

**Minutes of the 4th meeting of the Executive Committee of
Kerala Institute of Local Administration (KILA)**

held at 4 PM on 24.10.2018 in the chamber of the Additional Chief Secretary (LSGD)

Present:

1. Sri. T K Jose, IAS
Additional Chief Secretary to Government
Local Self Govt. Department ... Chairman
2. Sri.K.G.Bhat IAS
Special Secretary
Local Self Govt. Department ... Member
3. Smt.R.Girija, IAS
Director of Urban Affairs ... Member
4. Sri. H Dineshan IAS
Director of Panchayats
Thiruvanthapuram ... Member
5. Sri. Anilkumar S
Addl Secretary to Government
Finance Department ... Member
6. Sri. L P Chither
Joint Commissioner
(Representative of Commissioner of Rural Development)
Commissionerate of Rural Development
Thiruvananthapuram ... Member
7. Dr. Joy Elamon
Director, KILA ... Member

Sri T.K Jose, IAS, Additional Chief Secretary, LSGD chaired and conducted the proceedings of the meeting. He welcomed all the members for attending the fourth meeting of the integrated KILA.

ITEM NO. 1

CONFIRMATION OF THE MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON 09.08.2018

The minutes of the meeting of the Executive Committee held on 09.08.2018 is placed as **Annexure-I** (Page: 17-59). The minutes may be confirmed.

Decision

The Executive Committee approved the decisions of the Executive Committee meeting held on 09.08.2018

ITEM NO. 2**ACTIONS TAKEN REPORTS ON THE DECISIONS OF THE EXECUTIVE COMMITTEE MEETINGS**

Executive Committee Decision	Action Taken
PENDING ACTIONS ON THE DECISION OF THE 1st EXECUTIVE COMMITTEE MEETING HELD ON 29.8.2017	
<p>Item No 7. Filling up the posts of Librarian and Assistant Librarian</p> <p>Executive Committee examined the proposal and decided to fill the post of Librarian and Assistant Librarian by direct recruitment. Age limit for Librarian shall be as per UGC norms and for Assistant Librarian as per the norms of Kerala Public Service Commission. Director is authorized to take necessary action for the selection and recruitment. Executive committee held on 30.4.2018</p> <p>Suggested to conduct a written test for the shortlisted candidates for the posts of Librarian and Assistant Librarian and it is to be entrusted with in the CMD. The interview should be done for eligible candidates after the test for which the interview panel may include librarian/s from various university libraries or major government libraries. The selection process should be completed within 60 days .</p>	<p>As per the decision of the Executive Committee held on 29.8.2017, the posts of Librarian and Assistant Librarian in KILA were advertised for selection. The Centre for Management Development (CMD) Thiruvananthapuram was entrusted with the task of conducting written test to both the posts for shortlisting of candidates. The CMD conducted the written test on 17.6.2018 and forwarded the results. The interview to both the posts was held on 3.09.2018 in Thiruvananthapuram. Ten candidates in each rank list according to their rank were called for the interview.</p> <p>Based on the marks secured in the written test and the performance of the candidate in the interview, the Interview Board recommended Smt. Manchu O., Oruthody House, Vallikunnu North P.O., Malappuram, who ranked first, for the post of Assistant Librarian. Accordingly, Smt. Manchu .O. was offered the offer of appointment and she accepted the offer and joined the post on 19.9.2018</p> <p>With regard to selection of Librarian, the Interview Board unanimously found that none of the candidates who attended the Interview was found competent to be selected to the post</p>
<p>Item No 8. Request from Dr. Abey George, Assistant Professor, for deputation to TISS</p>	

Executive Committee Decision	Action Taken
Executive Committee ratified the action to accord sanction for deputation. Executive Committee decided to select and recruit to fill the post of Assistant Professor. Director is authorized to take necessary action for the selection and recruitment. Executive committee held on 30.4.2018 suggested to take action to recruit a person in place of Dr Abey George by 31st July 2018	Dr. Saidalavi of Malayalam University had submitted his credential for joining on deputation. Now it is learnt that he will not be able to join. In this context advertisement has been given in 2 Malayalam daily as well as in English daily newspapers and last date of application is 3 rd November 2018.
Item No 13 :Proposal of Bio-Gas Plant at KILA- CHR D, Kottarakkara	Work order Issued to M/s M/s.Green Tech, Maruthumkuzhy Sasthamangalam, Thiruvananthapuram for the installation of Bio-gas plant at KILA-CHRD Kottarakkara on 20.08.2018.
Approved the proposal and directed to invite competitive tenders from the empanelled agencies. Annual maintenance contract, warranty period etc. should also be ensured. Executive committee held on 30.4.2018 suggested to take steps to complete the process of Installation of Bio gas plant at KILA-CHRD, Kottarakkara within 60 days	Work has been initiated and expected to be completed by 30 th November 2018.

Comments and Suggestions on the Action Taken Report

The Executive committee noted the Action taken Report and made the following suggestions:

Filling up the posts of Librarian and Assistant Librarian-Approved the selection and appointment of Smt.Manchu.O as Assistant Librarian.

