24	315	330
	Total	**49**	**1,018**	**73,806**	**88,702**
II	**Training of Trainers**	14	24	1,869	3,235
III	**Workshops & Seminars**	2	331	2,782	3,993
IV	**National & International Training, workshops, Conference**	12	12	771	2,294
	Grand Total (I+II+III+IV)	**77**	**1,385**	**79,228**	**98,224**

I. State Trainings

1. Local Governance and Management

1.1. TQM- ISO 9001 : 2008

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Presidents, Vice Presidents & Secretaries of Grama Panchayats	2	2	110	120
Outcome: Equipped the participants to work for obtaining TQM-ISO certification for the institution which they represents.				

1.2. Diploma in Local Governance (Batch 1 and 2)

In view of strengthening the knowledge and skills of young officials of Grama Panchayats, KILA designed a Diploma in Local Governance (DLG) that targets to enhance the capacity on three core areas viz. Kerala Panchayat Raj Act (KPRA) and Rules, Management Proficiency, and Soft Skills. This course is featured with the slogan '3- in- 1', as the participants will be able to gain knowledge in three core areas through one course. The DLG shall follow Blended Learning Method (BLM); a formal training programme in which the participants learn through online (distant mode), combined with class room methods (direct contact mode). Duration of the course is six months in two semesters.

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Secretaries, AS, JS from Grama Panchayat –Bach 1	2 or 3	3	17	117
Secretaries, AS, JS from Grama Panchayat –Batch 2	2 or 3	7	22	242
Outcome Enhanced the knowledge and skills on three core areas viz. (i) Kerala Panchayati Raj Act (KPRA) and Rules (ii) Management Proficiency and (iii) Soft Skills				

1.3. Supervisory Management Programme

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
JS and Head Clerk	2	7	295	590
Outcome: Enhanced knowledge and skills in Supervisory Management				

1.4. MP/MLA-LSGI Interface

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Officials and elected representatives of LSGIs	1	2	272	272
Outcome: Convergence of MP/MLA LAD with Local Government Resource				

1.5. Public Administration Training for LD Clerks of Grama Panchayats

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Clerks from Grama Panchayats	5	5	115	575
Outcome: Enhanced knowledge on local administration of LSGIs				

1.6. Induction Training on Local Governance

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Research Officers and Research Assistants	1	2	63	63
Outcome: Enhanced knowledge on Local Governance				

1.7. Training for Performance Audit Officers

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Officers from Regional Performance Audit Wing, Assistant Development Commissioners Office (PA), District Finance Inspection Squad, LSG (AC)Department Staff	2	2	68	136
Outcome: Enhanced knowledge on Performance Audit and LSGI's Planning Process				

2. Local Planning and Development

2.1. Development Standing Committee

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Development Standing Committee Members, plan Co-coordinator, plan Clerk	3	45	1776	5328
Outcome: Enhanced knowledge and skills in Supervisory Management				

2.2. Health & Education Plan Standing Committee

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Officials and Experts	3	38	2316	6948
Outcome: Enhanced knowledge in local planning and development				

2.3. 13th Five Year Plan Training for Local Governments

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Planning Committee Members, Chairpersons& Conveners of Working Group	1	342	30000	30000
Outcome: Enhanced knowledge in 13th FYP Guidelines and skills on Planning Tools				

2.4. Peoples Plan Campaign (PPC) & Developmental Missions

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Planning Committee Members, Chairpersons& Conveners of Working Group	½ day	152	21860	10674
Outcome: Enhanced knowledge in 13th FYP Guidelines and Missions				

2.5. Training for State Level Resource Persons on Ardram, Life, Education Yajnam, and Haritha Keralam Mission

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Planning Committee Members, Chairpersons& Conveners of Working Group	2	2	559	1118
Outcome: Improved knowledge in various Missions of Govt. of Kerala				

2.6. Induction Training on Local Governance and 13thFYP

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Officials from Town & Country Department, Performance Audit Units of LSGIs, District Planning Office , Economics and Statistics Department & IKM	2	3	455	910
Outcome: Enhanced knowledge in Local Governance and 13th FYP				

3. e- Governance

3.1. Computer Fundamentals for Elected Representatives

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Elected Representatives	3	1	25	75
Outcome: Developed skills among the Elected Representatives to use computer				

3.2. Paperless Office – Soochika Software

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Clerks, Senior Clerks, Accountants, Assistant Secretary, JS secretary	2	37	1199	2398
For Presidents of Grama Panchayats - Eranakulam and Thrissur	1	2	240	240
Outcome: Enhanced knowledge in Soochika software and to make use of it effectively for a paperless office				

3.3. Accrual Based Double Entry Accounting – Saankya Software

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Newly Promoted Accountant	3	10	263	789
Outcome: Enhanced knowledge and skills in Supervisory Management				

3.4. IKM Softwares - Sakarma

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Presidents and all Staff of Grama Panchayat of Malappuram, Thrissur, Kasaragod, Ernakulam Districts	1	91	2445	2445
Outcome: Improved knowledge on Meetings Management of LSGIs and skills on Sakarma Software				

4. Social Accountability and Citizen's Governance

4.1. Local Governance Interface - One day

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
College Teachers, College Students, and Priests	1	3	198	198
Outcome: Improved knowledge on Local Governance				

4.2. Local Governance Interface

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
College Teachers, College Stude - nts and Priests from Irinjalakuda	2	3	120	240
Outcome: Improved knowledge on Local Governance				

4.3. Training for NGOs/CBOs (Haritha Swasraya Sangam)

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Farmers and Elected Representatives	1	1	17	17
Outcome : Enhanced knowledge on innovative Agriculture practices, schemes and programmes.				

4.4. Training Programme for Higher Secondary School (HSS) Students

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Higher Secondary Students	1	2	139	139
Outcome: Improved knowledge on Decentralisation, Local Governance and RTI				

4.5. Service Delivery of Panchayats (RGSA)

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Office Attendants of Grama Panchayats	2	7	97	194
Outcome: Improved knowledge on RGSA and service delivery of Panchayats				

4.6. Training on Special Grama Sabha

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Migrant labours from West Bengal, Asam, Bihar Orisa, Andra Pradesh and Tamil Nadu	1	1	80	80
Outcome: Better participation in the Special Grama Sabha				

4.7. Training on Sevagram – Ayal Sabha

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Ward Vikasana Samithi Conveners	2	9	312	624
Outcome: Better knowledge on Sevagram –Ayal Sabha				

5. Marginalized Groups

5.1. Training on Tribal Sub Plan (TSP)

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Ooru Moopans and Promoters	3	4	215	645
Elected Representatives and ST Promoters of Attappady Block	2	3	126	252
Outcome: Enhanced knowledge on Tribal Sub Plan and Oorukoottams				

5.2. Training on Preparation of Tribal Sub Plan (TSP)

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
ST Working Group Chairpersons, Members & Elected Representatives	3	7	202	606
Elected Representatives and Promoters	3	4	215	645
Outcome: Enhanced knowledge on Tribal Sub Plan and Oorukoottams				

5.3. Training on Oorumitra

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
ST promoters and Oorumitra (Forest Officials)	2	32	1352	2704
Outcome: Better knowledge on Oorumitra and smooth implementation of TSP				

5.4. Training for Working Group on SC

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
SC Promoters. SC Development Officers, Grama Panchayat Presidents, SC Working Group Conveners, Chairpersons and Vice Chairpersons	1	23	841	841
Outcome: Enhanced knowledge on SCSP				

6. Finance Management

6.1. Finance Management of Municipalities

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Finance Standing Committee Members & Accountant	2	4	153	306
Outcome: Improved knowledge in Finance Management of Municipalities and Budgeting process				

6.2. Procurement Manual

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Presidents and Secretaries	1	15	1263	1263
Outcome: Enhanced knowledge on Procurement process in LSGIs				

6.3. Budgeting

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Chairpersons, Finance Standing Committee	2	1	53	106
Outcome: Improved knowledge in Budgeting process in LSGIs				

7. Welfare Management

7.1. Palliative Care Management

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Cancer Patients from Kannur District	2	1	15	30
Outcome: Improved knowledge in the Palliative care system and better utilization of the services				

7.2. Welfare Plans for Standing Committees (Rural)

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Welfare Standing Committee Chairman, Members of Welfare Standing Committee, Assistant Secretary, ICDS Supervisor and Village Extension Officer	3	73	3896	11688
Outcome : Enhanced knowledge on Planning				

7.3. Welfare Plans for Standing Committees (Urban)

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Welfare Standing Committee Chairman and Members, UPA Project Officers, SC Development Officers, CDPO and ICDS Supervisors	3	5	208	624
Outcome : Enhanced knowledge on Planning				

8. Urban Governance

8.1. Training for the Officials of Urban Local Bodies

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Officials	2	1	26	52
Outcome : Improved knowledge on Urban Governance				

8.2. Training for Elected Representatives of Kochi Corporation

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Elected Representatives of Kochi Corporation	1	1	33	33
Outcome: Enhanced knowledge and skills in Local Governance				

8.3. Training for Elected Representatives of Thiruvananthapuram Corporation

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Elected Representatives of Thiruvananthapuram Corporation	2	1	78	156
Outcome: Enhanced Knowledge and skills in Local Governance				

9. Child Resource Centre (CRC)

9.1. PG Diploma on Child Friendly Governance

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Elected Representatives	3	3	100	300
Outcome: Enhanced knowledge, attitude and skills in child rights and child friendly urban governance.				

9.2. Preparation of Plan of Action for Children

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Experts from Child related activities	1	5	405	405
Outcome: Plan of action for children and child centric activities				

9.3. Training on Child Friendly Local Governance

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Elected Representatives and Officials	3	2	139	417
Outcome: Improved knowledge, attitude and skills on Child friendly local governance				

9.4. Child Friendly Local Governance Initiative - Training for selected LSGs

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Elected Representatives	3	15	851	2553
Outcome : Improved knowledge, attitude and skills on Child friendly local governance				

10. Others

10.1. Training for Deputy Collectors

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Deputy Collectors	1	1	8	8
Outcome: Improved knowledge and attitude on Local Self Governance and Local Self Government Institutions.				

