



INSTITUTE OF MANAGEMENT IN GOVERNMENT

ANNUAL REPORT

2013-14



OOMMEN CHANDY

CHIEF MINISTER
KERALA

05/12/2015

Message

I am glad to know that the Institute of Management in Government (IMG) would be publishing three Annual Reports covering the period from 2012-2015.

IMG has come of age, since its establishments as an autonomous body in 1981. This premier training institution of the Government of Kerala has made its mark as a highly resourceful one in enhancing the capabilities of employees in various categories in the public and private sector. I hope that the collective efforts of all associated with IMG would enable it to scale greater heights.

Wishing all success.

A handwritten signature in black ink, appearing to read 'Oommen Chandy'.

OOMMEN CHANDY



JJI THOMSON

Chief Secretary
Government of Kerala

MESSAGE

The Institute of Management in Government has achieved in delivering quality capacity building programmes in a changed scenario of good governance.

This Institute was established as an autonomous body under the auspices of the Government of Kerala in 1981 with the objective of developing managerial skills, organisational abilities, leadership qualities and decision making skills among different categories of employees of Government, Private and Public Sector.

Management in business and organisations is the function that coordinates the efforts of people to accomplish goals and objectives by using available resources efficiently and effectively.

Management includes planning, organising, staffing, leading or directing and controlling an organisation to accomplish the goal or target. Management is also an academic discipline, a social science whose objective is to study social organisation.

Delivery of public services would be built around high standards of integrity in public institutions. This can be achieved through setting healthy policies that do not afford opportunities for behaviour that can subvert high standards of integrity, through better information dissemination and institutional strengthening. Govt. of Kerala is also committed to overhaul the system to provide high quality services to its citizens. In order to improve the quality of services the service providers have to stick on the service delivery principles enunciated in the service delivery policy.

I am sure that the Institute of Management in Government will continue its contributions towards meeting the needs of the highly improved governance in unique mode



Jiji Thomson
Chief Secretary

ANNUAL ADMINISTRATION REPORT

(2013-14)

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1. ORIGIN OF THE INSTITUTE

The erstwhile Kerala Institute of Public Administration KIPA established by Government of Kerala at Trivandrum with centers at Kochi and Kozhikode was developed as a full fledged management Institute for the state under the name Institute of Management in Government in the year 1981.

In the meeting of Secretaries to the Government which was convened on 19th of June 1978, it was proclaimed that KIPA should be an Apex Institution for the State in all aspect of management - inputs providing services, setting standards and regulating management inputs by other agencies etc. It was also viewed that the Institute shall provide expertise and facilities for management education, training programmes, policy and operations, research, consultancy and extension, seminars and conferences etc. for all aspects of state's economic and social life where management science can play an useful role.

It was also envisaged that the Institute should engage in policy and planning studies and can collaborate with other institutes on relevant subjects problems, etc.

It was further pointed out that there is specific need to impart attitudinal skills and values to technical personnel and general administration so that they will become aware of the need to improve their behavioural pattern with public

I.1 Introduction

Institute of Management in Government (IMG), an autonomous body constituted under the auspices of the Government of Kerala to develop managerial skills, organizational ability, leadership qualities and decision making skills among different categories of employees of Government, Private and Public Sector. Designated as the Apex Training Institute (ATI) for the State of Kerala, IMG is now entrusted with the responsibility of training Government Officials. This responsibility necessitates developing detailed training plans for various Government Departments, networking of training institutions, pooling of faculty resources, upgradation of facilities available in these institutions, etc. The Institute, located at the State Capital, Thiruvananthapuram has two regional centres, one at Kochi and other at Kozhikode to cater to the regional training requirements.

OUR VISION

"To facilitate pursuit of excellence in governance"

OUR MISSION

"To become a Centre of Excellence for Capacity Building for providing an efficient, transparent, equitable and citizen centric public service delivery system in a knowledge society".

1.2 Objectives of the Institute

- i. To create awareness of the potentialities of modern management science as a major instrument for the development of the economic and social activities of Government,
- ii. To develop managerial skills, organizational capability, leadership and decision making ability, development planning and in efficient implementation,
- iii. To carry on research, operational and policy, to evolve ideas and concepts appropriate to the nation and formulate policy alternatives,
- iv. To foster, assist and support individuals, organizations and institutions indirectly for the use of management science and
- v. To create social awareness and make it a genuine instrument for economic development and social change in the State as well as in the region.

1.3 Functioning of IMG

- Apex Training Institute for the State of Kerala
- Convener of the State Training council with a mandate to coordinate, network and standardize training functions.
- Monitor and supervise the delivery of various training Institutes under the State Government.
- Have linkages with national and International organizations including World Health Organization, United Nations Children's Fund, United States Agency for International Development, United Nations Development Programme, Asian Development bank and major Universities in research, training and consultancy.
- Provides advisory functions for streamlining administration by undertaking policy research and studies.
- Offers quality management and functional programmes for middle level and senior level functionaries (Including All India Services)
- Offers various training programmes targeted at different levels and for an array of Departments
- Has a reputed track record for client orientation in providing handholding support for Government Departments in post training and post consultancy scenario.
- Nodal agency in preparation of citizen charter for all departments except Local Self Government
- Nodal agency for capacity building in Right to Information Act, 2005
- Secretariat for conferring e-Governance award for the Government of Kerala

For over the last 35 years IMG has been engaging in activities for realisation of these objectives through training programmes, research, consultancy, publications, seminars, workshops and lectures by eminent persons from India and abroad.

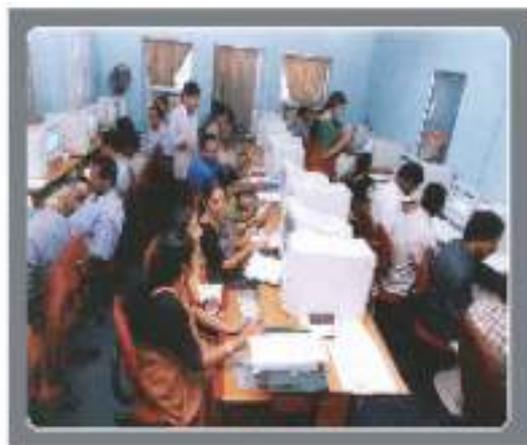
2. Training Infrastructure (Details of facilities and resources)



The main training complex (situated near the Law College, Trivandrum) houses 9 classrooms, Air-conditioned auditorium and one seminar hall. The Institute is equipped with modern teaching aids which are made use of in training courses.



An Executive Training and Development Centre (ETDC) with state-of-the-art training facilities was constructed in the main campus during 2009. The centrally air conditioned ETDC houses 6 class rooms, one conference hall, an auditorium, a computer lab, library and mess halls.



The Institute has a well-established Computer Centre to take up computer based training programmes, data processing requirements and consultancy assignments on software development. At present, it has four modern computer labs. A Desk Top Publishing (DTP)

unit with Scanners, Laser Jet Printers and a Risograph (High Speed Scanner Printer) make an excellent support system for large volume publishing.



The Institute provides an ideal training locale with a well-equipped library and state-of-the-art training aids and facilities. The Institute Library has a collection of more than 25000 books and 125 periodicals, with a focus on Management and Training.

The Institute offers excellent hospitality and has an 80 roomed hostel, which offers



accommodation on twin sharing basis. Apart from this, the Institute has four Guest Suites. An eco-friendly Campus at Barton's Compound, which is based on a comprehensive master plan comprising of Hostel for VIP as

well as Executive Trainees, Open air auditorium, Swimming Pool, Gym, Indoor Badminton court and Jogging track, is nearing completion.



Campus.

The Institute is equipped with two canteens, one at the Barton Hill Complex and other at the main complex, with excellent catering facilities. It has three well furnished dining halls in the main campus and one at the Barton Hill



In line with the mandate of IMG to design and organize training programmes for different cadres of Government it has two Regional Centres, one at Kozhikode and the second at Kochi, which caters to the regional training requirements of the northern and central districts of Kerala. The Regional Centres are each equipped with two modern computer laboratories and hostel facilities apart from air conditioned lecture halls.

3. Highlights of the year 2013 - 14

- This year the Institute has conducted a total of 1095 programmes under various categories. These programmes covered as many as 27,862 participants in 4459 training days.
- Apart from this IMG conducted 33 special programmes as per the request of the funding agencies like Rural Development Dept, State Insurance, Panchayat, Employment and Treasuries.
- IMG acted as the Secretariat for scrutinising and awarding the Chief Minister's award on Innovations in Public Service and also for the e-Governance Award.
- The Govt. of India sponsored training programmes this year includes Legal and Administrative Mechanisms for Combating Violence against Women and Children, Sustainable Development and Natural Resource Conservation for various Department, Domestic Violence Issues and Effective Implementation of Domestic Violence Act 2005, and a few Trainer Development Programme - TNA, DTS, DOT and Experiential Learning Tool.
- Collaborative ventures of this year includes Work Placement Programme for M.Sc. Students in IPSUM, UoR (Collaborative Venture with University of Reading), ToT on Environment & Sustainable Development (UNEP aided Project), Advanced Professional Programme on Public Administration - Kerala Village visit of Participants from IIPA, Kerala Village visit of participants from IIPA, Two day UNEP Workshop on Climate Change , Extreme Events and Environment Resilience, India Leadership Programme on Environment and Sustainable Development

4 Governance and Management Structure

4.1 Board of Governors

The Institute is governed by an eminent Board of Governors. The Chief Minister is the Chief Patron of the Institute. The Chief Secretary to the Government of Kerala is the President of the Institute. The other members in the board comprise senior administrators of the Centre and State Government, eminent academicians and reputed persons from the Public Management system.

The board of Governors has not met this year

The following were members in the Board of Governors of the Institute in the year 2013-14

1. Shri E.K. Bharat Bhushan IAS, Chief Secretary, Government of Kerala and President, IMG
2. Dr. Nivedita P.Haran IAS, Additional Chief Secretary to Government, Personnel & Administrative Reforms Department, Government Secretariat, Thiruvananthapuram
3. Smt Tinku Viswal IAS, Director General, IMG
4. Shri Ajaya Kumar IAS, Secretary, Personnel & Administrative Reforms (AR-14) Department, Government Secretariat, Thiruvananthapuram
5. Smt. Rajasree M.S, Director, IITMK, Technopark, Thiruvananthapuram
6. Dr. P. Rajendran, Vice-President, Agriculture University, Mannuthy, Thrissur
7. Dr. S.Sajeev, Assistant Professor, IMG

4.2 The Executive Committee

The functions of the Institute are supervised by an Executive Committee of which the Director, IMG is the Chairman. The executive committee consist representatives from the drawn from the State Government, Academia and Public.

The following were members in the Executive Committee of the Institute in the year 2013-14.

The Principal Secretary to Government,
P & A RD, Govt Secretariat, Thiruvananthapuram.

The Additional Chief Secretary to Government
Finance Department, Government Secretariat,
Thiruvananthapuram.

The Secretary to Government
IT Department, Government Secretariat,
Thiruvananthapuram.

The Director
Kerala Institute of Local Administration,
Mulamkunnathukavu P O, Thrissur

The Director, IITMK,
Technopark, Thiruvananthapuram

Dr. Sajeev.S,
Associate Professor,
IMG, Thiruvananthapuram

- | | | |
|---|---|-----------------------|
| 1. Director General, IMG | - | Chairman (Ex-officio) |
| 2. Additional Chief Secretary, P&ARD the Board | - | Ex-officio member of |
| 3. The principal Secretary, Finance Department | - | Member |
| 4. The Secretary (GAD), Government Secretariat, Thiruvananthapuram. | - | “ |
| 5. The Secretary to Government, Finance (Expenditure) Dept., Government Secretariat, Thiruvananthapuram | - | Member |
| 6. The Director, IITMK, Technopark, Thiruvananthapuram | - | “ |
| 7. Dr. Sajeev.S, Associate Professor, IMG | - | “ |

The executive committee met once during 2013-14

123rd meeting - 31/03/2014

The Secretary of the Institute is the Ex-officio Secretary of the Board of Governors and the Executive Committee.

4.3 Director, IMG

During the period under report, Dr.Niveditha.P.Haran IAS was the Director of the Institute till 12/03/2014. Smt Tinku Viswal IAS succeeded her.

4.4 Contributions of Previous Directors

Dr Nivedita P Haran, IAS took charge as Director IMG in 30th April, 2012. She has made considerable contributions in enhancing the quality of various initiatives and training activities of the Institute. As an eminent administrator, she has contributed a lot towards enhancing the quality of training programmes in IMG. Dr Nivedita P Haran, IAS left the Institute on 12/03/2014.

Shri S.M. Vijayanand IAS, Additional Chief Secretary to Government of Kerala, took charge as Director from July 04, 2011. He was instrumental to the launch of many innovative projects in IMG. He has made a proposal to the State Planning Board for a one time Additional Central Assistance of 14.5 crores which was duly sanctioned by the Government. This was for the construction of hostel complex in Barton's Bungalow, Conducting of State Training Policy Programmes and for other infrastructure development needs in IMG Trivandrum and in other regional centres at Kochi and Kozhikode. He has also facilitated the launch of Wayanad Nutrition Project, CM's award for innovations in public service and academic collaboration with University of Reading. Shri S.M. Vijayanand IAS, Additional Chief Secretary IAS left the Institute on 30.04.2012

5. Faculty & Staff

The Institute has a dedicated and competent faculty body, with strong interdisciplinary skills, drawn from different streams and disciplines relevant to Government. This team of proficient faculty undertakes training, research and consultancy activities of the Institute.

During the period under report there were 24 Academic Staff and 89 administrative and ministerial staff. Out of the members of faculty, 9 are on the permanent roll, 9 on deputation from Government Secretariat and the rest are on deputation from other Departments (Annexure I)

6. Academic and Development Activities

There are two committees in IMG which were constituted for the smooth conduct of training programmes and development activities viz. Programme committee and Planning and Development committee.

The constitution of these committees are as follows:

- Chairman (Faculty member)
- Convener (Faculty member)
- Two Faculty members (Member)
- A representative from administration division (Member)
- A representative from finance division (Member)
- Regional Directors of Kochi and Kozhikode

6.1 Programme Committee

Dr S Sajeev, Assistant Professor, was the chairman of Programme Committee and Dr Anishia Jayadev, Assistant Professor was the Convener. Shri B R Prasanna Kumar and Dr. R Jayasree, Associate Professor were the member of the committee. Later when some of the members in the committee who were on deputation left the Institute, Deputy Director, Accounts Officer, Regional Director Kochi/Kozhikode were joined the committee. The Programme Committee with delegated authority took decision on routine training activities. During the year under report the committee initiated activities to streamline the training programmes by standardizing course designs and the review of Training needs Analysis documents.

The main activities of this committee are

- a) Standardizing course materials.
- b) Prescribing facilities to be available in Class rooms
- c) Monitoring of projects and programmes/ scheduled items.
- d) Finalization of training calendar, taking up of new programmes / recommend for deletion of scheduled programmes.
- e) Allotment of programmes to various facilitators
- f) Convening of meeting of Training Managers and Training Coordinators.

6.2 Planning and Development Committee

Dr S Sajeev, Assistant Professor, Chairman of this committee in the year 2013-14. Smt Mini B Nair, Assistant Professor was the Convener of the Committee. Dr R Jayasree, Associate Professor was the Convener. Shri R Muraleedharan Pillai, Deputy Director, Accounts Officer and Regional Directors of Kochi and Kozhikode were the members.

During the year the Committee met several times to discuss and deliberate on the following activities.

- a) Campus development activities of the Head Quarters and Regional Centres.
- b) Setting up of new computer lab at IMG regional Centre, Kochi
- c) Renovation of lecture halls III & IV
- d) Preparation of Master Plan for the development of Barton Hill Complex
- e) Preparation of Plan Proposals

IMG acts as professional advisor to various government and public institutions in areas such as restructuring, recruitment, policy advice, performance gap identification, organizational development interventions etc with a view to enhance their organizational capacity. IMG undertakes research and consultancy assignments with social orientation and commitment. During the period under report IMG has undertaken consultancy work for the conduct of the promotion test for Kerala State Financial Enterprises. The principal consultant was Dr R. Prakasam, Professor, IMG.

7. Training – Moulding Civil Servants to perform better

The very basic endeavour of IMG is to build capacity among civil servants to deliver services to the public in a citizen friendly manner. The rapid changes that have been taking place in the society and economy give new impetus to the training processes.

The civil servants and the governance structure need to be tuned to these changes. It is the endeavour of IMG to reflect these aspects in the training curriculum of the Institute.

The IMG currently follows a horizontal approach in imparting training to the officers of various government departments. It is now felt that to achieve the synergy and to ensure maximum impact, vertical approach in training also need to be emphasized. During the current year, IMG could accommodate these requirements only to a limited extent. This will be adopted more extensively in the coming years.

Training is the process of improving knowledge and skills, changing the attitude of an individual for doing a specific job. It is the act of enhancing the knowledge and skill of an employee for accomplishing a specific job. Though training is thought of as a single event, in reality planned training is a continuous process which has different stages which includes identification of training requirement, establishing learning objectives, designing and planning training, delivering training and evaluating training.

Following the mandate contained in the National Training Policy that each State should formulate a State Training Policy (STP), Kerala Government declared its State Training Policy in the year 2004 with a motto "Training for All".

7.1. Details of training programmes conducted till 2013-14 (STP)

| Sl. No. | Year | Total Programmes Conducted |
|----------------|-------------|-----------------------------------|
| 1 | 2004-05 | 1037 |
| 2 | 2005-06 | 1119 |
| 3 | 2006-07 | 1353 |
| 4 | 2007-08 | 576 |
| 5 | 2008-09 | 1166 |
| 6 | 2009-10 | 1369 |
| 7 | 2010-11 | 1177 |
| 8 | 2011-12 | 1268 |
| 9 | 2012 -13 | 1229 |
| 10 | 2013 -14 | 745 |

7.2. No. of participants till 2013 -14 (STP)

| Sl. No. | Year | Total Participants Trained |
|----------------|-------------|-----------------------------------|
| 1 | 2004-05 | 27119 |
| 2 | 2005-06 | 29146 |
| 3 | 2006-07 | 38223 |
| 4 | 2007-08 | 17394 |
| 5 | 2008-09 | 32552 |
| 6 | 2009-10 | 36801 |
| 7 | 2010-11 | 30805 |
| 8 | 2011-12 | 32658 |
| 9 | 2012 -13 | 32866 |
| 10 | 2013 -14 | 19083 |

7.3 Training during 2013-14

During 2013-14, 1281 programmes were scheduled under 7 major categories as detailed below:

Overview of programmes scheduled during 2013-14

| Sl. No. | Category of Programmes | Number of Programmes scheduled |
|---------|--|--------------------------------|
| 1 | State Training Policy Programmes (STP) | 838 |
| 2 | Government of India sponsored Programmes (GOI) | 32 |
| 3 | Right to Information Act (RTI) training | 15 |
| 4 | Right to Service Act | 38 |
| 5 | Induction Training (IND) | 19 |
| 6 | Intensive Training Programme | 172 |
| 7 | Other sponsored Programmes (OSP) | 51 |
| 8 | Inter Departmental Programmes (IDP) | 20 |
| 9 | Collaborative Venture (CV) | 6 |
| 10 | Centre for Land Governance Programme (NCLG) | 1 |
| | Total | 1192 |

7.4 Spread of STP Training

Out of the total 1479 programmes calendared during the year, majority was under the STP category. The number of Government of India programmes is 84 and 13 trainings were scheduled under the RTI group, 34 Training Programmes under RTS group. 20 Induction trainings of 240 days duration were scheduled to be conducted in the headquarters and Regional Centres based on the standardized module prepared. The Government of India, as part of the Plan Training Programme of DoPT, has sanctioned a new scheme – The Intensive Training Programme – to IMG.

This year the Institute has scheduled as many as 300 training programmes for eight departments under this category. The six departments selected under this scheme were Police, Registration, Legal Metrology, Scheduled Castes Development Department, Schedule Tribes Development Dept. and Social Justice Department.

8. Categories of programmes conducted by IMG

During the year, 972 out of 1479 scheduled programmes were conducted. Apart from this, 128 additional programmes were also conducted which under GOI, OSP, RTI, RTS, ITP & STP. Through these trainings, IMG could train 29255 participants.

The category wise status of conducted programmes is given in the following Table

| Status of Training Programmes conducted from 2013-14 | | | | | | | |
|---|-------------------------------|--|-------------------------------|------------------------|-----------------------------------|------------------------------|--------------------|
| Category | Scheduled for the year | Scheduled Prog. Conducted as on 31.3.2014 | Additionally Conducted | Total Conducted | % of Scheduled - Conducted | No. of * Participants | No. of Days |
| GOI | 81 | 61 | 2 | 63 | 72.62 | 1295 | 260 |
| IND | 20 | 13 | | 13 | 65.00 | 320 | 156 |
| OSP | | | 70 | 70 | | 1765 | 187 |
| RTI | 13 | 7 | 4 | 11 | 53.85 | 793 | 14 |
| RTS | 34 | 20 | 7 | 27 | 58.82 | 779 | 27 |
| ITP | 300 | 154 | 12 | 166 | 51.33 | 5024 | 711 |
| STP | 1028 | 712 | 33 | 745 | 69.26 | 19083 | 3099 |
| NCLG | | 5 | | 5 | | 196 | 11 |
| Total | 1479 | 972 | 128 | 1100 | 65.72 | 29255 | 4465 |

GOI - Government of India Sponsored Programmes

IND - Induction Programmes

OSP - Other Sponsored Programmes

RTI - Right to Information Act

RTS - Right to Service Act

ITP - Intensive Training Programme

STP - State Training Policy Programmes

NCLG - National Centre for Land Governance

The programmes conducted during the year fall in the following categories

8.1 State Training Policy Programmes

The Mission of the training enterprise of the Kerala State Government is the transformation of each and every employee in Government Departments and Government agencies and organizations into fully developed, duty conscious, development oriented, well-behaved, competent and motivated member of work teams who are committed to the promotion of public welfare. The expected outcome is a Public Service System for the State, the edifice of which will be built on people (customer)-focused management that allows the greatest room for their participation in decision-making, and one that is geared towards promoting continuous innovations towards the relentless pursuit of total quality in governance.

In the lines of the National Training Policy, Government of India, and in tune with the Administrative Reforms Committee report, the Government of Kerala has enacted its State Training Policy (STP) in the year 2004 with the vision "Training for All". This has become our Governments mandate and IMG, which is the Apex Training Institute for the State of Kerala has been designated as the nodal agency to impart training to its departments.

