

Ker al a Institute of Local Administration
Thirssur , Kerala



REVISED MEMORANDUM OF ASSOCIATION
AND
RULES

(Approved by Governing Council dated 16.1.2018)

(Registered under T.C Literary Scientific Charitable Societies
Registration Act, 1955 No. 563/90 dt. 1-10-1990)

The Kerala Institute of Local Administration
MULAMKUNNATHKAVU POST, THRISSUR DISTRICT

(Registered under T.C Literary Scientific Charitable Societies
Registration Act, 1955 No. 563/90 dt. 1-10-1990)

Memorandum of Association

- 1 The name of the Society shall be 'The Kerala Institute of Local Administration'.
- 2 Registered Office
 1. The Registered Office of the society shall be at Mulamkunnathkavu in Thrissur District in the State of Kerala
 2. There shall be two regional office of the society the first at Kottarakkara under name KILA – CHRD and the second at Agali by Name KILA – TD & NRM
 3. In addition there shall be three Training centers as started below over which KILA will have full academic control:
 - a) KILA – Centre for Socio – Economic Development, Kottarakkara, Kollam
 - b) KILA – Centre of Organic Farming & Waste Management, Taliparamba, Kannur
 - c) KILA – Centre for Good Governance, Mannuthy, Thrissur
- 3 Vision, Mission and Objectives (No vision and mission mentioned earlier)
 - a) Vision
 - i. To become an Institute of International repute for Capacity building and training in Local Governance, Rural Urban Development, Natural Resource Management, Poverty Alleviation, SC&ST Development, Climate Change and Environment and other subject areas which are mandates of LSGIs
 - b) Mission
 - i. To strengthen Local Governments for good governance and development through sustainable solutions at the grass-root level that is developed

through continuous and relevant policy oriented research, strategic partnerships and innovation.

- ii. In the context of the sustainable solutions developed at the grass-root level, building capacity and an enabling environment by bringing together domain experts, technology, policy advocacy and continuous improvement in training.
- iii. Empower local governments to discharge their mandate service delivery and responsibilities to meet the growing aspirations of the people of Kerala

c) Objectives

- (1) To undertake and assist in the organization of training and study courses, conferences, workshops, seminars etc. for the functionaries of the Panchayat Department, Rural Development Department and Urban Affairs Department and of the Local Self Government Institutions, MLA, MP and other relevant agencies/departments;
- (2) to undertake, aid, promote and co-ordinate research through its own or through other agencies;
- (3) to establish centers for study and orientating
 - (a) training and instruction
 - (b) research and evaluation and such other activities as may be necessary;
- (4) to analyze and propose solutions of specific problems encountered in the implementation of Programs of Panchayats and other local bodies;
- (5) to act as an advisory agency to the State Government in the area of Panchayati Raj and local administration, to establish and maintain libraries and information services;
- (6) to collaborate with other institutions, associations and societies in India and abroad interested in similar objects and to offer fellowships, scholarships prizes etc. in furtherance of the objects of the society
- (7) To impart training to various official and non-official functionaries, directly or

indirectly involved in the process of rural development, with a view to equip them.

- (8) To carry on research operational and policy,
 - a) To evolve ideas and concepts appropriate for rural development activities and to formulate policy alternatives,
 - b) To bring about development in the sphere of appropriate technology for strengthening the qualitative and quantitative aspects of the production of rural artisans
- (9) To create and awareness of the potentialities of modern management service as a major instrument for rural development and urban development and all other matters related to vision and mission
- (10) To take up such other programs incidental to rural development as may be found necessary from time to time.
- (11) Research activities in areas related to rural development and urban development and all other matters related to vision and mission
- (12) Consultancy and extension services
- (13) Publications
- (14) Organize conference, seminars, workshops, exhibitions, meeting, discussion etc. on rural and urban development programs and all other matters related to vision and mission
- (15) Publish research papers, treaties, periodicals, books and other literature to disseminate up-to-date information relating to rural development
- (16) Establish and maintain libraries of books, teaching aids, audio- visual equipments etc.
- (17) Establishment collaborate linkages with National Institute of Rural Development & Panchayati Raj and other institutions of the states of India having similar objectives, by exchange of faculty and scholars, by the conduct of joint research and training programmes and generally in such a manner as may be conducive to the development of Rural Development training as well as for

the development of all other matters related to vision and mission

- (18) Function generally as the apex institution of Kerala State on rural development to provide knowledge and services, to set standard of proficiency, and to regulate management inputs in all aspects of the administration relating to rural development
- (19) Establish, administer and maintain regional centers, institutions at suitable places in Kerala
- (20) Do all such other deals and acts as are conducive or incidental to the achievement of all or any of the above objectives