Request from Dr. Abey George, Assistant Professor, for deputation to TISS Request from Dr.Abey George- Executive committee suggested that the selection process to be completed on or before 30th November 2018 by conducting Online test, Group discussion and Interview. It is also

decided to constitute an Interview Board with the following members for the selection:

- i) A senior Official from LSGD (from Commissionerate of Rural Development/Directorate of Panchayath/Directorate of Urban Affair)
- ii) National level expert
- iii) A subject Expert from high level academic institution of Kerala like Universities
- iv) Director, KILA
- v) Expert from State Planning Board ?

Action by – Director ,KILA

Proposal for BioGas Plant at KILA-CHRD-Instructed to expedite the action.

Action by –Smt. Vanajakumari, Regional Director ,Kottarakkara

PENDING ACTIONS ON THE DECISION OF THE 2nd EXECUTIVE COMMITTEE MEETING HELD ON 30.4.2018	
Item No. 2 ACTION TAKEN REPORT ON THE DECISIONS OF THE EXECUTIVE COMMITTEE HELD ON 29.08.2017	
1. Set the compound boundary for KILA, Kottarakara Centre.	<p>As per the decisions, steps have been initiated to identify the boundary of KILA CHRD campus. But it has not been fulfilled because of the issues in connection with the ownership of the land. The ownership has been vested with the Principal, ETC Kottarakkara as per the revenue records. But as per the records maintained in KILA CHRD, Commissioner of Rural Development (CRD) allotted 8.2435 hectare land to erstwhile SIRD from the property owned by ETC Kottarakkara with an instruction that Revenue Department will take steps to transfer the land. Since then, several requests have been sent to Revenue Authorities, but the action is still pending. The matter has been brought to notice of the Government and the District Collector, Kollam vide letter no. 571/C/1995/SIRD dated 19/07/2018 with a request to expedite the action. Now the Village Officer, Kottarakkara has requested to furnish the details of trees existed in the above mentioned land and the same has been submitted. Moreover the Tahasildar (LR) has been requested to expedite the action of transferring the land on 19/07/2018. Construction of the boundary wall shall be done after the process of transferring the land to KILA CHRD has been completed. Until then, temporary arrangements are being done like bio-fencing.</p> <p>A letter to District Collector, Kollam with relevant documents of registration of land was sent on 31.08.2018. Follow-up on this letter is in progress.</p>
2. Reconciliation of physical assets with Asset Register of Kottarakara center.	Completed
Appointment of two Core Faculty on specific areas	
Decision	Newspaper advertisement was released inviting applications for the posts of Core Faculty in 'Women and Child Development' and 'Information Technology' on contract basis. We have received 17 applications for Core Faculty in 'Women and Child Development' and 781 applications for Core Faculty in 'Information Technology'. Written test followed by interview will be conducted for the Information Technology
The Executive committee decided the following:	
Recruitment through contract to be done for the posts of Faculty in "Women & Child Development" and "Information Technology".	
1) Faculty in Women & Child Development	
Qualification should include:	

Essential- Post Graduation in Women Studies / Gender and Development/ similar courses.	Faculty and interview will be conducted for Women and Child Development Faculty.
Desirable- Ph.D in related areas, publications in accredited journals, experience in the related field. .	
2) Information Technology	
Qualification should include:	
Essential- B.Tech. in Electronics and Communications / IT/Computer Science / MCA (regular course) after graduation in Maths/ Science with mathematics as one subject.	
Director shall fix the salary as per GO (P) No 56/2017/Fin dated 28-04-2017. Director is also authorized to work out the details and the necessary action for selection and recruitment on contract basis	
Item No.04 :KILA-TDNRM, Agali – non remittance of EPF by erstwhile AHADS during the period April 2010 to June 2010 and December 2010 to February 2012	As authorized Rs. 44,56,365/- has been remitted on 02.06.2018 towards the payment of statutory dues, damages and interest levied under sec 14B AND 7Q of EPF and MP Act 1952 as per notice dated 8/12/2017 of Employees Provident Fund (EPF) Office Calicut. The savings bank account of erstwhile AHADS-CCPRM at Sub Treasury Agali has not been transferred to KILA, the matter has been taken up with Government vide letter No: 2016/101/2444, dated : 27/10/2017. LSGD vide letter no. IB1/187/2007/LSGD dated 09/08/2018 had asked us on the purpose of this account and we have replied vide letter no. 2016/101/2444 dated. 13-09-2018.
Decision: The Executive committee decided and authorized the Director, KILA to remit the amount and recoup the amount from savings bank account of erstwhile AHADS-CCPRM at Sub Treasury, Agali	
Item No.05 :Transfer of ownership of vehicles of KILA TDNRM Agali	<ul style="list-style-type: none"> • The ownership of 6 vehicles has been transferred to Director, KILA. • The Executive Engineer, PWD Mechanical, Kozhikode was requested to inspect the vehicles at CTDNRM for the fulfillment of condemnation process . They have given a Performa requesting the details of vehicle along with the estimated expenditure if it is to be repaired vide Letter No: D3/SK/2018 dated 25-07-2018
Executive committee decided to retain the following vehicles and transfer the ownership to the Director KILA.	

