

**Minutes of the Executive Council held at 10.00 AM on 11.03.2014 at  
Nattookuttam Hall, KILA**

**Present :-**

Sri James Varghese IAS : Chairman  
Principal Secretary, LSGD

Dr. P P Balan : Member  
Director, KILA

Sri. E K Prakash : Member  
Special Secretary, Finance Department:  
(Representative of the Secretary, Finance)

Sri. C N Babu : Member  
Joint Director of Panchayats  
(Representative of the Director of Panchayat)

**Item No.1**

**Confirmation of the minutes of the Executive Council meeting held on 12.12.2013.**

The minutes of the meeting of the Executive Council held on 12.1.2.2014 is placed as Annexure-1. The minutes may be confirmed.

**Decision :** The minutes of the meeting of the Executive Council held on 12.12.2013 were approved.

**Item No.2**

**Action taken report on the decisions of the meeting of the Executive Council held on 12.2.2013.**

The action taken report on the decisions of the meeting of the Executive Council held on 12.2.2013 is placed as Annexure-2.

**Decision :** Executive Council discussed in detail about the creation of new website for KILA. In this regard the expert team should prepare a Functional Requirement Specification (FRS) and submit it by 22<sup>nd</sup> April 2014 to the Principal Secretary for detailed discussion along with Expert team for further action.

### Item No.3

#### Appointment of Auditors for the year 2013-14

As per the General Council decision dated 05.03.2013 M/s V Venugopal & Associates were appointed as Auditors for auditing the accounts of KILA and other projects for the year 2012-13 and paid remuneration at the rate of Rs. 50,000/- for audit.

The Executive Council may be pleased to recommend M/s V Venugopal & Associates as Auditor for the year 2013-14 and place it before the General Council.

#### Decision

1. Executive Council recommended, the appointment of M/s V Venugopal & Associates as Auditors for auditing the accounts of KILA and other projects for the year 2013-14 at the existing rate of Rs. 50,000/- for audit, to the General Council of KILA.
2. Executive Council also authorized the Director to appoint a Chartered Accountant Firm as Internal Auditor. The internal audit firm shall perform audit of accounts of KILA and other projects and to submit a quarterly report in this regard to the Director KILA. They shall be paid an audit fee of Rs.10,000/- per quarter.

### Item No.4

#### Electrification Works of the newly constructed Buildings of KILA

The following construction works are in progress in the KILA Campus:

- A new store building named as 'KILA Publications Division'
- A new dining hall atop the existing dining hall at Guest House No. I
- An additional floor atop the Administration Block of KILA

The civil works of these buildings are done by Kerala State Construction Co. Ltd. For electrification works, we have approached the Electrical Division of Public Works Department and they have submitted their Estimates for these works. The estimate amount is as shown below.

- |  |                 |
|--|-----------------|
| 1. Electrification of newly constructed store room for KILA                  | Rs. 3,37,500.00 |
| 2. Electrification of newly constructed Dining Hall (F.F) of GH No. I        | Rs. 6,91,875.00 |
| 3. Electrification of newly constructed 2 <sup>nd</sup> Floor of Admn. Block | Rs.19,12,500.00 |
| 4. SITC of Air conditioning unit at 2 <sup>nd</sup> Floor Admn. Block        | Rs.16,87,500.00 |

As intimated by the Executive Engineer, PWD (Electrical Division) we have deposited the amount for the timely completion of these works and given the administrative sanction subject to approval of the Executive Council.

The proposal is placed before the Executive Council for administrative approval for all the electrification works and ratification of the action taken by the Director.

**Decision** The Executive Council accorded administrative and financial sanction for the electrification works of KILA and ratified the action taken by the Director

#### Item No.5

#### Implementation of General Provident Fund to the employees of KILA

- (i) A proposal was placed before the last Executive Council of KILA held on 12.12.2013 seeking permission for the Implementation of General Provident Fund to all the existing regular employees of KILA and to frame the GPF Rules. The Executive Council directed to frame the draft rules for the scheme and to place the same before the next Executive Council of KILA. Accordingly a draft 'KILA General Provident Fund Rules' is submitted before the Executive Council for approval (Annexure-3).
- (ii) A proposal to open an account in District Treasury Thrissur, with approval of Government and bearing interest at the rates applicable to the General Provident Fund (GPF) from time to time in order to manage the finance of the KILA General Provident Fund is also submitted for approval.

#### **Decision : -**

1. The Executive council approved the draft 'KILA General Provident Fund Rules' and recommended to forward to the Government for approval subject to the following amendments in the Chapter VIII of the draft rules.
  - a) A KILA General Provident Fund Management Committee shall be constituted with the following members:
    - i. Deputy Director (A)
    - ii. Accounts Officer
    - iii. Senior Faculty (Dr. Sunny George, Associate Professor)
  - b) E-Payment facility shall be included in the rules
2. The Executive Council also decide to recommend the Government to open an account in District Treasury for KILA General Provident Fund.