10.2. Training Programme for IPS Officer Trainees

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
IPS Officer Trainees	1	1	2	2
Outcome: Improved knowledge and attitude on Local Self Governance and Local Self Government Institutions				

10.3. Workshops on preparation of Manuals

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Experts in different fields	1or 2	17	42	57
Outcome : Eighteen Manuals on different areas of local governance prepared				

II. Training of Trainers (ToT)

In connection with the newly developed training programmes, KILA organised Training of Trainers (ToTs) to equip the Trainers. Major ToTs were focused on the 13th FYP and training modules on the newly developed Manuals under KLGSDP.

1. Sevagram Ayal Sabha

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Experts	1	1	20	20

2. Training on Central and State Sponsored Schemes (SSSs)

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Experts	2	1	48	96

3. Finance Standing Committee

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Experts	2	3	100	200

4. Welfare Plans for Standing Committees (Rural)

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Experts	2	4	187	374

5. Welfare Plans for Standing Committees (Urban)

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Experts	2	1	38	76

6. ToT on Child Friendly Local Governance

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Experts	2	3	153	306

7. Training for Working Group (SC Development)

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Experts	1	1	54	54

8. ToT Development Standing Committee – 1st Level

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Stakeholders	2	1	67	134

9. ToT Development Standing Committee – 2nd Level

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Stakeholders	2	1	71	142

10. ToT Health & Education Standing Committee – 1st Level

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Stakeholders	2	1	71	142

11. ToT Health & Education Standing Committee – 2nd Level

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Stakeholders	2	1	32	64

12. 13th FYP - Training of Trainers (ToT)

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Stakeholders	2	3	519	1038

13. 13th FYP – Training of Master Trainers

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
State level Experts	2	1	75	150

14. Training of Trainers – for the Preparation of Status Report

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
State level Experts	1	2	439	439

III. Workshops and Seminars

1. Thematic Workshops/Seminars/Conferences

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Social Welfare Department and KILA extension faculties	1 to 5 days	331	2782	3993

2. Preparation for Urban Trainings – Workshops

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Experts and Officials	1or 2	13	116	246

3. National & International Trainings, Workshops, Conferences

3.1. KILA – International Conference on Marginalisation and Decentralisation

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Experts and Officials from different countries	4	1	276	1104

3.2. National Seminar on PESA

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
National Level Experts	2	1	45	90

3.3. BRICS International Conference on Local Budgeting

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Delegates from BRICS Nations	3	1	133	399

3.4. Writeshop on Sustainable Development Goals (SDGs)

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Writeshop on Sustainable Development Goals	3	1	120	360

3.5. Exposure Visits

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Sri Lankan Northern Provincial Council Members and Officials	7	1	22	154
UNICEF TEAM from Maharashtra		1	58	58
Minister and Officials from Telungana		1	10	10
Uttar Pradesh		1	15	15
Bangladesh		1	18	18
Expert Committee - Karnataka		1	11	11
Expert from Rural Development Department, Rajasthan		1	51	51
National Seminar LOGIN India Country Platform in KILA	2	1	12	24

Other Initiatives:

Participants	Duration (Day/s	Total Batches	Training	
			Participants	Person Days
Kerala BP Association Meetings	1	3	214	214
Kerala Grama Panchayat Association- Meetings	1	2	49	49

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VI. Publications

List of Published Handbooks, Helpers, Training Modules & Government Orders during 2016-17

Sl. No.	Name of the Documents	Language	Month & Year	Editor	Type
1.	Public Administration	Kannada	2016 April	Dr. J.B. Rajan	Hand Book
2.	Good Governance	Kannada	2016 April	Dr. Peter M Raj	Hand Book
3.	Local Planning	Kannada	2016 April	Dr. J.B. Rajan	Hand Book
4.	Total Quality Management	Kannada	2016 April	Dr. J.B. Rajan	Hand Book
5.	Citizen Governance	Kannada	2016 April	Dr. Peter M Raj	Hand Book
6.	Institutions and Services	Kannada	2016 April	Dr. Sunny George	Hand Book
7.	Public Administration	English	2016 May	Dr. J.B. Rajan	Hand Book
8.	Good Governance	English	2016 May	Dr. Peter M Raj	Hand Book
9.	Local Planning	English	2016 May	Dr. J.B. Rajan	Hand Book
10.	Total Quality Management	English	2016 May	Dr. J.B. Rajan	Hand Book
11.	Citizen Governance	English	2016 May	Dr. Peter M Raj	Hand Book
12.	Institutions and Services	English	2016 May	Dr. Sunny George	Hand Book
13.	Local Development and Development Standing Committees	Malayalam	2016 May	Dr J B Rajan	Hand Book
14.	Tribal Sub Plan of Edavaka Village Panchayat	English	2016 May	Dr J B Rajan	Hand Book
15.	Tribal Sub Plan of Meenangadi Village Panchayat	English	2016 May	Dr J B Rajan	Hand Book
16.	Handbook on Tribal Sub Plan (Working Group Members)	Malayalam	2016 July	Dr J B Rajan	Hand Book
17.	DLG-Participants Handbook	English	2016 September	Dr J B Rajan	Hand Book
18.	KILA Journal of Local Governance, Vol:3, No:1	English	2016 January -June	Dr J B Rajan	Journal
19.	KILA Journal of Local Governance, Vol:3, No:2	English	2016 June-December	Dr J B Rajan	Journal
20.	SDG Tool Kit - Abridged Version	English	2016 December	Dr J B Rajan	Tool KIT
21.	SDG Tool Kit - Draft for Discussion	English	2016 December	Dr J B Rajan	Tool KIT
22.	Chief Ministers Speech on Peoples Plan Campaign	Malayalam	2017 January		Speech
23.	PESA in Kerala: Tasks Ahead - Dossier	English	2016 April	Dr J B Rajan	Hand Book
24.	Peoples Plan Campaign and Developmental Mission – Booklet	Malayalam	2017 March	Dr J B Rajan	Hand Book

Sl. No.	Name of the Documents	Language	Month & Year	Editor	Type
25.	13th FYP PPC- Helper for Preparing Status Report - 12 Sectors	Malayalam	2017 February	Dr J B Rajan	Helper
26.	Kerala - A Caste Study of Classical Decentralisation (Third Edition)	English	2016 October	Sri. S M Vijayanand IAS	Hand Book
27.	Alappuzha Municipality- An Overview- Handbook for Field Visit	English	2016 November	Dr J B Rajan	Hand Book
28.	Nedumbassery Grama Panchayat- An Overview- Handbook for Field Visit	English	2016 November	Dr J B Rajan	Hand Book
29.	Kumarakom Grama Panchayat- An Overview- Handbook for Field Visit	English	2016 November	Dr J B Rajan	Hand Book
30.	Thalikulam- An Overview- Handbook for Field Visit	English	2016 November	Dr J B Rajan	Hand Book
31.	Maararikulam South- An Overview- Handbook for Field Visit	English	2016 November	Dr J B Rajan	Hand Book
32.	Helper for SC Development - Training for Scheduled Caste Promoters, Scheduled Caste Development Officers, Grama Panchayat Presidents, SC Working gro- ups Conveners, Chairpersons & Vice –Chairpersons – Volume I & II	Malayalam	November 2016	Dr. Peter M Raj	Hand Book
33.	Sustainable Livelihood Development for the use of Grama Panchayats in Taliparamba Constituency under MLA Programme	Malayalam	January 2017	Dr. Peter M Raj	Report
34.	Child Friendly Local Governance – Operational Manual	English	October 2016	Dr. Peter M Raj	Manual
35.	Child Friendly Local Governance – Guidance Note	English	October 2016	Dr. Peter M Raj	Guidance Note
36.	Right to Service of Citizens under Kerala Panchayat Act - Revised Edition	Malayalam	October 2016	Dr. Peter M Raj	Hand Book
37.	Welfare Standing Committee Members of Grama Panchayats	Malayalam	May 2016	Dr. Peter M Raj	Hand Book
38.	Welfare Standing Committee Members of Urban affairs	Malayalam	December 2016	Dr. Peter M Raj	Hand Book

Sl. No.	Name of the Documents	Language	Month & Year	Editor	Type
39.	Annual Report 2014-15	Malayalam	2016 April	Dr. J.B. Rajan	Report
40.	Annual Report 2015-16	English	2016 July	Dr. J.B. Rajan	Report
41.	Programme Calendar 2016-17	English	2016 April	Dr. J.B. Rajan	Calendar
42.	KILA Documentation – 25 years	English	2016 November	Dr. P.P. Balan	Report
43.	Health & Education Standing Committee Plan	Malayalam	2016 June	Dr. Sunny George	Hand Book
44.	Rights Based Development (Case Studies on Contemporary India)	English	2016 May	Dr. P.P. Balan, Dr. Sunny George, Dr. T.P. Kunhikannan	Hand Book
45.	Decentralisation and Development (Selected Regional Interventions)	English	2016 May	Dr. P.P. Balan, Dr. Sunny George, Dr. T.P. Kunhikannan	Hand Book
46.	Paithruka Samrakshanam Pradeshika Sarkarukaliloode	Malayalam	2016 November	Dr. Sunny George	Hand Book
47.	Marginalisation, Poverty and Decentralisation – KILA's International Conference Series	English	2016 November	Dr. P.P. Balan, Dr. Sunny George, Dr. T.P. Kunhikannan	Abstracts
48.	Marginalisation, Poverty and Decentralisation – KILA's International Conference Series	English	2016 November	Dr. Sunny George	Conference Guide
49.	Proceedings of National Seminar on PESA in Kerala: Task Ahead	English	2016 December	Dr J B Rajan	Hand Book
50.	User Manual of GIS Data - Attappady on TSP	English	2016 August	Dr J B Rajan	User Guide