<p>KL-50-4850, Scorpio,/KL-50-4705, Bolero,/KL-50-2650, Mahendra Jeep, /KL-50-2644, Mahendra Jeep ./KL-50-4521, Tata Safari, /KL-50-2655, Mahendra Jeep.</p>	<ul style="list-style-type: none"> Re-registration process is undertaken for the rest of the vehicles, currently the estimates from the government approved workshop are being collected. It will be ready by 30th November 2018
<p>2.All other vehicles should be auctioned as per rules after receiving assent from PWD Mechanical wing</p>	
<p>Item No.06 :Exemption of service tax on State Government Grant</p>	
<p><u>Decision</u></p>	
<p>Executive committee decided to file appeal before The Commissioner, Customs, Excise & Service Tax Appellate Tribunal, Bangalore.</p>	<p>Appeal has been filed before the Commissioner, Customs, Excise & Service Tax Appellate Tribunal, Bangalore on 21.6.2018.</p>
<p>With regard to the notice dated 6.4.2018, it is decided to give a detailed reply to the Principal Commissioner ,Central Tax & Central Excise Cochin.</p>	<p>Detailed reply has been prepared by the Consultant and submitted before the Principal Commissioner, Central Tax & Central Excise Cochin. Based on that a hearing was held on dt. 14/08/2018 before the Principal Commissioner, Central Tax & Central Excise Cochin, it was attended by F&AO and the consultant and has clarified the matters.</p>
<p>Item No.08 :Enhancement of remuneration of faculty members on contract at KILA – CHRD Kottarakkara</p>	
<p><u>Decision</u></p>	
<p>The Executive committee decided to enhance the monthly consolidated amount of Sri. Vinod Kumar. C , Dr. Jibini.V Kurian and Dr. S. Vinod to Rs. Rs. 41475/- as per GO(P) No. 56/2017/Fin dated 28.04.2017.</p>	<p>The enhanced monthly consolidated amount has been paid w.e.f 01.07.2017 to of Sri. Vinod Kumar. C , Dr. Jibini V Kurian and Dr. S Vinod as per GO(P) No. 56/2017/Fin dated 28.04.2017.Arrear amount of Rs. 82,980/- was released on 18/08/2018.</p>
<p>Item No. 11 :Merging the Extension Training Centers with KILA – follow up</p>	<p>Request letter submitted to Government. vide letter number 2018/101/3335 dated 28/07/2018</p>
<p><u>Decision</u></p>	

The Executive Committee authorized the Director, KILA, to submit a proposal before the Government for approval. Ownership of land, buildings and other equipments other than those purchased by KILA. are to be kept as the property of the Commissioner of Rural Development,	
Item No.14 :Any other item with the permission of the Chair	
Item No.1	
<p>(1)Also to reporting long pending issues in the former Executive committee decisions.</p> <p>(2)Executive Committee suggested to incorporate Action Taken Report with correct description of the action taken with exact dates and whether action is completed or not. If something more is pending, please indicate that also.</p>	<p>Done</p> <p>Done</p>

Comments and Suggestions on the Action Taken Report

The Executive committee noted the Action taken Report and also made the following suggestions

Set the compound boundary for KILA, Kottarakara Centre.-. Suggested to take action to get the Pattayam of the land and correct the boundary line in a clear cut way with

- (1) Marking boundary with stones and proper fencing
- (2) Corner lines to be fixed with the help of GPS techniques
- (3) Temporary fencing should be done immediately where severe encroachment is seen
- (4) Steps to install Bio fencing using plants like Bamboo, Hibiscus, Konna etc
- (5) To take action for developing vegetation on the land utilising the support of Kudumbasree/Agri.Dept.

Action by –Smt. Vanajakumari, Regional Director ,Kottarakara

Reconciliation of physical assets with Asset Register of Kottarakara center-:The work has been completed on 30th September 2018 and the details of assets have been digitalised .

Appointment of two Core Faculty on specific areas—Executive Committee suggested the following:
Information Technology:

- Shortlisting should be done considering the grade point of the applicant. Minimum Grade Point is fixed as 8.
- KILA to conduct online test for the shortlisted candidates
- Group Discussion and interview to be conducted after online test.
- Knowledge in Malayalam, ability for teaching/Communication Skill, Website Designing etc are to be considered
- Applicants who have studied through regular courses in the campuses of institutions/Universities will be given preference.

In the case of Core Faculty in Women & Child Development interview is scheduled on 3rd November 2018 with Dr. Mridul Eapen(KSPB), Dr. Mithra T ,IAS (Additional Secretary , Urban Development) and Dr. Mini Sukumar (Head of Women Studies, Calicut University). A written test & group discussion also to be arranged.

Action by – Director ,KILA

Non-remittance of EPF- Executive Committee requested the Government to expedite the action of transferring the savings bank account of erstwhile AHADS-CCPRM at Sub Treasury Agali to KILA.

Action by – Finance & Accounts Officer

Ownership of vehicles of AHADS- Noted.

Exemption of Service Tax- Noted.

Enhancement of Remuneration of Guest Faculties-Noted

Merging of ETCs with KILA- Expedite the action from the part of Governemnt on the request made by the Director KILA as per EC decision.