4 Pursuant to the aforesaid objects, the society shall take over all the assets/liabilities in existence in the name of the unregistered society and may

- (a) accept grants of money, securities or property of any kind and undertake and accept the management of any endowment, trust, fund or donation not inconsistent with the objects of the Society, on such terms as may be prescribed by Government of Kerala from time to time;
- (b) invest and deal with the funds and monies of the Society;
- (c) impose and recover fees and charges for the services rendered by the Society;
- (d) purchase, hire, lease, exchange or otherwise transfer or dispose of all or any property movable or immovable, of the Society, provided that for the transfer of immovable property prior approval in writing of the Government of Kerala is obtained;
- (e) borrow and raise moneys or mortgage promissory notes or other securities founded or based upon all or any of the properties and assets of the Society or without any securities, provided that prior approval in writing of the Government of Kerala is obtained in that behalf;
- (f) draw, accept, make endorse, discount and deposit Government of Kerala and other promissory notes, bills of exchange, cheques or other negotiable instruments;

- (g) create reserve funds, insurance fund or any other fund; whether for depreciation, repairs, improvement, extension or maintenance of any of the properties or rights of the society and/or for recouping wasting assets and for any other purpose for which the Society deems fit, expedient or proper to create or maintain any such Fund or Funds;
- (h) create administrative, technical, ministerial and other posts in the Society and make appointments there to in accordance with the Rules and bye-laws of the Society, provided that creation of and appointment to posts carrying a maximum pay of Rs. 2,5000/- or more per month shall require the prior concurrence of the Government of Kerala;
- (i) make rules and by-laws for the conduct of the affairs of the Society and add to, amend, vary or rescind them from time to time;
- (j) do all such other acts and things either alone or in conjunction with other organisations or persons as the society may consider necessary, incidental or conducive to the attainment of the above objectives

5 The Society shall with effect from the date of its registration under the Societies Act be deemed to have been entrusted with the functions of the Kerala Institute of Local Administration established at Mulakunnathkavu, Thrissur District by the Government of Kerala vide order No G. O (MS) 139/90 LAD dated 13-9-1990

6 The management of the affairs of the Society and the Kerala Institute of Local Administration shall be vested with the Governing Council, Executive Committee and the Director of the Institute as enshrined in the Rule of the Institute and service bye-laws framed for this purpose.

7 The name, occupation and address of the first members of the Governing Council areas follows:

1. Minister (LSGD) -(Chairperson)
2. Chief Secretary – (Vice Chairperson)
3. Principal Secretary, LSGD- (Convener)
4. Secretary to Government, Finance Department, Government of Kerala
5. Commissioner for Rural Development
6. Director of Panchayats
7. Director of Urban Affairs

8. Secretary to Government, Planning and Economic Affairs Department
9. Representative from Ministry of Rural Development, Government of India
10. Representative from Ministry of Panchayat Raj, Government of India
11. Director, KILA
12. Representative from NIRD & PR
13. President, Kerala GramaPanchayat Association
14. President, Block Panchayat Association
15. Chairman, Chamber of Municipal Chairman
16. Member of Parliament
17. Member of Legislative Assembly
18. President, District Panchayat Presidents Chamber
19. President, Mayors Council

8 We the several persons whose names and addresses are given below having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a society, under the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act 1955 (Act XII 1955) and hold ourselves responsible to manage the affairs of the Institute of the Institute as per the Rules a copy of which duty certified by three members of the General Council is filed herewith along with this Memorandum of Association.

