



Annual Report

2011-12



Kerala Institute of Local Administration

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GENESIS

Kerala Institute of Local Administration is an autonomous body registered under the Travancore - Cochin Literary, Scientific and Charitable Societies Act 1955. The foundation stone was laid on 31 January 1987 by Sri. K. Karanakran, the Chief Minister of Kerala. The Institute was inaugurated on 16 June 1990 by Sri. E.K. Nayanar, the Chief Minister in a meeting presided over by Sri. V.J. Thankappan, Minister for Local Self Govts. Sri. Upendra Varma, State Minister for Rural Development, Govt of India inaugurated the Training Hostel.

Mission and Objectives

To undertake and facilitate trainings, conferences, meetings and workshops for officials of Panchayat department, functionaries of Local Self Govt Institutions, MLAs and MPs.

To analyse and address the problems of local governments

Policy advocacy in matters relating to panchayatiraj and local governments

To develop into a National Institute like the National Institute of Rural Development, Hyderabad.

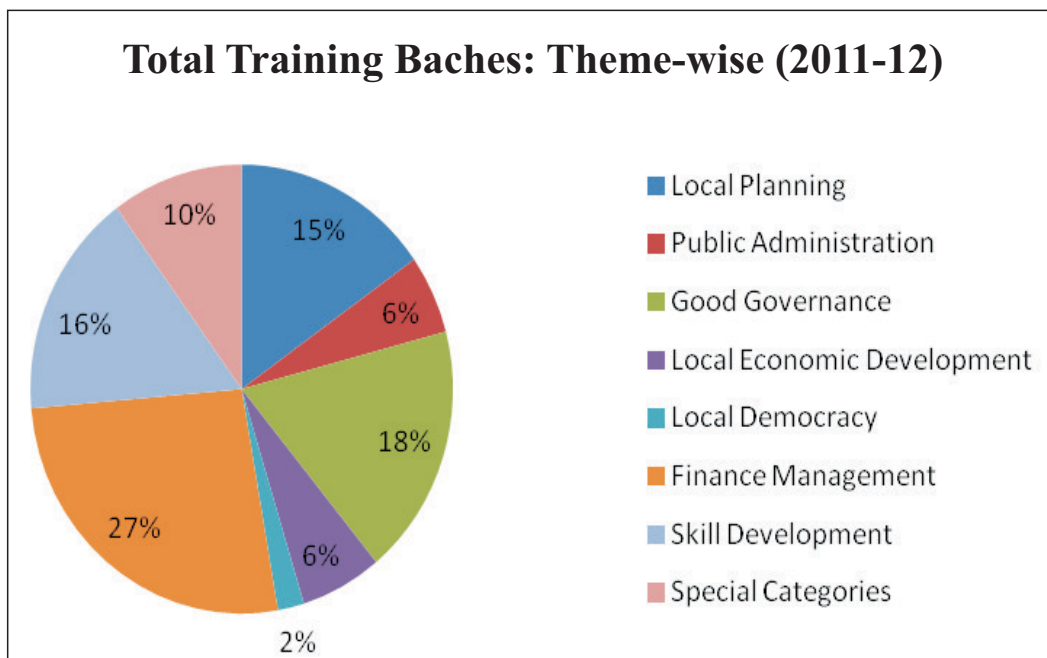
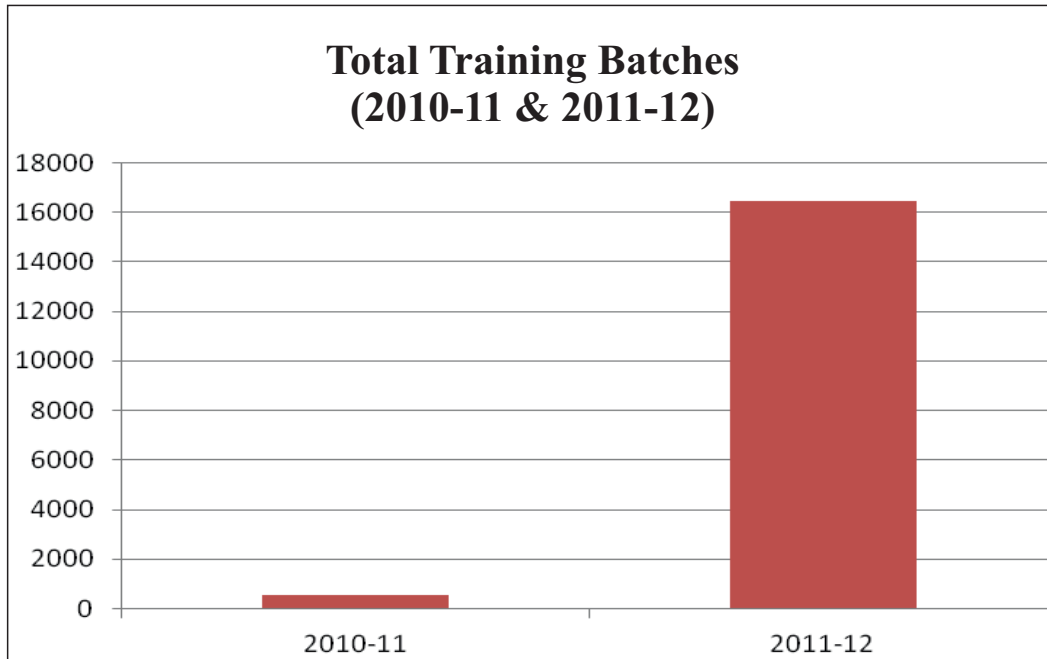
To establish centers for learning, training, research and monitoring.

To collaborate and cooperate with other national and international organizations to set up fellowships, scholarships and awards, to encourage activities that promote the objectives of KILA

Contents

Introduction	5
Action Plan	7
1. Trainings	15
1.1 State Level Trainings	15
1.1.1 Local Planning	15
1.1.2 Local Administration	17
1.1.3 Good Governance	23
1.1.4 Local Development	23
1.1.5 Local Democracy	27
1.1.6 Finance Management	29
1.1.7 Skill Development	33
1.1.8 Special Trainings	37
1.2 National and International Trainings	39
2. Capacity Building Activities	42
2.1 Research	42
2.2 Seminars and Workshops	42
2.3 Formulation of Policy Documents	45
2.4 Capacity Development for Local Governance	46
2.5 Other Programmes	48
2.6 Extension Activities	48
2.7 Internship	50
2.8 Trainings and Workshops participated by Director and Faculty of KILA	51
2.9 Publications of KILA Faculty	53
3. Support System & Organogram	55
4. Infrastructure Development	58
5. Audit Statement of Accounts	59





INTRODUCTION

2011-12 is a year of remarkable achievements for KILA. Elections to Local Self Govt Institutions were held in October 2010 and KILA has to train the newly elected representatives of three tier panchayats and Urban Local Bodies. At the same time preparations have to be made for the XII Five Year Plan that commences in 2012. The important activities performed during the year fall under 5 categories: training, research, seminars, workshops, formulation of policy documents and capacity building of local governments. There was also networking with other Learning and Development Institutions. Most of the activities aimed at achieving the objectives of Peoples plan through developing the capacity of elected members, officials, social activists, volunteers and technical personnel. With a view to enhance efficiency of local governance, trainings were given on good governance, local democracy, accounting system and leadership competencies. Taking into account the fact that 54% of elected representatives are women and many of them are new entrants, special trainings were designed to suit their needs. KILA could conduct 539 trainings in 16,462 batches covering 14,60,972 participants is indeed a rare feat unparalleled in its history.

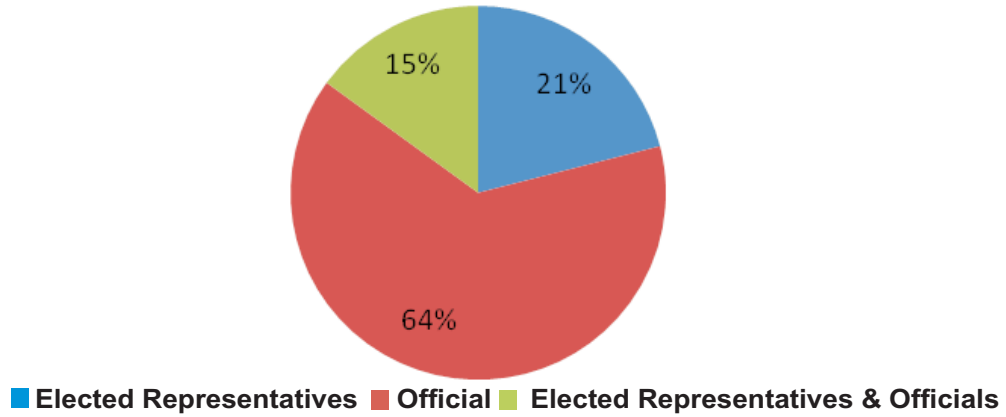
The Institute played a key role in formulating the policy document of XII Five Year Plan, Guidelines for formulation of Development Plan of local govts and modifying the project formats. Meanwhile efforts to enhance the efficiency of local administration were continued.

To increase the effectiveness of training KILA has adopted participatory training methods based on the principles of adult learning. The extension faculty of KILA, who render service on call were given training in the application of participatory training methods and use of audio-visual aids. A unique feature of KILA is the Module Approach in training. Training modules are developed in a scientific and systematic manner to maintain quality. Gaps in performance are identified through Training Needs Assessment and trainings are designed in the participatory mode to bridge the gaps in performance. For each training modules are developed that contain session plan, training methodology, equipment and facilitator's note. The use of audio-visual aids is insisted. The participants are made to prepare an Action Plan at the end of the training and implementation of the action plan is monitored to assess the impact of training.

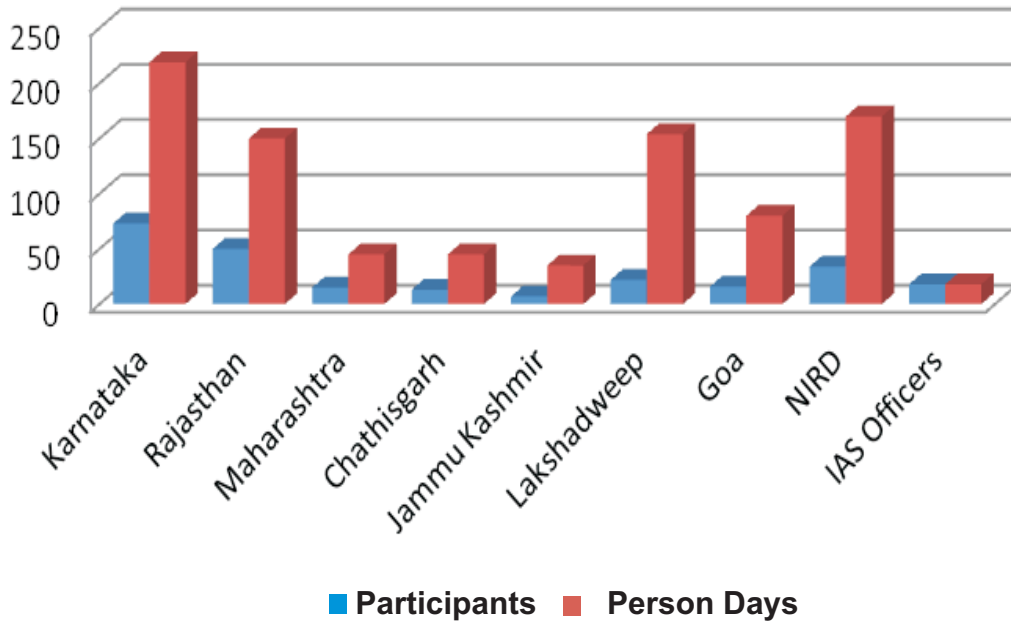
In the case of small training population the training was conducted at KILA. But when the training population is huge, trainings were conducted at regional, district or sub district level through the decentralized training system. The system of imparting training to large number of participants simultaneously in different centers utilizing the service of extension faculty has become a replicable model for other institutions.

The decision of the Government to elevate the status of KILA to a deemed university is hoped to generate high level academic activation focusing on local governance. Along with its regular activities, the institution was able to cover a lot of ground in the preparatory work for transition into a deemed university.

Training Days State-wise (2011-12):



National Trainings (2011-12)



PROGRAMMES

The diversity and multiplicity of the activities of KILA are evident from the following table.

Programmes at a Glance

1 Trainings

State Level Training

- Local Planning
- Local Administration
- Good Governance
- Local Development
- Finance Management
- Skill Development
- Special Trainings

National and International Trainings

2. Other Capacity Building Activities

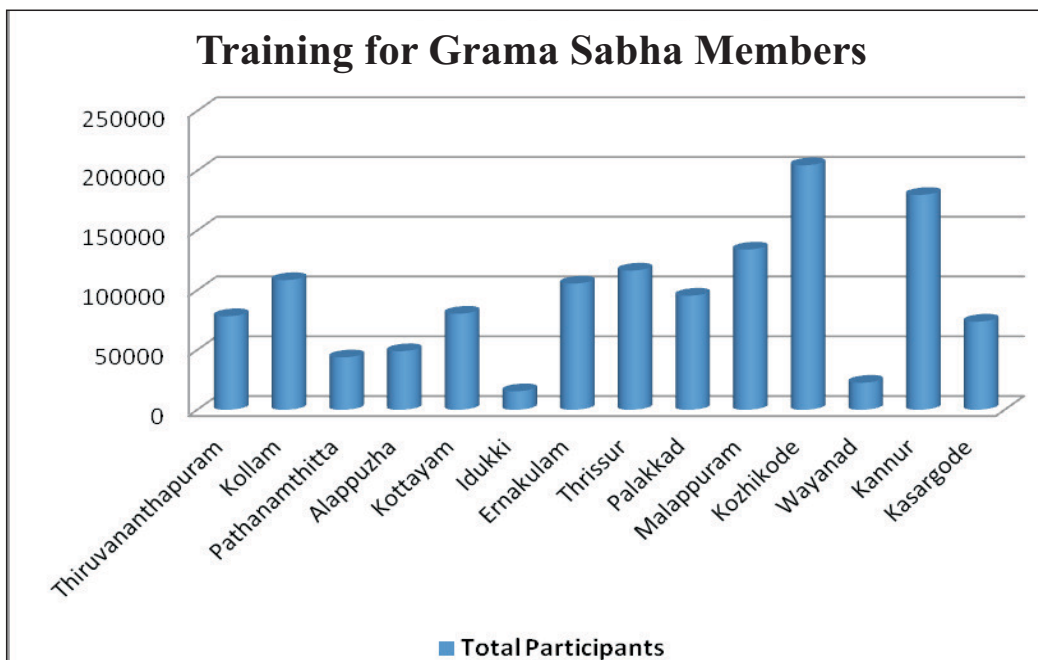
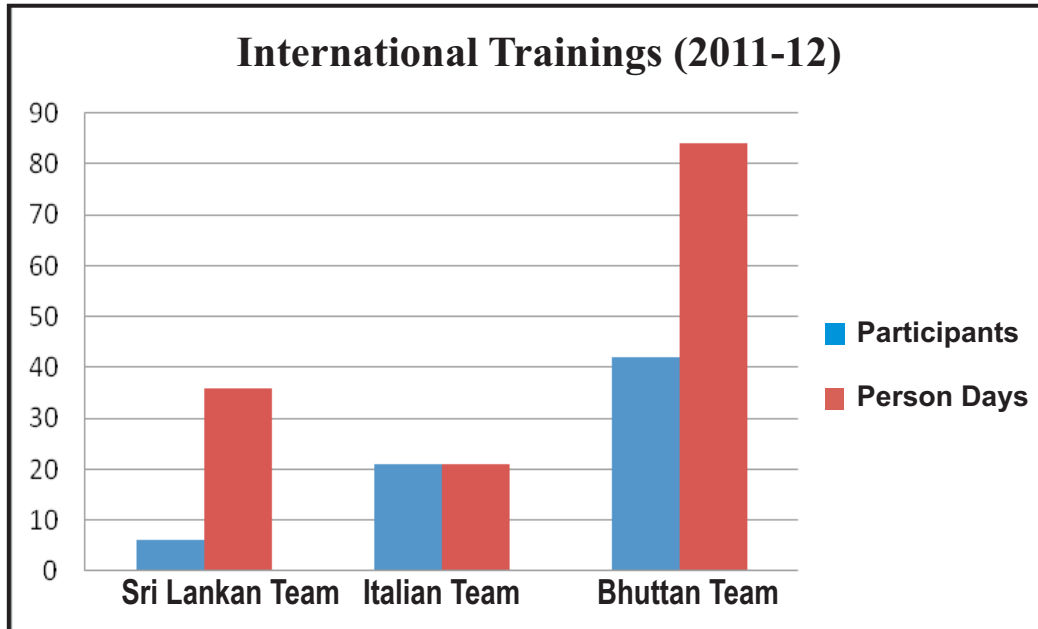
Research

Seminars and Workshops

Formulation of Policy Documents

Capacity Building of Local Governments

- State Resource Group
- Help Desk
- State Level Technical Committee
- Child Resource Centre
- Scheduled Caste-Scheduled Tribe Resource Cell
- Associations of Local Govts.