Sl.No.	Policy Documents	Language	Month & Year	Editor	Type
1	13th Five Year Plan (2017-22) - Guideline for Grama, Block and District Panchayats - GO (MS) No. 10/2017.	Malayalam	2017 January	Dr J B Rajan	GO
2	13th Five Year Plan (2017-22) Guideline for Municipality and Municip- al Corporations - GO (MS) No. 11/2017	Malayalam	2017 January	Dr J B Rajan	GO
3	Manual on Finance Management-Procurement GO (RT) No. 2487/2016 LSGD dated 20.08.2016	English	2016 August	Dr J B Rajan	GO
4	Performance Audit Manual GO (RT) No.166/2017/LSGD dated 20.01.2017	English	2017 January	Dr J B Rajan	GO
5	Asset Management Manual GO (RT) No.166/2017/LSGD dated 20.01.2017	English	2017 January	Dr J B Rajan	GO
6	Budget Manual GO (RT) No.3291/2016/LSGD dated 02.12.2016	English	2017 December	Dr J B Rajan	GO
7	Performance Audit Manual GO (RT) No.166/2017/LSGD dated 20.01.2017	English	2017 January	Dr J B Rajan	GO

Sl.No.	Training Modules	Language	Month & Year	Editor	Type
1	Local Development and Development Standing Committee	Malayalam	2016 May	Dr J B Rajan	Training Module
2	Training on Public Administration For Clerks in Grama Panchayath	Malayalam	2016 November	Dr J B Rajan	Training Module
3	Procurement Manual	Malayalam	2017 January	Dr J B Rajan	Training Module
4	13th FYP - Peoles Plan Campaign	Malayalam	2017 January	Dr J B Rajan	Training Module
5	Training on Finance Management for Finance Standing Committee-Urban	Malayalam	2016 November	Dr J B Rajan	Training Module
6	Training on Supervisory Management for JS/HC of GPs	Malayalam	2016 November	Dr J B Rajan	Training Module
7	Training Module of SC Development	Malayalam	November 2016	Dr. Peter M Raj	Training Module
8	Right to Service - Officials & Elected Representatives	Malayalam	October 2016	Dr. Peter M Raj	Training Module

9	Welfare Standing Committee Members & Officials of Grama Panchayats	Malayalam	June 2016	Dr. Peter M Raj	Training Module
10	Welfare Standing Committee Members & Officials of Urban affairs	Malayalam	December 2016	Dr. Peter M Raj	Training Module
11	Health & Education Standing Committee Plan	Malayalam	2016 June	Dr. Sunny George	Training Module

VII. Programmes Attended by the Director and Faculty Members

1. Dr. P P Balan, Director

Sl. No.	Programme	Institution	Date
1	National Panchayat day celebration	Jamshedpur, Jharkhand	24-25 April 2016
2	Vienna Conference of International Sociological Association - Organ-ised one session on Participatory Planning	Vienna	28-31 July 2016
3	Meeting at SLILG For Receiving Award from Srilanka Ministry	Colombo, Srilanka	22. July 2016
4	For Receiving UNICEF Award from Bangladesh Ministry	Dhaka, Bangladesh	October 2016
5	Receiving Award From Bhutan Ministry	Govt. of Bhutan	November 2016

2. Dr. Peter M. Raj, Associate Professor

Sl. No.	Programme	Institution	Date
1	Workshop on preparation of RGPSA/RGSA annual action plan at NIRD Hyderabad	Ministry of Panchayati Raj, Govt. of India	1- 2 April, 2016
2	i.Review meeting on Child Resource Centre- KILA ii. Discussion on the role of LSGs in child rights governance in Attapady at UNICEF office- Chennai	UNICEF office- Chennai	13 June 2016
3	Workshop on Local governance and SDGs at IMG TVM	Govt. of Kerala and KILA	17 June 2016
4	Discussion on budget for children at Govt. guest houseThycadu	KILA- UNICEF	13 July 2016
5	Working group meeting on "Child Development" (13th five year Plan) at State Planning Board	State Planning Board	22 October 2016
6	BRICS conference	Ministry of Panchayati Raj, Govt. of India	3- 5 November 2016
7	Workshop on Child Rights	Unicef and Kerala State Commission for Rights of Children	18th November 2016
8	Training programme on "Hi Impact Leadership" at Bangalore	Mr. ShivKhera – Qualified Learning systems	November 30 to 2 December 2016
9	Discussion on singly entry register for children	Chief Secretary, Govt.of Kerala	23 January 2017
10	National Seminar on "Localising history for local development"	CAS College, Madai, Kannur	9 February 2017
11	Discussion on "Child Friendly Local Governance" at Thaliparamba Municipality	Thaliparamba Municipality	7th March, 2017
12	Discussion on "E-Just for children" at Trivandrum	UNICEF and Kerala State Commission for Rights of Children	23 March 2017

3. Dr.J.B.Rajan, Assistant Professor

Sl. No.	Programme	Institution	Date
1	Intensive Training Workshop on 'Innovative Practices in e-Panchayat'	Centre for Innovations in Public Systems (CIPS), Hyderabad at SKIPA, Ranchi, Jharkhand	13 April 2016
2	Training Policy- Kerala	IMG, Thiruvananthapuram	16 April 2016
3	National Seminar on Excellence in Training (NSET)	Vigjan Bhavan, New Delhi; organised by DoPT, Government of India.	27-28 May 2016
4	Workshop on Plan Guidelines	Chief Secretary's Chamber by LSGD	20 June 2016
5	International Workshop on 'Citizen Engagement, Accountability, and Open Governance'	Hotel Taj Samudra, Colombo, Sri Lanka by LOGIN-ASIA	29 June-1 July 2016
6	National Workshop on ToT Design of GPDP	MoPR at NIRD, Hyderabad	22-23 July 2016
7	Workshop on Governance & Policy Research	V.Ramachandren Chair on Policy Studies, CMD, Thiruvananthapuram	1 August 2016
8	Declaration of Complete Digitalised Meeting Management in Kasaragod District	PRD, Kasaragode	2 October 2016
9	Academic Committee	Thunjathezhuthachan Malayalam University, Tiroor	4 October 2016
10	International Workshop on Fiscal Transparency & Open Data	Hotel Taal Vista, Manila, Philippines by LOGIN-ASIA	25-27 October 2016
11	National Workshop on Certification Process of PRI Professionals	NIRD&PR, Hyderabad	21 November 2016
12	Janakeeyasoothranam-Formation of Committees	SPB, Sangeetha Nadaka Academy, Thrissur	19 December 2016
13	Janakeeyasoothranam-Launching	SPB, Thekkincaud Maidan, Thrissur	21 January 2017
14	Discussion on TCP Act	Chief Secretary's Conference Hall, Tvm	9 February 2017

Articles Published /Paper Presentations

1. Dr. Sunny George, Professor

Sl. No.	Name of the Article	Language
1	Rights Based Development: Case Studies on Contemporary India (Ed.)	English

2. Dr. Peter M. Raj, Associate Professor

Sl. No.	Name of the Article	Language	Name of the Journal / Book
1	Child-Friendly Local Governance: Concepts and Methodology	English	KILA Journal of Local Governance Vol.3, No.1 January-June 2016
2	Child Rights and Local governance (paper Presentation)	Malayalam	Workshop organized by UNICEF and Kerala State Commission for Rights of Children on 18th November 2016 at Trivandrum
3	Local Government-led Community-Based Palliative Care Programmes in Kerala	English	Rajagiri Journal of Social Development,(ISSN 0973-3086) Volume 8, Number 2, December 2016
4	National Seminar on "Localizing history for local development" (paper Presentation)	English	CAS College- Madai, Kannur 9 February 2017

3. Dr. J.B.Rajan, Assistant Professor

Sl. No.	Name of the Article	Language	Name of the Journal / Book
1	*Matsya Sabha*: Inclusion of Fisher People in Local Governance (co-authored by Haribabu T.P.)	English	Journal of Economy & Fiscal Federalism, Vol.2, No.2 July-December 2016: ISSN: 23956976, MG University, Kottayam
2	*Aikya Rastra Sabha*	Malayalam	Mathrubhoomi Daily, 21/10/2016

Sl. No.	Name of the Article	Language	Name of the Journal / Book
3	Databased Planning: A Review of Panchayat Level Statistics	English	National Seminar on 'Equitable Distribution of Socio Economic Resources for Local Planning- Role and Responsibility of Dept. of Economics & Statistics' 49organized by SASA on 13th&14th December 2016

VIII. Internship Programme

KILA provides an opportunity for those who are interested to gain exposure in areas of Local Governance, Panchayati Raj System, Public administration etc. through the internship programme. The main objectives of the programme are

- To provide a framework to students by which their educational experience is enhanced through practical work assignments.
- To expose them to the area of Local Governance and Public Administration.
- To expose them to the work of KILA and Local Governance Institutions with the objective of deepening their knowledge and understanding of the goals, principles and activities of these institutions.
- Handling day to day operational works of KILA.

A list of interns who were trained by the Faculties in KILA are listed below.

Sl. No.	Name of the Institution	Course/ Department	Name of the Student	Faculty
1	Vimala College, Thrissur	MSW	Miss. Anu John	
2		MSW	Miss. Litty.K.J	
3	St.Josephs College, Irinjalakkuda	MSW	Miss. Jorlet John.K	
4	University of Hyderabad	BA Political Science	Miss. M.Tushara	
5	Central University, Karnataka	MSW	Miss. Josna Antony	

6	Madras Christian College, Chennai	BA Political Science	Miss. Arya Anil	Dr. Peter M.Raj
7	Payyannur Centre, Kalady University	MSW	Miss. Layal Augustine	
8	St.Thomas College, Thrissur	MSW	Miss. Shahanas.T.S	
9	Don Bosco College, Kannur	MSW	Miss. Leslin Jose	
10		MSW	Miss. Athira Gopan	
11		MSW	Miss. Nina Alphonsa.K	
12		MSW	Miss. Rona Mathew	
13	Vimala College, Thrissur	MSW	Miss. Anupa Krishnan	
14		MSW	Miss. Shiji.K.P	
15	Gandhi Gram Rural Institute, Dindigul, Tamil Nadu	MA Development Administration	Miss. Ovammal.G	
16		MA Development Administration	Miss. Rajalaksmy.M.P	
17		MA Development Administration	Miss. Sreelakshmy.M.P	
18			Miss. V.Premalata	
19	Christ College of Engineering, Irinjalakkuda	B Tech (CSE)	Mr.Aaron P P	Dr. J B Rajan
20	Central Europian University, Hungary	Researcher	Mr.Gaspav Garun-Hinoltro Rodriguez	
21	College of Corporation Banking and Management, Kerala Agriculture University, Mannuthy, Thrissur		Miss. Aparna K P	
22			Miss. Dhilshi M R	
23			Miss. Nivediya M S	
24			Miss. Rohita Nair	
25			Miss. Rinu Eldho	
26			Miss. Anjana K K	
27			Miss. Tintu sunny	