Kerala Institution of Local Administration Rules

- 1 These Rules may be called "The Kerala Institute of Local Administration Rules, 1990.
- 2 Definitions:
In these Rules and the Memorandum of Association unless the subject or context otherwise require;
 - 2 (i) "Act" means the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955).
 - 2 (ii) "Chairperson" means the Chairperson of the Executive Committee for the time being of the Institute
 - 2 (iii) "Director" means the Director of the Institute appointed by the Government.
 - 2 (iv) "Executive committee" means the Executive committee of the Institute
 - 2 (v) "Financial Year" means budget year commencing on the 1st April and ending on the 31st March following for which the Budget is prepared
 - 2 (vi) "Governing Council " means the Governing Council of the Institute
 - 2 (vii) "Institute" means the Kerala Institute of Local Administration, Thrissur.
 - 2 (viii) "Chairperson" means the Chairperson of the Governing Council for the time being of the Institute
 - 2 (ix) "Registrar" means the Registrar of the Institute.
 - 2 (x) "State Government" means the Government-of Kerala.
- 3 Authorities of the Institute
 - i. The Governing Council
 - ii. The Executive Committee
 - iii. The Director and
 - iv. such authorities as may be constituted by the Executive Committee

4

Officers of the Institute:

The following shall be the officers of the Institute namely:

- (i) The Director
- (ii) The Registrar who will function as the Secretary to the Executive Council.
- (iii) Such other officers as may be appointed by the Executive Council from time to time.

5

General Body and Membership:

The members of the Governing Council shall constitute the General Body of the Institute and shall consist of not more than 19 members

6

Roll of Members:

The Institute shall maintain a register of members giving their names, occupation and addresses and every member shall sign the register. Every change of address shall be notified to the Director.

7

Governing Council:

The General Superintendence of management of the affairs of the Institute shall be vested, in accordance with the Rules of the Institute in the Governing Council.

The composition of the Governing Council shall be as follows:

1. Minister (LSGD) -(Chairperson)
2. Chief Secretary- (Vice Chairperson)
3. Principal Secretary, LSGD- (Convener)
4. Secretary to Government, Finance Department, Government of Kerala
5. Commissioner for Rural Development
6. Director of Panchayats
7. Director of Urban Affairs
8. Secretary to Government, Planning and Economic Affairs Department
9. Representative from Ministry of Rural Development , Government of India
10. Representative from Ministry of Panchayat Raj, Government of India
11. Director, KILA
12. Representative from NIRD & PR
13. President, Kerala Grama Panchayat Association
14. President, Block Panchayat Association
15. Chairman, Chamber of Municipal Chairman
16. Member of Parliament
17. Member of Legislative Assembly
18. President, District Panchayat Presidents Chamber
19. President, Mayors Council

- 8 (1) The Governing Council may create new classes of membership from time to time for such specific periods and fill them by co-option of such members, as it deems desirable and necessary in the interest of the Institute.
- 8 (2) It shall be within the competence of the Governing Council to raise funds for the Institute through course fees and grants-in-aid or contributions from the Central and State Government and local bodies or sponsors.
- 8 (3) The Governing Council may create academic, administrative, technical and other posts (other than the Director) with the permission of Government and make appointment thereto in accordance with procedures and terms and conditions laid down in the Bye-laws and regulations framed for such purposes.
- 8 (4) Director shall prepare a consultancy and expert hiring/engaging protocol including professional fee structure which shall be renewed annually and approved by the Executive Committee

On the basis of this approved protocol the Director shall engage/hire professional and technical advisers, consultants and experts on temporary basis to work to further the objectives and programmes of the Institute and pay them such remuneration, honorarium, fees or compensation as may be deemed fit and commensurate with performance provided that it shall not exceed Rs. 1 lakh per month. For engaging such persons when the honorarium, remuneration, fees or compensation exceeds Rs. 1 lakh per month sanction of Government should be obtained.

- 8 (5) The Governing Council may delegate its powers to the Executive Committee and/Director to the extent necessary to ensure the smooth administration of the Institute.
- 9 (Deleted)
- 10 When a person including the Chairperson, is a member of the Governing Council by virtue of his office or appointment, s/he shall cease to be such member when s/he relinquishes the said office or appointment and the vacancy so arising shall be filled in by his successor in that office or appointment. Such member shall however be eligible for renomination in another vacancy, if any, in the Governing Council.
- 11 (Deleted)

12 Cessation of Membership:
Not with standing anything contained in these Rules, a member of the General Council shall cease to be such member if, during his tenure of office, he resigns or becomes insolvent or otherwise unable or incompetent to hold office or his membership is terminated by Government.

13 (Deleted)

14 (Deleted)

15 (Deleted)

16 Subject to the provisions of the Act and subject to any general directives issued by the Government in furtherance of the objectives of the Institute or in public interest, the General Council shall be the ultimate authority for the conduct of the affairs of the Institute.