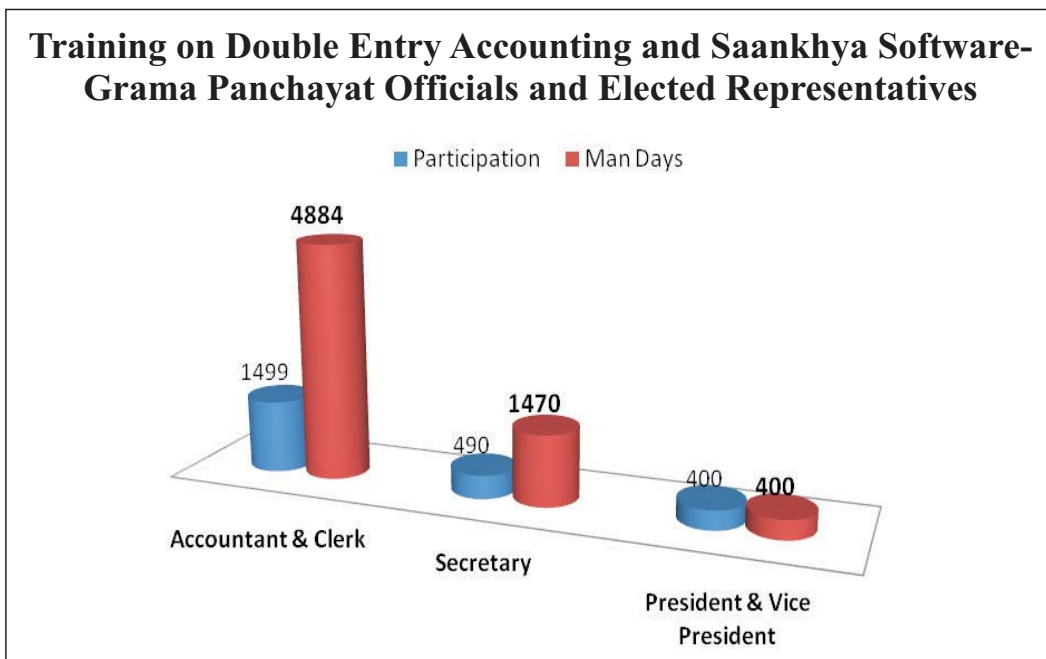
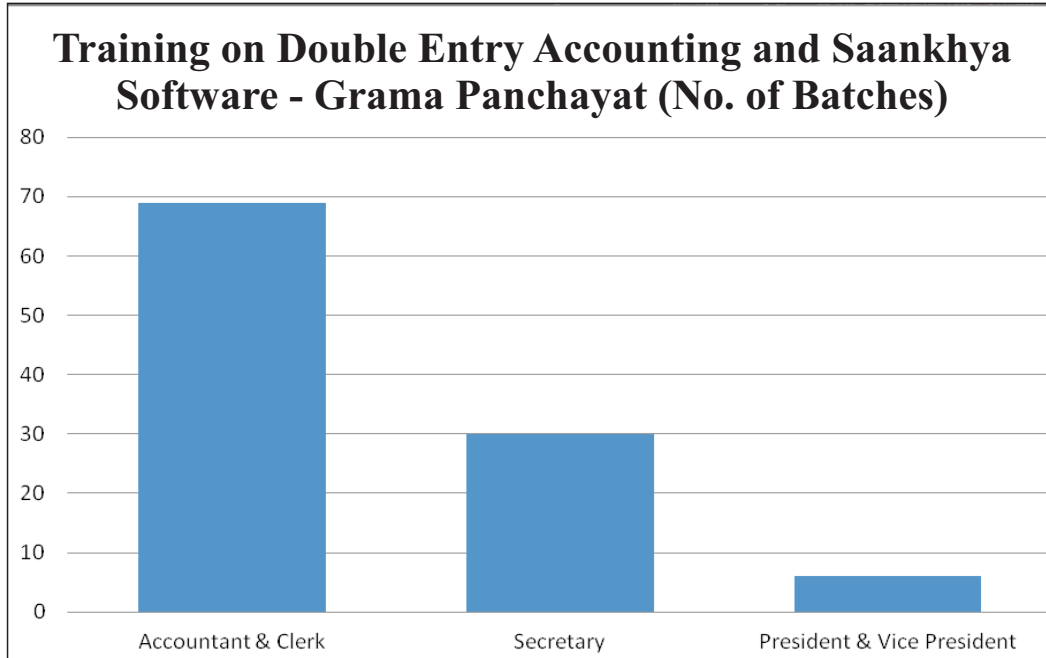


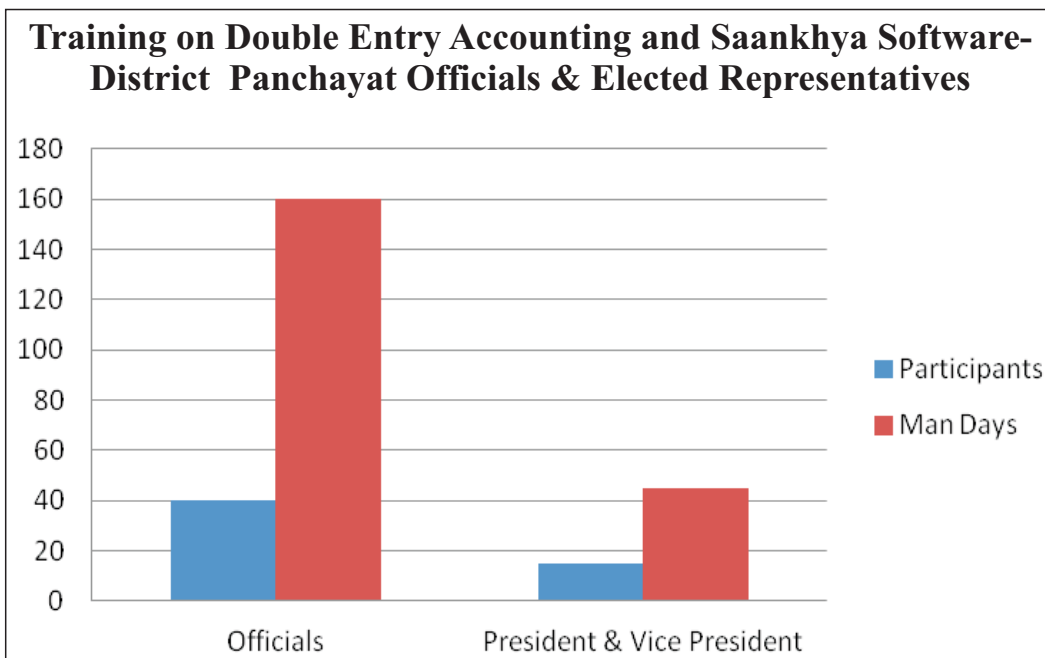
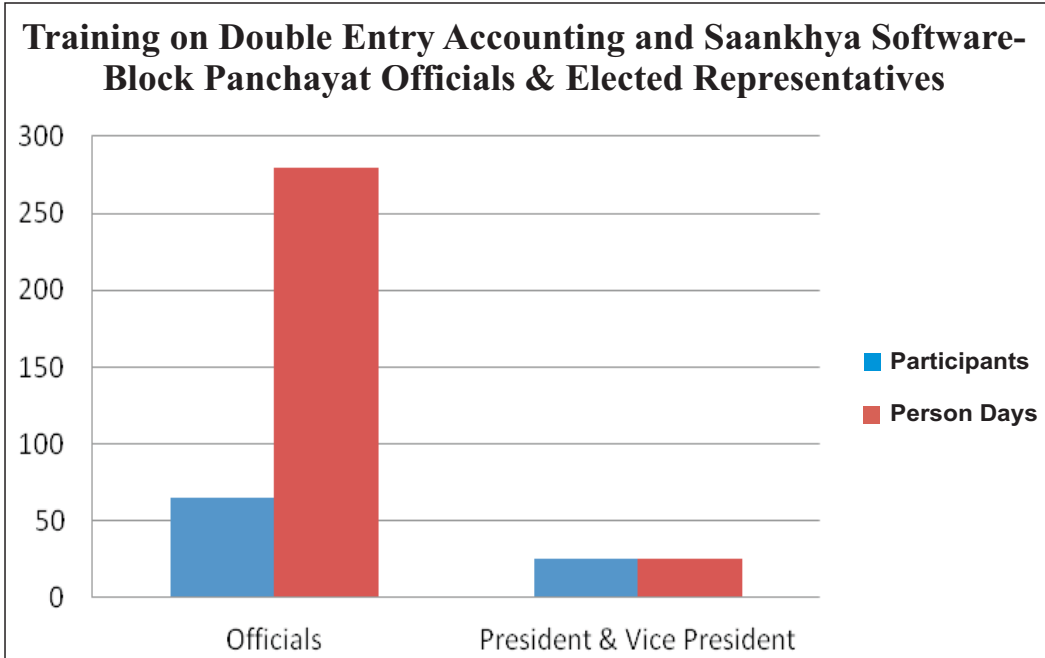
1. Trainings

Sl.No.	Training Programmes	No. of Batches	No. of Participants
1.1	State Level Trainings		
1.1.1	Local Planning - Innovative projects (from panchayat to panchayats)		
	i) a) Intra State Level	13	410
	b) Inter State Level	6	148
	ii) Training of working groups on watershed based development	12	624
	iii) Comprehensive Child Development	61	2197
	iv) Training of Oorumoopans on Tribal Sub Plan	4	900
1.1.2	Local Administration		
	i) General Administration Training of Elected Representatives	5	232
	ii) Project Management for Chairpersons of Municipalities	1	70
	iii) Solid Waste Management for Chairpersons and Vice Chairpersons of Municipalities	1	75
	iv) Strengthening of Development Standing Committees of Municipalities	4	138
	v) Strengthening of Standing Committees – Welfare Standing Committees.	3	103
	vi) Induction Training of Grama Panchayat secretaries	3	106
	vii) Induction Training of Grama Panchayat Clerks	8	416
	viii) Induction Training of Village Extension Officers	6	461
1.1.3	Good Governance		
	i) Training of Implementing Officers of LSGIs	99	13118
1.1.4	Local Development		
	i) Mahatma Gandhi National Rural Employment Guarantee Scheme	4	202
	ii) Mechanisation in Agriculture Training of Agriculture Officers	1	17
	iii) Extension Training for LSGD Engineers on Public Works	3	64
	iv) Watershed Based Development-Training of Agriculture Assistants	9	433

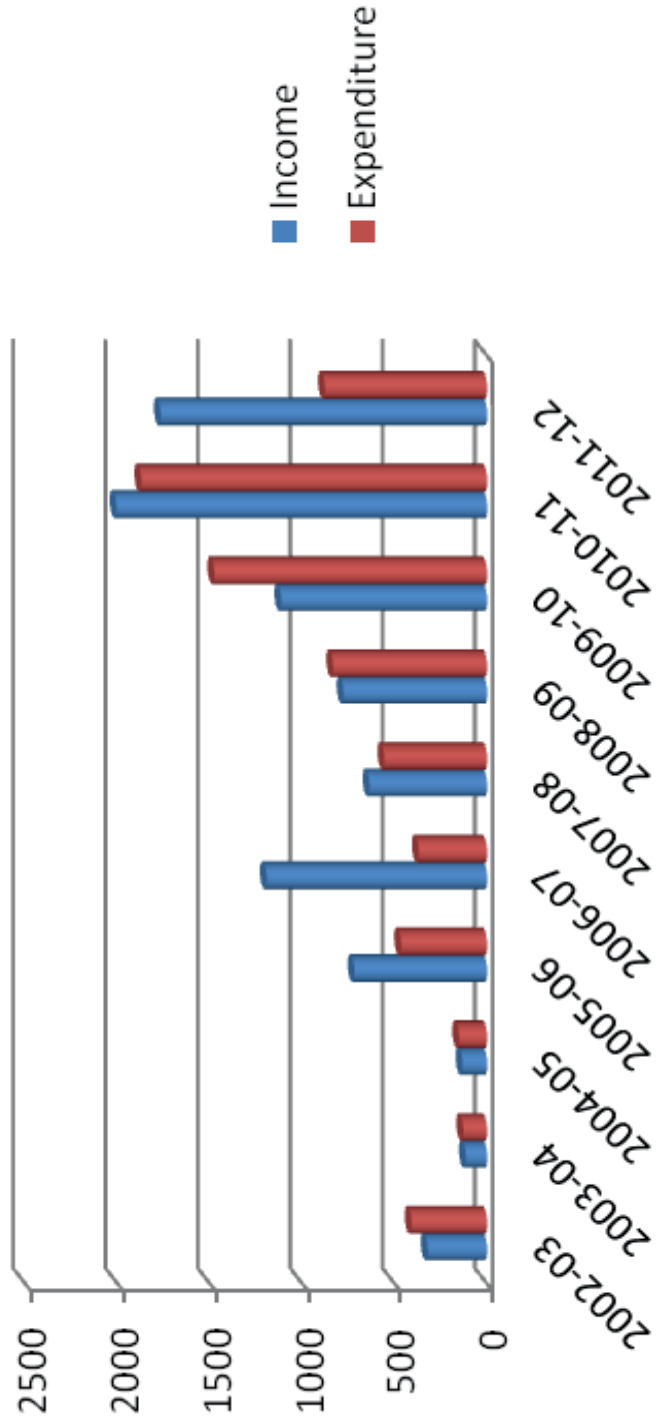
	v)	Kerala Municipality Building Rules- Training of officials of Town Planning Department	2	52
	vi)	Training of Town Planning officials Department in GlS	1	14
	vii)	Kerala Local Govt Service Delivery Project Training	14	2115
1.1.5	Local Democracy			
	i)	Strengthening of Grama Sabha /Ward Sabha- Training of GS/WS members	14440	1299798
	ii)	Training of District Level Technical Advisory Group	6	532
	iii)	Training of members of Help Desk in Grama Panchayats	5	271
1.1.6	Finance Management			
	i)	Strengthening of Standing Committees-Training of Members of Finance Standing Committee	2	66
	ii)	Strengthening of Standing Committees-Training of members of Finance Standing Committees of Municipalities	5	137
	iii)	Training in Double Entry Accounting		
		a) Double Entry Accounting - Basic Training	17	817
		b)Double Entry Accounting and Sankhya Software-Training of Elected Representatives and Officials of Panchayats	110	2381
	iv)	Double Entry Accounting – Training of Performance Audit Team	9	433
	v)	Training of Accountants working in HIV/AIDS Projects in Finance Management	1	208
1.1.7	Skill Development			
	i)	Training of Trainers	4	85
	ii)	Leadership Training for Women Elected Representatives	56	2000
	iii)	Leadership Training for Youth Elected Representatives	11	353
	iv)	Refresher Course for Elected Members who successfully completed the Certificate Course	2	116
	v)	Leadership Training for Women Elected Representatives of Municipalities	16	619
1.1.8	Special Trainings			
	i)	HIV/ AIDS Control Project- Project Management Training	1	54

	ii) HIV/AIDS Control Project - Field Level Planning	9	569
	iii) HIV/AIDS Control Project- Training of Counselors	1	22
	iv) HIV/AIDS Control Projects- Training of Field Level Workers	1	208
	v) HIV/AIDS Control Projects- Training of Community Workers	42	1153
	vi) Training of newly appointed staff in HIV/AIDS Control Projects	1	8
1.2	National & International Trainings		
	I) National Trainings	12	248
	ii) International Trainings	4	69
	Training of Trainers and Workshops	1446	128930
	Total	16462	1460972