28	College of Corporation Banking and Management, Kerala Agriculture University, Mannuthy, Thrissur		Miss. Rakhirajan	Dr. J B Rajan
29			Miss. Rose mol J Mampilly	
30			Miss. Dhanya A Mohanan	
31		PG - Urban Policy & Governance	Mr Vishnu Sagar T R	
32	Tata Institute of Social Sciences, Deonar, Mumbai	MSW	Miss. Shahanas Pazhoor	
33		MSW	Mr Abhijith N P	
34		MSW	Miss. Indu Poornima	
35		MA Rural Development and Governance	Miss. Sreelakshmi M Menon	
36	Tata Institute of Social Sciences, Roda Mistry Campus, Hyderabad	MA Public Policy & Governance	Miss. Tinu Baby	
37		B.Com. with Computer Application	Miss. Anisha I S	
38	St. Mary's College, Thrissur	B.Com. with Computer Application	Miss. Jismi V A	
39	Sakthan Thampuran College, Thrissur		Miss. Manisha I S	
40	St. Terasas College, Eranakulam	BA Economics	Miss. Parvathi Miss. S Nalonnil	
41		BA Economics	Miss. Meera Unnikrishnan	
42		MA Economics	Miss. Gopika Gopan B	
43	Elijah Institute of Management Studies, Thrissur	MBA	Miss. Manisha E	
44		MBA	Miss. Anjum Minudheen	
45		MBA	Miss. C Misheila Jose	
46		MBA	Miss. Sukanya Sudhakar	
47	Loyola College, Chennai	MA Economics	Miss. Remin Francis I R	
48	Vimal Jyothi Institute Of Management & Research, Chemberi, Kannur	MBA	Miss. Aswathi K V	

49	Tata Institute Of Social Sciences Roda Mistry Campus, Hyderabad	MA Development Economics	Mr Premlal C	Dr. J.B. Rajan
50	Tata Institute Of Social Sciences, Roda Mistry Campus, Hyderabad	MA Development Economics	Mr Mohammed Jansher Khan	
51	Government Medical College, Thrissur	PG Student, Department of Community Medicine,	Dr. Anupama A	
52		PG Student	Dr. Arya Vijayakumar	
53		PG Student	Dr. Siji V S	
54	AIM College of Law	LLB	Mr Ameer Ali	
55		LLB	Miss. Athira Sajeevan	
56		LLB	Miss. Rinta Antony K	
57		LLB	Miss. Subija M S	
58		LLB	Miss. Swetha P	
59		LLB	Mr Tittu Jose Checkanad	
60	Central University of Pondichery	MA Politics And International Studies	Mr Ghazzali N N	
61		MA Politics And International Studies	Miss. Meera TV	
62		MA Politics And International Studies	Miss. Sisira K G	
63	IIT, Madras	Integrated MA, Department of Humanities & Social Science	Miss. Amala Bonnie	
64	Rajiv Gandhi Institute of Youth Development	MA Local Governance	Miss. Jahana Jabin V A	

IX. Academic Support to Other Agencies

With its experience and expertise in the field of Local Governance and an emerging Institute of Excellence, KILA provides academic support to other agencies like:

1. Ministry of Panchayati Raj identified KILA as Nodal agency for conducting National Writeshop on Sustainable Development Goals. The wWriteshop supported in creating general awareness on SDGs and to come up with a draft of the targets, its indicators, support system required, means of verification and the timeline to achieve the SDGs.
2. BRICS identified KILA as a nodal agency for the organization of the three day 'Workshop on Participatory Local Budgeting' at Kochi. The workshop helped the participants to study the democratic decentralisation process and the participatory local budgeting system in Kerala. Exposure visits to selected model projects of LSGIs and interactions with the elected representatives and staff supported in achieving the objectives of the workshop.

X. Research & Studies

With the view to strengthen the Local Self Government Institutions and to study, support and disseminate the experiences of various LSGIs, KILA conducts policy and action researches. Major study initiated by KILA in 2016-17 is ;

Sl. No.	Title of the Study	Status	Principal Investigator/ Nodal Officer
1	PAISA For Panchayat joint initiative of KILA and Accountability Initiative, Center for Policy Research, New Delhi	Ongoing	Dr. J B Rajan

KILA has also conducted Mini Research Programmes utilizing the services of the Interns.

XI. Enabling Systems of Local Government

i. State Resource Group (SRG)

KILA facilitates the State Resource Group (SRG), the Secretariat of Coordination Committee on Decentralisation, constituted by the Local Self Government Department to guide and supervise Planning and Monitoring of Annual Plans of LSGIs.

ii. Help Desk

KILA has launched Help Desk System in 2008, which is dealing with Frequently Asked Questions (FAQs) on subjects related to local governance in Kerala. Help Desk is dealing with FAQs over the phone, e-mail, post and in person and document the same. The whole system is computerised and the caller shall be assigned with a ticket and their query shall be answered. Now KILA revamped the Help Desk by upscaling it into an online platform by recording responses to queries and monitoring the queries and responses by the faculties of KILA. All necessary literature on local governance viz. Acts, Rules, Govt. Orders, Circulars, Reports, Hand Books etc. are available on the digital repository and available to the general public (http://dspace.kila.ac.in). At present there are 5 Experts engaged in KILA Help Desk under the supervision of KILA Faculty. They are:

1. Rtd.Joint Director of Panchayats -1
2. Rtd. Joint Director of State Planning Board -1
3. Rtd.Secretary of Grama Panchayat -3

No. of FAQs dealt by Help Desk Team in 2016-17	4441

iii. Associations of Local Governments

The major pressure groups in strengthening Local Governance in Kerala like the Grama Panchayat Association, Block Panchayat Association, District Panchayat Association, and Municipal Chamber are supported and facilitated by KILA.

XII. Preparation of Policy Documents

KILA prepares various Guidelines, Manuals, Tool kits etc. on Local Governance for the State Govt. During the reporting period KILA prepared 17 Manuals of which 4 manuals were issued as Govt. order.

1. Finance Management Manual 3 - Procurement (G.O(Rt) No. 2487/2016/LSGD, Dtd. 20/08/2016)
2. Finance Management Manual:2- Budget(G.O(Rt), No.3291/2016/LSGD,Dtd. 02/12/2016)
3. Asset Management Manual (G.O (Rt) No.166/2017/LSGD, Dtd.20/01/2017)
4. Performance Audit Manual (G.O (Rt) No.166/2017/LSGD Dtd.20/01/2017)
5. Finance Management Manual: 1 - Waiting for Govt. approval
6. Gender Budget Manual -Waiting for Govt. approval
7. Public Reporting Manual -Waiting for Govt. approval
8. Office Management Manual (OMM) -Waiting for Govt. approval
9. Grievance Redressal Manual -Waiting for Govt. approval
10. Public Works Manual -Waiting for Govt. approval

Administration Manuals for Transferred Institutions

11. Krishi Bhavan -Waiting for Govt. approval
12. Veterinary Hospital -Waiting for Govt. approval

Opening Ceremony of Mahatma Hall

As part of Clean Kerala Campaign

New Canteen Block for KILA Staff

World Environmental day

General Council gives Farewell to Sri. S M Vijayanand IAS, Chief Secretary to Government of Kerala

Mahatma Hall

Photo Gallery

AUDIT
REPORT

Abraham & Jose
CHARTERED ACCOUNTANTS

Mission Quarters Road, Thrissur - 680 001
Tel : 0487-2423225, 2426225, 2424245

KERALA INSTITUTE OF LOCAL ADMINISTRATION (KILA),
Mulamkunnathukavu P.O,Thrissur -680 581

Auditor's Report

We have audited the accompanying financial statements of KERALA INSTITUTE OF LOCAL ADMINISTRATION (KILA) which comprise of the Balance Sheet as at March 31, 2017, and also the Income and Expenditure Account, Grant Utilization Statement and a summary of significant accounting policies and other explanatory information for the year ended on that date, which are incorporated in the accounts of KILA audited by us.

During the current year 2016-17, KILA has taken a major step towards its expansion by taking up State Institute of Rural Development (SIRD), Kottarakkara, Kollam and Attapady Hills Area development Society (AHADS), Agali P.O, Attapady.

Erstwhile SIRD Kottarakkara is audited by the duly appointed Auditors of the KILA and we have relied on the audited financial statements issued by those auditors (SA-600). These consolidated financial statements are prepared from those audited financial statements.

However in the case of erstwhile AHADS CCPRM the government order has been received for the merger but it is not included in the Consolidated Financial Statements due to non-availability of Balance Sheet and Income and Expenditure Statement. We have neither verified nor received any accounts and other details for the purpose of audit of erstwhile AHADS CCPRM.

The management of KILA is responsible for the preparation of these financial statements that give a true and fair view of the financial position and financial performance of the KILA. This responsibility includes the design, implementation and maintenance of internal financial control which are adequate and relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

The physical verification of fixed assets is also the responsibility of the management. We have not conducted the physical verification of assets of erstwhile SIRD.

Our responsibility is to express an opinion on these financial statements based on our audit. We have conducted our audit in accordance with auditing standards generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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Abraham & Jose
CHARTERED ACCOUNTANTS

Mission Quarters Road, Thrissur - 680 001
Tel : 0487-2423225, 2426225, 2424245

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the KILA's preparation and fair presentation of the financial statements in order

to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

In our opinion and to the best of our information and according to the explanations given to us, the financial statements give the information required by the Act in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India:

(i) **a)** In so far as it relate to the Balance Sheet, **of the state of affairs** for the KILA and its Projects as at 31st March 2017.

(ii) In so far as it relates to the Income and Expenditure Account, **of the excess of Expenditure over Income** of the KILA for the year ended on that date, and

(iii) In so far as it relates to the Grant Utilization Statement, **of the Balance in Grant Account** for the year ended on that date.