17 Meeting of the Governing Council:

Subject to the provisions of the Act, the General Council shall meet at least thrice in a year, that is to say:

- 1) Annual General Meeting within four months of the close of the financial year:
 - i) to receive and consider the annual report and audited accounts of the Institute for the proceeding financial year with the comments of the Finance Secretary;
 - ii) to appoint Auditors and fix their remuneration;
 - iii) to review progress of work during the year ended and consider and approve generally the budget demands and programmes for the ensuing year; and
 - iv) to discuss any other business as may be necessary.

- 2) Ordinary meeting to consider matters of general interest.

18 Special Meetings:

The Chairperson may convene special meetings of the Governing Council to consider any matter of special importance or urgency and in such cases notice of 3 days will be sufficient.

19 Venue of the meeting

Meeting of the Governing Council shall ordinarily be held at Mulamkunnathukavu provided; however, that meetings may be held at any other place as may be expedient or necessary.

20 Notice to the Meeting:

Every meeting of the Governing Council shall be convened by notice in writing or by e-mail calling for a meeting of the Governing Council and shall be issued to every member not less than 15 days before the day scheduled for the meeting, except in the case of special meetings when the notice shall be issued three days before the day fixed for the meeting. A summary of the business to be transacted at the annual meeting shall be communicated to the members at least five days before the day of the meeting.

21 The accidental omission to give notice to, or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.

22 Quorum

Seven members, including the Chairperson present in person or through video conference shall constitute the quorum for any meeting of the Governing Council.

23 Presiding Officer

The Chairperson shall ordinarily preside at all meetings of the Governing Council. In the absence of the Chairperson, Vice-Chairperson shall preside over the meeting. In the absence of both, the members present shall choose one from amongst themselves to preside over that meeting.

24 Attendance

No member shall attend a meeting of the Governing Council otherwise than in person or through video conference provided that when there is any valid reason for not attending the meeting in person or through video conference, an officer can authorise a substitute of sufficient status to attend that meeting on his behalf and such substitute shall have the rights and privileges of a member for that meeting.

25 Invitation to Attend a Meeting

The Chairperson may invite any person other than a member of the Governing Council to attend a meeting of the Governing Council but such person shall not be entitled to vote at the meeting.

26 Voting

In case of difference of opinion amongst the members on any matter under discussion in a meeting, the opinion of the majority present shall prevail. Every member present at the meeting including the President shall have one vote and if there be an equality of votes, the President of the meeting shall have and exercise a second casting vote.

27 Voting by Circulation

Any business which may require the Institute to perform and which is of an urgent nature and cannot be held over till the next meeting of the Governing Council, may be carried out through video conferencing or by circulation or by e-mail or other means among members of the Governing Council available and any resolution so circulated and approved by a majority of the members signing, shall be as effective and binding as if such resolution had been passed at a meeting of the Council; provided that at least the number of persons constituting a quorum had accorded their views on the resolution and that any business so transacted shall be reported at the subsequent meeting of the Council.

28 Service of Notice

A notice may be served upon any member of the Governing Council in person, E-mail or through post addressed to such member at the address mentioned in the roll of members. Any notice so served through post shall be deemed to have been served on the day following that on which it was posted.

29 Functions and Powers of Governing Council

29 (1) Approve the annual budget of the Institute drawn up by the Executive Committee and to cause the submission of the approved budget to the Government of Kerala.

29 (2) Nominate the auditors.

29 (3) Consider the annual report prepared by the Director and approved by the Executive Committee

29 (4) Consider the balance sheet and audited accounts for the outgoing year.

29 (5) Add and amend with the approval of the Government of Kerala the Rules of the Institute.

29 (6) Frame with the approval of the Government of Kerala bye-laws not inconsistent

with these rules, for the regulation of the Institute and in particular with reference to preparation and approval of the budget estimates, the sanctioning of the expenditure, re-appropriation of funds, making and execution of contracts, investment of the funds of the institute, procedure for appointment of staff which are not within the powers of the Executive Committee and terms and tenure of such appointment, scale of alteration of investment, accounts and audit, emoluments, terms and conditions governing scholarships, fellowship and deputation, grant-in-aid, research schemes and projects, approve rules of conduct and other conditions of service of the staff of the Institute.