ACTION TAKEN REPORT ON THE DECISION OF THE 3rd EXECUTIVE COMMITTEE MEETING HELD ON 09.08.2018	
ITEM NO. 03 :AUDIT REPORT 2017-18	
<u>Decision</u>	
<p><i>Points noted in the audit report regarding the settlement of pending advances of erstwhile SIRD and erstwhile AHADS- CCPRM have to be sorted out and should be completed before 30th September 2018.</i></p> <p><i>Executive Committee suggested to show consultancy charges, repair & maintenance, rent of quarters etc under separate heads in statements of accounts other than those included in 'other income' group. Same story for other expenses; to be given in details.</i></p> <p><i>Executive Committee approved audited statement of accounts for the year 2017-18 also decided to place before the Governing Council for approval.</i></p>	<p><i>The audit report 2017-2018 will be placed before next Governing Council for approval</i></p>
ITEM NO.04 :BUDGET FOR THE YEAR 2018-19	
<u>Decision</u>	
<p>Though the Executive Committee was satisfied with the budget estimate of KILA for the year 2018-19 after its detailed discussion. Executive Committee approved the budget estimate 2018-19 with also decided to place before the next Governing Council for approval along with the following suggestions :</p>	<p><i>The budget for the year 2018-2019 will be placed before next Governing Council for approval</i></p>
<ul style="list-style-type: none"> • <i>Innovative courses should be initiated by each faculty and it would be considered as a part of their Performance appraisal and also it should generate income. through course fee.</i> 	<p><i>Discussed with faculty team. This will be included while preparing the Training Calendar.</i></p>
<ul style="list-style-type: none"> • <i>Innovative projects in primary sector should be organized and RD Kottarak-</i> 	<p><i>In process.</i></p>

<i>kara will be entrusted with its responsibility.</i>	
<ul style="list-style-type: none"> • <i>Best Performance Panchayath should be identified and documented.</i> 	<i>In process. District facilitators and Resource Persons have been asked to prepare a long list of such LSGIs and then these will be shortlisted before documentation.</i>
<ul style="list-style-type: none"> • <i>An Innovation Centre consisting of officers from agriculture sector, industries, animal husbandry, co-operative sector etc. should be started.</i> 	<i>Already included in the plan as Innovation and Incubation hub for LSGIs. Inauguration to be held in November 2018</i>
<ul style="list-style-type: none"> • <i>Possibility of visiting Sri Lanka, Uganda & Vietnam by the Panchayath President & officials of Best Performance Panchayath in connection with the value addition project and exposure visit has to be examined.</i> 	<i>Deferred due to flood and post-flood situation.</i>
<ul style="list-style-type: none"> • <i>Executive training programs for senior officials of LSGD from all the 5 departments, missions and projects.</i> 	<i>In process. Draft modules have been prepared.</i>
ITEM NO.05 :PAY REVISION ARREARS TO STAFF OF KOTTARAKKARA CENTER	
Decision	
<i>Executive Committee accord sanction to release pay revision arrears as per Government Order. No. G.O(P)81/2018/LSGD, dated. 08-06-2018 to the Staff of this Institute with effect from 7/2014. Arrears shall be paid in cash since they are under EPF benefit scheme.</i>	<i>Rs.21,98,290 paid as pay revision arrears to the staffs of Kottarakkara centre on 23/08/2018 as per the decision of Executive Committee</i>
ITEM NO.06 :REGISTRATION OF LAND ALLOTTED TO ERSTWHILE SIRD (NOW KILA) FROM THE PROPERTY OF ETC, KOTTARAKARA	
Decision	
<i>Executive Committee suggested to look into the options of getting Pattayam instead of registering the land.</i>	<i>Letter has been given to Dist. Collector along with the prescribed application form dated 31/08/2018</i>
ITEM NO. 07 :APPOINTMENT OF FINANCIAL ASSISTANT	
The Executive committee decided the following:	
1) <i>Recruitment through contract to be done for the posts of</i>	<i>Advertisement has been given in 2 Malayalam daily as well as in English daily newspapers and last date of application</i>