For ABRAHAM & JOSE
Chartered Accountants
FRN: 000010 S
JOSE POTTOKARAN
Partner (No:012056)

Date: 28-07-2017
Place: Thrissur

ABRAHAM & JOSE MISSION QTRS ROAD THRISSUR-1 CHARTERED ACCOUNTANTS

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KERALA INSTITUTE OF LOCAL ADMINISTRATION
CONSOLIDATED RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR 2016-17

RECEIPTS			PAYMENTS		
PARTICULARS	CURRENT YEAR 2016-17	PREVIOUS YEAR 2015-16	PARTICULARS	CURRENT YEAR 2016-17	PREVIOUS YEAR 2015-16
OPENING BALANCE:-					
CASH	4700.30	3139.30			
BANK (INCLUDING DEPOSITS)	396849018.70	355506308.20			
CASH & BANK-SIRD	50848987.00		ADMINISTRATIVE EXPS & OTHER EXPS-SIRD	18466682	
RECURRING GRANT RECEIVED-SIRD	21466353.00		REPAIRS & MAINTENANCE-SIRD	1467023	
GRANT & INTEREST RECEIVED FOR SCHEME/TRG-SIRD	18961125.00		TRG EXPS-SIRD	1668219	
DEPOSITS/ADVANCE-RECURRING GRANT SCHEME TRG-SIRD	25037368.00		ASSETS(REC GRANT, RGPSA, WORLD BANK) SIRD	4071849	
OTHER RECEIPTS-SIRD	2106725.28		GRANT PAYMENT-SIRD	25151290	
			DEPOSITS ADVANCE-SIRD	28842187	
GRANT FROM STATE GOVT	225000000.00	150000000.00	DEPOSIT FOR LAND ACQUISITION		50000000
GRANT RECEIVABLE FROM STATE GOVT	0.00	2890000.00	CAPACITY BUILDING ACTIVITIES	63089803.5	65487409
GRANT FROM STATE GOVT (NON PLAN)	3589000.00	3121000.00	ADDITIONS TO FIXED ASSETS	5823019	8478724
CORPUS FUND DEEMED UNIVERSITY(including interest)	13652329.00	14897831.00	CAPITAL WIP-ADDITIONAL FLOOR	672000.00	895408.00
CORPUS FUND(INTEREST ON DEPOSIT)	8623616.00	14358439.00	TAX DEDUCTED AT SOURCE	690978	1335569
CORPUS FUND-SDC-(INTEREST ON DEPOSIT)	1083743.00	1147439.00	EXPENDITURE ON INTEREST OF SDC CORPUS FUND	350425	216119
CENTRAL ASSISTANCE-EMPOWERMENT AND ACCOUNTABILITY(including interest)	14698656.00	195899.00	CENTRAL ASSISTANCE -EMPOWERMENT &ACCOUNTABILITY-INFRASTRUCTURE DEVELOPMENT OF KILA	0	11500000
DEPARTMENT OF URBAN AFFAIRS	2500000.00	0.00	DEPARTMENT OF URBAN AFFAIRS	116874	1735786
PROJECT -BRGF VOL II(interest on bank a/c)	0.00	61639.00	PROJECT - BRGF VOLII	614716	830346
CHILD RESOURCE CENTRE -UNICEF	4719199.00	5567841.00	CHILD RESOURCE CENTRE -UNICEF	6430363	4163931
HUDCO/HSMI(interest on bank a/c)	0.00	16728.00	HUDCO/HSMI	0	137550
KLGSDP- WORLDBANK(including interest)	6346048.00	15000000.00	KLGSDP- WORLDBANK	13382525	11701832
KLGSDP- Programme Exps-Reimbursement	1153952.00	0.00	KLGSDP- Programme Exps	1592902	0
PROJECT RGPSA(including interest)	85590130.00	12500000.00	PROJECT RGPSA	35560241	20331802
JAGRATHA SAMITHI(interest on bank a/c)	120513.00	0.00	JAGRATHA SAMITHI	166008	954542
PROJECT- UNDP-GOI	0.00	596619.00	PROJECT- UNDP-GOI	0.00	0.00
UNDP-CONSULTANCY PROJECT	0.00	884111.00	UNDP-CONSULTANCY PROJECT	0	1431992
TOWN PLANNING DEPT. FUND(interest on bank a/c)	23949.00	56530.00	TRAING TO TOWN PLANNING DEPT	819538	639744
LIC GRATUITY FUND	605500.00	0.00	LIC GRATUITY FUND	1169410	2392310
INCOME TAX COLLECTED	2285661.00	5196080.00	INCOME TAX PAID	2285661	5174525
WORKERS WELFARE FUND COLLECTION	10583.00	0.00	WORKERS WELFAR FUND REMITTED	10583.00	0.00
PROFSSION TAX	169300.00	157950.00	PROFESSION TAX	169300	157950
SERVICE TAX COLLECTED	563345.00	757068.00	SERVICE TAX PAID	563345	757068
OTHER LIABILITIES COLLECTED	323339.00	263293.00	OTHER LIABILITIES REMITTED	258536	193191
SUBSRIPTION FEE RECEIVED IN ADVANCE	900.00	1300.00	KILA JOURNAL ON LOCAL GOVERNANCE	134260	100776
SUNDRY CREDITORS/ SUNDRY DEBTORS	727645.00	4735982.38	ADMINISTRATION EXPENSES	23353777.71	39606506.00
KILA PENSION FUND	15463736.00	8672256.00	OTHER EXPENSES	1831998.70	1200669.00
KILA GENERAL PROVIDENT FUND	4584819.00	747444.00	OFFICE EXPENSES	4331793	4470281.5
RGSY PROJECT. (INTEREST ON BANK ACCOUNT)	2898147.00	551135.00	REPAIRS & MAINTENANCE	3368882.00	1667824.00
INCOME FROM TRAINING PROGRAMMES	31790081.00	27348461.00	TRAINING EXPENSES	272882.00	511738.00
OTHER INCOME	8158234.03	7323618.66	BRICS CONFERENCE EXPENSES	15000000	
CONSULTANCY FEE		349200.00	CLOSING BALANCE:-		
COURSEFEE RECEIVED	175000.00		CASH	4334	4700.3
BRICS CONFERENCE-Fund from MoP	15000000		BANK INCLUDING DEPOSITS	664765191.1	396849018.7
			CLOSING CASH & BANK BALANCE-SIRD	38753328.28	
TOTAL	965229902.31	632927311.54	TOTAL	965229902.31	632927311.54

ABRAHAM & JOSE CHARTERED ACCOUNTANTS MISSION QTRS ROAD THRISSUR

DIRECTOR
KERALA INSTITUTE OF LOCAL ADMINISTRATION
THRISSUR - 680 581

KERALA INSTITUTE OF LOCAL ADMINISTRATION THRISSUR 680 581

For ABRAHAM & JOSE
FRN: 000010 S

JOSE POTTOKKARAN (No.012056
Partner
Chartered Accountants

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KERALA INSTITUTE OF LOCAL ADMINISTRATION,THRISSUR
CONSLOIDATED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2017

INCOME	Annexure	Current year 2016-17	Previous Year 2015-16
By Income from Training Programmes	A	3,36,16,755.00	2,75,10,675.00
By Grant from Government -Non Plan Fund	B	2,50,55,353.00	31,21,000.00
By Interest from Bank	C	54,65,542.50	47,24,565.00
By Other Income	D	31,85,925.81	17,31,183.66
By Excess of Expenditure over Income		43,04,776.04	1,85,86,153.84
TOTAL		7,16,28,352.35	5,56,73,577.50
EXPENDITURE			
To Administrative Expenses	E	5,01,96,431.05	4,19,88,621.00
To Office Expenses	F	29,10,898.00	31,01,716.50
To Training Expenses	G	41,02,328.00	12,30,294.00
To Other Expenses	H	50,92,967.70	26,08,084.00
To Depreciation	SCH 6	93,25,727.60	67,44,862.00
TOTAL		7,16,28,352.35	5,56,73,577.50

Thrissur /28-07-2017

As per Report of even date

For ABRAHAM & JOSE
Chartered Accountants
FRN : 000010 S

JOSE POTTOKARAN
Partner (No : 012056)

DIRECTOR
KERALA INSTITUTE OF LOCAL ADMINISTRATION
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ANNEXURE E		
Administrative Expenses		
KILA		
Pay and Allowances	2,69,81,666.00	3,95,23,662.00
Travelling allowances	5,75,647.00	5,57,063.00
Advertisement expenses	2,71,069.00	75,997.00
Audit fee	50,000.00	50,000.00
Security service charges	15,08,682.00	13,59,243.00
Legal charges & Proffessional Charges	32431.00	45,157.00
Housekeeping of SAS	3,95,746.00	377499
Coolie charges	15,26,637.00	-
Other adminstrative expenses	3,87,891.05	-
SIRD		
Salary & Allowances-Core Faculty	37,49,910.00	-
Travelling Expenses-FM	1,07,814.00	-
Salary & Allowances-Staff	1,34,40,028.00	-
Travelling Expenses-Staff	1,08,344.00	-
Subscriptions & Periodicals	27,495.00	-
Office Expenses	4,35,234.00	-
Electricity & Water Supply Expenditure	4,39,018.00	-
Meeting & Entertainment Expense	1,58,819.00	-
TOTAL	**5,01,96,431.05**	**4,19,88,621.00**
ANNEXURE F		
Office Expenses		
KILA		
Maintenance - Vehicles	4,62,941.00	6,91,859.50
Electricity Charges	16,52,084.00	15,40,610.00
GC / EC Meeting Expenses	12,814.00	19,918.00
Postage ,Telephone & Internet charges	7,83,059.00	8,49,329.00
TOTAL	**29,10,898.00**	**31,01,716.50**
ANNEXURE G		
Training Expenses		
KILA		
Honorarium and T.A	49,101.00	35,917.00
KILA Journal	1,34,260.00	1,00,776.00
Printing and Stationary	7,11,500.00	5,68,756.00
Bed Sheet, Pillow Cover, Etc.	4,74,544.00	2,21,525.00
Washing Charges	3,23,219.00	2,88,629.00
Other training expenses	7,41,485.00	14,691.00
SIRD		
Honorarium and T.A	1,92,440.00	-
Stationary	2,70,541.00	-
TA to participants	70,880.00	-
Miscelalneous	79,081.00	-
Internet charges	1,12,853.00	-
Consumables	6,27,108.00	-
Hostel stationary	49,376.00	-
Wages	1,37,265.00	-
Sponsered training expense	1,28,675.00	-
TOTAL	**41,02,328.00**	**12,30,294.00**