29 (7) To constitute standing committees as and when required.

29 (8) To perform such other functions as are entrusted to it under these rules.

30 Executive Committee

Subject to the overall superintendence and policy directions of the Governing Council, the Executive Committee shall be responsible for the management, administration and control of the affairs of the Institute and its income and properties in accordance with these rules and the regulations, orders and instructions made from time to time shall have and exercise, powers, which may be necessary incidental, conducive or expedient for the said purpose.

31 Composition of the Executive Committee

The Executive Committee shall be composed of not more than eleven members including the Director

32 The Composition of the Executive Committee shall be as follows

- i. Principal Secretary (LSGD) -(Chairman)
- ii. Secretary (LSGD)
- iii. Commissioner for Rural Development
- iv. Secretary to Government, Finance Department or his nominee
- v. Director of KILA -(Convener)
- vi. Director of Panchayats
- vii. Director of Urban Affairs

The Chairperson of the Governing Council or his nominee may attend the meeting of Executive Committee if any important matter is to be discussed and decided in any meeting.

33 (Deleted)

34 (Deleted)

35 Meeting of the Executive Committee

The Executive Committee shall meet not less than four times in a year. Meetings of the Council shall ordinarily be held at Mulamkunnathukavu provided, however, that a meeting may be held at any other place as may be expedient or necessary.

36 Every meeting of the Executive Committee shall be presided over by its Chairman. Four members of the Council including the Director present in person or through video conference shall constitute a quorum at any meeting of the Executive Committee. If a member, who is an Ex- officio representative of the Government or organisation, is unable to attend a meeting s/he may authorize a substitute of suitable status to attend that meeting on his behalf and such substitute shall have the rights and privileges of a member for that meeting. The Chairman may invite any person or persons to attend a meeting; but such person or persons shall not have the right to vote.

37 In case of difference of opinion amongst the members of the Executive Committee on any matter under discussion in a meeting, the opinion of the majority shall prevail. Every member present at the meeting including the Chairman shall have one vote and if there be an equality of votes, the Chairman of the meeting shall have and exercise a second casting vote.

38 Every meeting of the Executive Committee shall be convened by notice issued in writing or by e-mail. Every notice calling for a meeting shall set the date, time and venue of the meeting and shall be issued to every member and to the Chairman not less than seven days before the day scheduled for the meeting, provided that the Chairman may, for reasons to be recorded, convene a meeting at such short notice as s/he may deem fit. A summary of the business to be transacted at the meeting shall be communicated to the members not less than three days before the day of the meeting. The accidental omission to give notice to or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.

39 Any business of urgent nature shall be carried out by circulation among all members of the Executive committee and any resolution so circulated and approved by a

majority of the meeting of the Executive Committee, provided that at least the number of persons constituting a quorum had recorded their views on the resolution; and provided further that any business so transacted shall be reported at the subsequent meeting of the Council.

40

Powers and Functions of the Executive Committee

Without prejudice to the generality of the provision contained in rule 30, the Executive Committee which in turn has the Director as its delegate shall have the powers:

- i) to prepare and executive detailed plans and programmes for the establishment and development of the Institute and for carrying on its administration and management.
- ii) to receive grant-in-aid and accept other grant of money, gifts, donations, securities, negotiable instruments and other forms of assistance from the State Government and Government of India and from other sources; Indian and Foreign, Government and private and enter into any agreement or arrangements for receiving such assistance which are not inconsistent or in conflict with or repugnant to the objectives and purposes of the Institute; provided that in respect of external sources of assistance prior approval of the State Government and /or the Government of India shall be obtained.
- iii) to impose and recover fees and charges for the services rendered by the Institute, raise moneys and funds as deemed fit and necessary for the purposes and objectives of the Institute.
- iv) to keep custody of and expend the funds and moneys, invest, deal with and appropriately account for such funds and moneys and manage the income and properties movable and immovable according to the bye-laws formulated in this behalf.
- v) to receive, acquire, take over, and hold movable and immovable property of any kind by means of purchase, transfer, hire, lease, gift, donation or other lawful means from Government, Public or Private bodies, or individuals, construct, build, alter, improve, maintain, repair, equip, or furnish any building, develop lands and execute works necessary or convenient for purposes of the Institute and suitably manage and deal with property of any kind in the best interests and purposes of the Institute.