**KILA: Income and Expenditure
(2002-03 to 2011-12)**



1 TRAININGS

1.1.State Level Training

1.1.1 Local Planning

i. Innovative Projects- From Panchayat to Panchayats-Training of Elected Representatives and officials of Grama Panchayat

KILA organized the “Panchayat to Panchayat” Training Programme utilizing the Backward Region Grant Fund for Grama Panchayats of Wayanad and Palakkad districts in order to give them ideas to formulate innovative projects. The methodology of the training was “Learning by Seeing”. The participants of the training were exposed to innovative ideas in development by study visits to Panchayats that have created replicable models of development projects. Study tours were conducted to local governments in and outside the State. Participants from 51 GPs of the two backward Districts took part in the training.

a) Intra-State Level

State level exposure visits were conducted to Adat GP. that had implemented innovative projects. The training participants were exposed to many of the successful enterprises implemented by the Panchayat that won the Swaraj Trophy and other awards for its performance. After the visit the training participants prepared an Action Plan to implement such innovative development practices in their own panchayats. KILA will monitor the implementation of the action Plan in the next year.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Elected Representatives and officials of G.P (10 participants from each Panchayat)	2011 Dec-2012 Jan	3 days	13	410	1230

b) Inter-State Level

The exposure visits to other states were conducted in three phases to different places. During the first phase exposure visits were conducted to GPs of Tamil Nadu with the cooperation of Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbathur. During the second phase visits were organized to Mysore City Corporation to see the Waste Management Project. The third phase visits were organized with the help of MYKAPS to study the development activities based on the Water Shed Based Development Master Plan to the GPs of H.D. Kotte.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
President, Standing Committee Chairperson for Development, Agriculture Officer	2012 Jan - March	3 days	6	148	444



Chief Minister of Kerala Sri. Oommen Chandy inaugurates the Child Resource Centre (CRC) in KILA Campus



Union Minister of State for Energy Sri. K. C. Venugopal inaugurates the Training Programme on Energy Conservation for the Grama Panchayat Presidents at KILA

i. Training of Working Group on Watershed Based Development

Trainings were organized in selected centers in Wayanad and Kannur District to build the capacity of Working Groups for formulating watershed based development plans.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
GP President, Agriculture Officer, Official, Farmers, Elected Representatives	2011 Jun - August	3 days	12	624	1872

ii. Comprehensive Child Development-Training

The LSGs of Thrissur, Malappuram, Palakkad, Wayanad and Kazargod, were given training with a view to achieve comprehensive child development through interventions of panchayats.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
President, Standing Committee Chairperson, Working Group Chairperson and Conveners	2011 October - December	2 days	61	2197	4394

iii. Training of Oorumoopans under Tribal Sub Plan

KILA extended academic support to the Wayanad District Panchayat to formulate a Perspective Plan for the development of Scheduled Caste, Scheduled Tribe, Differently Abled and the Aged. Training Programmes were organized to formulate the Perspective Plan for the development of Scheduled Tribes. The first phase of the programme was completed which consisted of trainings in 11 canters of the district

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Scheduled Tribe Oorumoopans and Tribal Promoters	2012 March	2 days	4	900	1800

1.1.2 Local Administration

(i) General Administration – Training of Elected Representatives

Training was organized for the capacity development of newly elected members in the year



Minister of Panchayat & Social Welfare Dr. M. K. Muneer inaugurates the Model Anganavadi at KILA Campus



Minister of Panchayat and Social Welfare Dr. M. K. Muneer inaugurates the Training of Trainers (ToT) Programme for the Officers from Jammu & Kashmir at KILA

2010-11. The same training was continued this year as well for these Elected Representatives who could not attend the training before.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
President, Vice President, Members	2011 June- July	3 days	5	232	696

ii) Project Management – Training of Chairpersons of Municipalities

In the training conducted to enhance the efficiency of project management in Municipalities, Focus was gives to project management and time management.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Chairpersons and Vice Chairpersons of Municipalities	2012 January	2 days	1	70	140

iii) Solid Waste Management-Training for Chairpersons and Vice Chairpersons of Municipalities

Solid Waste Management has become a formidable challenge to Urban Local Bodies. So the replicable model of Mysore City Corporation's Solid Waste Management Project was the focal point of the training. Preparation of Annual Budget was another module of the training.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Chairpersons and Vice Chairpersons of Municipalities	2012 February	1 day	1	75	75

iv) Strengthening of Development Standing Committees – Training of Chairpersons

The training conducted with a view to strengthen the Standing Committees for Development consisted of modules on Functions of Standing Committees, Resource Mobilisation, Good Governance and Property Tax.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Chairpersons of Development Standing Committees, Members, Officials of Municipalities	2011 December- 2012 May	3 days	4	138	414



Sri. T. K. A. Nair, Advisor to the Prime Minister of India inaugurates the National Level Workshop at KILA for upgrading it as a Deemed University



Minister of Cooperation Sri. C. N. Balakrishnan inaugurates the Training Programme for the Media Persons at KILA

v) Strengthening of Standing Committees - Training of Welfare Standing Committee

The main objective of the training is to enhance the efficiency of standing Committees.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Chairpersons and members of Welfare Standing Committees and officials	2012 February- May	3 days	3	103	309

vi) Induction Training of Grama Panchayat Secretaries

Induction Training in Local Administration was given to newly appointed secretaries of Grama Panchayat. The objective of the training was to develop the competency of the secretaries to carry out the routine tasks relating to local administration. As the secretaries were later redesignated as Superintendents the training was discontinued.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Newly appointed Secretaries of Grama Panchayat	2011 December	7 Days	3	106	318

vii) Induction Training of Grama Panchayat Clerks

The training aims at creating awareness among the newly appointed Lower Division Clerks in GPs about Powers, Functions and Responsibilities of Panchayats.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Newly appointed Lower Division Clerks of Panchayats	2011 April - July	7 days	8	416	3328

viii) Induction Training of Village Extension Officers

The training aims at creating awareness among the Village Extension Officers newly appointed in Panchayats about their functions.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Village Extension Officers	2011 July-August	3 days	6	461	1381



Minister of Panchayat & Social Welfare Dr. M. K. Muneer inaugurates the Seminar for the National Level Monitors (NLM) at KILA



Minister of ST Development and Youth Affairs Kumari. P. K. Jayalakshmi inaugurates the Training Programme for the Oorumboopans and Grama Panchayat Members at KILA

1.1.3 Good Governance

(i) Good Governance – Training of Elected Representatives and Implementing Officers.

Gramaswaraj is the goal of local governance. Devolution of power to Panchayat and Nagarapalika institutions helped achieve the goal of Gramaswaraj, but the equally important goal of Gramaswaraj still remains a for cry. It can be achieved only through effective interaction between elected representatives and officials. Good governance training was imported to the combined group of elected representatives and implementing officers of Panchayats. The Training of Trainers conducted to equip the trainers for this training is mentioned in 2.3.9.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Presidents, Chairpersons of Standing Committees and Implementing Officers of GPs	2011 November - 2012 February	5 days	99	13118	26236

1.1.4. Local Development

(i) Mahathma Gandhi National Rural Employment Guarantee Scheme- Training of Grama Panchayat Presidents

The training was organized to ensure effective implementation of projects under MGNREGS. In the first phase the GP Presidents of Thrissur to Kasargode were covered.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Presidents of GPs	2012 January – February	2 days	4	202	404

ii) Mechanisation in Agriculture - Training of Agriculture Officers

The Agriculture Officers of Palakkad District were given training on Mechanisation in Agriculture by KILA in collaboration with the Agriculture Research Station, under the Agriculture University, Mannuthy. The objective of the training was to develop the skills of Agriculture Officers to use machines.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Agriculture Officers of Palakkad District	2011 July - August	15 days	1	17	85



A discussion is held at KILA for upgrading it as a Deemed University



Rajasthan Minister of Panchayati Raj Sri. Mahendrajith Singh Malavya inaugurates a Training Programme for the Officials and the Elected Representatives from Rajasthan at KILA

(iii) Induction Training of LSGD Engineers in Public Works

The newly appointed LSGD Engineers and the Engineers deployed to Panchayats were trained to ensure effective implementation of Public Works projects in Local Govt. Institutions.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Newly appointed Engineers and deployed Engineers in GPs	2011 December - 2012 January	3 days	3	64	192

(iv) Water Shed Based Development-Training and Agriculture Assistance

Agriculture Assistants were trained to achieve the objective of watershed based development in LSGs. The modules include routine functions of Agriculture Assistants, Watershed Based Development Master Plan of GPs and MGNREGS.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Agriculture Assistants	2011 May- June	3 days	9	433	1299

(v) Kerala Municipality Building Rules – Training of Officials of Town Planning Department.

The training was organized for the officials of Town Planning Department for familiarising them with the Kerala Municipality Building Rules 1999 and 2011.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Officials of Town Planning Department	August 2011 to January 2012	2 days	2	52	104

(vi) Training of Town Planning Officials in GIS

The officials of Town Planning Department were trained to use the computer software on Geographical Information System (GIS).



Sri. Therambil Ramakrishnan MLA inaugurates the Training Programme for the Media Persons at KILA



Sri. T. K. Radhakrishnan MLA inaugurates the Workshop on Issues of Bamboo Workers at Thalappilly Taluk at KILA

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Officials of Town Planning Department	2011 May	5 days	1	14	70

(vii) Training on Kerala Local Govt Service Delivery Project

The initial training under KLGSDP, a project implemented by the Govt. of Kerala with the assistance of World Bank was conducted by KILA in 2011 – 12. The main objective of the training is to improve the service delivery system in three tier Panchayats.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Elected Representatives of three tier panchayats	2011 July	1 day	14	2115	2115

1.1.5. Local Democracy

(i) Training on Strengthening of Grama Sabha/Ward Sabha

Even after 15 years of decentralization of power in Kerala, the Gram Sabhas and Ward Sabhas are not as vibrant as envisaged during the People's Plan campaign. The training for strengthening the GS/WS was organized on the basis of the conviction that decentralization will not be meaningful centers the GS/WS are strengthened.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Members of Gram Sabha / Ward Sabha	2011 December - February	1 day	14440	2052256	2052256

150-200 members of each GS/WS were given training. Training of approximately 13 lakhs of citizens in 14440 batches is an unparalleled achievement in the history of capacity building. It was made possible because of careful planning and preparation that ensured the service of trained trainers at different levels. 14440 batches of facilitators were trained by KILA, starting with Master Trainers at State Level, Trainers at District Level and Field Level Trainers at LSG level.

(ii) Training of District Level Technical Advisory Group

The members of District Level Technical Advisory Group were trained to enhance their competency to appraise the development projects formulated by local govts.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Members of District Level Technical Advisory Group	2011 April - May	2 days	6	535	1064



Sri. R. K. Singh IAS, Secretary, LSGD inaugurates the Workshop for the State Level Technical Advisory Group (SLTAG) at KILA



Sri. Sreejith IPS, DIG, Kannur Range inaugurates the Researchers' Workshop on Child Governance at KILA

(iii) Training of members of Help Desk in Grama Panchayats

Training was given to selected members of Help Desk Functioning in GPs with a view to strengthen the Help Desk system.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Members of Help Desk in GPs	2011 April – May	3 days	5	271	813

1.1.6. Finance Management**(I) Strengthening of Standing Committees – Training of members of Finance Standing Committee**

The training objective was to make finance management of GPs efficient by imparting training to the committee members

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Members of Finance Standing Committee, Clerks and Accountants	2012 January-February	3 days	2	66	132

(ii) Strengthening of Standing Committees – Training of members of Finance Standing Committees of Municipalities.

The training aims at efficient financial management in Municipalities. Important modules are Functions of Finance Standing Committee, Property Tax, Other Taxes, Resource Mobilisation and Budgeting

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Chairpersons and members of Finance Standing Committee of Municipalities	2011 October-November	3 days	5	137	411

(iii) Training on Double Entry Accounting

The Govt of Kerala has introduced double entry accounting in all Local Self Govt Institutions in its attempt to improve financial management. KILA conducted many trainings for the Accountants to enable them to implement the new system. In the first phase the Accountants were given training on basic principles of double entry accounting and in the second phase accounting practices and Sankhya Software were included. The Elected Representatives were also trained to use Saankhya Software. Two day Refresher Course was conducted for the Accountants and a One



Grama Panchayat Association President Sri. P. T. Mathew inaugurates the Pre Service Training for the Newly Appointed Secretaries at KILA



Municipal Chamber Chairman Sri. Jamal Manakkadan inaugurates the Project Planning Workshop of ULBs at KILA

day training was conducted to enable them to prepare Annual Statement of Accounts. In the first phase, 395 GPs were given training, out of which 345 GPs have switched over to the new system. In addition to the training Information Kerala Mission has given technical support to the three tier panchayats. The remaining Panchayats will be trained in the next year, 2012 – 13

(a) Double Entry Accounting – Basic Training

It was the first round of training in fundamentals double entry accounting and use of Sankhya software.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Accountants of GPs	2011 April - August	2 days	17	817	1634

(B) Double Entry Accounting and Sankhya Software – Training of Elected Representatives and Officials

As a step to improve the financial management of GPs, the Govt of Kerala introduced the double entry accounting system in 2011. The main objective of the training is to impart knowledge about the accounting system and develop the skills of the stakeholders to Sankhya software. Accordingly training was given to the Accountants of GP on Accounting Rules of Panchayat and Sankhya Software. After completing the training of officials, the Presidents and Vice Presidents of those panchayats were given a one day orientation in the subject. Later the Information Kerala Mission extended technical support to the Panchayats to ensure the transition from the old to the new accounting system.

Participants	Duration	No. of Batches	No. of Participants	No. of Mandays
Accountants and Clerks of GP	4 days	63	1099	4396
Secretaries of GP	3 days	30	490	1470
Second round of training of Accountants of GP	2 days	6	244	488
Presidents and Vice Presidents of GP	1 day	6	400	400
Officials of Block Panchayats	1 day	1	25	25
Presidents and Vice Presidents of Block Panchayats	4 days	2	70	280
Officials of District Panchayats	1 day	1	13	52
Presidents and Vice Presidents of District Panchayats	4 days	1	40	160



A discussion with KILA Faculty Members and Mysore City Corporation Mayor Smt. Pushpalatha Chikkanna and officials



District Deputy Collector Dr. P. K. Jayasree inaugurates the Training Programme for the Municipal Chair Persons at KILA

The trainings were conducted in Thrissur KILA, Palakkad IRTC, Thiruvananthapuram ICM and Wayanad Swaminathan Research Foundation.