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Abraham & Jose
CHARTERED ACCOUNTANTS

Mission Quarters Road, Thrissur - 680 001
Tel : 0487-2423225, 2426225, 2424245

ANNEXURE H		
Other Expenses		
KILA		
Bank Charges	12,065.20	4,170.00
Building Tax & water charges	7,027.50	49,513.00
Coolie Charges	-	6,76,163.00
Membership fee & Momentos	23,306.00	46,176.00
Newspaper and Periodicals	1,70,492.00	1,52,063.00
Repairs & Maintenance	34,13,054.00	16,79,999.00
SIRD		
Fuel vehicle	6,57,541.00	-
Insurance Vehicle	95,881.00	-
Repair & maintenanace Vehicle	2,00,627.00	-
Taxes- Vehicle	1,62,183.00	-
Repair & maintenanace Equipemnts	1,70,860.00	-
Minior Repair & maintenanace	48,021.00	-
Fuel Generator	10,455.00	-
Repair & maintenanace Building	1,00,955.00	-
Legal Fee	20,500.00	-
TOTAL	50,92,967.70	26,08,084.00

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GROUPINGS (CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT)

PARTICULARS	AMT.
Rent Received	
Room rent	9452201
Rent-Training Equipment	9593722
Quarters Rent	71445
Rent EDII	80612
TOTAL	**19197980**
Consultancy & other income	
Miscellaneous income	3080137
TOTAL	**3080137**
Tender forms & Photostat charges	
Tender forms	5000
Photostat charges	5419
TOTAL	**10419**
Postage & Telephone	
Postage	182977
Telephone Charges	385151
Internet charges	214931
TOTAL	**783059**
Other training expenses	
Cable Connection Expenses	108000
Mess expense	579582
Photo & Recreation expense	6733
Vehicle charges	47170
TOTAL	**741485**
Coolie charges	
Coolie paid	1239137
Daily wages Agali	287500
TOTAL	**1526637**
Legal and professional charges	
Inspection fee	21418
Accredited processing fee	-8987
Legal Charges	20000
TOTAL	**32431**
Printing & Stationary	
Stationary & printing	205006
Printing & Stationary	346814
KILA News Letter	159680
TOTAL	**711500**
Building Tax & water charges	
water charges	7028
TOTAL	**7028**
Other Administrative expenses	
Campus beautification	252000
Garden Maintenance	22983
Miscellaneous expense	112908
TOTAL	**387891**

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KERALA INSTITUTE OF LOCAL ADMINISTRATION

SCHEDULE 6: CONSOLIDATED FIXED ASSETS STATEMENT AS ON 31.03.2017

ITEMS	RATE	OPENING	ADDITIONS			DELETIONS	TOTAL	DEP FOR	NET BLOCK
			1ST HALF	2ND HALF	TOTAL			2016-17	2016-17
Fixed Assets - Kila									-
*Land at Cost		103998956.00	90763.00		90763.00		104089719.00		104089719.00
Art Gallery		832931.00	196300.00		196300.00		1029231.00		1029231.00
Library Software - KUHA*	-		1.00		1.00		1.00		1.00
Construction of Store Room	10	3896057.00					3896057.00	389605.70	3506451.30
Construction of Dining Hall	10	3710810.00					3710810.00	371081.00	3339729.00
Building	10	10291774.00	409960.00		409960.00		10701734.00	1070173.40	9631560.60
Formation of Raod to Library	10	2022333.00					2022333.00	202233.30	1820099.70
Compound Wall	10	1704775.00		333257.00	333257.00		2038032.00	187140.35	1850891.65
Rain Water Harvesting Units	10	431149.00					431149.00	43114.90	388034.10
Quarters	10	276327.00					276327.00	27632.70	248694.30
Status	10	145844.00					145844.00	14584.40	131259.60
Acoustic Treatment of Auditorium	10	57027.00					57027.00	5702.70	51324.30
Asset 1994-95	10	49750.00					49750.00	4975.00	44775.00
Building-Generator Shed	10	30472.00					30472.00	3047.20	27424.80
Building-Scootershed	10	20659.00					20659.00	2065.90	18593.10
Building - Roofwork for generator at SA	10	0.00		180529.00	180529.00		180529.00	9026.45	171502.55
Furniture & Fittings	10	8990672.00	1320166.00	519339.00	1839505.00		10830177.00	1057050.75	9773126.25
Name Board	10	16200.00					16200.00	1620.00	14580.00
Thinkers Retreat Centre	10	28800.00					28800.00	2880.00	25920.00
Electrical Fittings	15	1660615.00	358641.00		358641.00		2019256.00	302888.40	1716367.60
Television	15	1304041.00		89400.00	89400.00		1393441.00	202311.15	1191129.85
Vehicle	15	537750.00					537750.00	80662.50	457087.50
EPABX Cabling	15	477965.00					477965.00	71694.75	406270.25
Photocopier	15	429476.00					429476.00	64421.40	365054.60
LCD Projector	15	418346.00					418346.00	62751.90	355594.10
Air Conditioner	15	380933.00	117700.00	189504.00	117700.00	2000.00	496633.00	74494.95	422138.05
Water Fountain	15	261630.00			189504.00		451134.00	53457.30	397676.70
Kitchen Equipments	15	194351.00	66655.00		66655.00		261006.00	39150.90	221855.10
Machinery	15	1008002.00		9750.00	9750.00		1017752.00	151931.55	865820.45
Training Equipments	15	53598.00					53598.00	8039.70	45558.30
Intercom	15	28176.00					28176.00	4226.40	23949.60
Water Heater	15	15074.00					15074.00	2261.10	12812.90
Fire Fighting Equipments	15	1359.00					1359.00	203.85	1155.15
Mobile Phone - Hand Set	15	555.00					555.00	83.25	471.75
Office Automation	15	2306950.00					2306950.00	346042.50	1960907.50
Disposer Machine	15	64102.00					64102.00	9615.30	54486.70
Computers	60	1595457.00	1153637.00	150000.00	1303637.00		2899094.00	1694456.40	1204637.60
Bio-Gas Plant	80	7038.00					7038.00	5630.40	1407.60
Library Books & Journals	100		289423.00	349994.00	639417.00		639417.00	464420.00	174997.00
Fixed Assets - SIRD									
Academic Block	10	2373408.75					2373408.75	237340.88	2136067.88
Buildings	10	1703031.48					1703031.48	170303.15	1532728.33
Electrical Equipments	10			547422.00	547422.00		547422.00	27371.10	520050.90

Electrical Fittings	10	178906.85	19967.00		19967.00		198873.85	19887.39		178986.47
Library Books	15	281305.38					281305.38	42195.81		239109.57
Diesel Generator	15	557.05					557.05	83.56		473.49
GIS Lab WS	10	376460.30	878292.00		878292.00		1254752.80	125475.23		1129277.07
Bore Well	10	17287.83					17287.83	1728.78		15559.05
Pump set & Accessories	15	49648.76					49648.76	7447.31		42201.44
Voltage Stabiliser	15	34.68					34.68	5.20		29.48
Air Conditioner	15	138266.27	419940.00		419940.00		558206.27	83730.94		474475.33
Electric Iron	15	50.58	24584.00		24584.00		24634.58	3695.19		20939.39
Draw Well	10	36015.84					36015.84	3601.58		32414.26
LCD Projector	15	24745.63					24745.63	3711.84		21033.78
Staff Quarters	10	2997054.30					2997054.30	299705.43		2697348.87
Standard Equipments		0.00					0.00	0.00		0.00
Cycle	15	2.89					2.89	0.43		2.46
Photo Copy Machine	15	41917.28					41917.28	6287.59		35629.69
BPL VCR	15	20.23					20.23	3.03		17.20
Electronic Stensil Cutter	15	58.52					58.52	8.78		49.74
Computer Kelvron	60	7108.48					7108.48	4265.09		2843.39
Duplicating Machine	15	22.40					22.40	3.36		19.04
Projector Kelvron	15	10024.69					10024.69	1503.70		8520.98
Type Writer	15	111.26					111.26	16.69		94.58
Water Cooler	15	15.17					15.17	2.28		12.90
Car Mata	10	16298.82					16298.82	1629.88		14668.94
Weighing Machine	15	5.06					5.06	0.76		4.30
Furniture	10	1526543.01		1042674.00	1042674.00		2569217.01	204788.00		2364429.01
Utensiles	15	202.30					202.30	30.34		171.95
Refrigeretor	15	6201.22					6201.22	930.18		5271.03
Water Heater	15	153.17					153.17	22.98		130.19
Wet Grinder	15	15.17					15.17	2.28		12.90
Tata Sumo	15	33151.91					33151.91	4972.79		28179.13
UPS System	15	466649.02					466649.02	69997.35		396651.66
Kitchen Equipments	15	67213.07					67213.07	10081.96		57131.11
DTP System	15	5546.63					5546.63	831.99		4714.64
Television Set	15	28217.24					28217.24	4232.59		23984.65
Fax Machine	15	11150.34					11150.34	1672.55		9477.79
Aluminium Ladder	15	71.53					71.53	10.73		60.80
Aquarium	10	10832.94					10832.94	1083.29		9749.65
Sial Camera	15	80.20					80.20	12.03		68.17
Digital Camera	15		57648.00		57648.00		57648.00	8647.20		49000.80
Inverter Equipments	15	1095.31					1095.31	164.30		931.01
EPBAX & Telephone	15	20241.56					20241.56	3036.23		17205.33
Tape Recorder	15	109.10					109.10	16.36		92.73
Mike System	15	440.00					440.00	66.00		374.00
Cable TV Network	15	1418.27	13860.00		13860.00		15278.27	2291.74		12986.53
Rieslagraph	15	154412.70					154412.70	23161.91		131250.80
Billing Machine	15	1087.36					1087.36	163.10		924.26
Generator	15	217286.10		700200.00	700200.00		917486.10	85107.91		832378.18
Indica Car	15	43634.67					43634.67	6545.20		37089.47
Lighting Arrester	15	57602.76					57602.76	8640.41		48962.34
Hostel Equipments	15	23987.00					23987.00	3598.05		20388.95
Bus KL.2.W 2485	15	188164.29					188164.29	28224.64		159939.64