- vi) to enter into contracts and agreements with national and international organisations, foundations and research institutions and other agencies- Government or private- for technical assistance, for the developments of sectors and for undertaking projects on their behalf for training and development and research in the field of training.

Provided that in respect of arrangements with foreign Governments or international organisations, prior approval of the State Government and/ or the Government of India, as the case may be, shall be obtained.

- vii) To pay all preliminary or incidental cost, charges and expenses incurred in the promotion, formation, establishment and registration of the Society.
- viii) to prescribe and approve norms and guidelines for the conduct of courses of study, training and for undertaking research, consultancy and publications in pursuance of the objectives enumerated in the Memorandum of Association.
- ix) to institute and award fellowships, scholarships, stipends, freeships, loans and other forms of financial assistance to students to facilitate their study.
- x) to approve the nominations of faculty for courses of higher studies, training and teaching assignments, for participation in conferences, visiting fellowship etc. in India and abroad under such terms and conditions as may be laid down in the bye-laws framed in this behalf; provided that for tours outside India prior approval of the State Government shall be obtained.
- xi) to provide for and supervise the residence, health amenities discipline and the general well-being of the students.
- xii) to print, publish, issue, acquire and circulate books, papers, periodicals, exhibits, films, slides, gazettes, pamphlets and other audiovisual materials dealing with or having a bearing upon the activities and programmes of the Institute.

- xiii) to invite scholars and eminent professionals from any part of the country or abroad to take advantage of the facilities offered by the Institute in order that the Institute may benefit by their knowledge, wisdom and experience, provided that prior approval of the State Government shall be obtained for the purpose.
- xiv) to establish contributory provident fund and gratuity scheme, welfare fund and other financial assistance schemes for the benefit and welfare of the staff of the Institute and their families with the prior approval of Government.
- xv) to prepare annual reports, financial statements of accounts and financial estimates of the Institute and submit them at the Annual General Meeting for the approval of the Governing Council, approve expenditure within the limits of sanctioned budget subject to the Bye-laws and regulations framed in this behalf.
- xvi) to appoint sub committees for the disposal of any business of the Institute or for tendering advice in any matter pertaining to the conduct of the affairs of the Institute and to delegate to such committee such powers as it may deem necessary and expedient.
- xvii) to enter into agreement for and on behalf of the Institute with any Government or authority, Municipal, local or otherwise and to obtain from such authority any rights, privileges, concessions, residuary or otherwise, that may deem necessary and desirable to obtain and to carry out, exercise and comply with such arrangement, rights, privileges and concessions.
- xviii) to sue and defend all legal proceedings on behalf of the Institute.
- xix) to make, frame and adopt Rules, Bye-laws and Regulations for the proper and effective administration and management of the affairs of the Institute and amend, vary, add or rescind such Rules, Bye-laws and Regulations from time to time as may be deemed necessary. Such Bye-laws or Regulations may provide for matters such as norms and guidelines for the conduct of course of study and training, and standards of proficiency;
 - Norms and procedures for admission of students:

- Levy of fees, commissions and charge for service;
- Maintenance of Accounts, Audit and other financial regulations regarding custody and operation of funds;
- Budgeting;
- Recruitment Rules, Terms and conditions of service of faculty, Officers and staff, pay and allowances and other benefits;
- Rules of discipline and code of conduct;
- Maintenance of library
- Purchase and maintenance of stores, stocks and ledgers;
- Delegation of powers to exercise such powers as are delegated by the Governing Council to the Executive Committee and such other matters as may be necessary to all other lawful acts as may be appropriate and necessary for the achievement of any or all of the objectives of the institute

41 Chairman of the Executive Committee

The Executive Committee may by resolution, delegate to its Chairman and the Director of the Institute all or any of its powers as deemed necessary, fit and expedient for the efficient and expeditious conduct of the business of the Institute

42 The Director may refer any question or matter which in his opinion is of sufficient importance to justify such a reference to the decision of the Chairman and such decision of the Chairman shall be binding on the Executive Council, provided that such matters shall be reported to the Council at its subsequent meeting.

43 The Director shall be the Academic Head and Chief Executive of the Institute. The Director shall be appointed by the State Government. The Director if appointed from the State Government Service shall hold office for a period of three years or till he attains the age of 55 whichever is earlier. A Director recruited from open market can be allowed to continue in the post till he attains the age of 60. A Director whose term of office has expired is eligible for reappointment subject to restriction regarding age.