During the year 2013-14 IMG has scheduled a total of 1479 training programmes under various categories. 1100 programmes were conducted including 128 additional programmes covering 29255 trainees in 4465 training days.



8.2 Training Needs Analysis

In 2004, during the first phase of conduct of Training Needs Analysis, departments with direct citizen interface were selected. This was further increased in later years to cover 43 departments under the STP umbrella. These departments were assigned to particular members of faculty of IMG designated as facilitators. They guided the core group from departments comprising of senior officials to conduct a systematic Training Needs Analysis and came up with training and non-training interventions needed for performance enhancement of each category of employees in the department. The category wise training interventions were converted into training modules which formed the blue print for the conduct of training.

In order to ensure the department's ownership in the conduct of training programme, a senior officer of the department was designated as Training manager who works as liaison between department and the Facilitator concerned. A group of senior officers function as Training Coordination Committee under the chairmanship of the Head of the Departments concerned and oversee the conduct of training for the Department.

The department's role in training was ensured by developing serving officials as trainers for handling department topics. Departmental coordinators were also developed for conducting the routine training under STP. This led to conduct of training in a decentralized manner where some departments conducted training in districts. However, the senior level programmes, workshops for periodic revision of training modules and course material preparation workshops were directly conducted by the Facilitator in IMG.

This year all major departments TNA was revisited based on competency framework as envisaged in the National Training Policy.

8.3 Evaluation and upkeep of quality of training

At the end of each training programme a summative evaluation of the course is done by the participants using a structured evaluation pro forma prepared and provided by IMG. This is consolidated and major suggestions pertaining to conduct

of programme, course design, and quality of training per say etc was incorporated in the conduct of next year's programme.

For ensuring regular update of Training Needs Analysis Document, course module, design etc., the respective facilitator conducts a workshop with all the Departmental Coordinators who have conducted at least one training programme and the core group members and make necessary changes in this regard. This is on the basis of evaluation given by participants at the end of each training programme.

8.4 Government of India Sponsored Programmes (GOI)

Each Apex Training Institute conducts these trainings as *Support to State Training Activities Category Programmes* and are designed to develop knowledge of different areas, management skills, sensitize officers of senior and middle level of State Governments, State Public Sector Undertakings and State Autonomous Bodies to improve their service delivery and enhance attitudinal excellence.

These Programmes cover a large variety of subjects under the broad thematic groups viz. Gender Budgeting, Financial Management, Domestic Violence Issues and Effective Implementation of Domestic Violence, Manual of Office Procedure, Stress Management, Service Delivery, Citizen Centric Administration, Innovations in Governance, Domestic Violence e(Act 2005), Gender Budgeting, Innovations in Governance, Cyber Security & Cyber Law, Control of Child Labour & Social Auditing etc.



Each year, on the basis of the expertise of the faculty member concerned, IMG submits proposal to Department of Personnel and Training (DoPT). In the year 2013-14, the DoPT has approved 84 programmes out of which we have conducted 61. The remaining programmes would be conducted as spill over trainings under this category. The thematic groupings of the GOI programmes are given in the following Table.

8.5 Thematic Grouping of Government of India (GOI) sponsored programmes

| Sl.No | Thematic area | No of Programmes |
|-------|--|------------------|
| 1 | Gender Budgeting | 2 |
| 2 | Financial Management | 3 |
| 3. | Domestic Violence Issues and Effective Implementation of Domestic Violence | 3 |
| 4 | Manual of Office Procedure | 1 |
| 5 | Stress Management | 2 |
| 6 | Service Delivery | 3 |
| 7. | Citizen Centric Administration | 2 |
| 8. | Kerala Service Rules | 3 |
| 9. | Innovations in Governance | 3 |
| 10 | Trainer Development | 11 |
| 11 | Cyber Security & Cyber Law | 4 |
| 12. | Communication & Presentation Skill | 3 |
| 13 | Personality Development | 1 |
| 14. | Disciplinary proceedings | 4 |
| 15. | Management Development | 2 |
| 16. | Control of Child Labour | 1 |
| 17. | Data Base Management System | 1 |
| 18. | Leadership in Women in Co-operatives | 1 |
| 19. | Sensitization of officers on the possibilities & problems of differently abled persons | 1 |
| 20. | MS Excel | 1 |
| 21 | Court Procedure | 1 |
| 22. | Human Rights | 3 |
| 23 | Time Management | 1 |
| 24. | Trouble Shooting | 1 |
| 25. | Responsive Administration | 1 |
| 26. | Public Private Partnership | 1 |
| 27. | Softskills | 1 |
| 28. | Social Auditing | 1 |
| 29. | Leadership & Team building | 1 |
| | Total | 63 |

8.6 Intensive Training Programme

About ITP

We have continued to undertake the Intensive Training Programmes Scheme with the support of Department of Personal and Training (DoPT), Government of India. Under Plan Scheme during XI Plan. ITP has been designed for improving the quality of service rendered to the citizens especially to the weaker and marginalized sections of the society and for those employees working at the cutting edge level. The services rendered primarily by this group depend on the knowledge, skills and attitude of the frontline personnel and the performance of an organization is generally gauged by the citizens by the quality of the personnel at these delivery points.

8.7 ITP Highlights – 2013-14

ITP project has gone ahead with a commendable performance through the 166 training programmes conducted mostly in the eight selected districts of Police Department as well as for the Scheduled Tribes Development Department. Apart from this programmes were also conducted for Registration Department, Legal Metrology, Scheduled Caste Development Department and Social Justice Department.

8.8 ITP Consolidated Financial Highlights 2013 - 2014

ITP Phase I was wound up on February 2014. An amount of Rs.1,60,25,000/- was received. IMG proposed Phase II amount to Rs. 3,31,50,000/- to cover 2 department wise Police and Scheduled Tribe Department during February 2014.

8.9 Overview of Departments

The training programmes in the Police Department have remained focused on the development of knowledge, skill and at the same time stressed upon the behavioural aspects. The total training programmes of all departments under ITP training was 166 and the training days attained for ITP programme was 711 and the programmes were attended by 5024 participants.

8.10 National Level Trainer Development Programmes

The Training Division of the Department of Personnel & Training, Government of India, (DoPT) aims to develop a pool of quality trainers who can promote training in partnership with departments, ministries and organizations committed to best practice in human resource development. The thrust is to mould trainers in training technology to help them deliver their subject-specific training in a systematic manner. With this view, every year through the state Apex Training Institutes, Department of Personnel and Training conduct its Trainer Development Programmes deploying the Master Trainers and Recognized Trainers developed and enlisted in their national resource portal. The various Trainer Development Programmes are scheduled in IMG during the year are furnished in the following Table

| Sl.No | Name of TDP | No of Programmes | No of Participants |
|-------|-----------------------------------|------------------|--------------------|
| 1 | Direct Trainer Skills (DTS) | 2 | 24 |
| 2 | Training Needs Analysis (TNA) | 4 | 52 |
| 3 | Mentoring | 4 | 67 |
| 4. | Experiential Learning Tools (ELT) | 1 | 15 |
| | Total | 11 | 158 |

The recognized trainers conduct National Level Trainings and develop a training pool within the State. The recognized trainers are deployed by Department of Personnel and Training Government of India to other States to conduct courses.

8.11 Other Sponsored Programme (OSP)

IMG conducts certain programmes apart from State Training Policy training for Government Departments, Public Sector Undertakings and other agencies as per their immediate necessities and requests. These programmes are funded by the department / institution. IMG designs specific courses based on the demand and conducts the programmes accordingly. In the year referred to we received requests for Other Sponsored Programmes from IITMK, Planning Board, MPEDA, Urban Affairs, DARPG, NISG, ISM, Scheduled Caste Development Department, Kerala State Aids Control Society, Museum & Zoo & Stationery department. These programme were suggested by organizations on the basis of IMGs expertise and their immediately felt needs.

The major OSPs conducted during the year are

- Training for IAS Probationers
- Domestic Training for the staff of Department of Administrative Reforms and Public Grievances, Government of India.
- Dissemination Workshop on Best practice conducted in IMG funded by State Planning Board
- Chief Minister's Award for Innovations in Public Policy

9. RTI Cell

The decentralization of RTI training was effectively done through the video conferencing facility this year also. E-Learning course on RTI was also formally started this year.

10. Consultancy

IMG acts as professional advisor to various government and public institutions in areas such as restructuring, recruitment, policy advice, performance gap identification, organizational development interventions etc with a view to enhance their organizational capacity. IMG undertakes research and consultancy assignments with social orientation and commitment.

During the period under report IMG has undertaken consultancy work for Kerala State Financial Enterprises, Kattappana Service cooperative Bank limited, Books and Publication Society and Research project sponsored by IIPA.

11. IMG Day celebration.

IMG day was celebrated on 28th March, 2014 with pomp and grandeur at ETDC Padmam Auditorium. Various cultural activities of IMG family members were organized the function was inaugurated by Shri.Rajan Singh,IPS. Smt.Tinku Biswal,IAS was on the chair.

12. Retirement

The following staff members were retired from the service of IMG in the year 2013-14.

Head Quarters Thiruvananthapuram

Bheema Jaan

Muraleedharan Pillai

Jaya Roselet

Thankaprasad

Regional Centre Kochi

Oomen Mathew

Regional Centre Kozhikode

Ayyappan Kutti

Details of faculty members in the Institute

| Name | Designation | Area Of Specialization |
|--------------------------------|---------------------|---|
| Dr. R. Prakasam | Professor | Service Delivery Management, HRD, Marketing, Consulting skills, e-Governance, Recognized Trainer- Training Needs Analysis |
| Dr Jaya S Anand PhD | Professor | Finance Management, Rural Development, Right to Information, Service Delivery |
| Dr R Jayasree PhD (Management) | Associate Professor | Organizational Behaviour, Human Resource Management,. |
| Dr R Ram Mohan B Tech, PhD | Associate Professor | Project Management, Human Resource Management |
| Dr S Sajeev PhD | Assistant professor | Project Management, Financial Management, Recognized Trainer, TNA |
| Dr Anishia Jayadev PhD | Assistant professor | Gender studies, Service Delivery Management, Right to Information, Recognized Trainer – TNA, Recognised Trainer – DTS |
| Smt Mini B Nair | Assistant professor | Organizational behaviour, Human Resource Management, Service Delivery management, Marketing. Recognized Trainer – TNA, Recognized Trainer DTS |
| Sri. P. R. Balachandran | Associate Fellow | Public Relations, Communication and Media Management |
| Sri. B.R. Prasanna Kumar | Lecturer | Financial management, Accounting, Procurement Law, Service rules |
| Sri. V. V. Moythunni | Associate Fellow | Service Rules, Secretariat procedures |
| Sri. R. Muraleedharan Pillai | Senior programmer | E governance, computers |
| Shri NP William | Associate Fellow | Conduct Rules, Disciplinary Procedure, Secretariat manual |
| Smt Kumari Shylaja | Associate Fellow | Noting and Drafting, Store Purchase manual |
| Smt.M.Sheela | Associate Fellow | |
| Shri,T,P,Babu | Associate Fellow | |

| IMG KOCHI | | |
|-----------------------|---------------------|---|
| Sri. K. V. Omana | Regional Director | Service Rules |
| Dr. Neena Joseph PhD | Professor | Human Resource Management, Gender Studies, Decentralized planning |
| Sri. Oommen Mathew | Associate Professor | Human Resource Management, Gender studies |
| Smt. L. Rema | Lecturer | General Administration, Financial management, Service Rules |
| Sri. Chandrabose.P.V | Associate Fellow | General Administration, Law, Service Rules |
| Smt. Geetha Kumari | Associate Fellow | Service Rules, General Administration |
| IMG KOZHIKODE | | |
| Sri. Mohammed Sherief | Regional Director | Service Rules |
| Sri. MK Saddique | Associate Fellow | Law, Service Rules |
| Dr Jacob Varghese | Associate Fellow | Soft skill, RTI |

Annexure II**LIST OF TRAINING EQUIPMENTS AS ON 2013-2014**

| Sl.No | Item | IMG,Tvpm | Obsolete/ Damaged which are not in use | Working condition | IMG RC Kochi | IMG RC Kozhikode |
|-------|----------------------------|----------|---|----------------------|-----------------|---------------------|
| 1 | Over Head Projector | 19 | 15 | 4 | 5 | 8 |
| 2 | 16 mm Projector | 4 | 4 | Nil | Nil | Nil |
| 3 | 16 mm Film | 32 | 26 | 6 | Nil | Nil |
| 4 | Public Address System | 16 | 3 | 13 | 3 | 3 |
| 5 | Slide Projector | 5 | 4 | 1 | 1 | 1 |
| 6 | LCD/DLP Projector | 20 | 5 | 15 | 7 | 8 |
| 7 | Video Cassette Recorder | 4 | 4 | Nil | Nil | 1 |
| 8 | Colour TV | 7 | 5 | 2 | 2 | 3 |
| 9 | Tape Recorder | 4 | 4 | Nil | Nil | Nil |
| 10 | Still Camera | 1 | Nil | Nil | Nil | Nil |
| 11 | Cordless Microphone | 9 | 6 | 3 | Nil | 2 |
| 12 | Plain Board | 1 | Nil | 1 | Nil | Nil |
| 13 | Laptop Computers | 28 | 4 | 24 | 6 | 3 |
| 14 | Video Camera | 2 | 2 | Nil | Nil | Nil |
| 15 | Video Projector | 1 | 1 | Nil | Nil | Nil |
| 16 | DVD Player | 2 | 1 | 1 | Nil | Nil |
| 17 | LCD TV | 1 | 1 | 1 | Nil | Nil |
| 18 | Desktop Computers | 204 | 35 | 169 | 35 | 49 |
| 19 | Servers | 5 | Nil | 5 | 1 | 2 |
| 20 | Printers | 50 | 7 | 43 | 12 | 4 |
| 21 | Scanners | 3 | 1 | 2 | 1 | 2 |

INDEPENDENT AUDITORS' REPORT

To,

The Members of the Institute of Management in Government,
Thiruvananthapuram

1. Report on the Financial Statements

We have audited the financial statements of Institute of Management in Government, Thiruvananthapuram which comprise of the Balance Sheet as at 31st March, 2014 and the Statement of Income and Expenditure for the year then ended, and a summary of significant accounting policies and other explanatory information.

2. Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position and financial performance of the Institute. This responsibility includes the design, implementation and maintenance of internal controls relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

3. Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We have conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institute's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on whether the Institute has in place an adequate internal financial controls system over financial reporting and the operating effectiveness of such controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made



ISAAC & SURESH
Chartered Accountants

by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

4. Basis for qualified opinion

The facts relating to the qualification on the accounts are as under and reference of notes have been given wherever applicable.

- i) *The Bank reconciliation statement of SBT Vikas Bhavan (A/c No.57044155939) includes an amount of Rs.80225 being 'transfer not effected' as per previous years bank reconciliation, Balance not transferred amounting to Rs.3,000 amount not credited in passbook amounting to Rs.3,92,930, amount not debited in cash book amounting to Rs.1,70,106, cheques deposited but not cleared amounting to Rs.13,788, for which no information/explanation has been provided by the management.*
- ii) *No income tax has been deducted at source from payment of following amounts*

| <i>Name of the party</i> | <i>Nature</i> | <i>Total Amount</i> | <i>TDS to be deducted</i> |
|--|--|---------------------|---------------------------|
| <i>M/s. Clean & Clean Hygiene services</i> | <i>House Keeping Services (Contract)</i> | <i>16,39,584.00</i> | <i>32,792.00</i> |
| <i>Invision Surveillance Systems</i> | <i>CCTV and surveillance</i> | <i>77,317.00</i> | <i>1,547.00</i> |
| <i>Absonic Agencies</i> | <i>AMC with A/C maintenance</i> | <i>1,22,743.00</i> | <i>2,455.00</i> |
| <i>Tech Gemini Info Services Pvt Ltd</i> | <i>Software Development</i> | <i>7,45,789.00</i> | <i>14,916.00</i> |
| <i>Malayala Monarama</i> | <i>Advertisement</i> | <i>35,371.00</i> | <i>707.00</i> |
| <i>Kerala Kaumudi</i> | <i>Advertisement</i> | <i>69,233.00</i> | <i>1,385.00</i> |



- iii) During the year 2012-13 the Institute collected consultancy charges of Rs.8,48,303/- from Kerala State Financial Enterprises (KSFE) and Rs. 7,50,726 from Kerala State Pollution control Board (KSPCB). These included Service tax portion of Rs 1,03,685 and Rs. 82,726 respectively. However the service tax has neither been accounted nor remitted till 31/03/2014.
- iv) The contract with IRCTC is null and void as the date of contract is not mentioned anywhere in the contract.
- v) Service tax collected Rs.274/- on Hall Rent for Rs. 2,000.00 has been accounted as vat collected and the same was remitted to the sales tax department.
- vi) The management has not carried out the physical verification of stock. Inventories amounting to Rs.13,32,286.15 is as certified by the management.
- vii) The Opening Balance of VAT Payable to the extent of Rs. 25,778.50 in Trivandrum unit and Rs. 2,960/- in Calicut unit remains outstanding as on 31/03/2014. No details have been provided for the same.
- viii) During 2012-13 An amount of Rs. 1,099,710 has been received from National Institute for Smart Government(NISG) for conducting a training programme. It includes Rs 1,20,972/- being the service tax collected. However this amount has not been accounted nor remitted till 31/03/2014.
- ix) The physical verification of cash balance at the end of each month has not been done by the head Office and the certificate to that effect with nomination details of the cash balance was not available for our verification.
- x) During the year, Institute sold old furniture for Rs. 1,23,473/- (Trivandrum unit) and Computers for Rs. 55,100/- (Kozhikode Unit) and treated the same as other income and capital reserve respectively. Since the Written Down Value of the assets are not available, we are not in a position to comment on the treatment of the same. No VAT has been collected and remitted on Auction sale of the fixed assets.



- xi) Internal control on ensuring proper remittance of Income Tax deducted at source on various accounts is found to be inadequate . During current year institute remitted an amount of Rs.30,195/- as interest on TDS for delayed payment of Income Tax deducted at source . Tax deducted at source from Contractors for the months April 2013 to February 2014 has been remitted only on 27th march 2014. Interest and penalty if any on late remittance has not been provided in the accounts. The Opening Balance of TDS to the extent of Rs. 45,511.50 remains outstanding as on 31/03/2014. No details have been provided for the same.*
- xii) There is delay in the remittance of Service tax .Service tax collected for the months April 2013 to September 2013 amounting to Rs.1,31,585/- has been remitted only on 24/10/2013 and October 2013 to February 2014 has been remitted only 27/03/2014. Interest and penalty if any on late remittance has not been provided in the accounts.*
- xiii) Current liabilities, Receivables, Project and Programme Expenses Receivable and Loans and advances are subject to confirmation from parties concerned.*
- xiv) There is delay in the remittance of EPF. The Opening Balance of EPF Payable to the extent of Rs. 66,350.30 and EPF Daily wages amounting to Rs.7972/- remains outstanding as on 31/03/2014. No details have been provided for the same.*
- xv) The ledger of UNEP (FRCA) Environment & Sustainable Development is not tallied with Passbook. An amount of Rs. 4,820/- has been credited in FRCA account for which no information has been provided by the management.*
- xvi) During current year, Institute purchased printer amounting to Rs.20, 000 out of plan grant. The same has been treated as stationery expense which has resulted in an over statement of administrative expenses with corresponding overstatement of plan grant.*



xvii) Service Tax has not been collected or wrongly transferred to income account with respect to the following Items.

| <i>SLNo</i> | <i>ITEMS</i> | <i>AMOUNT</i> |
|-------------|---|--------------------|
| 1. | <i>Consultancy -Kudubasree</i> | <i>3,51,820.00</i> |
| 2. | <i>Consultancy - KSFE Kochi</i> | <i>8,41,857.00</i> |
| 3. | <i>Course Fee - Kerala State Aids Control Society</i> | <i>1,46,068.00</i> |
| 4. | <i>Rent - Computer Lab rent</i> | <i>1,72,303.00</i> |
| 5. | <i>Rent -Hostel</i> | <i>85,052.00</i> |
| 6. | <i>Rent - Padmam Auditorium</i> | <i>20,787.00</i> |
| 7. | <i>Training Fee - TRG PROG SC DEVP</i> | <i>1,36,517.00</i> |
| 8. | <i>Workshop on Child Labour</i> | <i>3,06,743.00</i> |
| 9. | <i>ADRC Kochi Consultancy (CV004)</i> | <i>5,26,407.00</i> |

5. Qualified Opinion

In our opinion and to the best of our information and according to the explanations given to us except for the possible effect of the matters described in the basis for qualified opinion paragraph, the financial statements give the information required in the manner so required and give true and fair view in conformity with the accounting principles generally accepted in India:

- i) in the case of the Balance Sheet of the state of affairs of the Institute of Management in Government as at 31st March, 2014, and
- ii) in the case of the Statement of Income and Expenditure of the excess of expenditure over income for the year ended on that date.

Emphasis of Matter

We draw attention to the following comments and notes to the Financial Statements. Our opinion is not qualified in respect of these matters.

- a) Note No. 4 of the Notes forming part of accounts which states that Physical verification of Fixed Assets has not been carried out during the year. Fixed Assets register is not maintained in proper and complete manner.
- b) Note No.2 of the Notes forming part of accounts which states that the Institute has no separate bank account for grant received for specific purposes except for Construction of Training Complex, FRCA and IMG Hostel repairs.



ISAAC & SURESH
Chartered Accountants

- c) Note No.5 of the Notes forming part of accounts which states that the Institute has not yet completed the capitalization of the cost of the buildings the construction of which have already been completed and put to use in earlier years. Necessary capitalization entries have not been passed in the books of accounts.
- d) Note No. 1 (c) which states that there is no change in the stock of library books, Video cassettes and Video film for the previous years.
- e) Note No.7 which states the non provision of demand for interest and damages from PF authorities amounting to Rs. 1,45,961/-

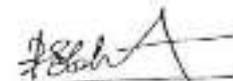
Report on other legal and regulatory requirements

We report that:

- a) We have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of our audit;
- (b) In our opinion, proper books of account as required by law have been kept by the School so far as appears from our examination of the books of account;
- (c) The Balance Sheet and the statement of Income and Expenditure dealt with by this report are in agreement with the books of account;

Thiruvananthapuram
Date: 30th March,2016

For Isaac & Suresh,
Chartered Accountants
FRN.001150S



Sobha Sethumadhavan,ACA
(Partner)
M.No.225166



INSTITUTE OF MANAGEMENT IN GOVERNEMNT

Notes forming part of accounts for the year ended 31stMarch, 2014

1. Significant Accounting Policies

- a. The provisions of accounting standard 12 on "Accounting on Government Grants" issued by the Institute of Chartered Accountants of India are complied with while accounting of fixed assets during the year under report, out of grant amount received, Grant received for acquisition of fixed assets is deducted from the cost of the assets and only nominal value has been shown against fixed assets.
Non-specific Government Grants received will be recognized as income on a systematic basis in the profit and loss statement over the periods necessary to match them with the related costs which they are intended to compensate as envisaged in Accounting Standard.
- b. The Institute has recognized share of income from grant for STP received during the year and the outlay for programmes conducted has been deducted from the income components.
- c. Inventories
Stock of Stationary is valued at cost. There is no change in the stock of library books, Video cassettes and Video film for the previous years.
- d. Training fee income and consulting fee income is recognized in the books of accounts as per proportionate completion method over the period of training programme/consultancy work as preceded by the AS - 9 on revenue recognition.