(iv) Double Entry Accounting – Training For Performance Audit Team

The training was organized for the performance Audit team in order to impart the knowledge about the double entry accounting system and application of Saankhya software in GPs.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Performance Audit Team members (LDC, UDC, JS & Secretary)	2011 May-June	3 days	9	433	1299

(v) Financial Management – Training of Accountants working in HIV/AIDS projects

KILA organized training for the Accountants working in HIV/AIDS projects on Financial Management with the assistance of SRG. Focus of the training was on Budget and preparation of Statement of Accounts.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Accountants working in HIV/AIDS Projects	2011 August - October	5 days	1	208	1040

1.1.7. Skill Development

(i) Training of Trainers

It was mentioned earlier that KILA organized trainer's training programme for the extension faculty of KILA to develop their skill in the application of participatory training methods based on the principles of adult learning. KILA has conducted many trainings on training methodology for the benefit of trainers. The training modules consist of presentation skills, use of audio-visual aids, different training techniques and management of training.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Extension Faculty of KILA	2011 October - 2012 January	3 days	4	85	340

(ii) Leadership Training for Women Elected Representatives

Reservation of 50% seats for women in local governments has resulted in the emergence of a large number of women leaders. Recognising the need to build their capacity, leadership training was organized for the target group. The training module includes know oneself, democratic



Municipal Chamber Chairman Sri. Jamal Manakkadan inaugurates the Training Programme for the Municipal Chair Persons at KILA



KILA- UNICEF Faculty are participating in a Planning Workshop of Child Resource Centre at KILA

leadership, effective communication, presentation skill, meeting management, conflict management, stress management and decision making.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Women Elected Representatives	2011 April - 2012 February	3 days	56	2000	6000

(iii) Leadership Training for Youth Elected Representatives

The training was conducted for the youth elected representatives focusing on knowing oneself, democratic leadership, effective communication, presentation skill, team building, time management, meeting management, conflict and stress management and decision making.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Youth Elected Representatives	2011 December - 2012 February	3 days	11	353	1059

(iv) Refresher Course for Participants who completed Certificate Course in Local Governance

The Refresher Course was organized for the Elected Representatives who successfully completed the Certificate Course in Local Governance conducted by KILA

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Elected Representatives who successfully completed the Certificate Course	2011 October	2 days	2	116	232

(v) Leadership Training of Women Elected Representatives of Municipalities

The training was aimed to build the capacity of women elected representatives of Municipalities with focus on leadership qualities.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Women Elected Representatives of Municipalities	2011 Sept - 2012 Feb	3 days	16	619	1857



KILA Director Dr. P. P. Balan inaugurates the Training Programme for the Women Elected Representatives from Sri Lanka at KILA



Sri. S. S. Gill, Director, CRRID inaugurates the National Level Workshop at KILA for upgrading it as a Deemed University

1.1.8. Special Trainings

In the context of the spreading of HIV all over the world, the Kerala State AIDS Control Society (KSACS) has been widening its activities throughout the State. It is necessary to integrate the activities of the Society with similar activities of other agencies and NGOs. KILA has set up a State Training and Resource Centre for the purpose. The details of trainings organized by the STRC during 2011-12 are given below

(i) HIV/AIDS Control Project-Project Management Training

STRC with the support of KILA imparted training to the Project Managers in order to enhance their skills in management of project.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Project Managers	2011 November	4 days	1	54	216

(ii) HIV/AIDS Control Project – Field Level Planning

STRC organized a training for field level workers of projects to develop their skill in field level planning

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Project Managers and Field Level Workers	2011 June-2012 February	2 days	9	569	1128

(iii) HIV/AIDS Control Project - Training of Counselors

The counselors working in HIV/AIDS Control Projects were given training to enable them to explore counseling possibilities and to improve their counseling skills.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Counselors workings in HIV/AIDS Control Projects	2011 November	4 days	1	22	88

(iv) HIV/AIDS Control Project - Training of Field Level Workers

STRC conducted the training to deeper the awareness of field level workers about the Component Plans of HIV/AIDS projects



Kannur University Vice Chancellor Dr. Michael Tharakan discusses the Workshop at KILA for upgrading it as a Deemed University



Holend Embassy Policy Advisor Sri. Muhammed Afsal discusses in a Alumni Workshop conducted by KILA and Holend Alumni Network Kerala Chapter at KILA

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Field Level Workers of HIV/AIDS projects	2011 June - 2012 February	5 days	1	208	1040

(v) HIV/AIDS Control Projects - Training of Community Workers

The target group of the training was the community workers of HIV/AIDS Control Projects. The focus of the training was on project activities and reporting.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Community Workers of HIV/AIDS projects	2011 November - December	2 days	42	1153	2306

(vi) HIV/AIDS Control Projects - Training of Newly Appointed Staff

STRC organized the training for the newly appointed personnel to create awareness about the component plans of AIDS/HIV Control Programme and their management.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Newly appointed Personnel	2011 June - 2012 January	1 day	1	8	8

1.2 National and International Trainings

Kerala has emerged as a replicable model for the third world countries with regard to decentralization of power. KILA has attained nation wide and world wide recognition in effective capacity building and training of Local Self Govt. Institutions. As a result the Elected Representatives Officials and Policy Makers of other parts of the country and other countries come to KILA for study visits and training.

(i) National Trainings

Study teams from Karnataka, Maharashtra, Chhatisgarh, Goa, Rajasthan, Jammu & Kashmir and Lakshadweep have attended training courses in KILA during 2011-2012.

Sl No	Participants	No. of Batches	Duration	No. of Participants	No. of Mandays
1.	Elected Members of GP from Karnataka	2	3 days	73	219



Dr. Gireeshan inaugurates the Inter State Field Visit of Elected Representatives at RGNIYD, Chennai.



A Workshop conducted for the Tribes from Wayanad

2.	Elected Members from Rajasthan	1	3 days	24	24
3.	Women Elected Members from Maharashtra	1	3 days	15	45
4.	Team of Elected Members and UNICEF officials from Rajasthan	1	3 days	26	78
5.	Officials from Chathisgarh	1	5 days	13	45
6.	Elected Members from Jammu & Kashmir	2	5 days	7	35
7.	Elected Members from Lakshadweep	2	7 days	22	154
8.	Study Visit of IAS Officers	1	1 day	18	18
9.	Elected Members from Goa	1	5 days	16	80
10.	Team of NIRD, UNICEF-CRC Representatives	1	5 days	34	170
11.	Total	12	40	248	916

(ii) International Trainings

Study teams from Sri Lanka, Bhutan and Italy visited KILA in 2011-12

Participants	Period	Duration	No. of Batches	No. of Participants	Mandays
Study Team from Sri Lanka	2001 April and October	6 days	2	6	36
Study Team from Italy	2011 December	1 day	1	21	21
Study Team from Bhutan	2011 November	2 days	1	42	84
Total		9	4	69	141

2 OTHER CAPACITY BUILDING ACTIVITIES

2.1. Research

KILA conducts Research and Consultancy Service to strengthen the Local Self Govt Institutions of the State.

a) **Human Development Report of Wayanad District.**

The data collection process for preparing the Human Development Report of Wayanad District is nearing completion. When the process is completed the Human Development Report will be finalized. The backward regions of the district can be identified on the basis of development and Action Plan can be formulated to address the development issues.

b) **Perspective Plan of Wayanad District.**

The Wayanad District Panchayat has formulated a Regional Perspective Plan for the comprehensive development of the district. The objective of this endeavour is to collect data about the aged, women, differently abled persons, Scheduled Castes and Scheduled Tribes, analyse their status and formulate projects under the 12th Five Year Plan to address their problems. KILA provides academic support, training and oversees the implementation of the project. Following are the activities completed so far in connection with the project.

1. Awareness programme for District Panchayat Members and Faculty.
2. Preparation of Survey Forms
3. Training of Anganwadi teachers on secondary data collection
4. Secondary data collection
5. Consolidation of data

2.2 Seminars / Workshops

2.2.1 **Energy Conservation – One day workshop for GP Presidents**

KILA organized a one day workshop in collaboration with Energy Management Center, Trivandrum to explore the intervention possibilities of GPs in energy. Presidents of GPs from all districts participated in the workshop. The Workshop discussed the possibilities of utilising solar energy and other non conventional sources of energy to address the energy crisis in the State

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Presidents of GPs	2012 February	1 day	1	89	89

2.2.2. **One day workshop for Role of Political Party Leaders in Local Governance**

The training was organized to sensitise district level political party leaders on their role in local governance. In the first phase, political party leaders of two BRGF (Backward Region Grant

Fund) districts (Wayanad and Palakkad) were given training.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Political Party Leaders	2012 March	1 day	1	9	9

2.2.3 Media and Decentralisation-One day Workshop

KILA and Kerala Union Working Journalists (KUWJ) jointly organized a one day workshop for media persons to discuss the role of media persons in promoting decentralization of power.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Media Persons	2011 November	2 days	1	70	70

2.2.4 Gender Budget Workshop

As part of the International Women's Year celebration the Social Welfare Department of the Govt. of Kerala organized a programme from 8-17 March 2012 in Kozhikode called "Thandedam Gender Fest". KILA organized a Workshop for the GPs of the district on Gender Budget with a view to bring women to the mainstream. The Workshop suggested measures for preparing Gender Budget taking into account the special needs of women and collecting data to prepare Women's Status Study

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
GP Presidents, Chairpersons of Standing Committees, ICDS Supervisors, Chairpersons of CDS	2012 March	2 days	2	171	342

2.2.5. Researchers Workshop

There are very few research studies in the problems of children, especially the second generation problems. The Workshop was a forum for interaction between researchers and potential researchers. A new concept of Child Governance Research Methodology evolved from the deliberations.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Researchers	2012 February	2 days	1	39	78

2.2.6. Problems and Solutions of Bamboo Workers – One Day Workshop.

The one day workshop was organized to discuss the problems and chalk out remedior relating to the bamboo workers of Wadakkanchery area of Thrissur district. The District Committee of Kerala Panchayat Association and two scheduled Caste Cooperatives of Wadakkanchery collaborated with KILA to organize the workshop.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Grama Panchayat President, Representatives of Bamboo Workers Association and Bamboo Workers	2012 January	1 day	1	56	56

2.2.7. State Level Consortium

A consortium of various govt. departments, institutions, NGOs; and others associated with child development was organized at Thiruvananthapuram. The consortium deliberated on child development in the XII th Five Year Plan.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Experts from Govt. departments, institutions and NGOs associated with child development	2011 November	1 day	1	60	60

2.2.8. Preparatory Workshops for Deemed University

Govt. of Kerala has decided to elevate KILA to Deemed University Status and its preparatory work was started in 2011. Many workshops and consultative meetings were conducted and one of them was attended by Sri.T.K.A. Nair, Prinicpal Advisor to the Prime Minister.

Participants	Period	Duration	No. of Batches	No. of Participants	No. of Mandays
Experts from Universities in and outside Kerala, Researchers & Officials	2011 September - October	1 day	4	92	92

2.2.9. Other Workshops

Before the launching of any training by KILA, workshops are conducted to assess training needs, prepare modules, handbooks and tool kits. Workshops are conducted to prepare policy documents also. Details are given below.

Sl No	Programme	No. of Batches	No. of Participants
1.	C-Bulb Workshops	9	291
2.	KLGS DP-Training of Trainers	2	87
3.	Town and Country Planning Workshop	5	192

4.	Faculty Workshops and Module Preparation Workshops	23	673
5.	Preparation of River Basin in Management Plan	3	29
6.	GIS Workshops	3	107
7.	SC/ST Survey Cell Workshops	11	107
8.	Municipal Administration Workshops	4	104
9.	Child Resource Center Workshop	1	60
10.	Good Governance Training – Training of Trainers	2	135
11.	Training of Trainers	23	1150
12.	Training of Master Facilitators	212	15981
13.	Training of Facilitators	1209	111739
14.	National Level Monitors' Workshop	2	60
	Total	1446	128930

2.3. Formulation of Policy Documents

2.3.1. Designing of Project Formats

As directed by the Govt of Kerala the Project Formats and Codes were modified by KILA. The Information Kerala Mission has started to adapt the Sulekha software to suit the modification. When the process is completed, the modified Formats and Codes have been finalized in consultation with the stakeholders. After that the Guideline for their use has been prepared.

2.3.2. Guideline for the Formulation of District Plan

The Constitution of India mandates formulation of District Plan. KILA prepared the Guideline for the formulation of District Plan. After consultation at different levels it was validated in a workshop held in Institute of Management in Government, Thiruvananthapuram on 20 March 2012. The total participation was 107 persons, consisting of members of the State Coordination Committee, State resource Group and experts.

2.3.3. Guideline for Plan Formulation

KILA prepared a draft Plan Formulation Rules for Local Governments and submitted it to the government. As the Rules cannot be passed before the starting of XII th Five Year Plan a Plan Formulation Guideline for the XII th Five Year Plan was drafted. It was discussed in a workshop held in Institute of Management in Government on 22 February 2012 and submitted to the Government for approval.

2.3.4. Guideline for River Basin Management

The Guidelines for River Basin Management were prepared by KILA to provide guidance to the protection activities of the two rivers, Kabani and Bharathapuzha in the two BRGF districts of

Wayanad and Palakkad. The draft guidelines will be finalized in a workshop participating experts. Although the document is prepared for the protection of Kabani and Bharathapuzha it will be of use in protection interventions of other rivers of the state.

2.4 Capacity Development for Local Governance

2.4.1. State Resource Group (SRG)

During the XI th Five Year Plan Period a State Resource Group was constituted of experts and officials of various development sectors to provide leadership and support to local plan formulation, implementation and monitoring activities.

Objectives

- To support LSGs in activities related to decentralised planning
- To take steps with the approval of LSGD to prepare guidelines and orders necessary for the smooth functioning of peoples plan.
- To cooperate with KILA to organize training, workshops and consultations to enhance the quality of Peoples' Plan.
- To facilitate effective and systematic conduct of plan formulation, implementation, monitoring, approval, evaluation and social audit activities.
- To assist the LSGIs to maintain records and accounts and strengthen the support systems
- To functions as support systems to solve the problems relating to plan implementation.
- Important Activities performed by SRG in 2011-12
- Discussed and made suggestions to improve the Plan Formulation Guidelines prepared by KILA.
- Discussed and made suggestions to improve the District Plan Manual prepared by KILA.
- Prepared the agenda notes, minutes and monitored follow up , action for the State Coordination Committee for People's Plan
- Facilitated the functioning of the State Coordination Committee.

As the SRG team was reconstituted last year, the team streamlined the functioning of the office and management of files and documents.

2.4.2 Help Desk System

The Help Desk System was introduced as a support system to clear the doubts of local govt functionaries and help them to solve problems relating to local administration . The Help Desk also collects data in selected development sectors, publishes consolidated reports of innovative projects implemented by Panchayats, creates platforms for debates and discussions, disseminates the knowledge created by research and development institutions and enlists the service of experts to strengthen decentralization. The present Help Desk System functions at four levels

- (i) State Level Resource Group
- (ii) Help Desk functioning in KILA
- (iii) District Level Help Desk
- (iv) LSGI Level Help Desk

Experts in Panchayati Raj and Municipalities and govt orders are operating the Help Desk in KILA.

The District level Help Desk consists of 4-5 experts in General Administration, Local Planning, Finance Management and Local Development. At the level of the LSGI, the service of one expert is made available.

Item	Number
Answers given to question by KILA Help Desk Team in 2011 – 2012	14483

2.4.3. State Level Technical Advisory Group

The Govt of Kerala Constituted the SLTAG to vet the projects prepared by the District Panchayats and Municipal Corporation before they are submitted to District Planning Committee for approval. The SLTAG consists of 17 Sub Committees namely

- | | |
|--------------------------|--|
| 1. Watershed Development | 2. Animal Husbandry |
| 3. Fisheries | 4. Local Economic Development |
| 5. Poverty Alleviation | 6. Education, Culture, Youth Affairs, Sports & Games |
| 7. Health | 8. Drinking Water Sanitation and Solid Waste |
| 9. Energy, | 10. Roads and Bridges |
| 11. Buildings | 12. Social Security |
| 13. SC-ST Development | 14. Women and Child Development |
| 15. Good Governance | 16. Appraisal of Local Plans and Accounts |
| 17. Town Planning | |

The Development Plans of District Panchayats and Municipal Corporations from Kazargode to Thrissur were vetted at KILA and the others were vetted at District Panchayat Office, Thiruvananthapuram. KILA facilitated and gave support to the SLTAG to function efficiently. Besides it also hastened and supported the vetting of Plan Documents of Thrissur region.

