



**Kerala Institute of Local Administration (KILA)
Mulamkunnathukavu, Thrissur, 680581**

Minutes of the meeting of the Executive Council of Kerala Institute of Local Administration (KILA) held at 9.30 a.m on 5.3.2013 in the chamber of the Principal Secretary to Government, Local Self Govt Department, Secretariat, Thiruvananthapuram.

Present:

1. Sri V.S Senthil, IAS
Principal Secretary to Government
Local Self Govt Department.
2. Smt.S.Lelithambika, IAS
Director of Panchayats.
3. Dr.P.P Balan
Director, KILA

Item No.1

Confirmation of the minutes of the meeting of the Executive Council held on 18.12.2012.

The minutes of the meeting of the Executive Council held on 18.12.2012 were confirmed.

Item No.2

Action taken report on the decisions of the meeting of the Executive Council held on 18.12.2012.

The Executive Council expressed satisfaction over the action taken on the decisions of the previous meeting of the Executive Council held on 18.12.2012.

Item No. 3**Utilization of Panchayat Empowerment & Accountability Incentives Scheme (PEAIS) Grant from Government of India**

Executive Council examined the matter in detail and accorded sanction to reallocate the Budget provision of PEAIS Grant of Rs.5.50 crores as proposed. It was also decided that the reallocation of PEAIS grant should be in accordance with the norms and guidelines issued by the Government of India and to obtain the approval from Government of Kerala.

Item No.4**Budget Estimate for the year 2013-14 for approval**

The Executive Council approved the budget estimate for the year 2013-14.

Item No. 5**Establishment of Specialized Centres in KILA - fixing of qualifications, scale of pay etc. for the three posts of Assistant Professors.**

Executive Council approved the qualifications and scale of pay for the three newly created posts of Assistant Professors as below.

Name of post	Scale of pay	Qualifications & Age	Subject	Reservation
Assistant Professor (Gender and Development)	Rs.15600-39100 + AGP 6000	As per UGC Norms <i>Desirable</i> Experience in projects related to local governance	Women Studies	General
Assistant Professor (Natural Resource Management)	Rs.15600-39100 + AGP 6000	As per UGC Norms <i>Desirable</i> Experience in projects related to local governance	Environmental Science	Ezhava
Assistant Professor (Poverty and Livelihood Promotion)	Rs.15600-39100 + AGP 6000	As per UGC Norms <i>Desirable</i> Experience in projects related to local governance	Sociology	General

Item No. 6**Accounting of SRG Expenditure - without observing financial rules and Govt. Orders**

The Executive Council discussed the matter in detail and took the following decision.

- Reply to the Accountant General excluding the issue in question is to be furnished at the earliest.
- The Director, KILA was directed to place the report of Internal Audit Team before the next meeting of the Executive Council.

Item No. 7**State Resource Group –Expenditure for the period from October 2011 to September 2012**

Executive Council ratified the expenditure of Rs.8,01,858/- incurred by the State Resource Group during the period from October 2011 to November 2012.

Item No. 8**Sancharikkunna Natakaveedu – Diversion of KILA Plan fund due to non-release of Government Assistance – observation in the inspection report of Accountant General for the year 2010-11**

The Executive Council discussed the matter in detail and took the following decision.

- Reply to the Accountant General excluding the issue in question is to be furnished at the earliest.
- Since a parallel enquiry is going on by the Vigilance Department in the matter, it was decided to wait till its disposal.

Item No. 9**Payment of Pay Revision Arrear of S.Jamal on deputation (from 9.10.2010 to 20.7.2011) to SRG Trivandrum**

The Executive Council authorized the Director, KILA to settle the matters in respect of payment of pay revision arrears of Sri S.Jamal on deputation subject to the veracity of his claims.

Item No. 10**Posting of Dr. M. Peter. M. Raj, Dr. J. B. Rajan and Dr. Abey George, Assistant Professors**

Executive Council noted the proposal.

Item No. 11**Declaration of probation of LD Clerks whose services were regularized**

Item deferred.

Item No. 12**Request of the Consultant Civil Engineer for enhancement of remuneration and days of work**

Executive Council decided to enhance the remuneration of Er. C.C Viswambaran, Consultant Engineer to Rs.750/- per day limiting the number of working days to 15 in a month. The Director, KILA was also authorized to utilize the services of the Engineer for more days if urgent situation arises.

Item No.13**Fixing of rent for the facilities at South Asia School of Local Governance**

The Executive Council approved the proposal for fixing rent for the facilities in the South Asia School of Local Governance.

No.	Item	Rent per day(Rs)
1	Room	1500-00 + Tax
2	VIP Suite	4000-00 + Tax
3	Conference Hall with PA system, LCD Projector	6000-00 + Tax

Item No.14

Disposal of old Ambassador Car No. KL-08/S-4041

Executive Council accorded sanction for the auction of the Diesel Ambassador Car with register No. KL-08/S-4041 and to purchase a new model diesel car subject to the valuation report of the Assistant Executive Engineer, Mechanical Sub-Division, Chalakkudy.

Additional Agenda

Item No. 1

Extension of Child Resource Centre (CRC) at KILA and CRC Staff

Executive Council approved the extension of the activities of Child Resource Centre at KILA and the extension of the three staff with effect from 1.1.2013, for a period of six months. With regard to realization of overhead charges from UNICEF, the Director, KILA was directed to place a detailed report in the next meeting of the Executive Council so as to ascertain the overall benefits to KILA by accepting reduced percentage in the overhead charges.

Item No.2

Renewal of Security Services

Executive Council decided to extend the term of contract with All Kerala Ex-Servicemen & Security Force Charitable Trust for one year with effect from 1.4.2013 with 10% increase in the existing contract amount. The Director, KILA was also authorized to engage additional security guards as per requirements.

Item No.3**Engagement of Electrical Consultant**

The Executive Council discussed the matter in detail and approved the proposal for engaging the Electrical Consultant. It was also decided to complete the additional work as per the estimate submitted subject to vetting by the KSEB.

Item No.4**Construction of ATM Counter and Security Room**

Executive Council accorded administrative sanction for the construction of ATM Counter and Security Room by the Kerala State Nirmithi Kendra accepting the estimate furnished by them.

Item No.5**Construction of Water Fountain in the KILA Gardens**

Executive Council accorded administrative sanction for the beautification of campus by erecting suitable water fountains and cement structures according to requirements. Executive Council also authorized the Director, KILA to execute works/purchase items amounting to a maximum of Rs.One lakh whenever necessary.

Item No.6**Construction of additional floor atop the Administration Block**

Executive Council approved the estimate of Rs.1,07,76,000/- submitted by the Kerala State Construction Corporation Ltd., for the construction of additional floor atop the Administration Block.

With regard to maintenance works of Guest House I & II, the Executive Council authorized the Director, KILA to entrust the work to PWD Civil Works Division.

Item No.7**Construction of dining hall above the existing dining hall of Guest House No.1 & a Store Room near existing Library building.**

Executive Council accorded administrative sanction for the estimate of Rs.70,77,168/- submitted by Kerala State Construction Corporation Ltd for the construction of dining hall above the existing dining hall of Guest House No.1 and Store Room.

The meeting concluded at 10.30 a.m.



**CHAIRMAN
EXECUTIVE COUNCIL**