2. Grants

- a. The Institute is not maintaining separate bank accounts for grant received for specific purposes except for Construction of Training Complex, FRCA and IMG Hostel repairs.

3. Balances in Personal Accounts are subject to reconciliation/confirmation.

4. Physical verification of Fixed Assets has not been carried out during the year.

Fixed Assets register is not maintained in proper and complete manner. However Institute is maintaining separate fixed assets register disclosing required particulars for the fixed assets acquired during the year under report.

5. The Institute has not yet completed the capitalization of the cost of the buildings the construction of which have already been completed and put to use in earlier years. Necessary capitalization entries have not been passed in the books of accounts.

6. The staff Advance and District Co-ordinators Advance accounts includes individual advance entries pending settlement for more than two years.

7. The Provident Fund authorities raised a total demand of damages and interest amounting to Rs.17,86,923. Against settlement of this demand, Institute remitted an amount of Rs.6,10,527 in the subsequent years. Balance has not been remitted pending settlement of the case. Institute provided an amount of Rs.4,64,566 during 2012-13 since the demand relates to preceding years. Demand for Rs.1,45,961 vide proceedings No. KR/9971/RO/TVM/PD/2014/4368 dated 10.09.2014 covering the period March 2009 to November 2009 and April 2013 to December 2013 has not been provided by the Institute since the bifurcation of the same was not available.

8. Institute paid a total amount of Rs. 4,02,58,317.00 to COSTFORD for the construction of Executive Hostel out of Kerala Grant for Executive Hostel as on 31/03/2014. The same will be included in the assets acquired out of capital grant schedule on completion of the construction of the building. The payment was made on the basis of verification made by the Assistant Engineer of PWD.



9. The schedule of assets acquired out of capital grant does not include the assets acquired out of specific purpose grant. Fixed asset register includes the details of fixed asset purchased out of specific purpose grant.
10. A demand of Service Tax of Rs. 4,29,992/- and penalty of Rs. 15,200/- vide Order No. 06/2014-ST(AC) of Assistant Commissioner of Central Excise, Service Tax Division, Trivandrum has been appealed against by the Institute by filing an appeal with the Office of the Commissioner of Central Excise and Customs (Appeals) Cochin on 01st July 2014.

Trivandrum
30th March, 2016

For ISAAC & SURESH
Chartered Accountants
(C.A. No. 1130 S)
[Signature]

SOBHA SETHUMADHAVAN A.C.A.
Partner
Membership No. 225166



INSTITUTE OF MANAGEMENT IN GOVERNMENT

THIRUVANANTHAPURAM BALANCE SHEET AS AT 31st MARCH 2014

| Previous Year Rs. | Liabilities | Sch. | Rs. | Current year Rs. | Previous year Rs. | Assets | Sch. | Rs. | Current year Rs. |
|----------------------|-------------------------------|------|--------------|---------------------|----------------------|---|------|--------------|---------------------|
| 12087889.76 | Capital Reserve | | | | 1.00 | Fixed Assets | 9 | | 1.00 |
| 113441396.34 | Utilized Grants | 1 | 22087889.76 | | | Gross Stock | | | |
| 14267.41 | Unutilized Grants | 2 | 352482912.87 | | | Less Depreciation | | | |
| | Capital Reserve (Assets) | 3 | 56357.42 | 23465170.05 | | Work In Progress | 10 | | 1124156.36 |
| | | | | | | Building under construction | | | |
| 874594.72 | Depreciation & Amenities Fund | | | 874594.72 | | Training complex under construction | | | |
| 6607087.00 | Due to Govt. of Kerala | 4 | | 5607357.03 | | Investments | | | |
| | Current liabilities | | | | | Current Assets | 11 | 325145510.83 | 5000.00 |
| 4809808.54 | Sundry Creditors Projects | 5 | 32834450.34 | | 9933119.83 | Cash & Bank Balances | 12 | 4928942.50 | |
| 32830217.50 | Sundry Creditors Expenses | 6 | 8765750.20 | | 516107.56 | Receivables | 13 | 90976.00 | |
| 3226457.96 | Sundry Creditors Consultancy | 7 | 608874.56 | | 201837.00 | Project & Programme Exp. Receivable | 14 | 242820.70 | |
| 6955586.19 | Sundry Creditors Others | 8 | 7140734.45 | 44202349.29 | 242820.70 | Due from Govt. of Kerala | 15 | 1312286.15 | |
| | | | | | 1303590.27 | Inventories | 16 | 517585.00 | |
| | | | | | 317585.00 | Deposits | 17 | | |
| | | | | | | Loans & advances | 18 | | |
| | | | | | 2208117.00 | Self Advances | 19 | 1102161.00 | |
| | | | | | 2341833.59 | Other advances | 20 | 300246.99 | |
| | | | | | 163142.42 | Advance for construction | 21 | 6025034.42 | |
| | | | | | | Income & Expenditure Account | | | |
| | | | | | 5499474.79 | Balance as per last Balance sheet | 22 | 71205912.86 | |
| | | | | | 15215489.57 | Exp- Fees of expenditure over income | 23 | 11694565.74 | |
| 184081264.53 | | | | 126170201.238 | 184081264.53 | | | | 376329201.06 |

See accompanying Notes forming part of Financial Statements

Auditors Report.

Vide my report of even date.



For ISAAC & SURESH
Chartered Accountants
(FRCN-11150-S)

Sobha

SOBHA SETHURAJAN A.C.A.
Partner
Membership No. 225158

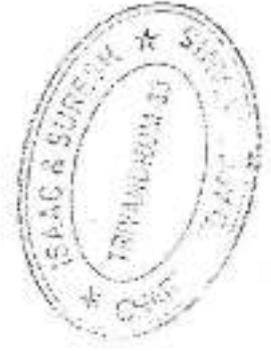
Sabyajeet Rajan
Director General, IMG

Place : Trivandrum

INSTITUTE OF MANAGEMENT IN GOVERNMENT
THIRUVANANTHAPURAM
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 2014

| Previous Year Rs. | Expenditure | Sch. | Current year Rs. | Previous year Rs. | Income | Sch. | Current year Rs. |
|----------------------|------------------------------|------|---------------------|----------------------|--|------|---------------------|
| 73987979.00 | To Salaries & Allowances | 22 | 85275971.00 | 37711000.00 | By Non-Fin. Grant from Govt. of Kerala | | 43745000.00 |
| 6312119.00 | To EPF Employer Contribution | 23 | 7349228.00 | 5629286.00 | By Training fees Receipts | 31 | 7634575.00 |
| 449695.50 | To Staff welfare expenses | 24 | 569988.00 | 2547356.00 | By consultancy fees collected | 32 | 1875826.00 |
| 3954856.25 | To Administrative Expenses | 25 | 4520392.25 | 133131.00 | By Rental income | 33 | 1222094.00 |
| 118949.00 | To Washing Expenses | 26 | 373519.00 | 1327771.00 | By Other income | 34 | 320827.00 |
| 157534.00 | To Washing Expenses | 27 | 83440.00 | 1330920.00 | By Interest received | 35 | 1273957.00 |
| 33242.00 | To Bank Charges | 28 | 9775.00 | 150284.58 | By income on sale of assets | 36 | 0.00 |
| 44944.00 | To Audit fees | | 45800.00 | 18011390.00 | By Govt. Grant | 37 | 26618840.00 |
| 4478.00 | To Board meeting Expenses | 29 | 3111.00 | 1564553.00 | By Prior-Period Income | 38 | 2018835.00 |
| 405602.30 | To Prior Period Expenses | 30 | 532000.00 | 0.00 | By I.T. Grant | | 2264857.00 |
| | | | | 16225485.47 | By Excess of Expenditure over income | 21 | 11504566.25 |
| 85558807.05 | | | 9847877.25 | 85558807.00 | | | 9847877.25 |

For ISAC & SURESH
Chartered Accountants
117, Palarivayal Street,
Thiruvananthapuram
(Signature)
SURESH P. N. NARAYAN
F. No. _____
Accounting No. 101/14



(Signature)
Satejajee Rajan IAS
Director General, IMG

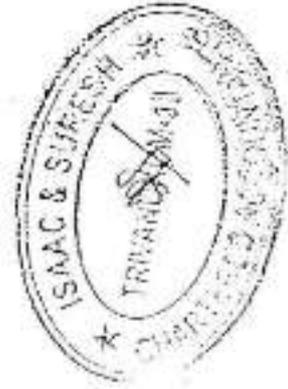
INSTITUTE OF MANAGEMENT IN GOVERNMENT

THIRUVANANTHAPURAM

SCHEDULES ATTACHED TO BALANCE SHEET AND

INCOME AND EXPENDITURE FOR THE YEAR ENDED MARCH 31, 2014

| | PARTICULARS | Current Year | Previous Year |
|------------------------|---|----------------------|-----------------------|
| Schedule 1 | | | |
| Utilized Grants | | | |
| | | Current year Balance | Previous Year Balance |
| 501004 | U-Govt. of Kerala Grant (Plan Grant) | 20226517.76 | 20226517.76 |
| 501006 | Strengthening State Centre for Training | 462228.00 | 442228.00 |
| 502010 | Capital Reserve Govt. of Kerala | 845910.00 | 845910.00 |
| 501007 | Project Report GCK | 573234.00 | 573234.00 |
| | | 22087889.76 | 22087889.76 |



INSTITUTE OF MANAGEMENT IN GOVERNMENT

THIRUVANANTHAPURAM

SCHEDULES ATTACHED TO BALANCE SHEET AND

INCOME AND EXPENDITURE FOR THE YEAR ENDED MARCH 31, 2014

| Schedule 2 | PARTICULARS | Current Year | Previous Year |
|--------------------------|--|---------------------|---------------------|
| Unutilized Grants | | | |
| 502002 | XI Finance Commission Grant from: CCI for bldg constn | 4369702.00 | 4369702.00 |
| 502008 | Preparation of Project Report | 1425766.00 | 1426766.00 |
| 502001 | Government of Kerala Grant (Plan) (Annexure II A) | 9723332.47 | 73040847.72 |
| 502007 | FRCA | 14357.00 | 27281.00 |
| 502011 | GOK Grant (Capacity Building) | 13122.00 | 13122.00 |
| 502012 | GOK Grant (Capacity Building) | 155315.00 | 182446.00 |
| 502018 | GOK R&M Barion III Hostel | 402483.00 | 402483.00 |
| 502019 | GOK Grant STP (Annexure II B) | 50101854.40 | 24773429.52 |
| 502023 | GOK Grant Strengthening of District Offices | 537609.00 | 537609.00 |
| 502022 | Govt. of India Grant Library 2004-2005 | 19374.00 | 36303.00 |
| 502024 | Govt. of Kerala Equip. Support (THR, KTM, MLPX) | 137753.00 | 137753.00 |
| 502030 | Govt. of Kerala - Construction of Exe. Hostel (Annexure II D) | 91908230.00 | 6965547.00 |
| 502014 | Government of India - Hardware Grant | 144545.00 | 144545.00 |
| 504435 | Consumer Education, Human Resource and Capacity Building Training Fund NITS, Noida | 136617.00 | 136617.00 |
| 502031 | Capacity Building e-Governance NEGP | 700000.00 | 700000.00 |
| 502032 | Digital Library (Bridge Fund) | 18999.00 | 18999.00 |
| 502033 | Induction Training (JDC / Assistant) (Annexure II C) | 0.00 | 526946.00 |
| 502037 | GOI Grant 2013-14 Purchase of Computer | 4707000.00 | 0.00 |
| 502020 | UNEP (FRCA) Environment and Sustainable Development (Annexure II E) | 460150.00 | 0.00 |
| | | 252487912.87 | 113441396.24 |



| INSTITUTE OF MANAGEMENT IN GOVERNMENT | | | |
|---|--------------|---------------|--|
| THIRUVANANTHAPURAM | | | |
| SCHEDULES ATTACHED TO BALANCE SHEET AND | | | |
| INCOME AND EXPENDITURE FOR THE YER ENDED MARCH 31, 2014 | | | |
| PARTICULARS | Current Year | Previous Year | |
| Schedule-3 | | | |
| Capital Reserve | | | |
| Thiruvananthapuram | 818.00 | 818.00 | |
| Regional Centre, Kochi | 9,502.00 | 9,502.00 | |
| Regional Centre, Kozhikode | 39,047.42 | 3,947.42 | |
| | 49,367.42 | 14,267.42 | |
| Schedule 4 | | | |
| Due to Govt. of Kerala | | | |
| Thiruvananthapuram | 5,807,087.00 | 5,807,087.00 | |
| Regional Centre, Kochi | 800,000.00 | 800,000.00 | |
| Regional Centre, Kozhikode | 0.00 | 0.00 | |
| | 6,607,087.00 | 6,507,087.00 | |



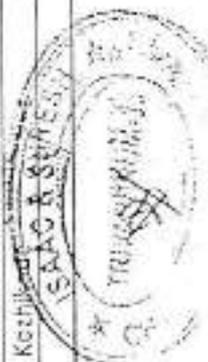
INSTITUTE OF MANAGEMENT IN GOVERNMENT

THIRUVANANTHAPURAM

SCHEDULES ATTACHED TO BALANCE SHEET AND

INCOME AND EXPENDITURE FOR THE YEAR ENDED MARCH 31, 2014

| PARTICULARS | Current Year | Previous Year |
|--|---------------------|----------------------|
| Schedule 5 | | |
| Sundry Creditors - Projects | | |
| Thiruvananthapuram | 22065209.00 | 18027527.00 |
| Regional Centre, Kochi | 771241.54 | 32281.54 |
| Regional Centre, Kozhikode | 0.00 | 0.00 |
| | 22836450.54 | 18059808.54 |
| Schedule 6 | | |
| Sundry Creditors for Expenses | | |
| Thiruvananthapuram | 7,386,658.00 | 10,032,133.00 |
| Regional Centre, Kochi | 481,102.00 | 1,637,338.50 |
| Regional Centre, Kozhikode | 297,430.00 | 1,164,746.00 |
| | 8,165,190.00 | 12,834,217.50 |
| Schedule 7 | | |
| Sundry Creditors of Consultancy | | |
| Thiruvananthapuram | 6058374.56 | 3,206,437.56 |
| Regional Centre, Kochi | 0.00 | 0.00 |
| Regional Centre, Kozhikode | 0.00 | 0.00 |
| | 6058374.56 | 3,206,437.56 |
| Schedule 8 | | |
| Sundry Creditors for Others | | |
| Thiruvananthapuram | 6,495,610.84 | 6,275,000.84 |
| Regional Centre, Kochi | 575,532.35 | 573,986.35 |
| Regional Centre, Kozhikode | 71,191.00 | 106,579.00 |
| | 7,142,334.19 | 6,955,566.19 |



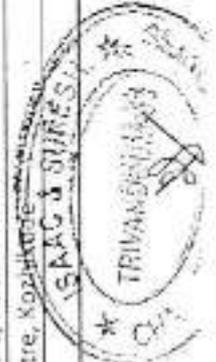
INSTITUTE OF MANAGEMENT IN GOVERNMENT

THIRUVANANTHAPURAM

SCHEDULES ATTACHED TO BALANCE SHEET AND

INCOME AND EXPENDITURE FOR THE YEAR ENDED MARCH 31, 2014

| | Current Year | Previous Year |
|------------------------------------|----------------|---------------|
| PARTICULARS | | |
| Schedule 9 | | |
| Fixed Assets | | |
| Thiruvananthapuram | 1.00 | 1.00 |
| Regional Centre, Kochi | 0.00 | 0.00 |
| Regional Centre, Kozhikode | 0.00 | 0.00 |
| | 1.00 | 1.00 |
| Schedule 10 | | |
| Building under Construction | | |
| Thiruvananthapuram | 31,145.77 | 31,145.77 |
| Regional Centre, Kochi | 0.00 | 0.00 |
| Regional Centre, Kozhikode | 1,093,010.59 | 1,093,010.59 |
| | 1,124,156.36 | 1,124,156.36 |
| Schedule 11 | | |
| Cash & Bank Balances | | |
| Thiruvananthapuram | 220,148,159.44 | 90,265,224.44 |
| Regional Centre, Kochi | 2,411,432.59 | 1,255,282.59 |
| Regional Centre, Kozhikode | 2,585,918.80 | 2,012,012.80 |
| | 225,145,510.83 | 93,532,519.83 |
| Schedule 12 | | |
| Receivables | | |
| Thiruvananthapuram | 4,840,794.50 | 8,093,816.50 |
| Regional Centre, Kochi | 40,883.00 | 31,203.00 |
| Regional Centre, Kozhikode | 47,265.00 | 36,618.00 |
| | 4,928,942.50 | 8,161,637.50 |



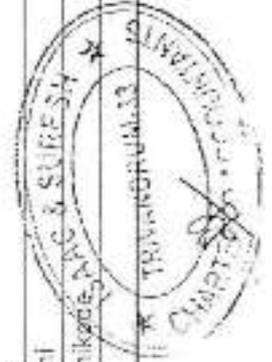
INSTITUTE OF MANAGEMENT IN GOVERNMENT

THIRUVANANTHAPURAM

SCHEDULES ATTACHED TO BALANCE SHEET AND

INCOME AND EXPENDITURE FOR THE YEAR ENDED MARCH 31, 2014

| | PARTICULARS | Current Year | Previous Year |
|--|----------------------------|---------------------|---------------------|
| Schedule 13 | | | |
| Project & Programme Expenses Receivable | | | |
| | Thiruvananthapuram | 90,976.00 | 201,832.00 |
| | Regional Centre, Kochi | 0.00 | |
| | Regional Centre, Kozhikode | 0.00 | 0.00 |
| | | 90,976.00 | 201,832.00 |
| Schedule 14 | | | |
| Due from Govt. of Kerala | | | |
| | Thiruvananthapuram | 240,567.95 | 240,567.95 |
| | Regional Centre, Kochi | 0.00 | 0.00 |
| | Regional Centre, Kozhikode | 2,252.75 | 2,252.75 |
| | | 242,820.70 | 242,820.70 |
| Schedule 15 | | | |
| Inventories | | | |
| | Thiruvananthapuram | 1,332,286.15 | 1,100,699.27 |
| | Regional Centre, Kochi | 0.00 | 0.00 |
| | Regional Centre, Kozhikode | 0.00 | 0.00 |
| | | 1,332,286.15 | 1,100,699.27 |
| Schedule 16 | | | |
| Deposits | | | |
| | Thiruvananthapuram | 296,663.00 | 296,663.00 |
| | Regional Centre, Kochi | 184,593.00 | 184,593.00 |
| | Regional Centre, Kozhikode | 36,329.00 | 36,329.00 |
| | | 517,585.00 | 517,585.00 |



INSTITUTE OF MANAGEMENT IN GOVERNMENT

THIRUVANANTHAPURAM

SCHEDULES ATTACHED TO BALANCE SHEET AND

INCOME AND EXPENDITURE FOR THE YEAR ENDED MARCH 31, 2014

| | PARTICULARS | Current Year | Previous Year |
|---|----------------------|----------------------|---------------|
| Schedule 17 | | | |
| Staff Advance | | | |
| Thiruvananthapuram | 1,092,779.00 | 959,735.00 | |
| Regional Centre, Kochi | 0.00 | 0.00 | |
| Regional Centre, Kozhikode | 9,382.00 | 8,382.00 | |
| | 1,102,161.00 | 1,008,117.00 | |
| Schedule 18 | | | |
| Other Advances | | | |
| Thiruvananthapuram | 2,854,302.95 | 2,000,147.99 | |
| Regional Centre, Kochi | 0.00 | 0.00 | |
| Regional Centre, Kozhikode | 145,944.00 | 341,692.00 | |
| | 3,000,246.99 | 2,341,839.99 | |
| Schedule 19 | | | |
| Advance for Construction | | | |
| Thiruvananthapuram | 3,188,972.42 | 3,189,080.42 | |
| Regional Centre, Kochi | 0.00 | 0.00 | |
| Regional Centre, Kozhikode | 2,836,062.00 | 1,446,062.00 | |
| | 6,025,034.42 | 4,635,142.42 | |
| Schedule 20 | | | |
| Income & Expenditure Account | | | |
| Thiruvananthapuram | 44,995,661.69 | 54,994,424.39 | |
| Regional Centre, Kochi | 15,083,491.75 | 0.00 | |
| Regional Centre, Kozhikode | 11,130,760.42 | 0.00 | |
| | 71,209,913.86 | 54,994,424.39 | |



INSTITUTE OF MANAGEMENT IN GOVERNMENT

THIRUVANANTHAPURAM

SCHEDULES ATTACHED TO BALANCE SHEET AND

INCOME AND EXPENDITURE FOR THE YEAR ENDED MARCH 31, 2014

| PARTICULARS | | Current Year | Previous Year |
|----------------------------------|----------------|---------------|---------------|
| Schedule 21 | | | |
| Deficit | | | |
| Thiruvananthapuram | -14,916,450.25 | -9,995,762.70 | |
| Regional Centre, Kochi | 14,854,193.50 | 15,083,491.75 | |
| Regional Centre, Kozhikode | 11,656,823.00 | 11,130,760.42 | |
| | 11,604,566.25 | 16,215,489.47 | |
| Schedule 22 | | | |
| Salaries and Allowances | | | |
| Thiruvananthapuram | 50,114,880.00 | 48,841,742.00 | |
| Regional Centre, Kochi | 14,761,973.00 | 14,770,428.00 | |
| Regional Centre, Kozhikode | 10,399,118.00 | 10,375,809.00 | |
| | 85,275,971.00 | 73,987,979.00 | |
| Schedule 23 | | | |
| EPF Employer Contribution | | | |
| Thiruvananthapuram | 5,365,720.00 | 4,629,059.00 | |
| Regional Centre, Kochi | 1,005,188.00 | 1,086,777.00 | |
| Regional Centre, Kozhikode | 878,300.00 | 596,683.00 | |
| | 7,249,208.00 | 6,312,519.00 | |