2.4.4. Child Resource Centere

The Child Resource Centre was established in KILA with the technical and financial support of UNICEF to enable the LSGIs to ensure comprehensive child development. Sri. Oomen Chandy, the Chief Minister of Kerala inaugurated the centre on 8 October 2011.

- Comprehensive Child Development – Training
- Online Repository
- State Level Consortium
- Researchers' Workshop
- Internship

2.4.5. Scheduled Caste (SC) – Scheduled Tribe (ST) Resource Cell

The SC-ST Resource Cell was established in KILA to undertake the survey to collect data regarding all Scheduled Tribes and the colonies and families of Scheduled Castes. The responsibilities of the Survey Cell include keeping the records and documents of the survey, organizing trainings, finance management and monitoring field activities.

Important activities of the Cell.

1. Prepared the survey reports and tables of ST survey conducted in all 14 districts
2. Prepared and supplied the reports of ST Survey at District Panchayat, Block Panchayat, Grama Panchayat and Municipality level.
3. Survey in three districts was completed .
4. Organised training of Working Groups for ST Development in the districts of Wayanad, Kozhikode, Palakkad, Malappuram and Pathanamthitta.
5. Assisted the production of a film called “Nanka-Udhra” about the advises of Kerala.
6. Complete the survey of SC colonies and families
7. Completed data entry of survey forms.
8. Prepared tables at District-Block-Grama Panchayat and Urban Local Body Level and supplied them to the LSGs.
9. Organised training of working Groups for SC Development in Palakkad and Wayanad Districts.

2.4.6. Associations of LSGs

KILA continues to play an important role to facilitate the activities of G P Association, BP Association, DP Association and Municipal Chamber. Joint workshops are organized by KILA with the Associations. And representatives of the Associations are invited to the programmes of KILA.

2.5. Other Programmes

Units of other agencies and departments are functioning in KILA Campus.

2.5.1. Entrepreneurship Development Institute India (EDI)

The unit of EDI, a Central Govt Agency that promotes self employment in Kerala is functioning in the campus.

2.5.2. Training Cell of Town and Country Planning Department

The Training cell of Town and Country Planning Department is functioning in the campus. The Cell schedules various training programmes for the department and implements them with the support of KILA.

2.6. Extension Activities

2.6.1. Library Centre

The Library has a good collection of periodicals and books. Not only the staff of the institute but also researchers, development workers and students have access to the Library. Good Governance, Local Development, Decentralization and different development sectors.

KILA Library – Titles	
Total number of books till 2010-11	11190
Books purchased in 2011-12	21
Total	11211
Magazines and Journals	22
Dailies	10

2.6.2. Publications in 2011 – 12

KILA had many publications to its credit since its beginning. One of the important journals is a Bulletin that takes the activities of KILA to Panchayats. Publications are made every year on different subjects for the purpose of trainings and studies. The Publication Committee is headed by the Director and a member from the faculty is selected as editor.

Publications 2011-12

Sl.No.	Name	Language	Month and Year of Publications
1.	Innovative Projects-Adat Model	English	March 2012
2.	Innovative Projects-Nadathara Model	Malayalam	February 2012
3.	Solid and Liquid Waste Management-Mysore Model	Malayalam	January 2012
4.	Innovative Project – Adat Model	Malayalam	November 2011
5.	Local Governance – Govt Orders and Circulars-Part IX	Malayalam	September 2011
6.	Local Governance- Govt. Orders and Circulars-Part X	Malayalam	September 2011
7.	Local Governance- Govt. Orders and Circulars-Part XI	Malayalam	September 2011
8.	Kerala Panchayati Raj Accounting-Copendium of Rules and Orders	Malayalam	August 2011
9.	Saankhya – Users manual	Malayalam	August 2011
10.	Performance Audit Guide	Malayalam	August 2011
11.	Panchayat Administration Guide	Tamil	August 2011
12.	Local Governments and Comprehensive Child Development	Malayalam	August 2011
13.	Food Security – Integrations of Programmes at Local Level – Training of Agriculture Assistants	Malayalam	July 2011

14.	Induction Training of Newly Appointed Officials – Formats, Orders and Circulars	Malayalam	July 2011
15.	Local Governance – Frequently Asked Question and Answers. Volume 7	Malayalam	June 2011
16.	Leadership Development for Efficient Local Governance	Malayalam	June 2011
17.	Gender Mainstreaming - 2011. Working Paper 16	English	June 2011
18.	Govt. Orders and Circulars relating to Technical Advisory Group	Malayalam	May 2011
19.	Panchayat Administration Guide –English Translation	Malayalam	May 2011
20.	Training Manual – Training of Block Panchayat Member	English	May 2011

2.6.3. Online Repository

Inorder to network the activities of Child Resource Centre and to provide opportunity for others to interact, an online repository has been started www.crc@kila.org, Email: mail@crckila.org.

2.7. Internship

Many academic and research institutions from Kerala and outside Kerala send Students to KILA for internship to study the academic activities of the institute and also for in depth study of local governance and decentralized planning. The interns get training under KILA faculty. Internship not only helps students learn but also their service is useful to the institute in many ways.

Internship in 2011 – 12

Sl. No	Name of Institution	Duration	Subject of Study	Name of Intern	Faculty Guide
1.	Regional Centre – Sri Sankaracharya University, Thuravur	30 days	MSW	Nazaruddin A.S. & Muhammed Jabir	Dr. J.B. Rajan
2.	Gandhigram Rural University, Madurai	30 days	MA Development Administration	Amal .G. Vallikkappil & Saranya .A.P.	Dr. J.B. Rajan
3.	School of Management Studies, Palakkad	15 days	MBA	Ragi.P.B.	Dr. J.B. Rajan

4.	Stella Maria College, Chennai	30 days	MA Economics	Nivia.V. Neelankavil	Dr. J.B. Rajan
5.	Rajagiri College of Social Sciences, Kalamassery	30 days	MSW	Nithin	Dr. J.B. Rajan
6.	Sree Sankaracharya University, Kalady	30 days	MSW	Nithila & Neena	Dr. Peter .M. Raj
7.	Kerala University Kariavattom Campus	30 days	MSW	Remya & Vijaya	Dr. Peter .M. Raj
8.	Stella Maria College, Chennai	30 days	BA Sociology	Savya .V. Neelakkavil	Dr. Peter .M. Raj

2.8. Trainings and Workshops participated by Director and Faculty of KILA

2.8.1. Dr. P.P. Balan, Director

Sl.No	Name of Institution	Period	Programme
1.	Ministry of Rural Development Leela Hotel, New Delhi	2012 March 23-24	PURA
2.	Mysore City Corporation	2011December 18-19	Waste Management
3.	Indonasia	2011November 11-23	Member of Indian Delegation to Indonesia to study about the Local Govt. System

2.8.2. Dr. Sunny George, Associate Professor

Sl.No	Name of Institution	Period	Programme
1.	Mysore City Corporation	2011December 18-19	Waste Management
2.	Janagraha, Bangalore	2011November 17-20	Indian Urban Conference
3.	School of Planning and Architecture, New Delhi	2011November 29-30	Expert Project Studio
4.	World Bank	2012 February 16-17	International Seminar on Decentralization

5.	University Grants commission	2012 March 4	Discussion to transform KILA to deemed university
6.	Govt. of Kerala	2012 March 8	Workshop on Methodology for preparation of District Plan
7.	IMG, Thiruvananthapuram	2012 April 25	Discussion for second phase of training under J.N.N.U.R.M.

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

Sl.No	Name of Institution	Period	Programme
1.	Ministry of Rural Development Leela Hotel, New Delhi	2012 March 23-24	PURA
2.	IMG, Thiruvananthapuram	2012 February 23-24	SABLA
3.	ISS, New Delhi-Training held in IMG, Thiruvananthapuram	2012 February 21-22	Participatory Budgeting
4.	Mysore City Corporation	2011 December 18-19	Waste Management
5.	Postal Training Centre, Madhura	2011 December 12-16	Resource Person for DTS Training
6.	Postal Training Centre, Vadodara	2011 October 10-11	Resource Person for ELT Training
7.	RGNIYD, Sriperumbudur	2011 August 3-4	Deemed University Modalism
8.	Administrative Training Institute, Mysore	2011 May 9-13	Resource Person for DTS Training

2.8.4. Dr. Peter .M. Raj, Associate Professor

Sl.No	Name of Institution	Period	Programme
1.	UNDP-Dest of Panchayati Raj. Virgin Bhavan New Delhi	.2011May 20	Capacity Assessment Exercise for implementing NCBF
2.	Kannur University	2011July 02	Doctoral Committee
3.	Kannur University	2012 January 01	Doctoral Committee
4.	Oxfam International	2012 February 28-29	Learning Event for Oxfam India Partners

2.9. Publications of KILA Faculty**2.9.1. Dr. Sunny George, Associate Professor**

Sl.No	Name of Article	Language	Month and Year of Publication	Name of Journal/Book
1.	Kerala Model in main streaming LSGIs	English	2011	International Seminar organized by World Bank
2.	Planned Development and Peoples' Participation	English	2011	Indian Urban Conference organized by Janagraha, Bangalore
3.	Decentralisation of Power and Participatory Budgeting Kerala Model	Chinese	2011	Published in the book "Participatory Budgeting in Asia and Europe"

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

Sl.No	Name of Article	Language	Month and Year of publication	Name of Journal/Book
1.	12 th Five Year Plan Desirability of Fish worker Centred Approach	Malayalam	January 2012	Yojana
2.	Social Justice Through Local Governance-Kerala Context	Malayalam	April 2011	Yojana

3.	Fish workers of Kerala Problems and Prospects of Development	Malayalam	2011	TSS Jubilee Souvenir 2011
4.	Progressing Fisheries and Marginalisation of Fish workers	Malayalam	2011	Kerala Development Congress 2011
5.	Local Governance-Intervention Possibilities in Fisheries Sector	Malayalam	2011	Kerala Development Congress 2011
6.	Fish workers and Local Self Government Institutions	Malayalam	2011	Fisherman Welfare Fund Board Silver Jubilee

2.9.3. Dr. Peter.M.Raj, associate Professor

Sl.No.	Name of Article	Language	Month and Year of Publication	Name of Journal/Book
1.	Empowerment of Women Elected Members of Kerala – What Next ?	Malayalam	March 23012	Concept Publishing Company, NewDelhi

3 SUPPORT SYSTEM AND ORGANOGRAM

3.1. Administration

The Governing Body of KILA consists of a General Council of 11 members and an Executive Council of 5 members.

3.1.1. General Council

1. **President** -Minister for Local Self Governments
2. **Vice President** - Chief Secretary, Government of Kerala
- Members**
3. Secretary, All India Panchayat Parishad
4. Chairman, Chamber of Municipal Chairperson
5. President, Kerala Panchayat Association
6. Joint Secretary (Training), Rural Development Department, Central Secretariat
7. Director, Chair for Panchayati Raj, NIRD, Hyderabad
8. Secretary, Local Self Govt Department
9. Secretary, Planning and Economic Affairs Department
10. Secretary, Finance (Expenditure) Department
11. Director, KILA

3.1.2. Executive Council

1. Secretary, Local Self Govt Department (Panchayat)
2. Secretary, Finance (Expenditure) Department
3. Director, KILA
4. Director, Panchayat Department
5. Director, Municipal Administration Department

The Executive Council governs and controls the institute according to the directions of the General Council.

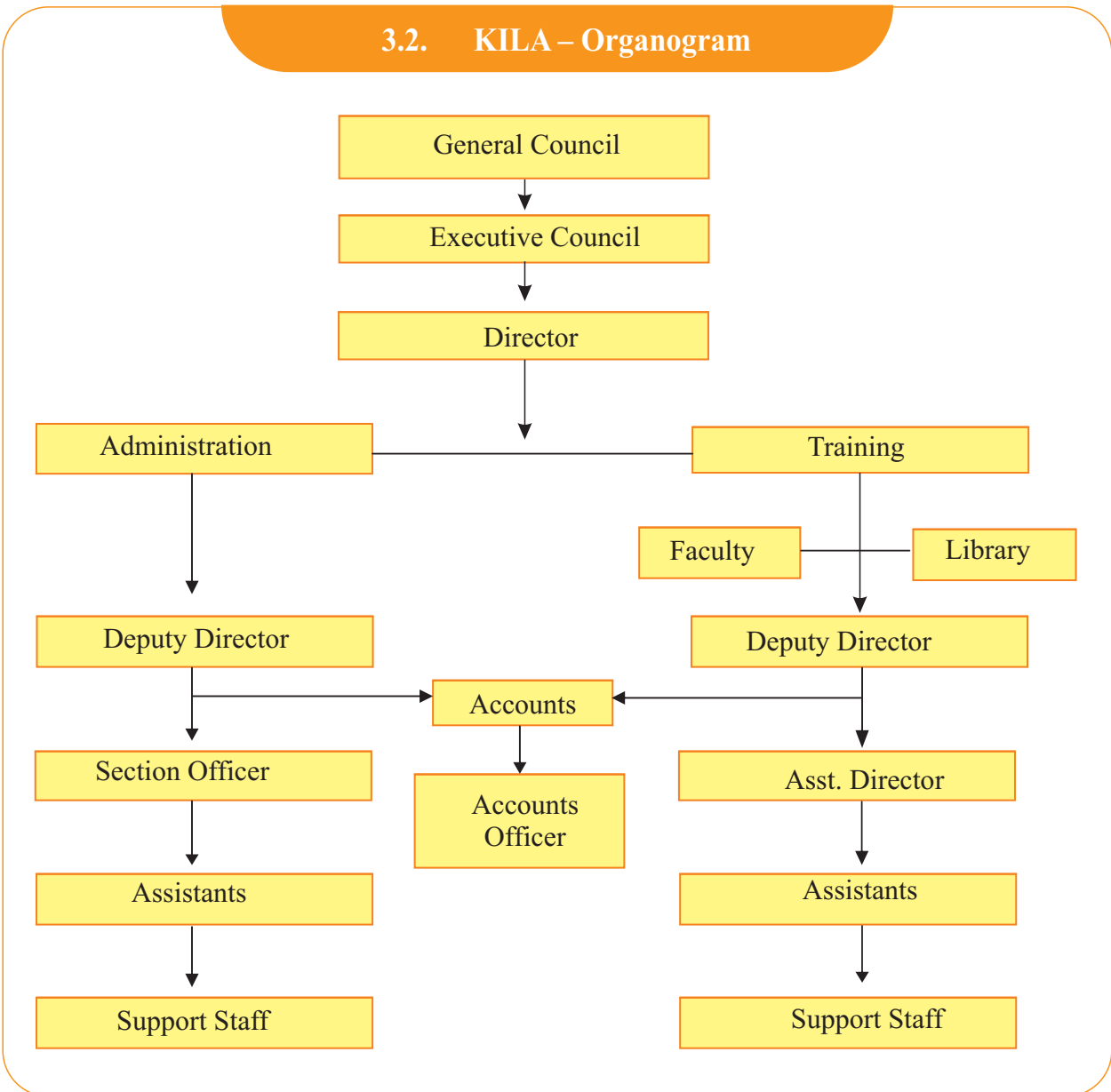
3.1.3. Academic Committee

The Academic Committee is headed by the Director. The faculty as members oversees all training to ensure uniformity and quality.