Hostel Building	10	3800236.50					3800236.50	3800236.65		3420212.85
Water Supply System	10	638148.64	19780.00		19780.00		657928.64	65792.86		592135.78
XYLO Car	15	227141.00					227141.00	34071.15		193069.85
Printer	15	893.01					893.01	133.95		759.06
Computer- UB	60	3820.16					3820.16	2292.10		1528.06
Computer & Accessories	60	46830.40					46830.40	28098.24		18732.16
Laptop-Lenovo	60	5506.72					5506.72	3304.03		2202.69
Multimedia	15	75137.11					75137.11	11270.57		63866.54
Video Conferencing system	15	131477.66					131477.66	19721.65		111756.01
Public Addressing System	15	48222.54					48222.54	7233.38		40989.16
Multi DVD	15	1565.66					1565.66	234.85		1330.81
TV Stand	15	7829.73					7829.73	1174.46		6655.27
VC Room and Equipment	15		347482.00		347482.00		347482.00	52122.30		295359.70
Electronic White Board	15	62486.86					62486.86	9373.03		53113.83
Wood Cutter	15	10978.39					10978.39	1646.76		9331.63
Fly Catcher	15	3364.68					3364.68	504.70		2859.98
Inclinator	15	22893.75					22893.75	3434.06		19459.69
II nd stage Development- Kila										
Building	10	1479370.00					1479370.00	147937.00		1331433.00
Furniture & Fittings	10	1114700.00					1114700.00	111447.00		1003323.00
Electrical Fittings	15	25218.00					25218.00	3782.70		21435.30
Machinery	15	20218.00					20218.00	3032.70		17185.30
Lift	15	2546.00					2546.00	381.90		2164.10
TOTAL		1650931174.13	5784799.00	41112069.00	9896868.00	2000.00	1749988042.13	9325727.60		1656623314.53

* Library software (KUHA) received free of cost is shown at nomal value Rs.1

Abraham & Jose
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KERALA INSTITUTE OF LOCAL ADMINISTRATION,THRISSUR
CONSOLIDATED BALANCE SHEET AS ON 31ST MARCH 2017

LIABILITY	SCHEDULE	Current year 2016-17	Previous Year 2015-16
Capital Contribution	1	308,579,330.24	281,103,916.00
Grant Received	2	547,057,251.89	306,378,303.00
Deemed University -Corpus Fund	3	187,455,012.00	173,416,619.00
Current Liabilities	4	168,854,782.68	71,420,225.38
Other Liabilities	5	1,057,182.00	972,479.00
TOTAL		1,213,003,558.81	833,291,542.38
ASSETS			
Fixed Assets	6	165,662,314.53	148,888,776.00
Capital Work in progress SAS Building		54,120,651.00	54,557,942.00
Capital Work in progress -Library Building		17,074,897.00	17,074,897.00
Capital Work in progress-Opening Forum		95,792.00	95,792.00
Capital Work in progress -Additional Floor		672,000.00	0.00
Current Assets	7	930,928,333.40	572,529,341.04
Excess of Expenditure overIncome			
Opening Balance		40,144,794.84	21,558,641.00
Add: Excess of Expenditure over income		4,304,776.04	18,586,153.84
TOTAL		1,213,003,558.81	833,291,542.88

As per report of even date

Thrissur /28-07-2017

For ABRAHAM & JOSE
Chartered Accountants
FRN : 000010 S

JOSE POTTOKARAN
Partner (No:012056)

DIRECTOR
INSTITUTE OF LOCAL ADMINISTRATION
THRISSUR - 680 581

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KERALA INSTITUTE OF LOCAL ADMINISTRATION,THRISSUR

SUBSCHEDULES TO SCHEDULES FORMING PART OF CONSOLIDATED BALANCESHEET

SUB-SCHEDULES	Current year 2016-17 Rs.
SUBSCHEDULE I	
SUNDRY CREDITORS	
Project - Asset Management	3,321,942.00
Department of Urban Affairs	2,127,106.00
MGP-Replication Project	391,178.00
Panchayat Sashaktikaran Abhiyan (PSA)	50,129,889.00
Project Jagratha Samithi	3,928,625.00
Town Planning Development Plan -Project Cell	965,032.00
Town Plg .Dept. (Specific Purpose)	564,819.00
ADC Ernakulam	162,244.00
ADC Idukki	28,517.00
ADC Kannur	83,788.00
ADC Kasargod	50,923.00
ADC Kollam	71,579.00
ADC Kozhikode	67,444.00
ADC Palakkad	13,245.00
ADC Pathanamthitta	57,037.00
ADC Thrissur	120,683.00
ADC Trivandrum	81,717.00
Asterfone Technologies Pvt Ltd	194,413.00
DII - MIED, Malappuram	99,967.00
DII-PASS Pazhakulam-PTA	4,040.00
Exposure Visit From Srilanka	1,514,934.00
Melleeswara Kudumbasree	1,488,927.00
National Panchayat Day Celebration	26,318.00
NIRD-CIRDAP-KILA	100,281.00
NREGS Mission Thiruvanantapuram	100,000.00
Pastoral Centre, Kasargod	183,994.00
Project- Women and Child Development-SCPRI-UNDP	372,370.00
SIRD Rajasthan	889,284.00
UNDP-Consultancy Projects	525,003.00
UNICEF Mumbai	16,108.00
Vijayasree Kudumbasree Unit	316,830.00
Visit of Sri Lanka	113,066.68
Central Assistance-Empowerment and Accountability	23,175,705.00
Central Assistance Training-RGSY	23,167,478.00
Stale Cheque	327,175.00
TOTAL	**114,781,661.68**
SUBSCHEDULE II	
OUTSTANDING EXPENSES	
Sundry Expenses Payable	1,424,916.00
Outstanding Paybles	2,057,817.00
Audit Fee Payable	50,000.00
Salary Payable	1,567,026.00
Honanarium & TA payable	1,077,560.00
TOTAL	**6,177,319.00**

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SUBSCHEDULE III	
SIRD CURRENT LIABILITIES	
Balance Payable under SGSY	285,968.00
Balance Payable under TSST	58,221.00
CAPART	3,992.00
Earnest Money Deposit	129,147.00
Hariyali Project	108,536.00
Madappally Fund	21,077.00
Non Recurring Grant-ETC	3,376,291.00
PD (PAU) Kollam Building Advance	86,415.00
Recurring Grant -ETC	27,117.00
Welfare Fund	26,723.00
Security Deposit	39,540.00
IAY Fund Payable to ETCS	37,863.00
TOTAL	4,200,890.00
SUBSCHEDULE IV	
SUNDRY DEBTORS	
Child Resource Centre-UNICEF	1,010,121.00
ADC Alappuzha	122,459.00
ADC Kottayam	110,225.00
ADC Malappuram	335,906.00
ADC Wayanad	22,515.00
Bar Council Of India	175,111.00
Convenor, SLTG	26,283.00
CPWD Thrissur	500,000.00
DDP KOLLAM	15,000.00
DDP KOTTAYAM	500.00
DDP KOZHIKODE	1,368.00
DDP MALAPPURAM	112,727.00
DDP PALAKKAD	1,302.00
DDP PATAHANAMTHITTA	1,254.00
DDP THRISSUR	32,169.00
DDP TRIVANDRUM	60,599.00
DDP WAYANAD	37,031.00
Director State Social Audit Cell	75,975.00
Dist.Conv. Kasargod(K.Balakrishnan)	53,682.00
General Secretary,Chamber of Municipal Chairmen	200,000.00
GP-Erimayoor-PKD	280.00
GP-Kumaramputhur-PKD	33,980.00
GP-Puthur-PKD	41,680.00
Kerala Block Panchayat Association	650,000.00
Kerala Gramapanchayat Association	70,471.00
Kerala Water Authority	63,000.00
KLGSDP Programmes	1,359,798.00
KLGSDP(World Bank)	8,213,492.00
Municipality of Kannur	10,000.00
N I R D, Hyderabad	135,135.00
Padmapriya Janakiraman	1,300,000.00
PWD Buildings Division,TSR	153,000.00
PWD Electrical Division,TSR	4,291,875.00
Rajendrakumar A-Junior Supt-SRG	10,000.00
The Kerala Historical Research Society	30,000.00
SIRD, Punjab	15,705.00
Visit of Karnataka GP Members	60,277.00
Visit of Nepal Team	77,875.00
DII-Kanhangad Block Panchayat, Kanhangad	13,012.00
Visit of Sikkim Team	9,045.00
DII - BBF Kollam	10,224.00
C-DIT	11,391.00
DPO, Trivandrum	60,759.00
DPO, Kasaragod	75,132.00
Consultation/Workshop on "Empowerment of Panchayats	76,852.00
TOTAL	19,667,210.00