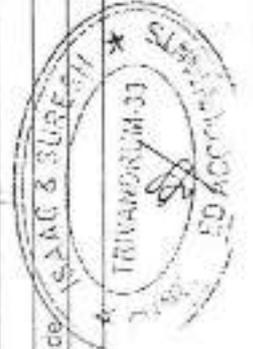
INSTITUTE OF MANAGEMENT IN GOVERNMENT

THIRUVANANTHAPURAM

SCHEDULES ATTACHED TO BALANCE SHEET AND

INCOME AND EXPENDITURE FOR THE YEAR ENDED MARCH 31, 2014

| PARTICULARS | | Current Year | Previous Year |
|--------------------------------|---------------------|---------------------|---------------|
| Schedule 24 | | | |
| Staff Welfare Expenses | | | |
| Thiruvananthapuram | 390,757.00 | 329,607.50 | |
| Regional Centre, Kochi | 64,711.00 | 57,691.00 | |
| Regional Centre, Kozhikode | 134,520.00 | 62,393.00 | |
| | 589,988.00 | 449,693.50 | |
| Schedule 25 | | | |
| Administrative Expenses | | | |
| Thiruvananthapuram | 3,679,581.75 | 3,171,603.50 | |
| Regional Centre, Kochi | 393,301.50 | 293,809.75 | |
| Regional Centre, Kozhikode | 437,500.00 | 489,453.00 | |
| | 4,510,392.25 | 3,954,866.25 | |
| Schedule 26 | | | |
| Washing Charges | | | |
| Thiruvananthapuram | 96,274.00 | 47,098.00 | |
| Regional Centre, Kochi | 27,291.00 | 20,023.00 | |
| Regional Centre, Kozhikode | 48,054.00 | 51,828.00 | |
| | 173,619.00 | 118,949.00 | |
| Schedule 27 | | | |
| Gardening Expenses | | | |
| Thiruvananthapuram | 67,236.00 | 130,384.00 | |
| Regional Centre, Kochi | 6,135.00 | 9,907.00 | |
| Regional Centre, Kozhikode | 9,069.00 | 17,243.00 | |
| | 82,440.00 | 157,534.00 | |



INSTITUTE OF MANAGEMENT IN GOVERNMENT

THIRUVANANTHAPURAM

SCHEDULES ATTACHED TO BALANCE SHEET AND

INCOME AND EXPENDITURE FOR THE YEAR ENDED MARCH 31, 2014

| | Current Year | Previous Year |
|-------------------------------|-------------------|-------------------|
| PARTICULARS | | |
| Schedule 28 | | |
| Bank Charges | | |
| Thiruvananthapuram | 6,412.00 | 28,762.00 |
| Regional Centre, Kochi | 430.00 | 1,698.00 |
| Regional Centre, Kozhikode | 2,934.00 | 2,782.00 |
| | 9,776.00 | 33,242.00 |
| Schedule 29 | | |
| Board Meeting Expenses | | |
| Thiruvananthapuram | 3,353.00 | 4,478.00 |
| Regional Centre, Kochi | 0.00 | 0.00 |
| Regional Centre, Kozhikode | 0.00 | 0.00 |
| | 3,353.00 | 4,478.00 |
| Schedule 30 | | |
| Prior Period Expenses | | |
| Thiruvananthapuram | 538,200.00 | 495,602.30 |
| Regional Centre, Kochi | 0.00 | 0.00 |
| Regional Centre, Kozhikode | 0.00 | 0.00 |
| | 538,200.00 | 495,602.30 |



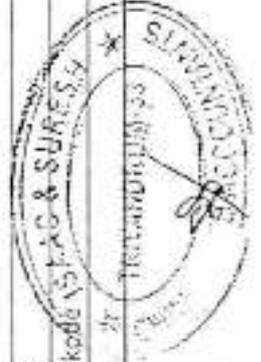
INSTITUTE OF MANAGEMENT IN GOVERNMENT

THIRUVANANTHAPURAM

SCHEDULES ATTACHED TO BALANCE SHEET AND

INCOME AND EXPENDITURE FOR THE YEAR ENDED MARCH 31, 2014

| | PARTICULARS | Current Year | Previous Year |
|--------------------------|----------------------------|----------------------|----------------------|
| Schedule 35 | | | |
| Interest Received | | | |
| | Thiruvananthapuram | 1,113,046.00 | 1,198,824.00 |
| | Regional Centre, Kochi | 65,832.00 | 68,837.00 |
| | Regional Centre, Kozhikode | 94,476.00 | 59,259.00 |
| | | 1,273,357.00 | 1,326,920.00 |
| Schedule 36 | | | |
| Income on sale of Assets | | | |
| | Thiruvananthapuram | 0.00 | 124,482.00 |
| | Regional Centre, Kochi | 0.00 | 0.00 |
| | Regional Centre, Kozhikode | 0.00 | 31,802.58 |
| | | 0.00 | 156,284.58 |
| Schedule 37 | | | |
| STP Grant Income | | | |
| | Thiruvananthapuram | 26,518,840.00 | 18,011,580.00 |
| | Regional Centre, Kochi | 0.00 | 0.00 |
| | Regional Centre, Kozhikode | 0.00 | 0.00 |
| | | 26,518,840.00 | 18,011,580.00 |
| Schedule 38 | | | |
| Prior Period Income | | | |
| | Thiruvananthapuram | 1,987,205.00 | 1,465,967.00 |
| | Regional Centre, Kochi | 30,377.00 | 38,628.00 |
| | Regional Centre, Kozhikode | 1,253.00 | 0.00 |
| | | 2,018,835.00 | 1,504,595.00 |



**INSTITUTE OF MANAGEMENT IN GOVERNMENT
THIRUVANANTHAPURAM CENTRE**

BALANCE SHEET AS AT MARCH 31, 2014

| Previous Year | Liabilities | Sch | Current Year | Previous Year | Assets | Sch | Current Year |
|---------------|----------------------------------|-----|--------------|---------------------|--|-----|--------------|
| 25087889.76 | Capital Reserve | | 5,00 | Fixed Assets | | | |
| 113461396.34 | Un-audited Grants | 1 | 22087889.76 | | Grass Block | | 1.00 |
| 874594.72 | Un-audited Grant | 2 | 252487910.87 | | Less: Depreciated Written off | | |
| 5807087.00 | Depreciation & Amortisation Fund | | 31143.77 | | Building under Construction | 7 | 31143.77 |
| | Due to Govt. of Kerala | | 5807087.00 | | Investments | | 3000.00 |
| | | | | | | | |
| 18037827.00 | Current Liabilities | | 50285200.00 | | Current Assets | | |
| 3206437.56 | Sundry Creditors: Projects | 3 | 6056074.46 | | Cash and Bank balances | 8 | 220348159.44 |
| 30032133.00 | Sundry Creditors: Consultancy | 4 | 7395855.00 | | Receivables | 9 | 4940794.50 |
| 6275000.84 | Expenses Payable | 5 | 6495070.84 | | Project and Program Expenses Receivable | 10 | 90976.00 |
| 818.00 | Other Payables | 6 | 518.00 | | Due Govt. Cent. of Kerala | 11 | 240567.95 |
| | Capital Reserve (Sale of Assets) | | | | Investments | 12 | 1332282.15 |
| | | | | | Deposits | | 296563.00 |
| | | | | | | | |
| | | | | | Grants & Advances | | |
| | | | 949749.00 | | Staff Advances | 13 | 1092779.00 |
| | | | 2600147.00 | | Other Advances | 14 | 2854302.99 |
| | | | 3189050.40 | | Advance for Construction | 15 | 3188972.42 |
| | | | | | | | |
| | | | 34954424.36 | | Income & Expenditure Accounts | | |
| | | | -5068752.73 | | Balance as per last Balance Sheet | | 44995881.59 |
| | | | | | Thiruvananthapuram Centre | | 15663493.75 |
| | | | 5,000 | | Kerala Council | | 11130750.42 |
| | | | 5,000 | | Neighbouring Centres | | 7100913.86 |
| | | | | | Less Excess Income over expenditure | | 14918450.32 |
| | | | 1356461.95 | | Regional Centre - Kerala | | 14863724.20 |
| | | | 1480287.76 | | Regional Centre - Kasaragod | | 17953318.72 |
| 179753884.12 | | | 323264134.75 | 179752884.12 | | | 323264134.75 |

Thiruvananthapuram
30th March, 2016

Auditors' Report

vide our report of even date.



For ISAAC & SURESH
Chartered Accountants
(Firm No. 1546)

[Signature]

SOBHA SETHUMURUGAN A.C.A
Partner
Membership No: 225186

[Signature]
Satyajit Pradhan IAS
Director General, IMG

INSTITUTE OF MANAGEMENT IN GOVERNMENT
THIRUVANANTHAPURAM CENTRE
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 2014

| Previous Year | Expenditure | Sch | Current Year | Previous Year | Income | Sch | Current Year |
|---------------|--------------------------------------|-----|--------------|---------------|--|-----|--------------|
| 48841742.00 | To Salaries and Allowances | 15 | 50114690.00 | 37711000.00 | By Govt - Plan grant from Govt of Kerala | | 43745000.00 |
| 4629099.00 | To EPF Employer Contribution | 17 | 5365720.00 | 930925.00 | By Training Fees Collected | 21 | 6277241.00 |
| 329607.50 | To Staff Welfare Expenses | 18 | 300787.00 | 2541738.00 | By Consultancy and Training Income | 22 | 1875826.00 |
| 3171603.50 | To Administrative Expenses | 19 | 2679581.75 | 1082587.00 | By Rental Income | 23 | 1179489.00 |
| 47098.00 | To Washing Expenses | | 98274.00 | 1273940.00 | By Other Income | 24 | 265157.00 |
| 130394.00 | To Gardening Expenses | | 67235.00 | 1198024.00 | By Interest Received | 25 | 1113049.00 |
| 28762.00 | To Bank Charges | | 5412.00 | 18011580.00 | By STP Grant | 26 | 26518840.00 |
| 44944.00 | To Audit Fees | | 45603.00 | 124482.00 | By Profit on sale of asset | | 0.00 |
| 4478.00 | To Board Meeting Expenses | | 3353.00 | | By ITP Grant | 27 | 2264857.00 |
| 455602.30 | To Prior Period Expenses | 28 | 532202.00 | 1468987.00 | To Prior Period Income | 29 | 1987205.00 |
| 9998762.70 | By Excess of Income over Expenditure | | 14910430.25 | | | | |
| 6772263.00 | | | 80253667.00 | 6772263.00 | | | 85226664.00 |

For ISAAC & SURESH
Chartered Accountants
(Firm No. 001/2015)

Sobha Sethumadhavan

SOBHA SETHUMADHAVAN A.C.A.
Partner
Membership No: 226168



Satyajit Rajan

Satyajit Rajan IAS
Director General, IIMC

INSTITUTE OF MANAGEMENT IN GOVERNMENT, THIRUVANANTHAPURAM CENTRE
SCHEDULES FORMING PART OF BALANCE SHEET AND INCOME AND
EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 2014

Schedule 1
Utilized Grants

| | Current year Balance | Previous Year Balance |
|--|----------------------|-----------------------|
| 501004 U-Govt. of Kerala Grant (Plan Grant) | 20226517.76 | 20226517.76 |
| 501006 Strengthening State Centre for Training | 442228.00 | 442228.00 |
| 502016 Capital Reserve Govt. of Kerala | 845910.00 | 845910.00 |
| 501007 Project Report GOK | 573234.00 | 573234.00 |
| | <u>22087889.76</u> | <u>22087889.76</u> |

Schedule 2
Unutilized Grants

| | | |
|--|---------------------|---------------------|
| 502002 XI Finance Commission Grant from GOI for bldg constn | 4369702.00 | 4369702.00 |
| 502008 Preparation of Project Report | 1426766.00 | 1426766.00 |
| 502001 Government of Kerala Grant (Plan) (Annexure II A) | 97233032.47 | 73040847.72 |
| 502007 FRCA | 14357.00 | 37281.00 |
| 502011 GOK Grant (Capacity Building) | 13122.00 | 13122.00 |
| 502012 GOK Grant (Capacity Building) | 156319.00 | 182446.00 |
| 502018 GOK R&M Barton Hill Hostel | 402483.00 | 402483.00 |
| 502019 GOK Grant STP (Annexure II B) | 50101851.40 | 24773429.52 |
| 502023 GOK Grant Strengthening of District Centres | 537609.00 | 537609.00 |
| 502022 Govt of India Grant Library 2009-2005 | 19374.00 | 36303.00 |
| 502004 Govt. of Kerala Equip. Support (TMR, KTM, MLPM) | 137753.00 | 137753.00 |
| 502030 Govt. of Kerala - Construction of Exc. Hostel (Annexure II D) | 91008230.00 | 6966547.00 |
| 502014 Government of India - Hardware Grant Consumer Education, Human Resource and Capacity | 144545.00 | 144545.00 |
| 604436 Thinking Training Fund NHRD, Noida | 126617.00 | 126617.00 |
| 502031 Capacity Building e Governance NECP | 200000.00 | 200000.00 |
| 502032 Digital Library (Bridge Fund) | 18999.00 | 18999.00 |
| 502033 Induction Training (LDC / Assistant) (Annexure II C) | 0.00 | 506946.00 |
| 502037 GOI Grant 2013-14 Purchase of Computer UNEP (FRCA) Environment and sustainable Development | 4707000.00 | 0.00 |
| 502020 (Annexure II E) | 466150.00 | 0.00 |
| | <u>252487412.87</u> | <u>113441396.24</u> |

Schedule 3
Sundry Creditors - Projects

| | |
|--|--------------------|
| 801030 MGP Citizen Charter for Senior Officers | 46645.00 |
| 801031 MGP Simplification of Rules | 6067.00 |
| 401009 Course fee advance received (c) | 18384397.00 |
| 801050 Capacity Building - Poverty Reduction | 1693525.00 |
| 801051 Capacity Building - Implementation of RTI Act | 1849995.00 |
| 801052 National Productivity Council | 50500.00 |
| 801024 Workshop on TNA & TNA Toolkit | 34280.00 |
| | <u>22066309.00</u> |



INSTITUTE OF MANAGEMENT IN GOVERNMENT, THIRUVANANTHAPURAM CENTRE
SCHEDULES FORMING PART OF BALANCE SHEET AND INCOME AND
EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 2014

Schedule 4

Sundry Creditors - Consultancy

| | |
|---|-------------------|
| 802071 Consultancy 1997-98 PPN | 10000.00 |
| 802113 PDS Consultancy JSA | 159542.00 |
| 900004 UGC Fellowship charges (Sankaran Nair) | 18925.06 |
| 900005 ICHR Fellowship | 250.00 |
| 802038 Consultancy - Pollution Control Board | 400980.00 |
| 802119 KSPF Promotion Test | 1346972.50 |
| 802123 Consultancy Consumer Protection IIPA | 201009.00 |
| 802126 Dissemination Workshop SOWC | 90673.00 |
| 802127 Con. Workshop pollution Control Board | 742715.00 |
| 801059 Centre for Land Governance | 2725665.00 |
| 802131 Consultancy Govt. Medical College Palakkad | 361543.00 |
| | 6058374.56 |

Schedule 5

Expenses payable

| | |
|---------------------------------------|-------------------|
| 402002 Other outstanding expenses (a) | 3405690.00 |
| 402042 Remuneration and TA Payable | 193608.00 |
| 404014 Internal Audit Fee Payable | 134700.00 |
| 402007 Statutory Audit fee payable | 85600.00 |
| 402013 Thy Division Anceries Payable | 512294.00 |
| 402010 Electricity Charges payable | 2500000.00 |
| 402038 EPF Damages & Interest Payable | 454366.00 |
| | 7386658.00 |

Schedule 6

Other Payables

| | |
|---|------------|
| 203005 CPF Trust Account | 55002.24 |
| 401001 Retention Money (R) | 1661277.00 |
| 401003 Earnest Money Deposit (c) | 407977.00 |
| 401000 Caution Deposit (l) | 55148.00 |
| 401007 Security Deposit (f) | 1071755.80 |
| 401008 Caution Deposit (Library) (i) | 97760.00 |
| 402006 Income Tax Contractor | 298773.50 |
| 402003 Service Tax Payable | 64103.00 |
| 402020 Value Added Tax (VAT) | 385731.50 |
| 402015 KC Workers Welfare Fund | 120000.00 |
| 402019 Dr.V Mohanan Nair | 4215.00 |
| 402022 Shahul Hammed | 1699.00 |
| 402031 EPF Payable | 182190.30 |
| 402036 Staff Welfare Fund Employer Contribution Payable | 14159.00 |
| 403001 General Provident Fund (State) | 81560.00 |
| 403002 EPF Subscription A/c. No.1 | 386893.00 |



INSTITUTE OF MANAGEMENT IN GOVERNMENT, THIRUVANANTHAPURAM CENTRE
SCHEDULES FORMING PART OF BALANCE SHEET AND INCOME AND
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| | |
|--|-------------------|
| 403003 Group Insurance Premium (LIC) | 11600.00 |
| 403004 LIC Premia | 57086.00 |
| 403005 Motor Conveyance Advance State | 250.00 |
| 403006 SLIC | 7960.00 |
| 403007 HBA State | 3267.00 |
| 403008 Staff Welfare Fund Employer | 43209.00 |
| 403009 IMG Society Loan Recovery | 40516.00 |
| 403010 Income tax Recovery (Salary) | 690144.00 |
| 403012 SWF Loan Recovery | 78328.00 |
| 403015 TVM Ser. Co.op.Bank | 750.00 |
| 403017 Perorkada Service Co-op Bank | 1500.00 |
| 403018 HBA Recovery HDFC | 58167.00 |
| 402034 V Meenakumary | 16.00 |
| 403025 Group Insurance (State) | 2850.00 |
| 403031 SBT Loan Recovery | 2500.00 |
| 403048 Venkitachalam A/c | 857.00 |
| 403049 Dr. Sajeer S | 2160.00 |
| 403079 Family Benefit Fund Scheme | 50.00 |
| 403044 Muraliedharan Pillai R | 3963.00 |
| 403052 Hirst J Wilmer A/c | 13637.00 |
| 403081 Dr. S Sasikumar | 10645.00 |
| 403080 S Rethakrishna Pillai | 4696.00 |
| 403065 TVM Dist Co.op.Bank, Kunnakurthy | 2000.00 |
| 403077 T Sukumaran, 50 Kozhikode | 250.00 |
| 403087 N Vijayakumar, Head Chauffeur | 5121.00 |
| 403096 GPA Insurance Scheme Account | 200.00 |
| 403064 KSFE Recovery | 9000.00 |
| 403050 SBI Kannameela Dr. | 5000.00 |
| 703015 Canteen Conpen Sales | 110688.50 |
| 403051 Abraham TG | 2007.00 |
| 703021 EPF Employer Contribution Payable | 372840.00 |
| 403039 Hand Weave Loan Recovery | 7038.00 |
| 403040 Sidharthan V | 5824.00 |
| 403047 Professional Tax | -1000.00 |
| 402008 VAT payable | 0.00 |
| 403088 Trivandrum Thaluk Taxi Drivers Coop Society | 4000.00 |
| 403098 Rebecca Assistant | 16417.00 |
| 403099 PV Subhreesha | 10.00 |
| 403057 KSFE Kodappanakkunnu, | 2500.00 |
| 403020 KSFE Vayhathacaud | 2600.00 |
| 403029 Mundala Service Co op Bank | 3000.00 |
| 403043 Dr. Leelakumari SIRD Kottarakkora | 20000.00 |
| 403046 Kerala State Co Op Bank | 4000.00 |
| Total | 6492610.84 |



...INSTITUTE OF MANAGEMENT IN GOVERNMENT, THIRUVARANTHAPURAM CENTRE
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Schedule 7

Building under Construction

| | |
|--|----------|
| 900007 Building under Constrn RC Calicut | 31145.77 |
| | 31145.77 |

Schedule 8

Cash & Bank Balance

| | |
|--|--------------|
| 000000 Cash in Hand | 27921.76 |
| 000001 SBT Vikas Bhavan - Training Account | 26209656.71 |
| 000002 District Treasury, Trpnt | 148728874.00 |
| 000003 SBT - Construction of Training Complex | 35834.00 |
| 000004 SBT - IMG Hostel Repair A/c | 578941.00 |
| 000005 SBT - Depreciation & Amenities Fund A/c | 670522.17 |
| 000006 SBT - Non Plan Grant A/c | 13476201.00 |
| 000007 SBT - Plan Grant A/c | 1243650.00 |
| 000008 SBT - IMGs Income A/c | 28480448.80 |
| 000009 SBT Nanthancode - NAPSIPAG A/C | 45515.00 |
| 000010 FKCA A/c SBT Vikas Bhavan | 630500.00 |
| 102007 Stock of Stamp | 5805.00 |
| | 220148159.44 |
| | 220148159.44 |

Schedule 9

Receivables

| | |
|-----------------------------------|------------|
| 302002 Course Fee Receivable (if) | 4707188.00 |
| 301052 Civil Service Hostel Dues | 7622.50 |
| 301053 M/s. Toy & Company | 85560.00 |
| 302001 Prepaid Expenses (m) | 40424.00 |
| | 4840794.50 |
| | 4840794.50 |

Schedule 10

Project and Programme Expenses Receivable

| | |
|---|----------|
| 601043 Trade & Globalization Fisheries Sector | 8745.00 |
| 601057 Horticulture Development Corporation | 21859.00 |
| 801004 Research - KCSR | 1000.00 |
| 801015 Management Govt. project | 2982.00 |
| 802053 Consultancy KAWWF Inland | 47500.00 |
| 802121 Consultancy Nerka Route | 2877.00 |
| | 90976.00 |
| | 90976.00 |

Schedule 11

Inventories

| | |
|-----------------------------------|------------|
| 201001 Stock of library books | 38894.25 |
| 201002 Stock of Video Cassettes | 3150.00 |
| 201003 Stock of Video Film on PNC | 6000.00 |
| 201006 Stock of Stationery | 1284231.90 |
| | 1332276.15 |
| | 1332276.15 |



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SCHEDULES FORMING PART OF BALANCE SHEET AND INCOME AND
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Schedule 12