The Director shall have all such powers as may be delegated to him by the Governing Council and the Executive Committee.

As the Chief Executive and Academic Head of the Institute the Director shall be responsible for the proper administration and conduct of the academic affairs of the

Institute.

He shall prescribe the duties of all other officers and staff of the Institute and shall subject to these rules and bye-laws if any exercise such supervision and disciplinary control as may be necessary.

44 The Registrar of the Institute shall be the Secretary of the Executive Committee. The Registrar shall function as the Ex-officio Secretary to the Executive Committee.

The Registrar in his capacity as Secretary shall also be responsible for

- a) The issue of notice of meetings of the Executive Committee and its sub-committees;
- b) the maintenance of records of the meeting and their circulation to members;
- c) the maintenance of the register of the roll of members of the society; and
- d) the performance of such other duties as may be prescribed by the Director

45 Establishment

The Establishment of the Institute will consist of both academic and administrative staff as may be decided by the Governing Council

46 Funds, Accounting and Audit

- a. The funds of the Institute shall consist of - Grant- in- aid received from the State Government and Government of India.
 - Donations and Contributions from other sources;
 - Other Incomes and Receipts.
- b. The Institute shall maintain such books of accounts and other related records in such form and in such manner as may be necessary and prescribed in consultation with the Auditors of the Institute and in accordance with the Bye-laws and financial rules framed in this behalf. The accounts of the Institute shall be audited annually by the Auditors appointed for the purpose and the audited statement of accounts shall be submitted along with the Annual General Meeting for the consideration and approval of the Governing Council. After approval of the Audit Report by the Governing Council, it shall be submitted to Government and issued along with the annual report to members of the Governing Council, government and others concerned

- 47 Suits by and against the Institute
For the purpose of section 9 of the Act, the person in whose name the Society may sue and be sued shall be the Executive Director of the Institute.
- 48 Remuneration to Members of the Governing Council, Executive Committee etc
The Members of the Governing Council or of the Executive Committee or of any sub-committee shall not be entitled to any remuneration from the Institute for their service as such members, but they shall be paid such travelling and daily allowance as may be provided for in the bye-laws to be made in this behalf for journeys for attending meetings or in connection with other business of the Institute.
- 49 Amendments to the Memorandum and Rules may be made by the Governing Council at any of its Annual General Meeting.
- 50 Notwithstanding anything contained in these rules, State Government shall have the following powers over the management and administration of the Institute:
1. to appoint officials to hold enquiry into the affairs of the Society;
 2. to order the winding up or the dissolution of the Institute; and
 3. to take over the administration and assets of the Institute in case its working is proved to be thoroughly unsatisfactory or for non compliance of directions or instructions issued by the State Government from time to time, by the Institute.

We, the following members of the Board of Directors, hereby certify that the above is the true and correct copy of the Rules of the said Institute.

| Sl. no | Name | Occupation and Address | Signature |
|--------|------------------------|--|-----------|
| 1. | Shri. V.J. Thankappan | Minister (Local Administration) Government of Kerala, Thiruvananthapuram. | Sd/- |
| 2. | Shri. S. Narayanaswamy | Chief Secretary to Government of Kerala Thiruvananthapuram. | Sd/ |
| 3. | Shri. N. V. Madhavan | Secretary to Government Local Administration (Panchayats) Department. Government Secretariat, Thiruvananthapuram. | Sd/ |

| | | | |
|----|------------------------------|---|-----|
| 4. | Shri. Philipose Thomas | Secretary to Government, Local Administration Department, Government Secretariat, Thiruvananthapuram | Sd/ |
| 5. | Shri. K. Mohandas | Special Secretary to Government Finance Department, Government Secretariat, Thiruvananthapuram. | Sd/ |
| 6. | Shri. V. Krishnamoorthy | Secretary to Government, Planning and Economic Affairs Department, Government. Secretariat, Thiruvananthapuram | Sd/ |
| 7. | Shri. Mathew C. Kunnumkal | Director, Kerala Institute of Local Administration, Mulamkunnathukavu; Tiliissur | Sd/ |

GOVERNMENT OF KERALA

Abstract

Training - Training in Local Administration - Kerala Institute of Local Administration, Mulamkunnathukavu, Thrissur - Registration as a Charitable Society under the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 and approval of the Memorandum and the Articles of Association of the Society.-Orders issued.