<p>FINANCIAL ASSISTANT</p> <p>2) <i>Qualification should include (Essential):</i></p> <ul style="list-style-type: none"> • <i>First Class M.Com degree/ Pass in intermediate of CA/CMA.</i> • <i>Computer proficiency in Tally Software</i> • <i>Three year experience in Commercial Accounting in a reputed institution/ Firm</i> <p><i>Remuneration Rs. 35000/- Consolidated</i></p> <p><i>Age limit ; 21 to 35 years</i></p>	<p>is 3rd November 2018.</p>
<p>ITEM NO.08 :GRATUITY SCHEME OF THE EMPLOYEES OF KILA-ENHANCEMENT OF DCRG LIMIT AND INCLUSION OF OTHER EMPLOYEES</p>	
<p>Decision</p> <p><i>Executive Committee decided to enhance the DCRG amount from Rs. 7 lakh to Rs.14 lakh to KILA employees including staff of erstwhile SIRD as per G.O.(P) No. 09/2016/Fin dated 20.01.2016</i></p>	<p><i>Request letter has been submitted vide. letter number 2016/101/842 dated 15/10/2018 to LIC of India Pension and group scheme dept., Ernakulam Division Office for enhancing the limit and also to inform the enhanced premium amount.</i></p>
<p>ITEM NO. 09 :CONSTRUCTION OF BUILDINGS ENTRUSTED TO M/S.HABITAT TECHNOLOGY GROUP, THIRUVANANTHAPURAM</p>	
<p>Decision</p> <p><i>Decided to collect the explanation from former Directors of erstwhile SIRD through Commissioner of Rural Development and examine it and put up to next Executive Committee.</i></p> <p><i>Regional Director is entrusted to issue letter to intimate Habitat to terminate from contract no further payments to be granted.</i></p>	<p><i>Letter to Commissioner of Rural Development vide letter no. 2018/101/431/CHRD dated 21/10/2018 was sent</i></p> <p><i>Letter addressed to Chairman, Habitat vide letter no. 2018/101/4310/CHRD dated 15/10/2018.was sent</i></p>
<p>ITEM No. 10 :REGULARIZATION OF DAILY WAGE EMPLOYEES OF KILA</p>	
<p>Decision</p> <p><i>Any such matters regarding regularization have to decided by the Government. However, the service of those who have completed 10 years may be done on contract appointment following all Government procedures.</i></p>	<p><i>No specific action taken.</i></p>

ITEM NO. :11RATIFICATION OF EXTENSION OF PROJECT CHILD RESOURCE CENTRE (CRC) OF KILA AND SERVICE OF PROJECT STAFF UPTO 31.3.2018	
<u>Decision</u>	
<i>Executive Committee ratified the action of extension of the deputation period of Dr Peter M Raj, Associate Professor, and Child Resource Centre and of Smt. Rismi-ya R I, Train-ing/Research Associate (on contract basis) up to 31.03.2018 by Director.</i>	No further action required.
ITEM NO.12 :ENHANCEMENT OF REMUNERATION TO CONSULTANT CIVIL ENGINEER	
<u>Decision</u>	
<i>Executive Committee decided to enhance the remuneration of Sri. K.K. Sukumaran, Consultant Engineer from Rs. 1000 plus TA 350 to Rs. 1500 plus TA 350 w,e,f Aug. 2018 considering volume of work at KILA and its newly added Centres.</i>	<i>Enhanced remuneration of Rs 1500 plus TA 350 has been paid to Sri. K.K. Sukumaran, Consultant w.e.f Aug. 2018</i>
ITEM NO.13 :REPORTING	
<u>Decision</u>	
<i>Executive Committee noted and approved the above mentioned activities. It was suggested to engage three interns having qualification of MSW for coaching and training the ST/SC students for PSC/Banking/Civil service etc.by providing remuneration of Rs. 10000 per month plus free accommodation in Agali center, for a period of 1 year on contract basis.</i>	<i>As a first step, information has been spread in Attapady so that any MSW students are there. After that a call will be given through our website for selection.</i>

Comments and Suggestions on the Action Taken Report

The Executive committee noted the Action taken Report and also made the following suggestions

Audit Report 2017-18- Noted

Budget for the year 2018-19- Executive committee, suggested to include training programme on Ease of Doing Business in the training schedule prepared for innovative projects and impart training to Grama Panchayat /ULB Secretaries at the earliest.

Action by : Dr. J.B. Rajan, Faculty, KILA

Month wise Training Report of each centre should be included in the agenda items from next Executive committee onwards.

Action by: Director, KILA

Entrusted Smt. Vanajakumari, Regional Director, Kottarakkara Centre to prepare and submit the details of Innovative projects in production Sector before the next Executive committee

Action by: Smt. Vanajakumari , Regional Director ,Kottarakkara

Pay Revision Arrear to Staff of KILA-CHRD- Noted

Registration of Land- Executive committee decided to expedite the action in getting Pattayam to the land owned by KILA-CHRD Kottarakkara.

Action by: Smt. Vanajakumari , Regional Director ,Kottarakkara

Appointment of Financial Assistant- Executive committee decided to expedite the selection process by conducting Test and Interview. Communication skill of the applicant should be ensured. Authorised Director to constitute Interview Board and directed to conduct interview in a fair and transparent way.

Action by: Director, KILA

Gratuity Scheme- Noted .

Construction of buildings by Habitat technologies Group- Executive committee, decided to expedite the action to settle the issue.

Action by: Smt. Vanajakumari , Regional Director, Kottarakkara

Regularisation of Daily wage Employees of KILA-Noted

Ratification of Extension of CRC project- Noted

Enhancement of Remuneration to Ex,Engr.-Noted

Reporting-Executive committee noted the action already done in this regard and directed the Director, KILA to organise training to the educated youth of Attappady for the selection test for on KAS and other exams of PSC

Action by: Director, KILA

Director is asked to prepare and submit detailed list of Tribal students in Attappady with Degree with BEd and PG with BEd and other professional degrees for preparing Data Bank. It is also suggested to submit the list at the earliest to Dr. T Mithra IAS, Additional Secretary for linking them to other departments for employment opportunity.

Action by: Deputy Director, KILA

Monitoring by: Dr. T Mithra IAS, Additional Secretary(LSGD-U)

Executive Committee decided and instructed director to take further actions on the decisions of the meeting immediately after the meeting without waiting for the approved minutes, in order to avoid delay in implementation of the decisions of the Executive Committee.