Deposits

| | |
|---|------------------|
| 200001 Deposit - Gas | 5960.00 |
| 200003 Deposit with Water Authority | 10000.00 |
| 200007 Deposit - Electricity | 212019.00 |
| 301004 Deposits - Security / Caution | 18684.00 |
| 107007 Deposit - M/s. KSCSC Ltd | 50000.00 |
| 107009 Deposit Electricity-(Executive Hostel) | 0.00 |
| | <hr/> |
| | 296563.00 |

Schedule 13

Staff Advances

| | |
|------------------------------------|-------------------|
| 301006 Advance to staff (B) | 985223.00 |
| 301007 TA Advance (G) | 26534.00 |
| 301011 Medical Advance (H) | 76522.00 |
| 301040 Advance to IMGSWF Committee | 4500.00 |
| | <hr/> |
| | 1092779.00 |

Schedule 14

Other Advances

| | |
|---|-------------------|
| 301049 District Co-ordinators Advance (I) | 2088141.00 |
| 403268 Sachidanand B A/c | 12175.50 |
| 403095 Kuthyaprasad A/c | 100.00 |
| 403100 Victoria Park | 74.00 |
| 403078 TT Sreekumar | 31.00 |
| 403053 EPF Daily Wages Recoverable | 7972.00 |
| 301060 Yeshgenini Info Services Pvt. Ltd | 745759.00 |
| | <hr/> |
| | 2854302.99 |

Schedule 15

Advance for Building Construction

| | |
|---|-------------------|
| 301010 M/s.KSCC Ltd. Advance | 538912.00 |
| 301024 Mobilisation Advance Building Con. Kozhikode | 858648.11 |
| 301025 Mobilisation Advance Building Con. Kozhik | 100721.08 |
| 301045 Adv to PWD for Barden Hill Constrn | 1513048.00 |
| 301047 Advance to PWD Typm | 21000.00 |
| | <hr/> |
| | 3156972.42 |

Schedule 16

Salaries and Wages

| | |
|--------------------------------|--------------------|
| 701001 Salaries and Allowances | 45026186.00 |
| 701002 Daily wages | 2567058.00 |
| 701004 Adhoc Bonus | 102500.00 |
| 701006 Group Gratuity Premium | 12339136.00 |
| | <hr/> |
| | 60114880.00 |



INSTITUTE OF MANAGEMENT IN GOVERNMENT, THIRUVANANTHAPURAM CENTRE
SCHEDULES FORMING PART OF BALANCE SHEET AND INCOME AND
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Schedule 17

EPF Employer Contribution

| | |
|-----------------------------------|------------|
| 703008 EPF IMG Contribution | 4594443.00 |
| 703009 EPF Administrative Charges | 657357.00 |
| 703010 EDLIS Pro Fees | 1889.00 |
| 703011 EDLIS IMG | 112031.00 |
| | 5365720.00 |

Schedule 18

Staff Welfare Expenses

| | |
|--|-----------|
| 703001 Staff Welfare Fund IMD Contribution | 97036.00 |
| 703003 Staff Welfare - Uniforms | 35200.00 |
| 703004 Staff Welfare - Medical reimbursement | 213258.00 |
| 703016 Staff - Canteen Subsidy | 45163.00 |
| | 390757.00 |

Schedule 19

Administrative Expenses

| | |
|--|------------|
| 704001 Travelling Allowance | 301289.00 |
| 704001 Electricity and Water Charges | 918264.00 |
| 704002 Telephone Charges | 58867.00 |
| 704004 Advertisement Charges | 128281.00 |
| 704005 Newspapers and Periodicals | 28993.75 |
| 704006 Printing and Stationery | 1162.00 |
| 704008 Postage and Telegrams | 5014.25 |
| 704012 Hospitality of Director | 16192.00 |
| 704029 House Keeping Service | 1538884.00 |
| 704999 Miscellaneous Office Expenses | 145001.00 |
| 705001 Motor Vehicle - Fuel Charges | 71748.75 |
| 705002 Motor Vehicle Maintenance | 31344.25 |
| 705003 Motor Vehicle - Tax / Insurance | 61642.75 |
| 705004 Vehicle Hire Charges | 2055.00 |
| 705007 IMG Day Celebrations | 92200.00 |
| 704031 Internal Audit Fee | 68700.00 |
| 701010 Interest on TDS | 30195.00 |
| 706002 Furnishing Office | 11520.00 |
| 704020 Advocate Fee | 57000.00 |
| 704020 Hospitality Expenses | 8500.00 |
| | 3675581.75 |

Schedule 20

Training & Academic Expenses

| | |
|--------------------------------------|-----------|
| 703006 Faculty Dept & Staff Training | 125197.00 |
| | 125197.00 |

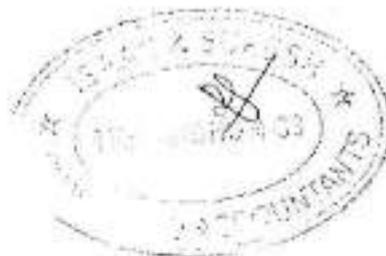


INSTITUTE OF MANAGEMENT IN GOVERNMENT, THIRUVANANTHAPURAM CENTRE
SCHEDULES FORMING PART OF BALANCE SHEET AND INCOME AND
EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 2014

Schedule 21

Training Fees Collected

| | |
|--|------------|
| 604019 RTI Act 2005 | 285457.00 |
| 604074 IAS Probationers Training | 237682.00 |
| 604076 Training Programme stress Management | 46532.14 |
| 604090 NLP-ERA child Labour & Rehabilitation | -11893.00 |
| 604117 Financial Management for PSUs | 32033.00 |
| 604208 Management MS Access | 55781.00 |
| 604218 UNDP Personality Development | 37859.00 |
| 604223 Kerala State Aids Control Society | 97647.00 |
| 604250 MS Excel & Better Financial Control | 51825.00 |
| 604261 Training Team Building | 33652.00 |
| 604370 NLP Time Management for Women | 73527.20 |
| 604389 NLP Disaster Management | 68000.00 |
| 604412 NLP Direct Trainer Skills (DTS) | 23815.00 |
| 604419 NLP (TNA) | 111459.00 |
| 604424 NLP Project Implementation & evaluation | 4201.00 |
| 604455 NLP Women Cooperatives | 14839.00 |
| 604463 NLP Private Public Partnership | 29929.80 |
| 604473 Training For all Intensive Training Programme | 0.00 |
| 604491 NLP Service Delivery MGT in GOVT. | 28729.00 |
| 604503 NLP Training on Disciplinary Proceeding | 5500.00 |
| 604519 Cyber Crimes & Security Measures | 35369.00 |
| 604545 NLP Cyber Security & Cyber Law | 10331.00 |
| 604550 NLP Citizen Centric Admin. | 5691.22 |
| 604551 NLP Training on presentation skills | 294000.00 |
| 604558 Innovations in Governance | 52107.00 |
| 604568 Sabala Workshop for SJ Dept. | 53259.00 |
| 604579 NLP Social auditing | 84589.00 |
| 604582 Progressive Approach Disciplinary Proceedure | 38814.64 |
| 604583 Practical Approach to KSSR | 115817.00 |
| 604598 NLP Resposive Administration | 30550.00 |
| 604605 Environment and Climate Change | 1456800.00 |
| 604605 NLP Management in Government Various Dept. | 33050.00 |
| 604610 CMA Award Innovation in Public Policy | 270011.00 |
| 604611 Capacity Building TOT ARC Implementation 1 | 178773.00 |
| 604614 Training for Museum Eco Staff | 268742.00 |
| 604615 Trng. State Mission NRHM | 173837.00 |
| 604635 Training on E Governance | 87516.00 |
| 604636 Training Govt. Process MSG | 180945.00 |
| 604659 Himachal Pradesh Study & Exposure | 74080.00 |
| 604660 Sustainable Devt. Issues Kerala | 59013.00 |
| 604661 Yasoda Training cum Exposure visit | 163931.00 |
| 604664 UREP FRCA | 37860.00 |
| 801085 Workshop Kerala Planning Board | 953829.00 |
| 802128 Kudumbasree Project | 300500.00 |
| | 6277241.00 |



STITUTE OF MANAGEMENT IN GOVERNMENT, THIRUVANANTHAPURAM CENTRE
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EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 2014

Schedule 22

Consultancy & Training Income

| | |
|---------------------------------------|-------------------|
| 503001 Income - IMG Overhead Training | 1873326.00 |
| 503002 Income Overhead Consultancy | 2500.00 |
| | 1875826.00 |

Schedule 23

Rental Income

| | |
|--|-------------------|
| 505001 Rent - IMG Quarters | 10520.00 |
| 505002 Hostel Rent | 166079.00 |
| 505011 Income - A/c Auditorium | 58200.00 |
| 505042 Income - Rent of ETDC Class rooms | 21500.00 |
| 505043 Income - Rent of Conference Hall ETDC | 227500.00 |
| 505044 Income - Rent of A/C Auditorium ETDC | 200287.00 |
| 505045 Income Rent Guest Suite | 12000.00 |
| 505046 Income - Rent Computer Lab ETDC | 357303.00 |
| 505019 Rent Seminar Hall | 57100.00 |
| 505020 Rent Lecture Hall | 69000.00 |
| | 1179489.00 |

Schedule 24

Other Income

| | |
|--|------------------|
| 505003 Income - Photocopying charges | 61536.00 |
| 401014 Library Subscriptions for reference | 4200.00 |
| 505004 Income - Vehicle Hire charges | 2000.00 |
| 505038 Income - Sale of Tender forms | 11796.00 |
| 505999 Income - Miscellaneous receipts | 19050.00 |
| 505047 Income Cost of Books sold | 2640.00 |
| 505050 Fee charged from Research Students | 4000.00 |
| 505039 Application Fee RTI 2005 | 694.00 |
| 505022 Computer Hire Charges | 22500.00 |
| 505024 Auction of old mat | 5300.00 |
| 505060 Sale of Old Furniture | 123473.00 |
| 505031 Library overdues Fine | 1465.00 |
| 302020 Stale Cheques | 6483.00 |
| | 265157.00 |



INSTITUTE OF MANAGEMENT IN GOVERNMENT, THIRUVANANTHAPURAM CENTRE
SCHEDULES FORMING PART OF BALANCE SHEET AND INCOME AND
EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 2014

Schedule 25

Interest Received [505034]

| | | |
|--------|--|-------------------|
| 00000 | SBT Construction of Training Complex A/c | 1392.00 |
| 00005 | Depreciation & Amenities A/c (SBH) | 31062.00 |
| 00004 | SBT Hostel Repair A/c | 24495.00 |
| 00009 | SBH Banneroode(KASBPAC) | 1760.00 |
| 00001 | SBT Vikas Bhasan Training | 471904.00 |
| 00006 | Non-Plan Grant A/c | 105682.00 |
| 00007 | Plan Grant A/c | 203632.00 |
| 00008 | IMC's Income Account | 248768.00 |
| 301010 | PRCA Account SBT Vivaschavan | 1240.00 |
| 00001 | Income - Interest on STP Adm. overdue | 20864.00 |
| | Total | 1113049.00 |

Schedule 26

STP Grant Transferred to Income

| | | |
|-------|--|--------------------|
| 00002 | STP Hostel Rent | 1315890.00 |
| | STP Material Depr. & Supervision Charges | 15416000.00 |
| | Equipment Hire Charges | 4244500.00 |
| | Hostel Rent | 600000.00 |
| | Miscellaneous Income | 1242450.00 |
| | Total | 26518840.00 |

Schedule 27

ITP Grant Transferred to Income

| | | |
|-------|------------------------------------|-------------------|
| 00001 | Supervisors & Professional Charges | 202000.00 |
| 00003 | Supervisors & Professional Charges | 1267906.00 |
| 00001 | Miscellaneous Income | 3951.00 |
| | Total | 2264857.00 |

Schedule 28

00009 Prior period Expenses

| | | |
|--|---------------------------|------------------|
| | Salaries & wages | 254000.00 |
| | Previous Years Programmes | 209281.00 |
| | Vehicle Tax | 55610.00 |
| | Cable Charges | 10000.00 |
| | Total | 529291.00 |

Schedule 29

00009 Prior Period Income

| | | |
|--|-----------------------|-------------------|
| | WISE Course Fee 12-13 | 1987205.00 |
| | Total | 1987205.00 |

Schedule 30

STP Expenses

| | | |
|--------|---|--------------------|
| 001010 | STP Training TA/DA to participants | 7650440.00 |
| 001011 | STP Remuneration to Guest Programmers | 30340.00 |
| 001012 | STP Guest Programmers Remuneration | 400000.00 |
| 001014 | STP Accommodation | 34349.00 |
| 001015 | STP Remu TA/DA to Guest Coordinators | 575792.00 |
| 001016 | STP Stationery | 2581382.12 |
| 001017 | STP Photocopying Charges | 357221.00 |
| 001018 | STP Food and Refreshments | 10425127.00 |
| 001019 | STP Hiring charges of Venue / Equip. | 4946110.00 |
| 001020 | STP Miscellaneous Expenses | 1564600.00 |
| 001023 | STP Course material Depr. & S. Supervision etc. | 19416000.00 |
| 001024 | STP Hostel Rent Account | 1517257.00 |
| 001026 | STP Conveyance Account | 120050.00 |
| 001027 | STP Host Rent | 600000.00 |
| | Total | 52307495.12 |



INSTITUTE OF MANAGEMENT IN GOVERNMENT THIRUVANANTHAPURAM CENTRE
SCHEDULES FORMING PART OF BALANCE SHEET FOR THE YEAR 2013-14

| | | |
|-----------------------|---------------------------------------|---------------------|
| Annexures | | |
| Annexure II(A) | | |
| 502001 | GOK-Plan Utilised as on 31-3-13 | 73040847.72 |
| | Add Received during the year(2013-14) | 35000000.00 |
| | Total | 108040847.72 |

| | | |
|---------------------------------|-----------------------------|-------------------|
| Utilised during the year | | |
| 603003 | Institutional Membership | 33703.00 |
| 706001 | R&M Building - Office | 880229.00 |
| 706002 | R&M Building - Hostel | 305996.00 |
| 706005 | R&M Office Equipment | 877741.00 |
| 706010 | R&M Staff Quarters | 19428.00 |
| 706011 | R&M Generator | 527402.00 |
| 706012 | R&M EPABX | 92169.00 |
| 706013 | AMC office Equipment | 106138.00 |
| 706016 | R&M ETDC Building | 302528.00 |
| 706006 | R & M Canteen Equipments | 5100.00 |
| 706035 | R&M Electrical Installation | 34334.00 |
| 705999 | R&M Furniture | 25500.00 |
| 601005 | Computer Internet facility | 131425.00 |
| 601006 | Galvanet Cable Charges | 7425.00 |
| | Total | 4296719.00 |

Add:Expenses related to Training @ 75%

| | | |
|--------|-------------------------------|-------------------|
| 704001 | Electricity & Water charges | 3434175.00 |
| 704002 | Telephone charges | 276595.00 |
| 704005 | News papers & periodicals | 129016.25 |
| 704008 | Postage and Telegrams | 48036.75 |
| 705001 | Motor Vehicle - Fuel | 334218.25 |
| 705002 | R&M Vehicle | 151391.75 |
| 705003 | Motor Vehicle - Tax/Insurance | 215239.25 |
| | Total | 4661075.25 |



INSTITUTE OF MANAGEMENT IN GOVERNMENT THIRUVANANTHAPURAM CENTRE
 SCHEDULES FORMING PART OF BALANCE SHEET FOR THE YEAR 2013-14

| | | | |
|--------|--|------------|-------------|
| 703006 | Training and Academic Expenses (Sch. 20) | 125197.00 | |
| | Purchase of Fixed Assets | 1734824.00 | |
| | Total Amount spent | | 10807815.25 |
| | Balance as on 31.3.2014 | | 97333032.47 |

Annexure II (B)

502019 Government of Kerala Grant STP Contolised

| | | | |
|--|-----------------------------------|-------------|--------------|
| | Balance Unutilised as on 1.4.2013 | 24773429.52 | |
| | Add Receipts during 2013-14 | 80000000.00 | |
| | Total | | 104773429.52 |

Less: Amount Spent for STP Training
 Programmes | Schedule 30|
 New Induction Training Programmes

| | | |
|--|-------------|--------------------|
| | 54337495.12 | 54671575.12 |
| | 341080.00 | <u>50101854.40</u> |

Balance as on 31.3.2014

Annexure II (C)

502033 GOK Grant for New Induction Training

| | | |
|--|-----------------------------|-------------|
| | Balance as on 31.3.2013 | 526945.00 |
| | Receipts during 2013-14 | 0.00 |
| | Amount Spent during 2013-14 | 526945.00 |
| | Balance as on 31.3.2014 | <u>0.00</u> |



INSTITUTE OF MANAGEMENT IN GOVERNMENT THIRUVANANTHAPURAM CENTRE
 SCHEDULES FORMING PART OF BALANCE SHEET FOR THE YEAR 2013-14
 Annexure II(D)

502030 GOK Grant Construction of Executive Hostel

| | |
|--|---------------------------|
| Amount as on 1.4.2012 | 18566547.00 |
| Amount advanced to COSTFORD in March 2013 | 12000000.00 |
| Balance as on 1.4.2013 | 69666547.00 |
| Add Grant Received during Current year | 113300000.00 |
| Total | 120166547.00 |
| Amount paid to COSTFORD after adjusting Advance of Rs.12000000 | 15153543.00 |
| Amount Advanced to COSTFORD | 11900000.00 |
| Wages paid to Technical Staff | 204774.00 |
| Balance as on 31.3.2014 | <u>91908230.00</u> |

Annexure II(E)

UNEP(FRCA) ENVIRONMENT AND SUSTAINABLE PROJECT GRANT

| | |
|---|-------------------------|
| Grant Received from UN Agency UNEP during 2013- 14 (US\$ 10000) | 602000.00 |
| Amount spent in 2013-14 | 141850.00 |
| Balance as on 31.3.2014 | <u>460150.00</u> |



**INSTITUTE OF MANAGEMENT IN GOVERNMENT THIRUVANANTHAPURAM CENTRE
SCHEDULES FORMING PART OF BALANCE SHEET FOR THE YEAR 2013-14**

| S.No. | Name of Grant | Balance as on 31-3-2013 | Additions during the year 2013-14 | Total Grant | Utilisation during the year 2013-14 | Balance as on 31-3-2014 |
|--------|--|-------------------------|-----------------------------------|--------------------|-------------------------------------|-------------------------|
| 502002 | IX Finance Commission Grant from Govt of India for building construction. | 4369702.00 | | 4369702.00 | | 4369702.00 |
| 502008 | Expenses in connection with preparation of Project Report on areas of vital interest to Government of Kerala Grant [Plan Grant] as per Annexure II (A) | 1426766.00 | 0.00 | 1426766.00 | 0.00 | 1426766.00 |
| 502001 | | 73040847.72 | 3500000.00 | 108040847.72 | 10607815.25 | 97233032.47 |
| 502007 | Foreign contribution from Ford Foundation Project and University of Birmingham, UK | 47281.00 | 23077.00 | 50358.00 | 35001.00 | 14357.00 |
| 502011 | Govt. of Kerala Grant (Capacity Building) | 13122.00 | 0.00 | 13122.00 | 0.00 | 13122.00 |
| 502012 | Govt. of Kerala Grant (Capacity Building II) | 182446.00 | | 182446.00 | 25127.00 | 156319.00 |
| 502018 | Govt. of Kerala Grant (B&M Barton Hill Hostel) | 42483.00 | 0.00 | 42483.00 | 0.00 | 42483.00 |
| 502019 | Govt. of Kerala Grant STP as per Annexure II (B) | 24773425.52 | 3020000.00 | 104773429.52 | 54671875.12 | 50101854.40 |
| 502023 | Govt. of Kerala Grant Strengthening of District Centres. | 597829.00 | 0.00 | 597829.00 | 0.00 | 597829.00 |
| 502022 | Govt. of India Grant (July 2004-05) | 36203.00 | 0.00 | 36203.00 | 16023.00 | 19374.00 |
| 502024 | Govt. of Kerala Equipment support (IHR, KTYM, MLPRM) | 127753.00 | 0.00 | 127753.00 | 0.00 | 127753.00 |
| 502020 | Govt. of Kerala Construction of Executive Hostel as per Annexure II(D) | 6366547.00 | 11320000.00 | 120166547.00 | 26258317.00 | 91908230.00 |
| 502014 | Govt. of India Hardware Grant: | 141545.00 | 0.00 | 141545.00 | 0.00 | 141545.00 |
| 502036 | Consumer Education, Human Resource & Capacity Building Training Fund - NITS | 136617.00 | 0.00 | 136617.00 | 0.00 | 136617.00 |
| 502031 | Capacity Building e-Governance (NCEP) | 700000.00 | 0.00 | 700000.00 | 0.00 | 700000.00 |
| 502032 | Digital Library (Bridge Fund) | 18999.00 | 0.00 | 18999.00 | 0.00 | 18999.00 |
| 502033 | Induction Training (I.D.C. / Assistant) as per Annexure II (C) | 526946.00 | 0.00 | 526946.00 | 526946.00 | 0.00 |
| 502037 | COI Hardware Grant 2013-14 | | 470700.00 | 470700.00 | | 470700.00 |
| 502020 | LINEP (FRCA) Environment & Sustainable Devpt. As Per Annexure II(E) | | 502.00 | 62020 | 141950 | 460150 |
| | Grand Total | 13423366.24 | 23552077.00 | 34693473.24 | 94485562.37 | 252487912.87 |