Academic Committee

Chairperson		Dr. P.P. Balan, Director
Convener		Dr. Sunny George, Associate Professor
Members	1.	Dr. Peter.M.Raj, Associate Professor
	2.	Dr. J.B. Rajan, Assistant Professor
	3.	Dr. Abey George, Assistant Professor

3.2. KILA – Organogram



3.3. Staff

1.	Dr. P.P. Balan	Director (Deputation)
Academic		
2.	D. Sunny George	Associate Professor
3.	Dr. Peter .M. Raj	Associate Professor
4.	Dr. J.B. Rajan	Assistant Professor
5.	Dr. Abey George	Assistant Professor
6.	Sri. K. Rajasekharan	Librarian
Administration		
7.	Sri. Rajan .P.I.	Deputy Director (Deputation)
8.	Smt. Girijadevi .R.	Accounts Officer
9.	Dr. K.N. Lalithabai	Research Assistant
10.	Sri. Mirash .O.S.	Computer Programmer
11.	Sri. K.K.Babu	L.D. Clerk
12.	Sri. K.P. Unnikrishnan	L.D. Clerk
13.	Smt. Nafla.K.M.	L.D. Clerk (Probation)
14.	Sri. Gireesh.K.	L.D. Clerk (Probation)
15.	Sri. Vinod .K.	L.D. Clerk (Probation)
16.	Sri. N.T. Davis	Audio Visual Assistant
17.	Sri. K.P. Abdul Samad	Electrician
18.	Sri. Muhammed A.K.	Driver
19.	Sri. Ravindradas .K.V.	Driver
20.	Sri. Jayadevan .S.	Driver
21.	Sri. Ramanathan .H.	Plumber
22.	Sri. Jayan .E.K.	Khalasi
23.	Sri. Rajan .T.	Khalasi
24.	Sri. Sajan Peter.T.	Khalasi
25.	Sri. Sivanandan .K.K.	Khalasi
26.	Sri. Santhosh .T.A.	Khalasi

27.	Sri. Santhosh .K.S.	Khalasi (Probation)
28.	Abdul Rasheed.U.K.	Khalasi (Probation)
29.	Sri. Balakrishnan.A.K.	Khalasi (Probation)
30.	Smt. Lisy .K.V.	Sweeper
31.	Smt. Lilly .C.D.	Sweeper
32.	Smt. Mini.E.K.	Sweeper
33.	Smt. Vijayam .T.K.	Sweeper
34.	Smt. Remani.E.K.	Sweeper
35.	Smt. Indira .T.G.	Part time Sweeper
36.	Smt. Vilasini .K.I.	Part time Sweeper
37.	Smt. Rosakutty .V.O.	Part time Sweeper
38.	Smt. Mary Paulson	Part time Sweeper

4 INFRASTRUCTURE DEVELOPMENT IN 2011-12

4.1. Computer Lab

Earlier the Computer Lab of KILA had only 20 computers. Now, a new spacious hall with 50 computers is set up. At present the institute is in a position to give computer training to Elected Members, and officials as and when required.

4.2. Model Anganwadi

The Mulankunnathkavu Grama Panchayat has opened an Anganwadi in the campus that would be a model for other panchayats.

4.3. South Asia School of Local Governance (SASLG)

Construction of SASLG is in progress in the campus. It is for providing comfortable training to participants of international programmes.

4.4. Construction of Compound Wall

The construction of compound wall around the newly purchased land was completed

4.5. Road Construction and Repair.

A new road of 100 metre width that passes in front of the Library was constructed. All other Roads inside the campus were retarred.

4.6. Repair of Quarters

The quarters that need repair were repaired and repainted in the report year.

5 AUDIT STATEMENT OF ACCOUNTS



V. VENUGOPALAN & ASSOCIATES
CHARTERED ACCOUNTANTS

AUDITOR'S REPORT

We have audited the Balance Sheet as at 31st March 2012 and the Income and Expenditure account for the year ended on that date, attached here with, of KILA-KERALA INSTITUTE OF LOCAL ADMINISTRATION. These financial statements are the responsibility of the Management. Our responsibility is to express an opinion on these financial statements based on our audit.

We 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. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Further we report that :

- a) Substantial portion of fund received by the institution for certain training programmes and projects, still remain to be utilized. No amount is utilized during the period 2011-12. These details are given in Annexure I
- b) There are long outstanding debtors, some of which are outstanding for more than 3 years & recoverability of the same could not be ascertained. No provision is made in the Accounts towards the old outstanding debtors,. These details are given in Annexure II.
- c) Delay is noted in the payment of Service tax, Works Contract tax (VAT) and Vat on the sale of tender forms. These delay payments are remitted only in the month of August and September 2012.
- d) No TDS is seen deducted in respect of legal fees of ₹ 1,30,000 paid to advocate. Also TDS is not seen deducted in respect of advertisement expenses amounting to ₹ 1 lakh paid to Times of India.
- e) In our opinion, the internal audit system of KILA needs improvement commensurate with the size and nature of its transactions.

Head Office : Thrissur: "Aiswarya"
Kottil Valappil Lane, Adjacent to CPI Office, Kottappuram Road
Thrissur 680 004 Phone: 0487 2389071, 2389072, 3293588

Branch: Cochin: "Sreegovind"
Manakkaparambil Lane, Azad Road, Kaloor, Cochin - 682 017
Phone: 0484 3243162

Fax :0487 2389073 E.mail: vvenugopal20@hotmail.com, venugopalv2005@yahoo.com
Partners' Cell: CA (Dr.) V. Venugopal 09447041270, CA Shashi Warriar 09447195943, CA Radhakrishnan P. 09447756168



V. VENUGOPALAN & ASSOCIATES
CHARTERED ACCOUNTANTS

Subject to the above;

1. We certify that the Balance Sheet and the Income and Expenditure account are in agreement with books of accounts maintained by the Institute.
2. We have obtained all the information and explanation, which to the best of our knowledge and belief were necessary for the purpose of the audit.
3. In our opinion, the Institute has kept proper books of accounts, so far as appeared from our examination of the books test checked.
4. In our opinion, and to the best of our information and according to the explanation given to us, the said accounts, gives a true and fair view:
 - a. In the case of Balance Sheet, of the state of affairs of the Institute as at 31st March 2012.
 - b. In the case of Income and Expenditure Account, of the excess of Income over Expenditure for the year ended 31st March 2012.

TRICHUR – 4,

DATE : 06/10/2012

For V. VENUGOPALAN & ASSOCIATES
CHARTERED ACCOUNTANTS
FIRM REGISTRATION No: 010739 S

V.VENUGOPAL, B.Com: FCA (M.No: 70112)
PARTNER

Head Office : Thrissur: "Aiswarya"
Kottil Valappil Lane, Adjacent to CPI Office, Kottappuram Road
Thrissur 680 004 Phone: 0487 2389071, 2389072, 3293588

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Phone: 0484 3243162

Fax :0487 2389073 E.mail: vvenugopal20@hotmail.com, venugopalv2005@yahoo.com
Partners' Cell: CA (Dr.) V. Venugopal 09447041270; CA Shashi Warriar 09447195943; CA Radhakrishnan P. 09447756168

CREDITORS (UNSETTELED BALANCES AS ON 31.3.2012)		
ANNEXURE I		
SL.NO	PARTICULARS	BALANCE AS ON 31.3.2012
<u>1</u>	<u>AWARD FOR BEST PERFORMING PANCHAYATH</u>	7,43,31,325
<u>2</u>	<u>MGP-CITIZEN REPORT CARD</u>	7,16,176
<u>3</u>	<u>MGP-RESOURCE MOBILISATION</u>	8,29,821
<u>4</u>	<u>MGP-TNA PROJECT</u>	1,43,910
<u>5</u>	<u>PROJECT-SC PROMOTERS TRAINING</u>	1,53,036
<u>6</u>	<u>PROJECT-DSP-JAGRATHA SAMITHI</u>	1,95,938
<u>7</u>	<u>PROJECT - IMPLEMENTATION OF NATIONAL</u>	53,550
<u>8</u>	<u>POLICY</u>	
<u>8</u>	<u>PROJECT- DIGITALISATION OF AR</u>	10,29,415
<u>9</u>	<u>PROJECT- S .LINKS WITH TR . INST</u>	15,62,478
<u>10</u>	<u>PROJECT -VILLAGE RESOURCE EXPERT CENTRE-</u>	1,20,000
	<u>RSVY,WAYYANAD</u>	
<u>11</u>	<u>THRISSUR CORPORATION</u>	96,996
<u>12</u>	<u>TRIVANDRUM CORPORATION</u>	3,64,585
<u>13</u>	<u>CONSULTANCY WOMEN DEVELOPMENT</u>	62,043
	<u>PROGRAMME</u>	
<u>14</u>	<u>MGP-REPLICATION PROJECT</u>	3,91,178
<u>15</u>	<u>NIRD HYDREBAD</u>	15,460
<u>16</u>	<u>NIRD -CENTRE FOR PANCHAYATHI RAJ</u>	93,000
<u>17</u>	<u>VISIT OF CHATTISGARH TEAM</u>	1,11,814
	TOTAL	8,02,70,725

DEBTORS (UNSETTLED BALANCES AS ON 31-03-2012)		
ANNEXURE II		
SL NO	PARTICULARS	BALANCE AS ON 31-03-2012
1	ANERT,THRISSUR	52,385
2	ASCI,HYDREBAD	1,80,000
3	C-DIT	61,987
4	CENTRE FOR DEVELOPMENT STUDIES	4,905
5	CMD	19,289
6	DII-BBF KOLLAM	10,224
7	DIRECTOR VHSE TVM	38,924
8	IKM TVM	1,246
9	KERALA BUREAU OF INDUSTRIAL	5,624
10	PROMOTIONS TVM	
11	KUDUMASREE TVM	5,90,901
12	MEETING OF TASK FORCE ON LAND TENURE FOR URBAN POOR	1,25,838
13	NIC-NATIONAL INFORMATIC CENTRE	12,35,731
14	NIRMATHI KENDRA TVM	51,406
15	NSS PROGRAMME OFFICER KLM	65,290
16	NSS PROGRAMME OFFICER	60,020
17	PAU PATHANANTHITTA	14,184
18	PRAXIS	64,26
19	VISIT OF CAMBODIAN TEAM	17,581
20	YASHADHA	2,70,023
21	YASHADHA PUNE	81,450
22	DR P.K MICHEAL THARAKAN	18,000
23	RAMAKRISHNAN IAS	1,950
24	ATREE	4,002
25	CPWD KOCHIN	82,47,750
26	DDP KASARGODE	8,764
27	DDP PALAKKAD	2,000
28	DDP PATHANANTHITTA	1,254
29	DDP THRISSUR	34,500
30	DDP TVM	60,599
31	DDP WAYYANAD	18,008
32	DEPARTMENT OF SALES TAX	56,738
32	DII BODHANA PATHANANTHITTA	44,459
33	ETC THALLIPARAMBIL	11,359
34	IRMA	2,79,200
35	MUNICIPALITY OF KANNUR	10,000
36	PAU TVM	2,00,000
37	JAYAN E.K	2,105
38	SECRETARY KINNANUR KARINTHALAM GP	15,000
39	SECRETARY KODDAKARA GP	15,000
40	SECRETARY KOOATHATUKULAM GP	15,000
41	SECRETARY MARARIKULLAM SOUTH GP	15,000
42	SECRETARY NEDUMBASSERY GP	15,000
43	SECRETARY PARIYARAM GP	15,000
44	SECRETARY PARATHUR GP	15,000
45	SECRETARY PATTIAM GP	15,000
46	SECRETARY POOTHATKULLAM GP	15,000
47	SECRETARY THIRUVEGGAPURA GP	15,000
48	TOWN PLANNER KOLLAM	1,66,000
49	VISIT OF AFGANISTHAN TEAM	61,496
50	VISIT OF TRIPURA TEAM	37,214
51	VISIT OF WEST BENGAL TEAM	88,266
52	V NAGARAJAN NAIDU	10,000
	TOTAL	1,24,07,098

**ACCOUNTING POLICIES AND NOTES TO AND FORMING PART OF
ACCOUNTS OF KERALA INSTITUTE OF LOCAL ADMINISTRATION FOR
THE YEAR ENDED 31st MARCH 2012**

1. BASIS OF ACCOUNTING :

The financial statements are prepared on accrual basis as a going concern and in accordance with the generally accepted accounting principles.

2. FIXED ASSETS:

Fixed assets are stated at cost less depreciation. All cost directly related to the acquisition and installation of fixed assets are capitalised and added to the respective assets.

During the year there is addition in the Furniture and fittings, LCD projector, Television, Computer, Electrical fittings, Air conditioner and Library books and journals. The amount deposited with the Hon'ble High Court of Kerala, towards settlement of land acquisition case is treated as part of land cost and is capitalized.

Advance paid to the CPWD towards construction of new international hostel is shown in the Balance Sheet as capital work in progress, since the construction is not yet completed as at year end.

3. DEPRECIATION :

Depreciation is provided on all fixed assets on written down value method at the rates specified in Income Tax Act 1961.

4. A grant of ₹12,33,000 has been received by the Institute from the State Government (Non-Plan) during the period 2011-12. This amount had been fully utilised by the Institute in the period 2011-12 itself.

A grant of ₹6,04,99,000 has been received by the Institute from the State Government (Plan Fund) during the period 2011-12 and from the fund 62.76% had been utilised by the institute during the year 2011-12.

THRISSUR-4

DATE-06/10/2012

For V. VENUGOPALAN & ASSOCIATES
CHARTERED ACCOUNTANTS
FIRM REGISTRATION No: 010739 S

V.VENUGOPAL, B.Com; FCA (M.No: 70112)
PARTNER

KERALA INSTITUTE OF LOCAL ADMINISTRATION, THRISSUR		
BALANCE SHEET AS AT 31/3/2012		
LIABILITIES	CURRENT YEAR - 2011-2012	PREVIOUS YEAR- 2010-2011
CAPITAL CONTRIBUTION (AS PER SCHEDULE -1)	392,817,944.50	331,475,453.50
CURRENT LIABILITIES (AS PER SCHEDULE 2)	235,677,974.00	159,869,090.00
OTHER LIABILITIES (AS PER SCHEDULE-3)	620,087.00	555,732.00
TOTAL	629,116,005.50	491,900,275.50
ASSETS		
FIXED ASSET (AS PER SCHEDULE 4)	113,908,931.91	110,607,399.00
CAPITAL WORK IN PROGRESS - CPWD, THRISSUR	49,084,312.00	-
CAPITAL WORK IN PROGRESS - CPWD, COCHIN	8,247,750.00	-
CURRENT ASSETS(AS PER SCHEDULE 5)	416,535,574.20	336,484,393.20
ADVANCES(AS PER SCHEDULE 6)	17,547,850.00	17,743,447.00
OTHER ASSET (AS PER SCHEDULE 7)	14,400.00	14,400.00
EXCESS OF EXPENDITURE OVER INCOME (AS PER SCHEDULE 8)	23,777,187.39	27,050,636.30
TOTAL	629,116,005.50	491,900,275.50