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SUBSCHEDULE V	
BANK ACCOUNTS	
KILA	
Canara Bank.0720101035194	87,155,417.50
Canara Bank-0720101068833-RGPSA	15,966.00
Canara Bank A/c No.36762	10,351.00
District Treasury,Thrissur,Spl.TSB.713011400000073(GPF)	5,332,363.00
District Treasury, Thrissur-TSB-713010100010328(Pension Fund)	24,451,940.00
District Treasury - TPA -713010200000890	215,148,091.00
IB-6089779851-KILA Journal	13,780.00
I B A/c13086 - 462111353	1,361,503.37
IB A/c No. 6023592779-Deemed University	3,359.00
IB A/c No. 6224279712-Jagratha Samithi	4,094,633.00
Indian Account No 861322417 -Project SC Survey	135.00
Indian Bank 881050059 BRGF Vol II	25,793.00
Indian Bank A/c 888427262 TPD	1,050,994.00
Indian Bank A/c No.19066-AMLSGI - 462153519	3,411,663.00
Indian Bank SB A/c No.828727015-LIC Gratuity Fund	20,220.00
SBT-67221319393	78,386.25
SBT-67340271294 for E Tender	48,221.00
SMGB 40273101001389 KLGSDP	5,414,814.00
TSB-7990101000049 (C-ID: 573125)	175.00
SIRD	
Indian Bank A/c No: 481357281	13,731,284.28
Indian Bank A/c No: 481412052	369,844.00
Indian Bank A/c No: 6190238725	3,536,421.00
Indian Bank A/c No: 6412142468-EPF	458.00
Indian Bank A/c No: 6428162124-RURBAN	110,679.00
Indian Bank A/c No: 707042776	1,799,793.00
Indian Bank A/c No: 744998749	137,857.00
Indian Bank A/c No: 849214338	18,854,446.00
SBT A/c No.67154289102 TSST	137,754.00
SBT A/c No.67167658576 WB	64,324.00
TOTAL	**386,380,665.40**
SUBSCHEDULE VI	
FIXED DEPOSITS	
Fixed Deposit-Corpus Fund(SDC)	22,743,093.00
Fixed Deposit - District Tresuary	76,650,775.00
Term Deposit	217,731,625.00
TOTAL	**317,125,493.00**
SUBSCHEDULE VII	
CASH IN HAND	
KILA	4,334.00
SIRD	10,468.00
TOTAL	**14,802.00**

ABRAHAM & JOSE MISSION QUARTERS ROAD THRISSUR-1 CHARTERED ACCOUNTANTS

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SUBSCHEDULE VIII	
SIRD DEPOSITS & ADVANCES	
Advance	121,964.00
Advance - BFT Training	860,500.00
Advance CRD-Social Audit	20,106.00
Advance -Research	198,588.00
Advance-Uttarakhand	53,033.00
Advance MGNREGS Evaluation Study	4,564,740.00
Advance to CPWD For Building Constuction	8,069,750.00
Advance to Electrical Fittings (CPWD)	270,223.00
Advance to Electrification	568,004.00
Advance-ISTM	107,653.00
Advance to KILA(Training)	25,000.00
Advance to NFDC New Delhi (Lab to Land-IEC)	525,000.00
Advance-Vadakkanchery	5,390.00
DC Books	3,000.00
Electricity Charges Reimbursable	42,514.00
Electricity Deposit	168,382.00
Training Advance- TISPARD	3,000.00
Gas Cylinder Deposit	11,220.00
House Building Advance	2,041.00
H.P Dealer Deposit	1,000.00
Internet Connection Deposit	12,249.00
Off Campus Programme Advance(2008-2009)	272,813.00
Advance KIIDC-NR	10,000,000.00
Advance-Vehicle	1,077,854.00
Thirunelly Project Advance	500,000.00
Training Advance	78,571.00
Training Advance(IWMP)	188,130.00
Training Advance(Lab to Land)	48,832.00
Training Advance to Project Director PAU, Palakkad	40,514.00
Training Advance Material Procurement	18,982.00
Training Advance Net Working (NIRD)	223,611.00
Training Advance to Project Director PAU, Idukki	25,900.00
Travel Advance	45,000.00
SGSY Fund	727,543.00
Telephone Deposit	(11,377.00)
RGPSA Advance	1,052,148.00
SGSY Advance Paid:	
PAU Palakkad	34,280.00
SGSY Trg Adv 2011-12	360,841.00
MGNREGS Advance Paid	
MGNREGS Advance AHADS Pkd(13-14)	2,241,300.00
MGNREGS Advance 2009-10	573,798.00
MGNREGS Advance 2010-11	362,272.00
MGNREGS Advance 2011-12	4,034,135.00
MGNREGS Advance 2012-13	1,270,513.00
MGNREGS Advance 2014-15 ETCS	15,433.00
MGNREGS Advance 2014-15 JPC	12,370.00
MGNREGS Trg Advance 2015-16	173,209.00
MGNREGS Advance Staff	8,000.00
MGNREGS Adv Geo Tagging	301,084.00
MGNREGS Trg Advance 2016-17	5,867,767.00
TOTAL	45,176,960.00

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KERALA INSTITUTE OF LOCAL ADMINISTRATION,THRISSUR
ANNEXURES FORMING PART OF CONSOLIDTED INCOME AND EXPENDITURE ACCOUNT

	Current year 2016-17 Rs.	Previous Year 2015-16 Rs.
ANNEXURE A		
Income from Training Programmes		
KILA		
Administrative charges collected	11,972,080.00	10,001,455.00
Faculty and staff time	819,248.00	445,000.00
Course Fee collected (PGD Child Governance)	175,000.00	-
Rent & Vehicle charges Received	19,197,980.00	17,063,920.00
SIRD		
Course Fees	1,057,047.00	-
Mess & Hostel Fee	361,400.00	-
Virtual classroom rent	34,000.00	-
TOTAL	33,616,755.00	27,510,675.00
ANNEXURE B		
Grant from Government -Non Plan Fund		
KILA		
Non Plan Fund (Govt of Kerala)	3,589,000.00	3,121,000.00
SIRD		
Recurring Grant (Govt of India)	7,404,000.00	-
Recurring Grant (Govt of Kerala)	5,634,000.00	-
Recurring Grant for Core Faculty Arrear (GoI)	917,353.00	-
Recurring Grant 2015-16 Reimbursement (GoI)	7,511,000.00	-
TOTAL	25,055,353.00	3,121,000.00
ANNEXURE C		
Interest from Bank		
KILA	4,903,068.50	4,724,565.00
SIRD	562,474.00	-
TOTAL	5,465,542.50	4,724,565.00
ANNEXURE D		
Other Income		
KILA		
Consultancy & other income	3,080,136.53	1,701,971.66
Fee for right information	666.00	2,812.00
Subscription fee collected	2,900.00	3,500.00
Tender forms & Photostat charges	10,419.00	23,000.00
SIRD		
Cost of Tender Forms	46,635.00	-
Sale of Scrap	45,169.28	-
TOTAL	3,185,925.81	1,731,183.66

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ANNEXURE E		
Administrative Expenses		
KILA		
Pay and Allowances	26,981,666.00	39,523,662.00
Travelling allowances	575,647.00	557,063.00
Advertisement expenses	271,069.00	75,997.00
Audit fee	50,000.00	50,000.00
Security service charges	1,508,682.00	1,359,243.00
Legal charges & Proffessional Charges	32431.00	45,157.00
Housekeeping of SAS	395,746.00	377499
SIRD		
Salary & Allowances-Core Faculty	3,749,910.00	-
Travelling Expenses-FM	107,814.00	-
Salary & Allowances-Staff	13,440,028.00	-
Travelling Expenses-Staff	108,344.00	-
Subscriptions & Periodicals	27,495.00	-
Office Expenses	435,234.00	-
Electiricity & Water Supply Expenditure	439,018.00	-
Meeting & Entertainment Expense	158,819.00	-
TOTAL	**48,281,903.00**	**41,988,621.00**
ANNEXURE F		
Office Expenses		
KILA		
Maintenance - Vehicles	462,941.00	691,859.50
Electricity Charges	1,652,084.00	1,540,610.00
GC / EC Meeting Expenses	12,814.00	19,918.00
Postage ,Telephone & Internet charges	783,059.00	849,329.00
TOTAL	**2,910,898.00**	**3,101,716.50**
ANNEXURE G		
Training Expenses		
KILA		
Honorarium and T.A	49,101.00	35,917.00
KILA Journal	134,260.00	100,776.00
Printing and Stationary	711,500.00	568,756.00
Bed Sheet, Pillow Cover, Etc.	474,544.00	221,525.00
Washing Charges	323,219.00	288,629.00
Other training expenses	741,485.00	14,691.00
SIRD		
Honorarium and T.A	192,440.00	-
Stationary	270,541.00	-
TA to participants	70,880.00	-
Miscelalneous	79,081.00	-
Internet charges	112,853.00	-
Consumables	627,108.00	-
Hostel stationary	49,376.00	-
Wages	137,265.00	-
Sponsered training expense	128,675.00	-
TOTAL	**4,102,328.00**	**1,230,294.00**

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ANNEXURE H		
Other Expenses		
KILA		
Bank Charges	12,065.20	4,170.00
Building Tax & water charges	7,027.50	49,513.00
Coolie Charges	1,526,637.00	676,163.00
Membership fee & Momentos	23,306.00	46,176.00
Newspaper and Periodicals	170,492.00	152,063.00
Repairs & Maintenance	3,800,945.05	1,679,999.00
SIRD		
Fuel vehicle	657,541.00	-
Insurance Vehicle	95,881.00	-
Repair & maintenanace Vehicle	200,627.00	-
Taxes- Vehicle	162,183.00	-
Repair & maintenanace Equipemnts	170,860.00	-
Minior Repair & maintenanace	48,021.00	-
Fuel Generator	10,455.00	-
Repair & maintenanace Building	100,955.00	-
Legal Fee	20,500.00	-
TOTAL	**7,007,495.75**	**2,608,084.00**

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GROUPINGS (CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT)

PARTICULARS	AMT.
Rent Received	
Room rent	9452201
Rent-Training Equipment	9593722
Quarters Rent	71445
Rent EDII	80612
TOTAL	**19197980**
Consultancy & other income	
Miscellaneous income	3080137
TOTAL	**3080137**
Tender forms & Photostat charges	
Tender forms	5000
Photostat charges	5419
TOTAL	**10419**
Postage & Telephone	
Postage	182977
Telephone Charges	385151
Internet charges	214931
TOTAL	**783059**
Other training expenses	
Cable Connection Expenses	108000
Mess expense	579582
Photo & Recreation expense	6733
Vehicle charges	47170
TOTAL	**741485**
Coolie charges	
Coolie paid	1239137
Daily wages Agali	287500
TOTAL	**1526637**
Legal and professional charges	
Inspection fee	21418
Accredited processing fee	-8987
Legal Charges	20000
TOTAL	**32431**
Printing & Stationary	
Stationary & printing	205006
Printing & Stationary	346814
KILA News Letter	159680
TOTAL	**711500**
Building Tax & water charges	
water charges	7028
TOTAL	**7028**
Repairs & Maintanance	
Repairs & Maintenance	3413054
Campus beautification	252000
Garden Maintenance	22983
Miscellaneous expense	112908
TOTAL	**3800945**

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