IMG THIRUVANANTHAPURAM
SUBSCHEDULES 2013-2014

a Outstanding Expenses - 402002

| | | |
|--------|--|-------------------|
| 701001 | Salaries and allowances (increment arrear) 2 bills | 63522.00 |
| 601016 | STP Stationery | 278999.00 |
| 601020 | STP Miscellaneous | 562.00 |
| 704002 | Telephone charges | 41199.00 |
| 601018 | STP Food & Refreshments | 241580.00 |
| 704004 | Advertisement charges | 5279.00 |
| 705001 | Motor Vehicle Fuel charges | 72921.00 |
| 704005 | Newspapers & periodicals | 8552.00 |
| 701001 | Salaries and Allowances | 655837.00 |
| 704001 | Electricity Charges | 319000.00 |
| 704029 | House Keeping Service | 136632.00 |
| 308002 | Furnishing-Office | 11520.00 |
| 502030 | Govt of Kerala-Construction of EX, Hostel | 30000.00 |
| 601010 | STP Training TA/DA to Participants | 6101.00 |
| 601012 | STP Guest Programmers Remuneration | 30000.00 |
| 601015 | Coordinators | 4100.00 |
| 604004 | GOI Food and Refreshment | 30110.00 |
| 604010 | OSP-REMUNERATION TA/DA ETC. | 36059.00 |
| 604011 | OSP FOOD & REFRESHMENT CHARGES | 75992.00 |
| 604017 | OSP MISCELLANEOUS | 18068.00 |
| 604133 | TRG - STATE PLANNING BOARD | 585890.00 |
| 502033 | Induction Training (LDC / Assistant) | 10430.00 |
| 604565 | Domestic Training(DEPT of AR & PG) | 70.00 |
| 702001 | Travelling Allowance | 5770.00 |
| 704010 | Washing charges | 23845.00 |
| 704012 | Hospitality of Director | 5560.00 |
| 704999 | Miscellaneous expenses | 9102.00 |
| 705003 | Motor Vehicle - Tax / Insurance | 11160.00 |
| 706009 | R&M OF GENERATOR | 19735.00 |
| 706011 | AMC OFFICE EQUIPMENT | 93542.00 |
| 706012 | R&M OF COMPUTER | 25000.00 |
| 801050 | Capacity Building - Poverty Reduction | 506641.00 |
| | Total | 3405690.00 |



**IMG THIRUVANANTHAPURAM
SUBSCHEDULES 2013-2014**

| b) | Course fee receivable - 302002 | |
|--------|--|-------------------|
| 604151 | Trg - Agriculture Department | 20000.00 |
| 604170 | Trg SPB (SCP/TSP) | 79922.00 |
| 604234 | NLP TQM & Service Quality Management | 50000.00 |
| 604257 | Computer Trg Port Department | 27500.00 |
| 604302 | Computer Trg S.W.Department | 75000.00 |
| 604326 | Basic Computer Trg for MGP | 56478.00 |
| 604338 | Computer Trg State Library Council | 85500.00 |
| 604388 | Trg on Human Rights (NHRC) | 36264.00 |
| 604391 | NLP-Solid Waste Management | 22741.00 |
| 604460 | Joint Civil Military Trg | 265017.00 |
| 604473 | Intensive Training for All (ITP) | 0.00 |
| 604489 | Capa.Bldg E-Gov.NeGP-IT Kerala | 1597245.00 |
| 604563 | WTO & Foreign Trade Agreement | 24890.00 |
| 604570 | High Level Committee PC&WBS Policy | 671379.00 |
| 604606 | NLP-Management in Govt for various Dept | 3680.00 |
| 604611 | DRDA | 5000.00 |
| 604617 | Bijoy Philip & Charles Jose | 10000.00 |
| 801056 | Workshops - KS Planning Board | 567947.00 |
| 802125 | CIPS Workshop | 135050.00 |
| 604027 | Training Health Management & Family Welfare | 120000.00 |
| 604253 | IT Mission | 16500.00 |
| 604487 | Consumer Protection & Consumer Welfare (BPA) | 25000.00 |
| 604655 | DSP 36 Training E governance Life Cycle | 218475.00 |
| 604656 | DSP 40 Govt.Process Re engineering | 249239.00 |
| 604534 | Training Project Management NISG | 243489.00 |
| 801024 | GOI 41 Trainor Devt. TNA | 64500.00 |
| 604009 | IFS Training | 37722.00 |
| 604473 | Intensive Training Programme (ITP) | 0.00 |
| | Total | 4707188.00 |



**IMG THIRUVANANTHAPURAM
SUBSCHEDULES 2013-2014**

| c) | Course fee received in advance - 401009 | |
|--------|---|--------------------|
| 604124 | NLP Financial Management | 42000.00 |
| 604129 | Computer Aided Project Management | 42000.00 |
| 604220 | Trng for Devaswam Board | 17500.00 |
| 604332 | Computer Trng for Education Dept. | 59280.00 |
| 604360 | NLP Gender Bud. Grama Panchayat Level | 84000.00 |
| 604371 | NLP Human Rights Gender Dimension | 102000.00 |
| 604407 | Computer Trng for Stationery Dept. | 298523.00 |
| 604408 | Gender Awareness (Flagship)SW Dept | 807627.00 |
| 604466 | Training IQM | 42000.00 |
| 604473 | Training For all intensive Training Programme | 3846094.00 |
| 604475 | PDS Training for Food & CS Dept. | 70142.00 |
| 604498 | Introductory Training Programme | 100260.00 |
| 604522 | Yoga Meditation Stress Management (NGO) | 63000.00 |
| 604537 | Project Management (SIRC) | 283404.00 |
| 604549 | NLP Communication Skills | 42000.00 |
| 604584 | Research Methodology in Social Science | 102000.00 |
| 604592 | Cyber security & Cyber Law for Bank Employees | 42000.00 |
| 604997 | DoPT Training at Kochi | 135000.00 |
| 801058 | Diss. Workshop Children Urban World | 124100.00 |
| 604452 | NLP-Participatory Rural Appraisal LSG | 162104.00 |
| 604466 | Training on Total Quality Management: | 42400.00 |
| | Directe Indian System of Medicine | 89000.00 |
| 604336 | SDP Secretariat | 42000.00 |
| 604395 | Training SC Devpt. Officers | 405591.00 |
| 604477 | Collegiate Education Dept | 1762715.00 |
| 604534 | National Inst,Smart Govt. | 351019.00 |
| 604538 | Urban Affairs Dept. | 2938755.00 |
| 604540 | Indian System of medicine | 373986.00 |
| 604561 | Legal Metrology Dept. | 505620.00 |
| 604565 | RIA 2005 for Social Justice Dept. | 5071334.00 |
| 802130 | Workshop on Child Labour | 306743.00 |
| | | |
| | Total | 18384197.00 |



IMG THIRUVANANTHAPURAM
SUBSCHEDULES 2013-2014

| d Medical Advance - 301041 | | |
|-----------------------------------|---------------------------|-----------------|
| 1 | Shri. Daya Sagar Subedi | 125.00 |
| 2 | Shri. KC Vijayan | 26397.00 |
| 3 | Shajahan Driver 23.9.2011 | 50000.00 |
| | Total | 76522.00 |

e) EARNEST MONEY DEPOSIT (EMD) 401003

| Sl No. | Particulars | |
|--------|---|------------------|
| 1 | Abdul Azeer (18/6/01) | 250.00 |
| 2 | Meyland Agencies (15/06/02) | 4000.00 |
| 3 | Lekshmi Catering (11/6/02) | 250.00 |
| 4 | Silvering Catering (1/6/02) | 250.00 |
| 5 | Sewka (1/6/02) | 250.00 |
| 6 | Byju S 30/6/04 | 250.00 |
| 7 | M/s Benz Computers (15/05/05) | 11750.00 |
| 8 | IMG Staff Cooperative Society (30/11/04) | 250.00 |
| 9 | Syam Plaza (13/12/04) | 250.00 |
| 10 | M Abubaker (30/04/05) | 500.00 |
| 11 | M/s Jacob Foods (08/02/06) | 250.00 |
| 12 | Jeevan Diesel (30/04/07) | 39500.00 |
| 13 | M/s Lekshmi Catering (06/02/06) | 250.00 |
| 14 | Kunjumon (24/05/07) | 1000.00 |
| 15 | Manikantan A (14/11/2008) 40000-35000 | 5000.00 |
| 16 | M/s Bulch (26/05/2009) | 7000.00 |
| 17 | Jacob Steel (10/01/2009) | 61470.00 |
| 18 | M/s Silicon Sys and Solutions (21/05/2009) | 11990.00 |
| 19 | M/s Silicon Sys and Solutions (10/06/2009) | 1855.00 |
| 20 | M/s Silicon Sys and Solutions (25/06/2009) | 2001.00 |
| 21 | Abdul Wahab (23/07/2008) | 10000.00 |
| 22 | Gopukumar (25/07/2009) | 10000.00 |
| 23 | M/s Inapp Info Technologies (21/11/2009) | 15387.00 |
| 24 | M/s Star Computers (26/11/2009) | 1410.00 |
| 25 | M/s Star Computers (11/11/2010) | 1619.00 |
| 26 | M/s Silicon Systems (11/01/2010) | 12591.00 |
| 27 | M/s Computer World (26/01/2010) | 16495.00 |
| 28 | M/s Marion Trade Links (11/03/2010) | 5030.00 |
| 29 | Rajakumar (14/10/2010) | 5000.00 |
| 30 | M/s Smart Salt Kowdiar 21.2.11(32750-32570) | 180.00 |
| 31 | Jyothish Kemar K (15/10/2010) | 5000.00 |
| 32 | Secretary GSSCS Ltd. (22.7.2011) | 10000.00 |
| 33 | Vattiyarkavu Society (5.8.2011) | 8760.00 |
| 34 | 12.9.11 (State Cheque No 063526 dt. 2.2.2011) | 3095.00 |
| 35 | 12.9.11 (State Cheque No 063577 dt. 2.2.2012) | 2970.00 |
| 36 | 12.9.11 (State Cheque No 063574 dt. 2.2.2012) | 3215.00 |
| 37 | Secretary GSSCS Ltd. (19.10.2011) | 30000.00 |
| 38 | 18.2.12 (State Cheque No.069664 dt. 12.7.2011) | 37570.00 |
| 39 | 18.2.12 (State Cheque No.069685 dt. 22.9.2012) | 12000.00 |
| 40 | 24.3.12 (State Cheque No.069696 dt. 22.9.2012) | 2936.00 |
| 41 | 24.3.12 (State Cheque No.069695 dt. 24.10.2012) | 3015.00 |
| 42 | 22.08.2012 (RCTC Ltd) | 40000.00 |
| 43 | M/s Venkateswara Electricals (06.06.2013) | 615.00 |
| 44 | M/s Smart - Tech Systems, Pattom (05.07.2013) | 5000.00 |
| 45 | Shri. Jaicam DM Abi Engineer (30.11.2013) | 14150.00 |
| 46 | M/s Premier Office Equip. Co (11.02.2014) | 500.00 |
| 47 | M/s Kerala Papers, Tom - Supply (11.02.2014) | 10000.00 |
| 48 | M/s Winsome Distributors | 10400.00 |
| | Total | 407977.00 |



IAS THIRUVANANTHAPURAM
SUBSCHEDULE 2013-2014

| F | SECURITY DEPOSITS - 401007 | |
|----|--|-------------------|
| 1 | Lekshmi Catering (23/5/01) | 250.00 |
| 2 | Sujimon (8/5/01) | 2043.00 |
| 3 | Hykon Marketing Systems (20/6/03) | 1450.00 |
| 4 | Kerala Infotech (17/10/03) | 8000.00 |
| 5 | Sech Systems Tam | 3193.00 |
| 6 | Cordial Company (9/3/05) | 100000.00 |
| 7 | CK Rajan (Building Construction) (17/5/06) | 10013.80 |
| 8 | CK Rajan (Building Construction) (24/5/04) | 1519.00 |
| 9 | CK Rajan (Building Construction) (6/11/04) | 8651.00 |
| 10 | M/s Smartech Systems (7/4/06) | 3100.00 |
| 11 | M/s Smartech Systems (25/5/05) | 1000.00 |
| 12 | CK Rajan (26/4/06) | 2353.00 |
| 13 | M/s Henry B. Farid (23/5/06) | 100000.00 |
| 14 | M/s 24 Assured Services (30/4/07) | 100000.00 |
| 15 | Gopakumar K (02/04/08) | 6278.00 |
| 16 | Gopakumar K (08/07/08) | 1601.00 |
| 17 | Najeeb NA (07/11/08) | 100000.00 |
| 18 | Manikantan A (25/02/08) 35008-35050 | 48.00 |
| 19 | M/s Jacobs Steels and Aluminums (14/05/09) | 61500.00 |
| 20 | Raghunathan K (15/06/09) | 12000.00 |
| 21 | M/s Kripam Carpets (05/07/09) | 12850.00 |
| 22 | M/s Pevaco Coating (08/07/09) | 3075.00 |
| 23 | M/s Paramzkar (24/07/09) | 39350.00 |
| 24 | M/s Kerala Agro Industries (02/11/09) | 27620.00 |
| 25 | M/s Kripam Carpets (04/11/09) | 12000.00 |
| 26 | M/s Softrays (06/11/09) | 22425.00 |
| 27 | Abdul Wahab (09/12/09) | 5600.00 |
| 28 | M/s SRS Infocomm (21/01/10) | 6075.00 |
| 29 | M/s Divya Business Systems (08/02/10) | 1645.00 |
| 30 | M/s INAPP Informatics Tech (10/03/10) | 30775.00 |
| 31 | M/s Silicon Systems & Services (17/05/10) | 1170.00 |
| 32 | M/s Hykon India (P) Ltd, Tam (20/12/10) | 5000.00 |
| 33 | M/s Kerala Papers (7/01/11) | 21000.00 |
| 34 | M/s Kerala Papers (7/01/11) | 16000.00 |
| 35 | M/s Hykon India Pvt. Ltd. 25.5.11 | 1380.00 |
| 36 | M/s Indiva Computers (4.6.2011) | 1000.00 |
| 37 | Marika Motors (14.0.2011) | 24269.00 |
| 38 | Absonic Agencies Pattern (27.9.2011) | 2000.00 |
| 39 | Secretary GSSCS Ltd. (27.9.2011) | 15000.00 |
| 40 | Secretary GSSCS Ltd. (9.1.2012) | 5000.00 |
| 41 | M/s Bedington 20-6-12 W. No-530 | 1000.00 |
| 42 | M/s STEC Systems -20-7-12 Vr. 672 | 5000.00 |
| 43 | M/s Perkins 3-8-12 Vr. 706 | 20000.00 |
| 44 | Premier Office Equipments 15-9-12 W.161 | 20000.00 |
| 45 | M/s Clean & Clean 1-10-12 W.899 | 61979.00 |
| 46 | Perkins 5-10-12 JV 524 | 27500.00 |
| 47 | M/s Clean & Clean 5-10-12 JV 525 | 20000.00 |
| 48 | Vijayan 3-10-12 JV 597 | 1600.00 |
| 49 | IRCTC 17-11-12 Vr. 109 | 40000.00 |
| 50 | SWASTHYA Products 20-11-12 JV 620 | 20000.00 |
| 51 | Kerala Papers 21-1-13 Vr. No. 1156 | 5000.00 |
| 52 | Kerala papers 11-2-13 JV 835 | 10000.00 |
| 53 | VISION SURVEILLANCE 30-3-13 W. No 1300 | 3000.00 |
| 54 | Director SPFU Kerala | 1000.00 |
| 55 | M/s VISION SURVEILLANCE | 2113.00 |
| 56 | M/s DSK Electric Power | 16250.00 |
| 57 | M/s Kone Elevator India Ltd | 12560.00 |
| 58 | KM Technologies | 934.00 |
| 59 | M/s BPL Telecom Pvt (14-2-2014) Vr. JV 461 | 2150.00 |
| 60 | No-01964 | 1375.00 |
| 61 | M/s Hykon India Pvt. Ltd. 21.03.2014 Vr No.02041 | 1200.00 |
| 62 | Udayakumar D (31.03.2014) CV 055 | 6200.00 |
| 63 | Kone Electricals (20.11.2012) JV 6191 | 11372.00 |
| | | 1071755.80 |



IMS THIRUVANANTHAPURAM
SUBSCHEDULES 2013-2014

g) TA ADVANCE - 301007

| Sl. No | Name | Amount | Total |
|--------|----------------------------------|----------|----------|
| 1 | Dr. Jaya S Anand | | |
| | 06.10.2009 | 5000.00 | |
| | 25.08.2013 | 10000.00 | 15000.00 |
| 2 | Mohan Kumar Sumanan (29.02.2010) | 1300.00 | 1300.00 |
| 3 | Dr. A Pratanna | | |
| | 18.02.2011 | -30.00 | |
| | 24.07.2012 | 2000.00 | 1970.00 |
| 4 | Anshu Jayadev | | |
| | 22.01.2013 | 3314.00 | 3314.00 |
| 5 | Dr. Ram Mohan | | |
| | 23.02.2013 | 4950.00 | 4950.00 |
| | Total | | 26534.00 |

| n) | STAFF ADVANCE 301026 | Dr. | Cr. | Amount |
|----|-------------------------------|----------|---------|----------|
| A | M/S K Nair | | | |
| 1 | 31.03.2010 | 2250.00 | | |
| 2 | 20.11.2010 | 15877.00 | | 18127.00 |
| B | Dr R Jayaram | | | |
| 1 | 8.07.2009 | 3000.00 | | |
| 2 | 20.11.2010 | 1100.00 | | 4100.00 |
| C | Sachin Anand R | | | |
| 1 | 11.03.2010 | 752.00 | | |
| 2 | 21.03.2014 | 18720.00 | | 19472.00 |
| D | Muralidharan Pillai R | | | |
| 1 | 5.03.2015 | 1100.00 | | 1100.00 |
| E | Vijaykumar M | | | |
| 1 | 23.12.2009 (5000-4700) | 300.00 | | |
| 2 | 05.02.2014 | 10000.00 | | |
| 3 | 06.02.2014 | 4550.00 | | |
| 4 | 20.07.2014 | 10300.00 | | |
| 5 | 11.03.2014 | 5500.00 | | |
| 6 | 14.03.2014 | 18800.00 | | |
| 7 | 24.03.2014 | 3500.00 | | |
| 8 | 26.03.2014 | 20000.00 | | |
| 9 | 31.03.2014 | 5900.00 | | |
| | | | | 72450.00 |
| F | Dr. R Ram Mohan | | | |
| 1 | 11.03.2010 | 14737.00 | | 14737.00 |
| G | W Issa C | | | |
| 1 | 31.03.2010 | 1154.00 | | |
| 2 | 28.01.2014 | 3045.00 | | 4279.00 |
| H | Dilac Y | | | |
| 1 | 17.11.2009 | 1500.00 | | |
| 2 | 15.01.2010 | 10000.00 | | |
| 3 | 1.05.2010 | 2000.00 | | |
| 4 | 10.03.2010 | 2500.00 | | |
| 5 | 02.05.2010 | 3000.00 | | |
| 6 | 17.08.2011 | 2500.00 | | |
| 7 | 17.01.2012 | 2000.00 | | |
| 8 | 28.05.2012 | 5000.00 | | |
| 9 | 14.02.2014 (Salary Deduction) | | 9500.00 | 19000.00 |



ING THIRUVANANTHAPURAM
SUBSCHEDULES 2013-2014

| | | | | |
|----------|---------------------------------------|-----------|----------|-----------|
| J | Dr. Anishia Jayadev | | | |
| 1 | 31.03.2009 | 1150.00 | | |
| 2 | 18.03.2014 | 110500.00 | | |
| 3 | 25.03.2014 | 78500.00 | | 191650.00 |
| J | Manoj Kumar S | | | |
| 1 | 08 | 4293.00 | | |
| 2 | 18.05.2009 | 800.00 | | |
| 3 | 17.07.2009 | 1700.00 | | |
| 4 | 5.08.2009 | 3500.00 | | |
| 5 | 9.10.2009 | 1300.00 | | |
| 6 | 27.10.2009 | 3000.00 | | |
| 7 | 24.11.2009 | 2900.00 | | |
| 8 | 28.11.2010 | 1350.00 | | |
| 9 | 11.01.2010 | 1600.00 | | |
| 10 | 6.02.2010 | 15000.00 | | |
| 11 | 8.10.2010 | 5000.00 | | |
| 12 | 31.10.2010 (10000-7850) | 2150.00 | | |
| 13 | 21.10.2011 (2500-2490) | 90.00 | | |
| 14 | 20.02.2014 | 2892.00 | | |
| 15 | 18.03.2014 | 7612.00 | | 50163.00 |
| K | Chandramohanam U | | | |
| 1 | 31.03.2009 | 21750.00 | | |
| 2 | 15.10.2009 | 10025.00 | | |
| 3 | 1.11.2010 | 17075.00 | | |
| 4 | 20.06.2011 | 10370.00 | | |
| 5 | 29.06.2011 | 12520.00 | | |
| 6 | 1.08.2011 | 10550.00 | | |
| 7 | 26.03.2012 | 3450.00 | | |
| 8 | 16.06.2012 | 9200.00 | | |
| 9 | 19.06.2012 | 8000.00 | | |
| 10 | 10.01.2013 | 2920.00 | | |
| 11 | 06.05.2013 | 19700.00 | | |
| 12 | 08.02.2014 | 6200.00 | | |
| 13 | 24.01.2014 | 30200.00 | | |
| 14 | Salary Deduction | | 45020.00 | 88250.00 |
| L | Sathyaanandan S | | | |
| 1 | 08 | 15560.00 | | |
| 2 | 14.07.2009 | 3000.00 | | |
| 3 | 25.08.2010 | 6000.00 | | 24560.00 |
| M | Sureshdev K Vehicle Supervisor | | | |
| 1 | 20.10.2005 | 2000.00 | | |
| 2 | 17.03.2007 | 4000.00 | | |
| 3 | 18.06.2007 | 10000.00 | | |
| 4 | 22.11.2007 | 1500.00 | | |
| 5 | 06.12.2007 | 2000.00 | | |
| 6 | 15.04.2008 | 1000.00 | | |
| 7 | 29.04.2008 | 9000.00 | | |
| 8 | 13.06.2008 | 1500.00 | | |
| 9 | 07.08.2008 | 500.00 | | |
| 10 | 03.09.2008 | 3000.00 | | |
| 11 | 10.10.2008 | 9000.00 | | |
| 12 | 15.10.2008 | 2250.00 | | |
| 13 | 03.01.2009 | 3000.00 | | |
| 14 | 20.01.2009 | 2500.00 | | |
| 15 | 13.03.2009 | 2000.00 | | |
| 16 | 20.03.2009 | 6000.00 | | |
| 17 | 27.03.2009 | 2000.00 | | |
| 18 | 2009-2010 Outstanding balance | 17067.00 | | |
| 19 | 30.09.2010 | 300.00 | | |
| 20 | 30.11.2010 | 3000.00 | | |
| 21 | 18.01.2011 | 14000.00 | | 87521.00 |



