



**Minutes of the meeting of the Executive Council of KILA held at 3.00 p.m in the chamber of the Principal Secretary, Local Self Govt Department, Secretariat, Thiruvananthapuram.**

Present:

1. Sri James Varghese, IAS  
Principal Secretary to Government  
Local Self Government Department. : Chairman
2. Sri E.Devadasan, IAS  
Director  
Department of Urban Affairs. : Member
3. Sri A.Sayeed  
Joint Director  
Department of Panchayats  
(Representing the Director) : Member
4. Ms.M.Shahida  
Additional Secretary to Government  
Finance Department  
(Representing the Secretary) : Member
5. Dr.P.P Balan  
Director, KILA : Member

**Item No.1**

**Confirmation of the minutes of the meeting of the Executive Council held on 5.3.2013**

The Executive Council confirmed the minutes of the meeting of the Executive Council held on 5.3.2013.

**Item No.2**

**Action taken report on the decisions of the meeting of the Executive Council held on 5.3.2013**

The action taken report on the decisions of the previous meeting of the Executive Council held on 5.3.2013 was approved.

**Item No.3****Audit Report of KILA for the Year 2012-13**

- a) The Executive Council approved the Audit Report of KILA for the year 2012-13 and recommended to the General Council for approval.
- b) Executive Council authorized the Director, KILA to write back the unutilized amount shown in the Annexure-1 of the Audit Report for 2012-13 amounting to Rs.44,77,738/- to KILA fund as prior period income since the activities of that project had already been completed.

**Item No.4****Laying of new pipe line from Pump house to KILA Campus**

Executive Council approved the proposal for replacing the existing pipe line from the pump house to KILA campus. It was also decided entrust the work to Kerala Water Authority as deposit work by accepting their estimate of Rs.9.80 lakhs.

**Item No.5****Construction of Additional floor atop the Administration Block - approval for tender excess**

Executive Council approved the tender excess of 8.8 % of PAC for the construction of additional floor atop the administration block and ratified the action taken by the Director.

**Item No.6****Construction of Dining Hall above the existing Dining hall of Guest House No. 1-approval for tender excess**

Executive Council approved the tender excess of 8.5 % of PAC for the construction of additional dining hall above the existing dining hall of Guest House No.1

**Item No.7****Maintenance and Painting of Guest House No. I**

The Executive Council discussed the matter in detail and directed to obtain the estimate from Kerala State Construction Corporation provided they can complete the work within a period of 6-8 months and to place the estimate before the next meeting of the Executive Council.

**Item No.8****Disposal of TATA SUMO**

Executive Council approved the proposal for disposal of TATA Sumo and directed to obtain government sanction before the disposal of the vehicle. It was also decided to purchase a new Toyota Innova car for the Institute.

**Item No.9****Long pending dues (Bad debts) – written off and prior period income written back to KILA during 2012-13 - Reg.**

- a. Executive Council examined the proposal in detail and accorded sanction to write-off the bad debts amounting to Rs. 1167845/-.
- b. Executive Council decided to collect 100% of the estimate as advance for confirmation of programmes of all other agencies including Government Department at KILA.
- c. Executive Council approved the proposal for accounting Rs.1245927/- available under the project UNDP-NREGS Module Preparation during 2008-09 as prior period income to KILA during 2012-13.

**Item No.10****Cleaning work of newly constructed hostel**

Executive Council approved the proposal for outsourcing the cleaning work for the additional work required.

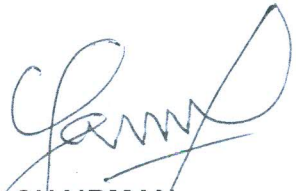
**Item No.11****Automated Training Planning and Management System**

Executive Council approved the proposal for the automated training planning and management system in KILA. It was decided to conduct a validation process seeking expert advice from the institutions such as IMG, IT Mission etc. Based on the above, the work may be executed by inviting open competitive tenders.

**ADDITIONAL AGENDA****Extension of deputation of Dr. Abey George, Assistant Professor**

- Executive Council approved the proposal for the extension of deputation of Dr. Abey George, Associate Professor to Tata Institute of Social Sciences (TISS), Mubmai for one more year from 8.7.2013.
- Executive Council ratified the action of the Director for having issued the order allowing Dr.Abey George to join TISS from 7.7.2012 to 7.7.2013
- It was also decided to obtain government orders for the deputation of Dr.Abey George for the prior period from 7.7.2012 to 7.7.2013.

The meeting concluded at 4.00 p.m.

  
**CHAIRMAN**  
**EXECUTIVE COUNCIL**  
*James Verghese IAS*  
*Principal Secretary to Government*  
*Fisheries, Ports & Environment Depts*  
*Gout. Secretariat*