 DIRECTOR
 KERALA INSTITUTE OF LOCAL ADMINISTRATION
 THRISSUR - 680 001

For V. VENUGOPALAN & ASSOCIATES
 CHARTERED ACCOUNTANTS
 FIRM REGISTRATION No: 010739 S


 V. VENUGOPAL, B.Com; FCA (M.No: 70112)
 PARTNER

KERALA INSTITUTE OF LOCAL ADMINISTRATION, THRISSUR		
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012		
	CURRENT YEAR 2011-2012	PREVIOUS YEAR 2010-2011
INCOME		
BY INCOME FROM TRAINING PROGRAMME (AS PER ANNEXURE-A)	(19,869,829.00	16,531,974.00
" GRANT FROM GOVERNMENT-NON PLAN FUND	(1,233,000.00	1,028,000.00
" QUARTERS RENT	(52,612.00	52,802.00
" INTEREST FROM BANK	(273,296.00	6,783,044.00
" OTHER INCOME (AS PER ANNEXURE B)	(3,618,963.50	2,004,780.00
TOTAL	25,047,700.50	26,400,600.00
EXPENDITURE		
TO ADMINISTRATIVE EXPENSES (AS PER ANNEXURE C)	(13,932,051.00	12,346,484.00
" OFFICE EXPENSES (AS PER ANNEXURE D)	(2,619,372.00	2,177,533.00
" TRAINING EXPENSES (AS PER ANNEXURE E)	(1,214,268.00	4,735,685.00
" REPAIRS AND MAINTENANCE (AS PER ANNEXURE F)	(526,824.00	1,740,259.92
" OTHER EXPENSES (AS PER ANNEXURE G)	(354,009.50	690,289.00
" DEPRECIATION (AS PER SCHEDULE 4)	(3,127,727.09	3,341,251.08
" EXCESS OF INCOME OVER EXPENDITURE	3,273,448.91	1,369,098.00
TOTAL	25,047,700.50	26,400,600.00


 KERALA INSTITUTE OF LOCAL ADMINISTRATION
 THRISSUR - 680 561

For V. VENUGOPALAN & ASSOCIATES
 CHARTERED ACCOUNTANTS
 FIRM REGISTRATION No: 010739 S


 V. VENUGOPAL, B.Com, FCA (M.No: 70112)
 PARTNER

KERALA INSTITUTE OF LOCAL ADMINISTRATION, THRISSUR		
SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31/3/2012		
LIABILITIES	CURRENT YEAR 2011-12	PREVIOUS YEAR 2010-11
SCHEDULE 1		
CAPITAL CONTRIBUTION		
CONTRIBUTION FROM MUNICIPALITY	810,000.00	810,000.00
CONTRIBUTION FROM PANCHAYATH	18,836,500.00	18,836,500.00
CORPUS FUND	35,428,869.00	35,428,869.00
INTEREST ON CORPUS FUND	4,010,139.00	-
CORPUS FUND-SDC	15,000,000.00	15,000,000.00
INTEREST ON CORPUS FUND SDC	1,398,481.00	-
GRANT FROM CENTRAL GOVT	100,913,644.00	80,834,644.00
GRANT FROM STATE GOVT	214,569,827.50	180,565,440.50
CORPUS FUND -DEEMED UNIVERSITY	1,850,484.00	-
TOTAL	392,817,944.50	331,475,453.50
SCHEDULE 2		
CURRENT LIABILITIES		
SUNDRY CREDITORS (AS PER SUB SCHEDULE 1)	82,263,068.00	28,427,693.00
AWARD-BEST PERFORMING PANCHAYAT	79,866,759.00	74,331,325.00
CENTRAL ASSISTANCE TRAINING ULBs	-	390,889.00
CENTRAL ASSISTANCE - EMPOWERMENT AND ACCOUNTABILITY	32,563,620.00	25,000,000.00
CENTRAL ASSISTANCE -TRAINIG -RGSY	33,191,421.00	20,221,380.00
DOCUMENTATION AND TOT	-	477,270.00
GRAITUITY PAYABLE	1,078,480.00	783,554.00
INTEREST PAYABLE ON TDS	-	4,885.00
INCOME TAX PAYABLE	-	713.00
MGP-CITIZEN REPORT CARD	716,176.00	716,176.00
MGP-REPLICATION PROJECT	391,178.00	391,178.00
MGP-RESOURCE MOBILISATION	829,821.00	829,821.00
MGP-TNA PROJECT	143,910.00	143,910.00
OUTSTANDING EXPENSES (AS PER SUBSCHEDULE 2)	1,025,784.00	3,915,695.00
PERFORMANCE AUDIT-TRAINING	839,733.00	1,244,491.00
SALES TAX PAYABLE	1,886.00	1,342.00
SERVICE TAX PAYABLE	157,664.00	104,293.00
VAT PAYABLE	9,847.00	-
STALE CHEQUE	-	66,711.00
C BULB SALARY RECOVERY	-	6,214.00
TOWN PLANING DEPT (SPECIFIC PURPOSE)	2,598,627.00	2,811,550.00
TOTAL	235,677,974.00	159,869,090.00
SCHEDULE 3		
OTHER LIABILITIES		
EARNEST MONEY DEPOSIT	37,399.00	32,844.00
RETENTION MONEY	475,444.00	522,888.00
SECURITY DEPOSIT	107,244.00	-
TOTAL	620,087.00	555,732.00

ASSET		
SCHEDULE 5		
CURRENT ASSETS		
DEPOSITS :		
FIXED DEPOSIT -DISTRICT TREASURY-CORPUS FUND	39,439,008.00	39,439,008.00
FIXED DEPOSIT -DISTRICT TREASURY-OTHER DEPOSITS	9,941,292.00	9,941,292.00
FIXED DEPOSIT-CORPUS FUND(SDC)	15,000,000.00	15,000,000.00
FIXED DEPOSIT -INDIAN BANK	11,490,732.00	11,490,732.00
TERM DEPOSIT :		89,269,187.00
AWARD FOR BEST PERFORMING PANCHAYATH	71,424,950.00	
OTHER TERM DEPOSITS	41,844,237.00	
SUNDRY DEBTORS (AS PER SUBSCHEDULE 3)	73,015,182.00	75,596,394.00
CASH IN HAND	9,683.50	214.00
STAMP	173.00	140.00
BANK ACCOUNTS		
CANARA BANK SB A/C 37610	268,057.20	146,760.20
CANARA BANK SB A/C 35194	48,684,124.50	5,877,923.50
CANARA BANK A/C NO 36762	10,185.00	-
DISTRICT TREASURY PD A/C	44,181,096.00	13,191,835.00
DISTRICT TREASURY TPA 890	52,329.00	40,919.00
INDIAN BANK A/C 57095-GRAMAYATHRA	2,500,000.00	-
INDIAN BANK A/C 92779-DEEMED UNIVERSITY	1,850,484.00	-
INDIAN BANK SB A/C 13086-462111353	1,964,520.00	7,374,694.50
INDIAN BANK SB A/C 19066-AMLSGI	1,234,462.00	1,187,995.00
INDIAN BANK SB A/C 16337-HUDCO	8,266.00	7,955.00
INDIAN BANK A/C 50059 BRGF VOL 2	7,941,575.00	12,321,195.00
INDIAN BANK A/C 22417 PROJECT SC SURVEY	520,656.00	188,593.00
INDIAN BANK A/C 33681-PROJECT UNDP NREGS	1,197,417.00	1,152,344.00
INDIAN BANK A/C 778351056-PROJECT ST SURVEY	422,052.00	400,953.00
INDIAN BANK A/C 27262-TPD	1,791,977.00	2,574,794.00
INDIAN BANK A/C 38575-NREG-TRG	298,746.00	52,199.00
INDIAN BANK A/C 38609 TIME AND MOTION STUDY	1,933,335.00	1,859,065.00
SMGB A/C 01389 KLGSDP	20,141,969.00	
GRANT RECEIVABLE FROM STATE GOVT	-	41,528,000.00
STOCK-TRAINING MATERIALS	223,530.00	
INTEREST ACCRUED	11,550,980.00	6,015,546.00
INTEREST ACCRUED ON CORPUS FUND	4,010,139.00	-
INTEREST ACCRUED ON SDC CORPUS FUND	1,909,655.00	-
LIC -GRATUITY FUND	1,078,480.00	993,271.00
SECURITY DEPOSIT	-	3,274.00
PREPAID EXPENSES	38,465.00	11,293.00
QUARTERS RENT RECEIVABLE	-	300.00
C BULB SALARY RECEIVABLE	11,741.00	3,107.00
TAX DEDUCTED AT SOURCE-		
A.Y 2006-07	-	-
AY 2007-08	-	-
AY 2008-09	-	-
AY 2009-10	358,699.00	358,699.00
AY 2010-11	187,377.00	187,377.00
VISIT OF LAKSHADWEEP TEAM RECEIVABLE	-	269,334.00
TOTAL	416,535,574.20	336,484,393.20

SCHEDULE 6		
ADVANCES		
ABEY GEORGE		5,778.00
DR P.K MICHEAL THARAKAN	18,000.00	18,000.00
JAYAN E.K	2,105.00	2,105.00
JOHN O.J		321,302.00
GLISTON(RECEPTIONIST CUM CARE TAKER)	5,000.00	
MADANAMOHAN	7,800.00	
FESTIVAL ADVANCE	3,000.00	3,000.00
SURESH KUMAR		1.00
PRAXIS	6,426.00	6,426.00
RAMAKRISHNAN IAS	1,950.00	1,950.00
SANTHOSH KS	1,000.00	776.00
COST FORD-		
FOR LIBRARY BUILDING AND ANGANVADI	16,514,569.00	16,396,109.00
FOR TRUSS WORK	488,000.00	488,000.00
KERALA STATE AUDIO V AND RC	500,000.00	500,000.00
TOTAL	17,547,850.00	17,743,447.00
SCHEDULE 7		
OTHER ASSETS		
EARNEST MONEY DEPOSIT-GAS CONNECTION	14,400.00	14,400.00
TOTAL	14,400.00	14,400.00
SCHEDULE 8		
EXCESS OF EXPENDITURE OVER INCOME		
EXCESS OF EXPENDITURE OVER INCOME AS PER LAST BALANCE SHEET	27,050,636.30	28,419,734.30
ADD:EXCESS OF INCOME OVER EXPENDITURE	3,273,448.91	1,369,098.00
TOTAL	23,777,187.39	27,050,636.30

KERALA INSTITUTE OF LOCAL ADMINISTRATION, THRISSUR		
ANNEXURES FORMING PART OF INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012		
INCOME	CURRENT YEAR 2011- 12	PREVIOUS YEAR 2010-11
ANNEXURE A		
INCOME FROM TRAINING PROGRAMMES		
ADMINISTRATIVE CHARGES COLLECTED	7,271,747	4,927,053
FACULTY AND STAFF TIME	1,218,115	1,224,841
RENT RECEIVED FROM		
TRAINING EQUIPMENTS	5,591,473	4,538,260
ROOM RENT	5,788,494	5,465,516
GENERATOR	-	133,320
MESS CHARGES	-	242,984
TOTAL	19,869,829	16,531,974
ANNEXURE B		
OTHER INCOME		
CONSULTANCY FEE	-	177,200
PRIOR PERIOD INCOME	68,019	-
FEE FOR RIGHT TO INFORMATION	2,000	12
RENT-EDII	58,850	72,600
MISCELLANEOUS INCOME	3,475,295	1,754,968
COST OF TENDER FORM	14,800	-
TOTAL	3,618,964	2,004,780

KERALA INSTITUTE OF LOCAL ADMINISTRATION, THRISSUR		
ANNEXURES FORMING PART OF INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012		
EXPENDITURE	CURRENT YEAR 2011-12	PREVIOUS YEAR 2010-11
ANNEXURE C		
ADMINISTRATIVE EXPENSES		
PAY AND ALLOWANCES	12,372,185	11,409,884
TRAVELLING ALLOWANCES	397,912	384,740
ADVERTISEMENT EXPENSES	364,688	125,440
AUDIT FEE	27,000	27,000
AUDIT FEE -OTHER SERVICE	14,914	52,060
SECURITY SERVICE CHARGES	559,852	347,360
LEGAL CHARGES	195,500	-
TOTAL	13,932,051	12,346,484
ANNEXURE D		
OFFICE EXPENSES		
MAINTENANCE -VEHICLES	547,397	332,670
ELECTRICITY CHARGES	695,585	733,728
MISCELLANEOUS EXPENSES	462,179	136,380
POSTAGE	277,196	386,303
STATIONERY AND PRINTING	269,661	150,102
TELEPHONE CHARGES	367,354	398,784
BEDSHEET AND PILLOW COVER	-	21,240
G.C. MEETING EXPENSES	-	18,326
TOTAL	2,619,372	2,177,533

KERALA INSTITUTE OF LOCAL ADMINISTRATION, THRISSUR		
ANNEXURES FORMING PART OF INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012		
EXPENDITURE	CURRENT YEAR 2011-12	PREVIOUS YEAR 2010-11
ANNEXURE C		
ADMINISTRATIVE EXPENSES		
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BEDSHEET AND PILLOW COVER	-	21,240
G.C. MEETING EXPENSES	-	18,326
TOTAL	2,619,372	2,177,533
ANNEXURE E		
TRAINING EXPENSES		
COMPUTER RENT	-	356,625
HONORARIUM AND T.A	29,619	316,378.00
MEDICINE TO GUEST HOUSE	3,459	3,554.00
PHOTO CHARGES	29,503	330,653
PRINTING AND STATIONERY	306,347	1,993,550
PUBLICATION AND DOCUMENTATION	41,640	622,489
RECREATION	2,100	3,000
BOARDING CHARGES	11,921	103,523
TRAINING MATERIALS	-	397,134
WASHING CHARGES	154,144	124,828
FIELD VISIT EXPENSES	96,758	112,601
EXPOSURE VISIT EXPENSES	117,000	-
VEHICLE CHARGES	70,416	371,350
DEEMED UNIVERSITY -KILA	351,361	-
TOTAL	1,214,268	4,735,685

ANNEXURE F		
REPAIRS AND MAINTENANCE		
CLEANING MATERIALS	27,108	21,377
COMPUTER REPAIRS	133,144	195,881
ELECTRICAL MAINTENANCE	69,809	215,623
FURNITURE MAINTENANCE	250	44,406
FUEL TO GENERATOR	-	88,152
MACHINERY REPAIRS	213,270	453,074
QUARTERS MAINTENANCE	-	5,220
OTHERS	83,243	716,527
TOTAL	526,824	1,740,260
ANNEXURE G		
OTHER EXPENSES		
BANK CHARGES	15,972	18,420
BUILDING TAX	-	39,574
CONSULTANCY CHARGES	-	68,000
COOLIE CHARGES	117,354	41,412
DOCTORS REMUNARATION	75,000	78,000
GARDEN MAINTENANCE	8,749	247,264
INSPECTION FEE	7,885	7,885
INTERNET	1,472	11,770
NEWSPAPER AND PERIODICALS	113,496	119,294
KILA DAY EXPENSES	11,631	23,060
UNIFORM	-	16,999
WATER CHARGES	2,451	2,034
PANCHAYAT DAY	-	16,577
TOTAL	354,010	690,289

KERALA INSTITUTE OF LOCAL ADMINISTRATION, THRISSUR	
SUB SCHEDULES FORMING PART OF BALANCE SHEET AS AT 31/3/2012	
CURRENT LIABILITIES	CURRENT YEAR 2011-12
SUB SCHEDULE 1	
SUNDRY CREDITORS	
ASSET MANAGEMENT(PROJECT AMLSGI)	3,481,007
BIHAR INSTITUTE OF PUBLIC ADMINISTRATION AND RURAL DEVELOPMENT	293,427
CONSULTANCY PROJECT - FISHERIES SURVEY AT TVM	31,824
CONSULTANCY-WOMEN DEVELOPMENT PROGRAMME-KODAKARA	62,043
CORPORATION OF THRISSUR	96,996
DIRECTOR OF SC DEVELOPMENT DEPT	560,856
ELITE BREADS ATHANI	3,417
KLGS DP - GRAMAYATHRA	2,500,000
KLGS DP WORLD BANK	20,141,969
KERALA BOOKS AND PUBLICATION SOCIETY KOCHI	21,472
NIRD CENTRE FOR PANCHAYATI RAJ	93,000
NIRD HYDREABAD	15,460
PROJECT - BRGF VOL2	7,785,694
PROJECT - CLGF /KILA -LOCAL DEMO AND GOOD GOVT TRG	425,170
PROJECT - DIGITILISATION OF AR	1,029,415
PROJECT -DSP-JAGRADHA SAMITHI	195,938
PROJECT IMPLEMENTATION OF NATIONAL POLICY	53,550
PROJECT -NREGA-TIME AND MOTION STUDY	1,993,926
PROJECT - NREGA-TRAINING	38,223,329
PROJECT -S.LINKS AITH TR .INST	1,562,478
PROJECT SC PROMOTERS TRAINING	153,036
PROJECT -UNDP-NREGS-MODULE PREPARATIONS	1,073,315
PROJECT-VILLAGE RESOURCE EXPERT CENTRE - RSVY,WAYANNAD	120,000
STATE PLANNING COMMISSION CHATTISGARH	39,690
TOTAL SANITATION CAMPAIGN PATHANANTHITTA	10,931
TVM CORPORATION	364,585
TOWN PLANNING DEVELOPMENT PLAN-PROJECT CELL	1,791,977
VISIT OF ANDHRA PRADESH TEAM	26,749
VISIT OF CHATTISGARH TEAM	111,814
TOTAL	82,253,068
SUB SCHEDULE 2	
OUTSTANDING EXPENSES.	
SUNDRY EXPENSES PAYABLE	577,464
AUDIT FEE PAYABLE	27,000
SALARY PAYABLE	421,320
TOTAL	1,025,784