ING THIRUVANANTHAPURAM
SUBSCHEDULES 2013-2014

| | | | | |
|----|---|-----------|----------|-----------|
| M | Krishnan Nair P (OB) | 88.00 | | 88.00 |
| O | Dr. John Pulparampil (OB) | 15984.00 | | 15984.00 |
| P | Dr. Radhakrishna Pillai (OB) | 20000.00 | | 20000.00 |
| Q | Asok S | | | |
| 1 | 10.08.2009 | 4143.00 | | 4143.00 |
| R | Krishnan Nair C | | | |
| 1 | 31.03.2010 | 55000.00 | | 55000.00 |
| S | Jacob Varghese | | | |
| 1 | 18.12.2010 | 2100.00 | | 2100.00 |
| T | Dr. Aneeta Joseph | | | |
| 1 | 12.08.2010 | 6500.00 | | 6500.00 |
| U | Dr. S Sajeev | | | |
| 1 | 30.07.2013 (2500.00-199250) | | 250.00 | |
| 2 | 28.02.2014 | 192250.00 | | 192500.00 |
| V | Sreekumar V | | | |
| 1 | OB | 4000.00 | | 4000.00 |
| W | Vijayakumaran V | | | |
| 1 | 13.10.2011 | 10000.00 | | |
| 2 | 26.11.2013 | 10000.00 | | |
| 3 | Salary Defraction | | 14050.00 | 14050.00 |
| X | Shivaji K S | | | |
| 1 | 10.02.2014 | 100000.00 | | 100000.00 |
| Y | Common Mathew | | | |
| 1 | 06.07.2011 | 10000.00 | | |
| 2 | 21.12.2011 (10500-11500) | 11500.00 | | 11450.00 |
| Z | Shweta RS Conf. Assistant | | | |
| 1 | 14.03.2014 | 500.00 | | |
| 2 | 27.03.2014 | 2400.00 | | 2400.00 |
| AA | M. Satharthan | | | |
| 1 | 11.07.2014 | 2000.00 | | 2000.00 |
| | | | | 985273.00 |
| | District Co-ordinators Advance 2010-15 | | | |
| 1 | Ravin Kumar, Employment Dept (08-11-2010) | 31000.00 | | 31000.00 |
| 2 | Sudersanan S.S, Survey Dept 20.11.2010 (20000-11626) 18.12.2010 | 11000.00 | | 11000.00 |
| 3 | Vijayan PB, Police Dept (14-10-2010) 09.9.2010 (20000-4144+15600) | 30000.00 | | 30000.00 |
| 4 | Thejasvi K Nair, Revenue Dept, Pathanamthitta 20.11.2010 25.11.2010 | 8000.00 | | 16000.00 |
| 5 | Babu Rajan PWD | | | |
| | Opening Balance | 2030.00 | | 2030.00 |
| 6 | PG Thomas, Revenue Dept, Pathanamthitta | | | |
| | Opening Balance (10-11-2009) | 29000.00 | | 29000.00 |



INS THIRUVANANTHAPURAM
SUBSCHEDULES 2011-2014

| | | | |
|----|--|----------|-----------|
| 7 | Arif G, Revenue Dept, Thiruvananthapuram | | |
| | 3.1.2011 (25000-4000) | 21000.00 | |
| | 31.03.2012 (25000+18000) | 43000.00 | -22000.00 |
| 8 | Abdul Majeed PWD | | |
| | 05.12.2009 (33000-7) | 32993.00 | |
| | 19.2.2010 | 30000.00 | 62993.00 |
| 9 | Manoj Kumar G, Treasury Dept | | |
| | 15.03.2011 | 15000.00 | 15000.00 |
| 10 | S Venugopal, Medical Education Dept | | |
| | 18.07.2010 | 15000.00 | 15000.00 |
| 11 | Dr. Shahnawaz, Medical Education Dept | | |
| | 28.07.2010 | 35000.00 | |
| | 11.07.2010 | 1000.00 | 35000.00 |
| 12 | Anathy G, PWD | | |
| | 15.05.2008 (32500-30348) | 2152.00 | 2352.00 |
| 13 | Anon Kumar, Motor Vehicle Dept | | |
| | 23.01.2003 | 88.00 | 88.00 |
| 14 | Sebastian, Education Dept | | |
| | 20.05.2003 | 25000.00 | |
| | 27.06.2003 | 3160.00 | 31160.00 |
| 15 | Sukumaran, Industrial Training Dept | | |
| | 24.11.2004 | 48000.00 | 48000.00 |
| 16 | Safar Kumar, D&I | | |
| | 1.05.2006 | 48000.00 | 48000.00 |
| 17 | Kudres Ahamed, Rural Develp Dept | | |
| | 3.11.2006 | 14000.00 | 14000.00 |
| 18 | Kamath Raja, Rural Develp | | |
| | 5.01.2007 | 38000.00 | |
| | 11.01.2007 | 18000.00 | |
| | 22.01.2007 | 10000.00 | 54000.00 |
| 19 | V S Raja, Dairy Develp Dept | | |
| | 22.07.2006 | 30000.00 | 30000.00 |
| 20 | AJ Abdul Latheef, Industries Dept | | |
| | 25.05.2005 | 575.00 | 575.00 |
| 21 | AK Vasudevan, Rural Develp Dept | | |
| | 14.12.2004 | 23900.00 | 23900.00 |
| 22 | Christy Bastian, Police Dept | | |
| | 04.12.2004 | 500.00 | 500.00 |
| 23 | Jameela, PWD | | |
| | 29.03.2010 | 20000.00 | 20000.00 |
| 24 | Shanavas Khan, Revenue Dept | | |
| | 7.01.2010 | -720.00 | |
| | 16.08.2011 (3000-1144) | 1855.00 | |
| | 9.01.2012 (3000-1855) | 1144.00 | 2280.00 |
| 25 | Vijayakumar T G, Fisheries Dept | | |
| | 14.12.2005 (11143-7840) | 3462.00 | 3462.00 |



ISG THIRUVANANTHOPURAM
SCHEDULES 2013-2014

| | | | |
|----|--|--|----------|
| 25 | Lalla Beev, Revenue Dept 19.05.2009 | 22000.00 | 22050.00 |
| 27 | Joseprakash, Revenue [25-02-2009] | 8000.00 | 8000.00 |
| 28 | Aj VS 01.07.2010 | 70.00 | 70.00 |
| 29 | R Vijayakumar, Police Dept. 31.05.2014 | -240.00 | -240.00 |
| 30 | Aril Kumar, V, Panchayat Dept 06.05.2013 (20000-7432) | 12568.00 | 12568.00 |
| 31 | Fruthapan, SW Dept 15.01.2010 (18000-17883) | 150.00 | 150.00 |
| 32 | Dr. V J Sahay, ISM Dept 5.01.2012 (35000-1185) | 37615.00 | 37815.00 |
| 33 | Principal, KSH & PW Dept 26.08.2013 (43200-35733) 22.05.2013 (41000-1202) 27.02.2012 (46500-3468) | 7265.00 35725.00 42662.00 | 85612.00 |
| 34 | Jaykumar M, ETC 30.01.2012 (42000-37771) | 5.00 | 6.00 |
| 35 | Dr. C Hamesan Babu, G.I. Dept. 21.12.2006 28.07.2008 (15810-5503) | 18000.00 700.00 | 18700.00 |
| 36 | Harish Kumar CP, Police Dept 09.06.2011 11.10.2011 | 24000.00 6000.00 | 30000.00 |
| 37 | Suresh Kumar D, ETC Dept 9.01.2012 (24000-3433) 18.01.2013 (27000-7225) | 20568.00 19021.00 | 39589.00 |
| 38 | Shree I, Registration Dept 30.08.2011 (20100-2531-10962) 04.11.2011 (17200-5875)-13125 16.01.2014 (25000-2110) 16.01.2014 (25000-2040) | 600.00 13325.00 22850.00 22160.00 | 53775.00 |
| 39 | Vijaya S, ACF, Forest dept. 21.11.2011 (22840-21848) | 1000.00 | 1000.00 |
| 40 | Rajan P, Ind. Eng. Dept 21.11.2011 | 17950.00 | 17950.00 |
| 41 | Sajin Subash, F&CS Dept 21.11.2011 | 34000.00 | 34000.00 |
| 42 | Abahá Salam A, Revenue 14.01.2014 (23000-1000) | 22000.00 | 22000.00 |
| 43 | Asbul Halim Co-ord Dept. 15.01.2012 | 5742.00 | 5742.00 |
| 44 | Sabu P.S, Police Dept, Pathanamthitta 14.06.2012 | 5000.00 | 5000.00 |



MS THIRUVANANTHAPURAM
SUBSCHEDULES 2011-2014

| | | | |
|----|---|-----------|-----------|
| 45 | Mohan Kumar R, Revenue Dept, Pathanamthitta | | |
| | 29.10.2011 | 7000.00 | |
| | 29.10.2011 | 7000.00 | |
| | 29.10.2011 | 7000.00 | |
| | 29.10.2011 | 13000.00 | 34000.00 |
| 46 | Lazer, Revenue, Pathanamthitta | | |
| | 11.07.2011 [42000-14540] | 27400.00 | 27400.00 |
| 47 | Xavier TI, Police Dept, Kollam | | |
| | 12.05.2011 [13000-2840] | 10100.00 | 30100.00 |
| 48 | Rachakumar, ADC Kollam | | |
| | 01.07.2011 | 27000.00 | 27000.00 |
| 49 | Ajithkumar S, Law Inspector, PTC | | |
| | 11.05.2012 | -12650.00 | -12650.00 |
| 50 | Anilkumar M V Taxes Corporation | | |
| | 2.08.2012 | 6000.00 | |
| | 13.08.2012 | 6000.00 | |
| | 26.09.2012 | 7500.00 | |
| | 26.09.2012 | 7500.00 | |
| | 02.01.2013 | 3500.00 | |
| | 23.01.2013 | 7500.00 | |
| | 23.01.2013 | 7500.00 | |
| | 11.02.2013 | 2000.00 | 37000.00 |
| 51 | Dr.Shiva ISM Dept. | | |
| | 13.04.2012 & 19.04.2012 [45000+37000] | 59400.00 | 59400.00 |
| 52 | Usha B, Commercial Taxes | | |
| | 05.05.2012 [20000-4400]-1550 | 15542.00 | |
| | 02.07.2012 | -10.00 | 15542.00 |
| 53 | Anthony J Treasury Dept | | |
| | 21.05.2014 | -1052.00 | -1052.00 |
| 54 | S Suresh Kumar ISM | | |
| | 20.06.2012 | 10000.00 | 10000.00 |
| 55 | Shazia Mathew, Commercial Taxes Dept | | |
| | 20.06.2013 | -73.00 | -73.00 |
| 56 | Mohana Prasad TB Dept | | |
| | 01.02.2013 | 28164.00 | 28164.00 |
| 57 | Nehas M S TB Dept | | |
| | 05.02.2013 | 10000.00 | 10000.00 |
| 58 | Rajan Babu ADC Pathanamthitta | | |
| | 03.07.2012 [48000-2820+40772] | 45772.00 | 45772.00 |
| 59 | Rahim M A Collectorate Kollam | | |
| | 23.05.2012 | 12000.00 | |
| | 20.01.2013 | 12000.00 | |
| | 11.07.2013 | 6000.00 | 30000.00 |
| 60 | Sivanathan Pillai KR, Police Kollam | | |
| | 17.02.2014 [49725-1860] | 47865.00 | 47865.00 |
| 61 | Dr.Praveen C S, SM Dept | | |
| | 20.05.2013 | 34800.00 | 34800.00 |



INS THIRUVANANTHAPURAM
SUBSCHEDULES 2013-2014

| | | | |
|----|--|----------|----------|
| 62 | Chandran K, Industries Dept. | | |
| | 22.05.2013 | 19500.00 | 19500.00 |
| 63 | Ajaykumar A, Insurance Dept | | |
| | 09.06.2013 | 90.00 | 90.00 |
| 64 | Shafook, Treasury | | |
| | 22.11.2013 | 20000.00 | 20000.00 |
| 65 | Naseer, I, Collegiate Education | | |
| | 03.06.2013 (10000-10877) | 8123.00 | |
| | 08.07.2013 (13700-290) | 17710.00 | 25833.00 |
| 66 | Dr.S Geetha, Medical Education | | |
| | 26.06.2013 (20000-5243) | 24259.00 | 24259.00 |
| 67 | Sreeprakash, Collegiate Education | | |
| | 17.07.2013 (20000-10837) | 9163.00 | 9163.00 |
| 68 | Surendran Nair. D, Dairy Dept | | |
| | 24.07.2013 (28000-7500-2827) | 32673.00 | 32673.00 |
| | 30.02.2013 | | |
| 69 | Rajani Bose, MCH Thiruv | | |
| | 29.08.2013 | -1.00 | -1.00 |
| 70 | Seena. B, Nursing | | |
| | 01.08.2013 (40000-4414) | 20066.00 | 20066.00 |
| 71 | Balagopal K, P&RD | | |
| | 14.05.2014 6000 (12000-602) | | |
| | 15.05.2014 6000 | 11356.00 | 11356.00 |
| 72 | S.Prasad, Collectorate | | |
| | 11.10.2013 (20000-32481) | 7519.00 | 7519.00 |
| 73 | Jaykumar K, Ayur, Medical Education Dept | | |
| | 21.10.2013 | 21000.00 | 21000.00 |
| 74 | Dehnan, PFC | | |
| | 01.02.2014 (40375-8635) | 39586.00 | 39586.00 |
| 75 | Sand Kumar, Commercial Tax Dept. | | |
| | 07.01.2014 | 13000.00 | 13000.00 |
| 76 | Suresh Kumar, Commercial Taxes | | |
| | 10.02.2014 (10500-2467) | 8035.00 | 8035.00 |
| 77 | Wilson K Raghavan, SC Serv. Department | | |
| | 17.03.2014 | 24000.00 | 24000.00 |
| 78 | Srikumar, Survey Dept | | |
| | 01.03.2014 (10000-4503) | 5700.00 | 5700.00 |
| 79 | Ashok M K, Employment Dept | | |
| | 07.03.2014 (30000-9813-19509) | 280.00 | 280.00 |
| 80 | Gopa Kumar, Ayur | | |
| | 22.05.2014 | 9000.00 | 9000.00 |
| 81 | Sri. Ramesh, Panchayat, Panchamthitta | | |
| | 17.05.2013 | 52250.00 | 52250.00 |



IMG TIRUVANANTHAPURAM
SUBSCHEDULES 2013-2014

| | | | |
|-----------|---|----------|------------|
| 82 | P.Surendran, Rural Devt Pathanamthitta | | |
| | 11.07.2013 | 43200.00 | 43200.00 |
| 83 | Johnson Premkumar, Rural Devt Dept, Kullam | | |
| | 20.08.2013 (67000-18660) | 48340.00 | 48340.00 |
| 84 | Gopa Kumar B, Kollam | | |
| | 22.02.2014 | 22000.00 | 22000.00 |
| 85 | Jacob J Asstt Commissioner, Kullam | | |
| | 15.03.2014 | 46000.00 | |
| | 31.03.2014 | 27000.00 | 73000.00 |
| 86 | Pradeep Kumar, Police PTA | | |
| | 05.10.2013 | 50000.00 | |
| | 18.10.2013 | 56000.00 | |
| | 30.10.2013 | 47000.00 | |
| | 05.11.2013 (42000-3125) | 38875.00 | 192875.00 |
| | | | 2068141.00 |



ING THIRUVANANTHAPURAM
SUBSCHEDULES 2013-2014

| II LIBRARY DEPOSIT - 421008 | | |
|-----------------------------|--------------------|---------|
| 1 | CK Ramachandran | 500.00 |
| 2 | M Vijayan | 200.00 |
| 3 | Kannamma | 100.00 |
| 4 | Sreekala MK | 200.00 |
| 5 | Biju K Arun | 500.00 |
| 6 | Nandakumar PT | 500.00 |
| 7 | Rashmi Madhavan | 500.00 |
| 8 | Abraham Mathew | 500.00 |
| 9 | Alph Prabha | 500.00 |
| 10 | Binu Varghese | 500.00 |
| 11 | Pradeep G | 500.00 |
| 12 | Uma Sankar | 150.00 |
| 13 | Rejina Devi | 500.00 |
| 14 | A Govindan | 1000.00 |
| 15 | Vidhukrishnan | 250.00 |
| 16 | Asha Prasad | 500.00 |
| 17 | Sunam C | 1000.00 |
| 18 | Ravikumar SP | 500.00 |
| 19 | Kalathandranth NG | 150.00 |
| 20 | Mohan Krishnan | 1000.00 |
| 21 | Geetha Devi S | 1000.00 |
| 22 | Mohandas KP | 1000.00 |
| 23 | Sajay PP | 1000.00 |
| 24 | Vijayakumar P | 1000.00 |
| 25 | Kamini S | 1000.00 |
| 26 | Danya S Raj | 1000.00 |
| 27 | Kalasekhar S | 1000.00 |
| 28 | Gayathri S | 1000.00 |
| 29 | Dhanya Sathyan | 885.00 |
| 30 | Cheruvu Anna Isaac | 1000.00 |
| 31 | Prince T Kishy | 1000.00 |
| 32 | Murali Sivakumar B | 1000.00 |
| 33 | Nithya Anna John | 1000.00 |
| 34 | Sabbas Ignatius CM | 1000.00 |
| 35 | E Sureshbabu | 1000.00 |
| 36 | Manga G Nair | 1000.00 |
| 37 | K Reshma Mohal | 1000.00 |
| 38 | Muralidharan MS | 1000.00 |
| 39 | Narain Thomas | 715.00 |
| 40 | Sajeesh K | 1000.00 |
| 41 | Manik S | 1000.00 |
| 42 | PK Ketzava | 100.00 |
| 43 | John Simon | 1000.00 |
| 44 | Dipu Das | 1000.00 |
| 45 | Uma Jothi | 1000.00 |
| 46 | Anna L | 1000.00 |
| 47 | K Babu | 1000.00 |
| 48 | Suja Abraham | 1000.00 |
| 49 | Mukundan C | 200.00 |
| 50 | Dr. R Prabach | 1000.00 |
| 51 | Noel Samuel | 1000.00 |
| 52 | Nisha George | 1000.00 |
| 53 | CK Suresh | 1000.00 |
| 54 | RV John | 1000.00 |
| 55 | Pratiba K | 1000.00 |
| 56 | Deepanathy SI | 1000.00 |
| 57 | Rajani CR | 1000.00 |
| 58 | Vijayakumar KS | 300.00 |
| 59 | Ravi MP | 1000.00 |
| 60 | Shajkumar | 1000.00 |
| 61 | PM Anand | 1000.00 |
| 62 | Rajzeena A | 1000.00 |
| 63 | Mirajothi Varma | 1000.00 |
| 64 | Maryam Babu | 500.00 |



IMG THIRUVANANTHAPURAM
SUBSCHEDULES 2013-2014

| | | | |
|-----|--------------------------------|---------|----------|
| 65 | Nisha Chandran | 1000.00 | |
| 66 | Santhosh Kumar K | 1000.00 | |
| 67 | Teena Sebhich | 1000.00 | |
| 68 | Ranjini A | 1000.00 | |
| 69 | Kavitha Rajan | 1000.00 | |
| 70 | Saumya IA | 1000.00 | |
| 71 | Muraleedharan Nair | 1000.00 | |
| 72 | Pradeep P | 1000.00 | |
| 73 | Rohit Mathew | 1000.00 | |
| 74 | Dr. Shajikutty | 1000.00 | |
| 75 | Priya S | 1000.00 | |
| 76 | Kavitha | 1000.00 | |
| 77 | Ranjith S | 1000.00 | |
| 78 | Anjana Joy | 1000.00 | |
| 79 | Ranganathan Sujith | 1000.00 | |
| 80 | Haseena Beevi A | 1000.00 | |
| 81 | Sudhakumari B | 1000.00 | |
| 82 | Arun Kumar | 1000.00 | |
| 83 | Jeevanmol Antony | 1000.00 | |
| 84 | Sonia BH | 1000.00 | |
| 85 | Shakuntal PK | 1000.00 | |
| 86 | Mathew Jose | 200.00 | |
| 87 | Stalin P | 1000.00 | |
| 88 | Reghanathan Nair K | 200.00 | |
| 89 | Johnson G | 1000.00 | |
| 90 | Nishant S | 1000.00 | |
| 91 | Joseph P | 200.00 | |
| 92 | Ravindran K | 250.00 | |
| 93 | Christy Jolaja | 1000.00 | |
| 94 | Mohammed Shari | 250.00 | |
| 95 | Sudheer Chandran K | 700.00 | |
| 96 | Binu S | 1000.00 | |
| 97 | Chinchi VS | 1000.00 | |
| 98 | Balachandran P | 1000.00 | |
| 99 | Kamaraj P | 1000.00 | |
| 100 | Divya L [1.10.2011] | 1000.00 | |
| 101 | Achul Vijayakumar [25.11.2011] | 1000.00 | |
| 102 | Sobha S[R. 17.2011] | 1000.00 | |
| 103 | Gayathri Karthikeyan | 1000.00 | |
| 104 | Sri. Mohammad Shinas S | 1000.00 | |
| 105 | Sri. Gokul Gowind R | 1000.00 | |
| 106 | Sri Arun H | 1000.00 | |
| 107 | Sri Rathveesh Krishnan | 1000.00 | |
| 108 | Smt. Asha Ajith | 1000.00 | |
| 109 | Smt. Aswathi Devi M | 1000.00 | |
| 110 | Smt. Shelly Mary Koshy | 1000.00 | |
| 111 | Smt. Krishna Prasad K | 1000.00 | |
| 112 | Sri Denny Jose | 1000.00 | |
| 113 | Sri Kiran Mohan | 1000.00 | |
| 114 | Smt. Jeeva Joseph | 1000.00 | |
| 115 | Smt. Deepa Sudheer | 1000.00 | |
| 116 | Sri. Chinchu VS Rakkamoola | 1000.00 | 97760.00 |