Action by: Director, KILA

ITEM NO. 3

Filling up of the post of Librarian

As per the decision of the Executive Committee held on 29.8.2017, the posts of Librarian and Assistant Librarian in KILA were advertised for selection. The Centre for Management Development (CMD) Thiruvananthapuram conducted the written test on 17.6.2018 and forwarded the results. The interview to both the posts was held on 3.10.2018 in Thiruvananthapuram. Ten candidates in each category according to their rank were called for the interview.

Based on the marks secured in the written test and the performance in the interview, the Board recommended Smt. Manchu O., Oruthody House, Vallikunnu North P.O., Malappuram, for the post of Assistant Librarian. Accordingly, Smt. Manchu .O. was offered the offer of appointment and she joined the post on 19.9.2018

With regard to selection of Librarian, the Interview Board unanimously found that none of the candidates who attended the Interview was found competent for the post.

The matter is placed before Executive Committee for decision .

Decision

Executive Committee decided to keep the proposal in abeyance for three months.

Action by: Director, KILA

ITEM NO. 4

Filling up of posts Research Associates

There are two posts of Research Associates in KILA. Out of this, one post was filled up by deputation and the other is lying vacant. The qualifications prescribed now for the post of Research Associate is as follows:

- Post Graduate Degree in Public Administration/ Political Science / Rural Development / Regional Planning / Area Planning
- Experience in data collection and conducting survey.
- Desirable: M Phil. Publication of papers/ articles. Knowledge of Computer.

Executive Committee may decide on filling up the vacant post of Research Associate. Also a decision may be taken in the qualification and experience as well as nature of recruitment.

Decision

Executive Committee considered the proposal and decided the following:

Essential Qualification to be modified to include:

Post-Graduation in Mathematics/Statistics/in any other subject but with first class Graduation in Mathematics/Statistics with Computer proficiency and knowledge and experience in using statistical package or statistical software.

Desirable:

Proficiency in Data base Management/Software/Big data Analytics/Data Mining
Past experience in Data Processing/Data Analysis

Age limit:- 21-40 Years

Remuneration:- Rs.40,000/- per month (Consolidated)

Action by: Director, KILA

ITEM NO. 5**Filling up the vacant / Deputation / Daily Wage posts in KILA Kottarakkara Centre**

There are many posts in KILA CHR, Kottarakkara which have been vacant for significant period of time and these posts presently have been only filled temporarily under deputation/ daily wage basis. Details of these posts are described in the table below.

SI No	Name of Sanctioned Post	Scale of Pay	Sanctioned post	Name of Employee	Mode of Appointment	Qualification (as per the old SIRD norms)
1	Office Manager	30500-83000	1	Sri.N.Anil Kumar	Deputation	Section Officer from Secretariat
2	Assistant (B Section)	20000-45800	1	Jose P.I.	Deputation	Grade I Assistant of Secretariat / UD Clerk of various Dept. With Graduation
3	Assistant (C Section)	20000-45800	1	Vacant	Deputation	Grade II Assistant of Secretariat / UD Clerk of various Dept. With Graduation
4	Assistant (D Section)	25200-54000	1	Smt.Drisya.	Deputation	Grade II Assistant of Secretariat / UD Clerk of various Dept. With Graduation
5	UD Accountant cum Cashier	25200-54000	1	Vacant	Deputation	Pass in S.S.L.C & KGTE English and Malayalam Lower . Pass in KGTE Shorthand Lower English & Malayalam
6	Confidential Assistant	20000-45800	1	Vacant	Deputation	Head Clerk/ General extension Officer Rank
7	Hostel Manager	26500-56700	1	Sri. G.R.Manikantan	Deputation	Pass in S.S.I.C & KGTE English and Malayalam Higer .
8	Typist/ Data Entry Operator	18000-41500	1	Smt. Varadakumari L	Daily wages	7th standard , LMV & HMV Light and Heavy motor vehicle licence
9	Driver	18000-41500	1	Sri. Renjith S	Daily wages	7th std. , Good physic, reading & writing
10	Watchman	16500-35700	1	Sri. Robert	Daily wages	7th std. , Good physic, reading & writing
11	Kitchen Helper	16500-35700	1	Smt. Liji	Daily wages	7th std. , Good physic, reading & writing
12	Mess Cleaner	16500-35700	1	Sri. Suresh Kumar	Daily wages	7th std. , Good physic, reading & writing
13	Hostel Boy	16500-35700	1	Sri. Jayakumar	Daily wages	7th std. , Good physic, reading & writing

The matter is placed before Executive Committee for fixation of qualification and mode of appointment.

Decision

Executive Committee discussed the matter in detail and suggested to place the matter in the next Governing Council with the following remarks:

- 1) The qualification for the post of Assistants should be fixed as Post Graduation and proficiency in Computer.
- 2) The qualification for the post of Typist/Data Entry Operator/Driver & other Last Grade employees except PTS should be fixed as Plus Two with Certificate /Licence in the relevant field.
- 3) Three Assistant posts should be filled up on contract basis.
- 4) Deputation to the existing posts not to be encouraged except in the cadre of Office Manager.
The posts in which the employees working on deputation basis to be filled up on contract basis as and when they complete their current term of deputation.