CURRENT ASSETS	CURRENT YEAR 2011-12
SUB SCHEDULE 3	
SUNDRY DEBTORS	
DPO ALAPUZHA	131,940
DPO KASARKKOD	92,729
DPO IDUKKI	37,525
DPO KOTTAYAM	48,278
DPO PATHANANTHITTA	52,772
DPO TVM	60,759
DPO WAYYANAD	2,280
DEPARTMENT OF URBAN AFFAIRS	160,374
ANERT, THRISSUR	52,385
ASCI HYDREABAD	180,000
ATREE	4,002
BAR COUNCIL OF INDIA	381,545
C M D	19,289
CENTREL ASSISTANCE TRAINIG-ULBs	53,900
C-DIT	61,987
CHILD RESOURCE CENTRE-UNICEF	551,520
CENTRE FOR DEVELOPMENT STUDIES	4,905
CONVENOR SLTG	26,283
DDP KASARGOD	8,764
DDP PALAKKAD	2,000
DDP THRISSUR	34,500
DDP WAYANNAD	18,008
DDP PATHANANTHITTA	1,254
DDP TVM	60,599
DII-BBF KOLLAM	10,224
DII-BODHANA PATTANANTHITTA	44,459
DII - KANJANGAD BLOCK PANCHAYAT, KANJANGAD	13,012
DII-SHREYAS WAYYANAD	1,410
DEPARTMENT OF SALES TAX	56,738
DIRECTOR OF PANCHAYATHS	197,407
DIRECTOR -VHSE TVM	38,924
DIRECTOR STATE SOCIAL AUDIT CELL	2,322,800
DIST CONV.KASARGOD(K BALAKRISHNAN)	53,682
EXPOSURE VISIT RAJASTHAN -UNICEF	165,910
ETC THALIPARAMBU	11,359
IRMA	279,200
KERALA STATE BIO DIVERSITY BOARD	17,302
KERALA BLOCK PANCHAYATH ASSOCIATIONS	75,000
KERALA GRAMA PANCHAYATH ASSOCIATION	179,275
KERALA STATE NIRMITHI KENDRA	2,508,500
KINANUR KARINTHALAM GR.PT	15,000
MUNICIPALITY OF KANNUR	10,000
NIC(NATIONAL INFORMATIC CENTRE)	1,235,731
NREGS MISSION TVM	6,877
PROJECT -C BULB -KSUDP	204,400
PROJECT - PREPARATION OF MODEL PANCHAYATH MANUAL	155,214
PROJECT - SC FAMILY SURVEY	4,460,749
PROJECT -SC SURVEY	8,570,239
PROJECT MAHILA SAKTHI ABHIYAN	494,250
PROJECT - ST SURVEY.	6,058,414
PROJECT UNICEF	492,798
RUBCO-KANNUR	264,476
RAJESH KUMAR	220,500
SECRETARY ANNAMANADA GRAMA PANCHAYATH	50,000
SECRETARY KODAKARA G.P	15,000
SECRETARY KOOATHATUKULAM G.P	15,000
SECRETARY MARARIKULLAM SOUTH GP	15,000
SECRETARY NEDUMBASERY G.P	15,000
SECRETARY PARIYARAM G.P	15,000
SECRETARY PARUTHOOR G.P	15,000
SECRETARY PATTIAM G.P	15,000
SECRETARY POOTHATUKULAM G.P	15,000
SECRETARY THRUVEGAPPURA G.P	15,000
SIRD KOTTARAKARA	39,505,058
STATE FINANCE COMMISSION	17,563

TOWN PLANNER KOLLAM	166,000
TOTAL SANITATION CAMPAIGN KOLLAM	6,233
TOTAL SANITATION CAMPAIGN KOTTAYM	12,296
TOT-JAMMU AND KASHMIR	468,019
VISIT OF AFGANISTHANM TEAM	61,496
VISIT OF COMBODIAN TEAM	17,581
VISIT OF RAJASTHAN DELEGATES	43,234
VISIT OF TAMIL NADU TEAM	20,052
VISIT OF TRIPURRA TEAM	37,214
VISIT OF KARNATAKA G.P MEMBERS	60,277
VISIT OF WEST BENGAL TEAM	88,266
VISIT OF LAKSHWADEEP TEAM	211,852
VISIT OF MADHYAPRADESH TEAM	14,708
VISIT TO MYSORE CITY CORPORATIONS	1,453
VIJAYASREE KUDUMBASREE UNIT	1,358
VISIT OF NEPAL TEAM	26,711
V NAGARAJAN NAIDU	10,000
WORKSHOP ON NATIONAL LEVEL MONOTORS	78,149
YASHADA	270,023
YASHADA PUNE	81,450
IKM TVM	1,246
PAU,PATHANANTTITA	14,184
PAU TVM	200,000
KERALA BUREAU OF INDUSTRIAL PROMOTION ,TVM	5,624
KUDUMBHASREE TVM	590,901
METTING OF TASK FORCE ON LAND TENURE FOR URBAN POOR	125,838
NIRMATHI KENDRA ,TVM	51,406
NSS PROG OFFICER KLM	65,290
NSS PROG OFFICER	60,020
SRG ADVANCE	305,232
TOTAL	73,015,182

KERALA INSTITUTE OF LOCAL ADMINISTRATION, THRISSUR						
SCHEDULE 4 : FIXED ASSETS STATEMENT AS ON 31-03-2012						
WDV/COST						
ITEMS	RATE	WDV AS ON 1-APR 2011	ADDITIONS	TOTAL	DEPRECIATION FOR THE YEAR 2011-2012	CLOSING WDV AS ON 31-MAR-2012
AUDITORIUM	10	96,575.00	-	96,575.00	9,657.50	86,917.50
AIR CONDITIONER	15	178,203.00	194,400.00	372,603.00	30,724.97	341,878.03
ASSET 1994-95	10	84,253.00	-	84,253.00	8,425.30	75,827.70
BIOGAS PLANT	10	241,357.00	-	241,357.00	24,135.70	217,221.30
BUILDING	10	3,131,111.00	-	3,131,111.00	313,111.10	2,817,999.90
RAINWATER HARVESTING UNIT	10	730,156.00	-	730,156.00	73,015.60	657,140.40
COMPOUND WALL	10	43,579.00	-	43,579.00	4,357.90	39,221.10
COMPUTERS	60	662,234.00	2,260,673.00	2,922,907.00	811,637.10	2,111,269.90
ELECTRICAL FITTINGS	10	2,877,111.00	34,909.00	2,912,020.00	288,223.89	2,623,796.11
FIRE EXTINGUISHER	15	3,064.00	-	3,064.00	459.60	2,604.40
FURNITURE AND FITTINGS	10	2,893,153.00	2,096,651.00	4,989,804.00	345,049.18	4,644,754.82
INTERCOM	15	63,501.00	-	63,501.00	9,525.15	53,975.85
KITCHEN EQUIPMENT	15	190,931.00	-	190,931.00	28,639.65	162,291.35
LAND AT COST	0	89,421,125.00	1,145,772.00	90,566,897.00		90,566,897.00
LCD PROJECTOR	15	803,218.00	128,393.00	931,611.00	130,191.32	801,419.68
LIBRARY BOOKS	15	2,699,068.00	1,462.00	2,700,530.00	405,021.82	2,295,508.18
MACHINERY	15	187,608.00	-	187,608.00	28,141.20	159,466.80
MOBILE PHONE	15	1,250.00	-	1,250.00	187.50	1,062.50
NAME BOARD	15	23,488.00	-	23,488.00	3,523.20	19,964.80
PHOTO COPPIER	15	144,301.00	-	144,301.00	21,645.15	122,655.85

QUARTERS	10	467,961.00	-	467,961.00	46,796.10	421,164.90
STATUE	10	246,989.00	-	246,989.00	24,698.90	222,290.10
TELEVISION	15	222,831.00	567,000.00	789,831.00	33,657.66	756,173.34
TRAINING EQUIPMENTS	15	120,794.00	-	120,794.00	18,119.10	102,674.90
VEHICLE	15	1,211,954.00	-	1,211,954.00	181,793.10	1,030,160.90
TRUSS WORK (WORK IN PROGRESS)		28,500.00	-	28,500.00		28,500.00
WATER HEATER	15	33,970.00	-	33,970.00	5,095.50	28,874.50
LIBRARY BUILDING (WORK IN PROGRESS)		1,005,828.00	-	1,005,828.00		1,005,828.00
Final STAGE DEVELOPMENT						
BUILDING	10	2,505,325.00	-	2,505,325.00	250,532.50	2,254,792.50
ELECTRICAL FITTINGS	10	47,878.00	-	47,878.00	4,787.80	43,090.20
FURNITURE AND FITTINGS	10	188,777.00	-	188,777.00	18,877.70	169,899.30
MACHINERY	15	45,570.00	-	45,570.00	6,835.50	38,734.50
LIFT	15	5,736.00	-	5,736.00	860.40	4,875.60
TOTAL		110,607,399.00	6429260	117036659	3127727.1	113908931.9

For V. VENUGOPALAN & ASSOCIATES
 CHARTERED ACCOUNTANTS
 FIRM REGISTRATION No: D10738 S

V.VENUGOPAL, B.Com, FCA (M.No: 70112)
 PARTNER

KERALA INSTITUTE OF LOCAL ADMINISTRATION					
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR 2011-2012					
RECEIPTS			PAYMENTS		
PARTICULARS	CURRENT YEAR 2011-2012	PREVIOUS YEAR 2010-2011	PARTICULARS	CURRENT YEAR 2011-2012	PREVIOUS YEAR 2010-2011
OPENING BALANCE:-					
CASH	354.00	1094.00	LAND ACQUISITION	1145772.00	0.00
BANK (INCLUDING DEPOSITS)	211517444.20	198139094.20	CAPACITY BUILDING ACTIVITIES	23668332.00	46946122.00
GRANT FROM STATE GOVERNMENT(PLAN)2010-11		20000000.00	ADDITIONS TO FIXED ASSETS	5283488.00	3380821.00
GRANT RECEIVABLE FROM STATE GOVT(PLAN 2010-11)	40500000.00		CENTRAL ASSISTANCE TRAINING - ULBS	444789.00	
GRANT RECEIVABLE FROM STATE GOVT(NON PLAN 2010- 11)	1028000.00		COST FORD	118460.00	619319.00
GRANT FROM STATE GOVT (PLAN 2011-12)	60499000		CPWD THRISSUR-ADVANCE FROM PEAIS	19394712.00	13100000.00
GRANT FROM STATE GOVT (NON PLAN 2011-12)	1233000.00		CPWD KOCHIN		8247750.00
INTEREST ON TERM DEPOSIT (AWARD FUND)	0.00	15186115.00	COURSE FEE PAID		5600.00
HUDCO/HSMI	0.00	375000.00	DOCUMENTATION AND TOT		117730.00
CAPDECK CONSOLIDATION PROJECT (GRANT FROM SDC)		1844237.00	MAINTENANCE BUILDING	2826281.00	
DEPARTMENT OF URBAN AFFAIRS	1000000.00	1000000.00	DEPARTMENT OF URBAN AFFAIRS	686074.00	1417711.00
PERFORMANCE AUDIT TRAINING	350000.00		PERFORMANCE AUDIT TRAINING	754758.00	80938.00
PROJECT NREGA TRAINING	33383047.00	17082711.00	PROJECT NREGA TRAINING	0.00	13446352.00
CENTRAL ASSISTANCE TRAINING -RGSY	36000000.00	41871000.00	CENTRAL ASSISTANCE TRAINING - RGSY	23029959.00	15778620.00
CAPITAL CONTRIBUTION -SDC AND CORPUS FUND		10000000.00	MGP REPLICATION PROJECT		4000000.00

CORPUS FUND DEEMED UNIVERSITY	1850484		EXPENDITURE OF KGPA-INTEREST SD	511174.00	
IKM TVM		2393049.00	LIC GRATUITY FUND	85209.00	209717.00
RECEIPTS FROM VARIOUS PROJECT		21543281.00	PAYMENT TO VARIOUS PROJECT		29803087.00
PROJECT -BRGF VOL II	13220380.00	248209.00	PROJECT - BRGF VOLII	13051565.00	9668576.00
CENTRAL ASSISTANCE-EMPOWERMENT AND ACCOUNTABILITY	33023308.00	25000000.00	CENTRAL ASSISTANCE - EMPOWERMENT & ACCOUNTABILITY-PAYMENT TO CPWD EXTRA	6064976.00	
INCOME TAX COLLECTED	600514	258987.00	INCOME TAX PAID	611227.00	263042.00
WORKERS WELFARE FUND	3250.00	623.00	WORKERS WELFARE FUND	3250.00	623.00
PROFESSIONAL TAX	103580.00	91310.00	PROFESSIONAL TAX	103580.00	91310.00
SALE STAX COLLECTED	544.00	1342.00	SECURITY DEPOSIT REFUNDED		30563.00
SERVICE TAX COLLECTED	468664	545187.00	SERVICE TAX PAID	455715.00	493047.00
TRAINING TO TOWN PLANNING DEPT	95890.00		TRAINING TO TOWN PLANNING DEPT	1428597.00	322073.00
ADVANCE	8791790.00	2210997.00	ADVANCES	8477733.00	
SIRD KOTTARAKKARA	1632858.00	12867457.00	SIRD KOTTARAKARA	33161500.00	18185511.00
STALE CHEQUE		66711.00			
C BULB SALARY RECOVERY	29629	6214.00	C BULB SALARY RECOVERY	35843.00	
SUNDRY DEBTORS	19439452.00	6093500.00	SUNDRY CREDITORS	1676609.00	2309005.00
NET INCOME		21906108.00	TOTAL EXPENSES		18696911.00
PRIOR PERIOD INCOME	68019.00		AUDIT FEE	41914.00	
OTHER LIABILITIES COLLECTED	173004		OTHER LIABILITIES REMITTED	95528.00	
INCOME FROM TRAINING PROGRAMMES	19857908.00		ADMINISTRATION EXPENSES	14601136.00	
OTHER INCOME	3198320.5		OTHER EXPENSES	371770.50	
			OFFICE EXPENSES	3008384.00	
			REPAIRS & MAINTENANCE	554966.00	
			TRAINING EXPENSES	2223812.00	
			CLOSING BALANCE:-		
			CASH	9856.50	354.00
			BANK (INCLUDING DEPOSITS)	324141469.70	211517448.20
TOTAL	488068439.70	398732226.20		488068439.70	398732226.20

DIRECTOR
KERALA INSTITUTE

V.VENUGOPAL, B.Com; FCA (M.No: 70112)
PARTNER

For 2011-12
ALAN & ASSOCIATES
CHARTERED ACCOUNTANTS
FIRM REGISTRATION No: 010739 S