#### Item No.6

#### Scheme for the Compassionate Employment of the Dependents of KILA employees who die in harness

We had a proposal before the Executive Council of KILA held on 12.12.2013 for the introduction of the Scheme for the Compassionate Employment of the Dependents of KILA employees who die in harness as in Government Service. The Executive Council approved

the proposal and also directed to place the existing claims for die in harness before the next meeting of the Executive Council after observing all the formalities contained in the Rules prevalent in Government in this regard.

Smt. Mary C.P one Part Time Sweeper of KILA expired on 15.6.2013 while she was in KILA service and her daughter Smt. Nini P.P has submitted an application for the Compassionate Employment of the Dependents of KILA employees who die in harness. The applicant has been asked to submit a Certificate from Tahsildar stating that she is a bonafide dependent of the deceased as she has got married. On receipt of the same her application can be considered. She possesses the qualification of S.S.L.C and applied for the post of Khalasi (last grade) in KILA. There exists vacancy of Khalasi in KILA.

Decision : -

1. The Executive Council approved the scheme for the Compassionate Employment of the Dependents of KILA employees who die In harness. The Executive Council authorized the Director, to Issue an order on Compassionate Employment scheme incorporating the existing provisions and rules prevailed in Government.
2. The Executive Council directed to place the application received for Compassionate Employment Scheme on the basis of the order Issued by the Director.

**Item No.7**

**Any other item with the permission of the Chair.**

### **ADDITIONAL AGENDA**

**Item No.1**

**Furniture to the new floor on above the Administration Block & new Dininig hall**

M/s Forest Industries (Travancore) Limited [FIT] has been approached to submit estimate for the wooden furnishing of the newly constructed floor atop the Administration Block of KILA which accommodates a conference hall, Director's chamber & office and also for the new Dining hall for VIP's & Staff. Accordingly after the inspection and discussions, M/s FIT have submitted a total estimate of Rs. 47,53,830/- towards value and transportation of the materials. We propose to meet the expenditure to procure the furnishing materials for the Conference Hall from the KLGSDP Fund and the balance amount of Rs. 11,79,203/- (Plus

tax, loading & transportation charges) for furnishing of Director's chamber & office and the newly constructed dining hall for VIPs and staff is to be met out of KILA funds.

The Estimate submitted by FIT is placed before the Executive Council for administrative sanction and also to utilize the fund as proposed above.

**Decision :** Executive Council decided to invite tender for the purchase of furniture. It was also directed to constitute a Purchase Committee with the experts from Government Engineering College / Govt. Poly Technique College/ Govt. ITI for the preparation of technical specification , to ensure the quality, to finalise the tender and to recommend for release of payment .

### Item No.2

#### Renewal of Security Services

M/s All Kerala Ex-Servicemen & Security Force Charitable Trust, Guruvayoor have been performing the security services in KILA on contract basis since 1.10.2011. Their contract was being renewed subsequently by the decision of the Executive Council. The present term of their contract will expire on 31.3.2014. The Secretary, All Kerala Ex-Servicemen & Security Force Charitable Trust has requested to extend the term of contract for one more year month with effect from 1.4.2014.

**Decision :** The Executive Council decided to extend the term of contract with All Kerala Ex-Servicemen & Security Force Charitable Trust for one year with an increase of 10% of the present rates with effect from 01.04.2014.

### Item No.3

#### Extension of Canteen contract -reg.

M/s Vijayasree Kudumbashree Unit has been running the canteen of KILA on contract since 27.4.2013. The term of their contract expires on 31.3.2014. The present per day rate given to them is Rs.172/- for full day meals. Since the official procedure is going on for putting a new contractor, it is recommended to extend the contract with the present contractor for three more months' w.e.f 31.3.2014.

**Decision :** The Executive Council decided to extend the term of M/s Vijayasree Kudumbashree Unit for running the canteen of KILA for a period of one year w.e.f 01.04.2014 at the existing rate of Rs, 172/- per day. The Executive Council directed the canteen monitoring committee to ensure the quality of the food served.

*It was felt that the quality of food is not upto the mark.*

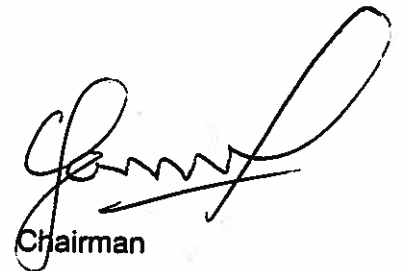
**Item No.4**

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

The Executive Council held on 5.3.2013 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. Accordingly, the government was addressed to obtain orders for disposal of the old vehicle and to purchase a new Toyota Innova vehicle. Now the government have accorded permission to dispose the vehicle. With regard to purchase of new Toyota Innova, it is directed to hire a vehicle instead of new purchase.

In this regard, it is submitted that considering the stature of KILA in the national level institutions it is all the more important that the Institute owns an exclusive vehicle for the conveyance of VIPs. Moreover, hiring of an outside vehicle may not guarantee its availability all the time particularly during emergencies. This practice will also affect the career of permanent Driver in KILA.

Decision : Executive Council deferred the item.



Chairman

Executive Council

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