Action by: Director, KILA

ITEM NO. 6**The regularisation of advance amount of Rs. 22,41,300/- released to AHADS-CCPRM on 31.03.2014.**

The Hon'ble Minister for Rural Development, GoK has directed for providing training to MGNREGA stake holders utilising the facilities and service of AHADS-CCPRM (Now KILA-CTDNRM). Accordingly, a Joint meeting of Mahatma Gandhi NREGA state mission, AHADS , Attappady and SIRD (Now KILA-CHRD), Kottarakara was held on 10th February, 2013 at the State Mission office, Thiruvananthapuram. As decided, a training module on "Natural Resource Management through watershed intervention" for BDOs, JBDOs and Grama panchayath Secretaries had been developed and instructed to release sufficient fund as per the estimate of erstwhile SIRD from the account of "Capacity Building Programme under Mahatma Gandhi NREGS".

A proposal was submitted on 25.02.2014 to the Government for approving the budget and releasing fund to AHADS-CCPRM . The proposal was approved and sanction was received to release Rs. 22,41,300/- (Rupees Twenty Two Lakh Forty One Thousand Three Hundred only) to AHADS-CCPRM, Attappady vide order No. 'G.O .(Rt).No. 919/2014/LSGD dated 29.03.2014'. Accordingly, an amount of Rs. 22,41,300/- (Rupees Twenty Two Lakh Forty One Thousand Three Hundred only) was released from SIRD vide proceedings No. 11/B/2014/SIRD dated 31.03.2014 through Demand Draft to AHADS-CCPRM, Attappady. Training programme was inaugurated by Hon'ble Minister for RD on 11th November, 2014 and 19 batches were conducted during the month of November 2014 to February,2015. The details of training programmes conducted are seen below:

Batch No	Dates	Clientele Group	Number of Participants
1.	11.11.2014 to 13.11.2014	Block Panchayath Secretaries	42
2.	18.11.2014 to 20.11.2014	Joint BDOs	50
3.	24.11.2014 to 26.11.2014	Block Panchayath Secretaries	44
4.	27.11.2014 to 29.11.2014	Joint BDOs	42
5.	29.12.2014 to 31.12.2014	Block Panchayath Secretaries	61
6.	05.01.2015 to 07.01.2015	Grama Panchayath Secretaries	34
7.	08.01.2015 to 10.01.2015	Block Panchayath Secretaries	47
8.	12.01.2015 to 14.01.2015	Grama Panchayath Secretaries	41
9.	15.01.2015 to 17.01.2015	Grama Panchayath Secretaries	32
10.	19.01.2015 to 21.01.2015	Grama Panchayath Secretaries	40
11.	22.01.2015 to 24.01.2015	Grama Panchayath Secretaries	33
12.	28.01.2015 to 30.01.2015	Grama Panchayath Secretaries	39
13.	04.02.2015 to 06.02.2015	Grama Panchayath Secretaries	47
14.	07.02.2015to 09.02.2015	Grama Panchayath Secretaries	44
15.	10.02.2015to 12.02.2015	Grama Panchayath Secretaries	36
16.	13.02.2015 to 15.02.2015	Grama Panchayath Secretaries	26
17.	20.02.2015 to 22.02.2015	Grama Panchayath Secretaries	25
18.	23.02.2015 to 25.02.2015	Grama Panchayath Secretaries	38
19.	26.02.2015 to 28.02.2015	Grama Panchayath Secretaries	46
		Total	767

Block Panchayath Secretaries	-	147
Joint BDOs	-	139
Grama Panchayath Secretaries	-	481
Total	-	767

As per the Govt order, the major stake holders of MGNREGA are Grama Panchayath Secretaries. Hence the second series of training was conducted at AHADS-CCPRM during the month of January, 2016 to February, 2016. The details are mentioned below:

Batch No	Dates
1.	04 th to 06 th January, 2016
2.	07 th to 09 th January, 2016
3.	11 th to 13 th January, 2016
4.	18 th to 20 th January, 2016
5.	21 st to 23 rd January, 2016
6.	28 th to 30 th January, 2016
7.	03 rd to 5 th February, 2016
8.	08 th to 10 th February, 2016

Total Number of participants attended in the 8th batch programme was 344 and the total participants attended in **27 batches are 1111.**

After the completion of the programme, request was sent to AHADS-CCPRM for regularising the advance. After a series of requests, Utilisation Certificate along with an Expenditure Statement for **Rs. 20,69,150/- (Rupees Twenty Lakh Sixty Nine Thousand One Hundred and Fifty only)** was submitted to this institute on 4th November, 2016 for regularising the advance. It is stated that the expenditure incurred for the programme is as Rs.20,69,150/- (Rupees Twenty Lakh Sixty Nine Thousand One Hundred and Fifty only) and the remaining amount of Rs. 1,72,150/- (Rupees One lakh Seventy Two Thousand One Hundred and Fifty only) was held at AHADS-CCPRM for future training. On verification, it is seen that the amount incurred for the programme is within the sanctioned limit as per the approved budget. Hence, the expenditure can be regularised/settled.