LOCAL ADMINISTRATION (J) DEPARTMENT

G. O. (MS) No. 139/90/LAD

Thiruvananthapuram, Dated, 13-9-1990

Read:-

1. G. O. (Rt) No. 1957/86/LAD dated 28-6-1986
2. G. O. (Ms) No. 56/90/LAD dated 17-4-1990
3. G. O. (Rt) No. 2601/90/Fin. dated 17-5-1990.

ORDER

In the Government Order read as the first paper above, sanction was accorded for the establishment of a Panchayat Training Complex at Mulamkunnathkavu in Killannur. Panchayat of Thrissur District, by collection of contribution from the Panchayats in the state to meet the capital cost of the Project, the idea being that the required infrastructure should be built up without causing financial strain to the State Government.

The first phase of the above project was completed in all respects and the complex was commissioned in April, 1990 under the name "Kerala Institute of Local Administration" (KILA). The two training Institutes for Local Administration which then existed at Thiruvananthapuram and Kozhikode were wound up with effect from 30-4-1990 A. N. and the posts attached to those Institutes were shifted to the Kerala Institute of Local Administration, Mulamkunnathukavu as per the Government Order read as the second paper above. All the Training Programmes of the Panchayat Department are to be conducted only in the Kerala Institute of Local Administration. It is also proposed that the above Institute should function more or less on the pattern of National Institute of Rural Development, Hyderabad. The sphere of activity of the Kerala Institute of Local Administration is proposed to be widened by developing it as a regional centre to cater to the Training requirements of all the Southern

States in the relevant fields and ultimately as a National Institute of excellence. It will also become necessary in due course of time to set up regional centers of the Institute within the State.

Government have been considering the conversion of the Institute into an autonomous body with sufficient control over it, in order to achieve the above objects, with the involvement of the other states and Central Government at the appropriate stage.

Sanction is therefore, accorded for the registration of the Kerala Institute of Local Administration, Mulamkunnathukavu, Thrissur as a Charitable Society under Travancore cochin Literary, Scientific and Charitable Societies Registration Act, 1955, with the Memorandum of Association and Rules appended to this order. The Society shall with effect from the date of registration under the said Act be deemed to have been entrusted with the functions of the Institute of Local Administration established at Mulamkunnathukavu, Thrissur. The assets and liabilities of the Institute including the unutilized funds under the head of account "2515 – 003 - 01- Training Institution in Local Administration" in the current year's budget will stand transferred to the Society from the date of its registration.

Government is also pleased to order that the following shall sign the Memorandum of Association and the rules of the Society for the purpose of its registration:-

1. Shri. V. J. Thankappan, Minister (Local Administration)
2. Shri. S. Narayanaswamy, Chief Secretary to Government.
3. Shri. N. V. Madhavan, Secretary to Government, Local Administration (Panchayats) Department.
4. Shri. Philipose Thomas, Secretary to Government., Local Administration Department.
5. Shri. K. Mohandas, Special Secretary to Government, Finance Department.
6. Shri. V. Krishnamoorthy, Secretary to Government, Planning and Economic Affairs Department.

7. Shri. Mathew C. Kunnumkal, Director, Kerala Institute of Local Administration, Mulamkunnathukavu.

The Director, Kerala Institute of Local Administration will take immediate necessary further action to get the Society register-ad and intimate Government the number and date of registration. He will also arrange to get sufficient number of copies of the Memorandum of Association and rules, together with a copy of this Government Order printed and supply 25 copies to Government.

To

The Director, Kerala Institute of Local Administration,
Mulamkunnathukavu, Killannur, Thrissur.

Inspector General of Registration, Thriuvananthapuram.

The District Registrar, Thrissur.

The Officers Concerned

The Finance Department (vide u. o. No: 36. 30/AWC3/90/Fin. dated 26-5-1990)

The Planning and Economic Affairs Department
vide U. O. No.1S43/A2/90/plg. dated 3-2-1990.

The Accountant General, Kerala, (A & E), (Audit)

The General Administration (SC) Department
vide item No. 2848 dated 31-8-1990 of the proceedings of the Council of Ministers.

The Stock File.

Copy to :- The Private Secretary to Minister (Local Administration)

Forwarded/By order
Sd/-
Section Officer