The matter may be placed before the Executive Committee to take a decision to regularise the expenditure incurred for the programme held at AHADS-CCPRM and for a suggestion to adjust the balance amount due from AHADS-CCPRM

Decision

Executive Committee deferred the decision for more details.

ITEM NO.7

ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR

Reporting

Collaboration with MG University

MG University has approved three PG Diploma courses to be conducted jointly with KILA

- PG Diploma in Decentralisation and Local Governance for the Officials of Local Self Governments
- PG Diploma in Decentralisation and Local Governance for the Elected Representatives of Local Self Governments
- PG Diploma in Child Friendly Local Governance for the Officials of Local Self Governments

IIT Mumbai - KILA collaboration - CANALPY

- It is about Integrated Solid and Liquid Waste Management in Alappuzha
- Winter School 2017 and Summer School 2018 conducted
- Provided a platform for college students
- Collaborations with ULBs, KSPCB, Department of Irrigation, Suchitwa Mission, Haritha Kerala Mission, Cochin University of Science & Technology, SCMS College of Technology, Assumption College
- Participatory surveys and free and open source data collection, mapping and analysis tools such as Open Data Kit (ODK), QGIS (Quantum GIS), OSM Tracker (Open Street Maps)
- Mapped the relief camps during floods
- Surveys were conducted in 2200 households as well as 123 public institutions in 14 panchayats of Kuttanad area to assess the water, sanitation, structural damages of buildings and public health of people after the floods.
- The analysis was done for 740 buildings, by structural engineering professors from IIT Bombay who classified the buildings according to the degree of damages and types of repairs needed.
- Rapid Flood Impact Assessment in Kuttanad completed and report submitted.
- Winter School 2018 is being planned.

Attappady Initiatives

- Munnottu – started. 120 students from Class 6 and 7 have started attending. 11 animators – Post Graduates from the area – 5 tribals and 6 non-tribals.
- SCHOOL with Kudumbashree – 110 students of the level of 11th Standard.
- Green Attappady – with Haritha Keralam and all other agencies, Integrated watershed master plan for the entire block
- Climate resilient crops of Attappady – mapping

- Biodiversity Register for all three GPs to be completed by December 2018
- To start – career guidance and training centre (for jobs and civil service) – to be launched.

City Sanitation Plans

- Total ULBs assigned - 53
- Reports approved by City Sanitation Task Force - 24
- Draft submitted for approval - 11
- Reports being prepared – 18

Area Development Programmes

- Waste land development in Dharmadom – 9 GPs
- Samridhi (water, land, agriculture and livelihoods) in Thalipparamba
- Pacchappu (Greening Kalpetta and tribal development) – Kalpetta
- Kechery River rejuvenation in Vadakkanchery
- Tholloor GP – capacity development support to the nine development missions initiated by the GP
- Oppam in Kattakkada – Women friendly GPs
- Women friendly initiatives in Thiruvananthapuram by District Panchayat
- Alappad – Integrated sustainable development
- Samatha by Kozhikkode Block Panchayat - on mental health
- Local Action Plan on Climate Change and Disaster Management Plan pilots in Maranchery GP
- Watershed Master Plan in KILA Thalipparamba Centre

Reserch Activities to be Launched

A. Impacts of LSGI interventions

Outside Lead Experts:

- Education – Dr. C. Ramakrishnan and Dr. V. Sivadasan
- SC development – Dr. Shyjan of Dr. John Mathai Centre
- Tribal development – Dr. Jos Chathukulam of Sri Ramakrishna Hegde Chair for Decentraliation at ISEC Bangalore and Dr. C.P Vinod of LG Commission
- Women and Gender development – Dr. Mini Sukumar (Head of Women Studies, University of Calicut) and Dr. K.P.N. Amritha

- Health – Dr. B. Ekbal and Dr. K.R. Thankappan

All to be done with KILA faculty members as coordinators.

B. Training impact assessments

Of three selected training programmes (TQM-ISO, Child friendly Local Governance, Training to Newly inducted Block Panchayat Secretaries) conducted by KILA – to be advertised for inviting proposals from independent agencies.

Decision

1. New Courses

Executive Committee decided and entrusted Director, KILA to launch the following Courses :

Diploma Courses (possibility of collaboration with MG/Calicut/CUSAT Universities)

(i) PG Diploma in LSGIs Accounting & Finance Management

Action by – R Girija Devi, Finance & Accounts Officer, KILA

(ii) PG Diploma in Urban Development and Management

Action by –Dr. Sunny George, Faculty , KILA

2. Urban Studies

Director KILA to study similar course designs for urban sector in YASHADA. Also authorised to engage national level experts for designing & handholding of programme on Urban Governance & Development.

3. Innovative Ideas for Improving Performance Achievement

Suggested to select a few least performing Panchayats , Municipalities and Block Panchayats (five each from Municipality, Block Panchayats and 10 Grama Panchayats) for enhancing their performance in Plan implementation. Entrusted Director, KILA to create a strategy for achieving high performance of the selected least performing LSGIs by imparting training and other necessary support.

Action by – Director ,KILA

Meeting concluded at 6.PM