ISAAC & I
THIRUVANANTHAPURAM-33
TELEPHONE

IMG THIRUVANANTHAPURAM
SUBSCHEDULES 2013-2014

| k | RETENSION MONEY 401001 | |
|----------|---|-------------------|
| 1 | Pathina Enterprises (10/8/2006) | 50578.00 |
| 2 | Hendry & Farad (31/1/2007) | 32008.00 |
| 3 | Stephen Enterprises (28/12/2006) | 70657.00 |
| 4 | Cordial Constructions (14/8/2007) | 640480.00 |
| 5 | Hendry & Farad (26/6/2007) | 155361.00 |
| 6 | S. Vijayan (2/8/2007) | 33683.00 |
| 7 | M/s.24 Assured Services (22/8/2007) | 56662.00 |
| 8 | M/s.24 Assured Services (2/11/2007) | 257135.00 |
| 9 | M/s.24 Assured Services (23/1/2008) | 57511.00 |
| 10 | M/s.Intraa Electro Components (13/2/2008) | 58600.00 |
| 11 | M/s.Hendry & Farad (2/9/2008) | 45189.00 |
| 12 | M/s.Susis Electricals (24/6/2009) | 52593.00 |
| 13 | M/s.Susis Electricals (12/8/2009) | 30520.00 |
| 14 | M/s COSTFORD, Triv. [10.03.2014] | 120000.00 |
| | | 3561277.00 |

| l) | Caution Deposit 401006 | |
|-----------|-------------------------------|--------------|
| 1 | Pte Exam Training | 53448 |
| 2 | CD (others) | 700 |
| 3 | Shri. Nelson | 1000 |
| | | 55148 |

| m | Prepaid Expenses 302001 | |
|----------|-------------------------------------|-----------------|
| 601008 | Asionet Cable Charges | 1275.00 |
| | Prepaid Insurance for KL-01-AT-9096 | 4575.00 |
| | Prepaid Insurance for KL-01-AJ-5684 | 1341.00 |
| | Prepaid Insurance for KL-01-BA-4493 | 6215.00 |
| | Prepaid Insurance for KL-01-BD-4844 | 27018.00 |
| | | |
| | Total | 40424.00 |



INSTITUTE OF MANAGEMENT IN GOVERNMENT, THIRUVANANTHAPURAM CENTRE

FIXED ASSETS ACQUIRED OUT OF CAPITAL GRANT AS ON 31.03.2014

| SL NO | Name of Asset | Original Cost | | |
|-------|--------------------------------------|-------------------------|---------------------------|-------------------------|
| | | Balance as on 31/3/2013 | Additions during the year | Balance as on 31/3/2014 |
| 1 | Canteen Utensils | 63323.00 | | 63323.00 |
| 2 | Library Books | 1727445.50 | | 1727445.50 |
| 3 | Teaching Equipments | 99139.00 | | 99139.00 |
| 4 | Canteen Furniture | 131788.00 | | 131788.00 |
| 5 | Electrical Insalation | 236398.00 | 377483.00 | 613887.00 |
| 6 | Furniture office | 116553.00 | 148000.00 | 264553.00 |
| 7 | Office Equipments Calculator | 6990.00 | | 6990.00 |
| 8 | Office Equipments Water Heater | 35757.00 | 15637.00 | 51394.00 |
| 9 | Office Equipments Computer | 8060103.00 | 153027.00 | 8213127.00 |
| 10 | Dot Matrix Printer - Office | 86177.00 | | 86177.00 |
| 11 | Syntax Water Tank | 175619.00 | | 175619.00 |
| 12 | Laser Printer | 498414.00 | | 498414.00 |
| 13 | Office Equipments UPS | 912341.00 | | 912341.00 |
| 14 | Computer and Assesrries | 4222229.00 | | 4222229.00 |
| 15 | Office Equipment Vacuum Cleaner | 9200.00 | | 9200.00 |
| 16 | Office Equipments Fax Machine | 47290.00 | | 47290.00 |
| 17 | Office Equipment Digital Camera | 22460.00 | | 22460.00 |
| 18 | Computer Software | 230931.00 | 230000.00 | 460931.00 |
| 19 | Dist Center PA System | 87495.00 | | 87495.00 |
| 20 | Dist Center Projector | 501000.00 | | 501000.00 |
| 21 | Dist Centre Computer Assesories | 326700.00 | | 326700.00 |
| 22 | Dist Centre Digital Camera | 96570.00 | | 96570.00 |
| 23 | Computer Printers | 25500.00 | | 25500.00 |
| 24 | Photocopier | 1373230.00 | | 1373230.00 |
| 25 | Spiral Binding Machine | 13075.00 | | 13075.00 |
| 26 | Hostel Furnishing | 289348.00 | | 289348.00 |
| 27 | Software(Stage & Academic Prog) | 321750.00 | | 321750.00 |
| 28 | DLP Projector | 1089327.00 | | 1089327.00 |
| 29 | Wheel Barrow | 10001.00 | | 10001.00 |
| 30 | Teaching Equipments OHP | 90233.00 | | 90233.00 |
| 31 | Teaching Equipment Projector | 428288.00 | | 428288.00 |
| 32 | Furniture & Fittings Library | 296775.00 | | 296775.00 |
| 33 | Office Equipments Clock | 5840.00 | | 5840.00 |
| 34 | Office Equipment Papper Cutter | 442.00 | | 442.00 |
| 35 | Swip Card System | 20000.00 | | 20000.00 |
| 36 | Office Equipment Numbering Machine | 2042.00 | | 2042.00 |
| 37 | Office Equipment Water Meter | 1109.00 | | 1109.00 |
| 38 | Risograph | 3700.00 | | 3700.00 |
| 39 | Furnishing Office | 790.00 | | 790.00 |
| 40 | Motor Vehicle Car | 1881898.00 | | 1881898.00 |
| 41 | Teaching Equipments Television | 321948.00 | | 321948.00 |
| 42 | Office Equipments | 5300.00 | | 5300.00 |
| 43 | Motor Vehicle Bus | 946000.00 | | 946000.00 |
| 44 | Paper Sheder | 12600.00 | | 12600.00 |
| 45 | Mobile E Notes Taker & DOCU Scan Pen | 24128.00 | | 24128.00 |
| 46 | Office Equipment Air Conditioner | 1205411.00 | | 1205411.00 |
| 47 | Sundry Assets | 9200.00 | | 9200.00 |
| 48 | Office Equipment Lamp & Torch | 5100.00 | | 5100.00 |
| 49 | Telephone | 13585.00 | | 13585.00 |
| 50 | Mono Block Pumpset | 46351.00 | | 46351.00 |
| 51 | Water Cooler | 24993.00 | | 24993.00 |
| 52 | Generator | 2239698.00 | | 2239698.00 |

For ISAAC & SONS
Chartered Accountants
(Firm No. 50 SA)

Sosha Sethuraman A.

SOSHIA SETHURAMAN A., A
Partner
Membership No. 226176



INSTITUTE OF MANAGEMENT IN GOVERNMENT, THIRUVANANTHAPURAM CENTRE

FIXED ASSETS ACQUIRED OUT OF CAPITAL GRANT AS ON 31.03.2014

| SL NO | Name of Asset | Original Cost | | | Balance as on 31/3/2014 |
|-------|---|-------------------------|---------------------------|----------------------------|-------------------------|
| | | Balance as on 31/3/2013 | Additions during the year | Disposal during the Period | |
| 53 | EPABX System | 98941.00 | | | 98941.00 |
| 54 | Motor Bike | 48532.00 | | | 48532.00 |
| 55 | LCD Projector | 905930.00 | | | 905930.00 |
| 56 | Ceramic White Boards | 85536.00 | | | 85536.00 |
| 57 | Flip Chart Board | 18675.00 | | | 18675.00 |
| 58 | Sound Solution System ETDC | 1331673.00 | | | 1331673.00 |
| 59 | Surveillance Systems ETDC | 649184.00 | | | 649184.00 |
| 60 | Transformer ETDC | 175800.00 | | | 175800.00 |
| 61 | Fire Fighting Equipments ETDC | 380619.00 | | | 380619.00 |
| 62 | Furniture & Fittings ETDC | 3100140.00 | | | 3100140.00 |
| 63 | Kitchen Equipments & Floorings | 1530513.00 | | | 1530513.00 |
| 64 | Laptops | 450470.00 | | | 450470.00 |
| 65 | PA Systems | 11420.00 | | | 11420.00 |
| 66 | Inverter | 16000.00 | | | 16000.00 |
| 67 | Office Building | 1616198.00 | | | 1616198.00 |
| 68 | Office Equipment Emergency Lamp | 5250.00 | | | 5250.00 |
| 69 | Take Note Counting Machine | 9500.00 | | | 9500.00 |
| 70 | Electronic Weighing Machine | 4000.00 | | | 4000.00 |
| 71 | Office Equipment LCD | 58000.00 | | | 58000.00 |
| 72 | Inferior Decoration | 26282.00 | | | 26282.00 |
| 73 | Scanner | 28720.00 | | | 28720.00 |
| 74 | Training Complex under Construction | 291894.00 | | | 291894.00 |
| 75 | Open Well(Main Campus) | 40800.00 | | | 40800.00 |
| 76 | Furniture & Fittings Hostel | 87972.00 | | | 87972.00 |
| 77 | Furniture (Computer) | 360767.00 | | | 360767.00 |
| 78 | Furniture (Library) | 42289.00 | | | 42289.00 |
| 79 | Air Conditioners | 113760.00 | | | 113760.00 |
| 80 | Furniture (Office) | 246404.00 | | | 246404.00 |
| 81 | Bus | 1260037.00 | | | 1260037.00 |
| 82 | Training Complex (LIDL) | 14406291.00 | | | 14406291.00 |
| 83 | Scooter Shed | 34545.00 | | | 34545.00 |
| 84 | Water filter | | 8000.00 | | 8000.00 |
| 85 | CCTV | | 42653.00 | | 42653.00 |
| | (see note below) | 55837624.50 | 974806.00 | 0.00 | 56812430.50 |
| | Total Cost of Acquisition to Fixed Assets | 55,812,430.50 | | | |
| | Less Amount Transferred to Utilized Grant | 55,812,429.50 | | | |
| | Amount shown in the Balance Sheet | 1.00 | | | |

For ISAAC & SURESH
Chartered Accountants

MEMBER NO: 50/01

Sobha Sethumadhavan

SOBHA SETHUMADHAVAN A.C.A
Partner

Membership No: 225166



**INSTITUTE OF MANAGEMENT IN GOVERNMENT, REGIONAL CENTRE, KOCHI
BALANCE SHEET AS AT MARCH 31, 2014**

| Previous Year | Liabilities | Sch | Current Year | Previous Year | Assets | Sch | Current Year |
|---------------|---------------------------------------|-----|--------------|---------------|--|-----|--------------|
| 13501463.95 | IMG, Thiruvananthapuram | | 14863724.20 | | Current Assets, Loans and Advances | | 2411432.59 |
| 9502.00 | Capital Reserve | | 9502.00 | | Cash and Bank Balance | 4 | 40883.00 |
| | <u>Current Liabilities</u> | | | 1255281.55 | Receivables | 5 | 184593.00 |
| | Land value payable to Govt. of Kerala | | 800000.00 | | Deposits | 6 | |
| 32281.54 | Sundry Creditors - Projects | 1 | 773241.54 | | | | |
| 1637138.50 | Sundry Creditors - Expenses | 2 | 481102.00 | | | | |
| 573986.35 | Sundry Creditors - Others | 3 | 575322.35 | | | | |
| | | | | 1508343.75 | Excess of Expenditure over Income for the year | | 14864193.50 |
| 16554570.34 | | | 17501102.09 | 15534570.34 | | | 17501102.09 |

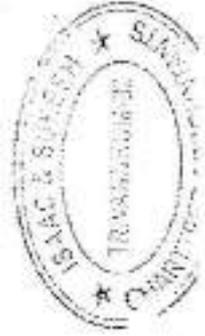
Auditors' Report

Vide our report of even date.

For / SAAC & SURESH
Chartered Accountants
(FPA No. 107/2013)

Sobha Sathyakal

SOBHA SATHYAKAL
FCA
Membership No. 27111



Sathyakal
Sathyakal IAS
FPA No. 107/2013

Place: Trivandrum
Date: 30/3/2016

INSTITUTE OF MANAGEMENT IN GOVERNMENT, REGIONAL CENTRE, KOCHI
 SCHEDULE FORMING PART OF BALANCE SHEET AS ON 31.03.2014 AND
 INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 2014

Schedule-1

Sundry Creditors - Projects

| | |
|---|-----------|
| Consultancy EAP for Industrial & Commerce | 32281.54 |
| Consultancy - KSFE | 738960.00 |
| | 771241.54 |

Schedule-2

Sundry Creditors- Expenses

| | |
|----------------------|-----------|
| Outstanding Expenses | 378205.00 |
| Service Tax payable | 102897.00 |
| | 481102.00 |

Schedule-3

Sundry Creditors- Others

| | |
|--------------------------------|-----------|
| EPF Employee Contribution | 241714.00 |
| Staff Welfare Fund | 27194.00 |
| Pension Equivalent Gratuity | 66595.35 |
| IMG Society Loan Recovery | 1113.00 |
| House Building Advance | 19100.00 |
| KSCDC (George Mathai Tharakan) | 18522.00 |
| Security Deposit | 46220.00 |
| EMD | 6310.00 |
| Motor Vehicle Advance | 141.00 |
| FBS | 10.00 |
| SLI | 1105.00 |
| Tax Deducted at Source | 139951.00 |
| Group Insurance | 1600.00 |
| Group Insurance for others | 330.00 |
| Recovery for Govt. Qrs | 983.00 |
| Canteen Coupon Sales | 4644.00 |
| | 575532.35 |

Schedule-4

Cash and Bank Balances

| | |
|---------------------------|------------|
| Cash in hand | 21467.00 |
| SBT Kakkanad Training A/c | 1226479.00 |
| SBT Kakkanad Non Plan A/c | 409272.59 |
| SBT Kakkanad Plan A/c | 753204.00 |
| | 2410422.59 |
| Stamps in hand | 1010.00 |
| | 2411432.59 |



Schedule-5

Receivables

| | | |
|--|---|-----------------|
| Prepaid Expenses | E | 31842.00 |
| HDFC Excess remittance (Venkitachalam) | | 2091.00 |
| Gratuity Receivable (Venkitachalam) | | 4574.00 |
| EPF Excess Remittance (Feb.2013) | | 2376.00 |
| | | <u>40883.00</u> |

Schedule-6

Deposits

| | | |
|---------------------|--|------------------|
| Electricity Deposit | | 167593.00 |
| OYT Deposit | | 15000.00 |
| Asianet | | 7000.00 |
| | | <u>184593.00</u> |

Schedule-7

Salaries and Allowances

| | | |
|---------------------------|--|--------------------|
| Salaries | | 13502968.00 |
| Daily wages | | 736942.00 |
| Bonus/ Festival Allowance | | 58000.00 |
| Pay Revision Arrear | | 454063.00 |
| | | <u>14761973.00</u> |

Schedule-8

Staff Welfare Expenses

| | | |
|---------------------------|--|-----------------|
| Medical Reimbursement | | 10359.00 |
| SWF Employer Contribution | | 33245.00 |
| Uniform | | 11400.00 |
| Staff - Canteen Subsidy | | 9707.00 |
| | | <u>64711.00</u> |



Sched. 2

Administrative Expenses

| | |
|---------------------------------|------------------|
| Printing & Stationery | 27594.00 |
| Computer Stationery | 71840.00 |
| Travelling Allowances (admin) | 56405.00 |
| Electricity & Water Charges | 141451.50 |
| Advertisement charges | 22720.00 |
| Postage and Telegram | 4053.00 |
| Telephone Charges | 12896.00 |
| Motor Vehicle Maintance | 6304.00 |
| Motor Vehicle - fuel | 7595.00 |
| Motor Vehicle - Tax & Insurance | 2005.00 |
| Cable TV Subscription | 1560.00 |
| Computer Internet facility | 20225.00 |
| Miscellaneous Office Expenses | 8971.00 |
| Building Tax | 1500.00 |
| News paper & Periodicals | 8182.00 |
| | <u>393301.50</u> |

Schedule-10

| | |
|---------------|-----------------|
| Rent Receipts | |
| Host Rent | 21100.00 |
| | <u>21100.00</u> |

Schedule-11

| | |
|-----------------------|----------------|
| Other Income | |
| Sale of coconut | 825.00 |
| Sale of Tender forms | 1800.00 |
| RTI - application fee | 44.00 |
| | <u>2669.00</u> |



SUB SCHEDULES

SUB SCHEDULE-A

| | | |
|---|--|------------------|
| Out standing Expenses | | |
| Salaries and Allowances | | 149374.00 |
| Daily Wages | | 36573.00 |
| Electricity Charges | | 45089.00 |
| TA - Faculty | | 46873.00 |
| Telephone Charges | | 7125.00 |
| Motor Vehicle Taxes and insurance | | 186.00 |
| News Paper & Periodicals | | 8420.00 |
| Travelling Allowance | | 2905.00 |
| Washing Charges | | 4337.00 |
| Prior Period Expenses(News Paper & Periodicals) | | 2000.00 |
| CableTV Subscription | | 260.00 |
| EPF Employer Contribution | | 75113.00 |
| | | <u>378205.00</u> |

SUB SCHEDULE-B

| | | |
|---------------------------|-----------|------------------|
| EPF Employee Contribution | | |
| Regular Staff | 210886.00 | |
| Daily Wages | 828.00 | |
| | | <u>211714.00</u> |
| Deputation GPF | | 30000.00 |
| | | <u>241714.00</u> |

SUB SCHEDULE-C

| | | |
|---|--|-----------------|
| Security Deposit | | |
| Gowritech | | 1496.00 |
| Coral Aluminum Fabrication and Interior Decoration, Cochin-17 | | 2103.00 |
| House Masters Services (P) Ltd. | | 25000.00 |
| Save a Family | | 6750.00 |
| Purushan | | 10705.00 |
| Others | | 666.00 |
| | | <u>46220.00</u> |



SUB SCHEDULE-D

EMD

| | |
|----------------------------------|----------------|
| AC Cooling System | 1310.00 |
| House Masters Services Pvt. Ltd. | 5000.00 |
| | <u>6310.00</u> |

SUB SCHEDULE-E

Prepaid Expenses

| | |
|--|-----------------|
| Insurance Moped KL-07/K-2770 01.04.14 to 11.5.14 | 66.00 |
| CSC for 5 Nos. of AC & Water Cooler 01.04.14 to 10.05.14 | 758.00 |
| AMC 6 Nos. of AC 01.04.14 to 01.09.14 | 2809.00 |
| Insurance Indica KL01/AP-1641 01.04.14 to 04.10.14 | 2208.00 |
| CSC for 10 Nos. of AC 01.04.14 to 30.09.14 | 5618.00 |
| Week - Subscription 01.04.14 to 31.10.14 | 379.00 |
| AMC - UPS 5KVA 01.04.14 to 31.10.14 | 9231.00 |
| AMC - UPS 10 KVA 01.04.14 to 31.12.14 | 9750.00 |
| Insurance Activa 01.04.14 to 13.03.15 | 1023.00 |
| | <u>31842.00</u> |



INSTITUTE OF MANAGEMENT IN GOVERNMENT RC, KOCHI
FIXED ASSETS ACQUIRED OUT OF CAPITAL GRANT AS ON 31.03.2014

| SL NO | Name of Asset | Original Cost | | | |
|-------|---|-------------------------|---------------------------|----------------------------|-------------------------|
| | | Balance as on 31/3/2013 | Additions during the year | Disposal during the Period | Balance as on 31/3/2014 |
| 1 | Furniture & Fittings | 1417876.50 | | | 1417876.50 |
| 2 | Office Equipments Duplicator | 24949.00 | | | 24949.00 |
| 3 | Electrical Installations | 867723.00 | 25575.00 | | 893298.00 |
| 4 | Computer room | 45192.00 | | | 45192.00 |
| 5 | Computer | 572884.00 | | | 572884.00 |
| 6 | Computer UPS | 520925.00 | | | 520925.00 |
| 7 | Air Condinor | 680653.00 | | | 680653.00 |
| 8 | Library Books | 138708.00 | 480.00 | | 139188.00 |
| 9 | CalCulators | 5286.00 | | | 5286.00 |
| 10 | Canteen Utensils | 20857.00 | 11946.00 | | 32803.00 |
| 11 | Compound Wall & Staff Quarters | 391749.00 | | | 391749.00 |
| 12 | Name Board & Sign Board | 11329.00 | | | 11329.00 |
| 13 | Lawn Mover | 18861.00 | | | 18861.00 |
| 14 | Inverter | 19116.00 | | | 19116.00 |
| 15 | Teaching Equipments | 32336.00 | | | 32336.00 |
| 16 | Office Equipments Clock | 2220.00 | | | 2220.00 |
| 17 | Kitchen Equipments | 4665.00 | | | 4665.00 |
| 18 | PA System | 13406.00 | | | 13406.00 |
| 19 | Office Equipment Water Taps | 4750.00 | | | 4750.00 |
| 20 | Heavy Duty Speaker | 4562.00 | | | 4562.00 |
| 21 | Motor Vehicle Indica | 280577.00 | | | 280577.00 |
| 22 | Office Building | 5580559.00 | | | 5580559.00 |
| 23 | Furniture Canteen | 4387.50 | | | 4387.50 |
| 24 | Furniture & Fittings Hostel | 959103.00 | | | 959103.00 |
| 25 | EPBAX | 30006.00 | | | 30006.00 |
| 26 | Water Dispenser | 13300.00 | | | 13300.00 |
| 27 | Vacum Cleaner | 9690.00 | | | 9690.00 |
| 28 | Sundry Assets | 1650.00 | | | 1650.00 |
| 29 | Photocopier | 71267.00 | 160877.00 | | 232144.00 |
| 30 | Water Tank | 7600.00 | | | 7600.00 |
| 31 | Furniture & Fitting Library | 60603.00 | | | 60603.00 |
| 32 | Vehicle Shed | 240000.00 | | | 240000.00 |
| 33 | Scanner | 4100.00 | | | 4100.00 |
| 34 | Computer Furniture | 378375.00 | | | 378375.00 |
| 35 | Hostel Furnishing | 4897.00 | 10440.00 | | 15337.00 |
| 36 | Furniture Classroom | 1041234.00 | | | 1041234.00 |
| 37 | Television | 27800 | | | 27800.00 |
| 38 | Public Address System | 8858 | | | 8858.00 |
| 39 | Water dispenser | 13800 | | | 13800.00 |
| 40 | Borewell | 183704 | | | 183704.00 |
| 41 | Honda Activa | | 54690.00 | | 54690.00 |
| 42 | Biogas Plant | | 135000.00 | | 135000.00 |
| 43 | Ceiling Fan | | 3540.00 | | 3540.00 |
| | | 13719858.00 | 402548.00 | 0.00 | 14122406.00 |
| | Total Cost of Acquisition to Fixed Assets | 14,122,406.00 | | | |
| | Less Amount Transferred to Utilized Grant | 14,122,406.00 | | | |
| | Amount shown in the Balance Sheet | 0 | | | |



For ISAAC & SURESH
 Chartered Accountants
 (159-9)

SOBHA SETHUNADHARAN A.C.A.
 Partner
 Membership No: 225350

INSTITUTE OF MANAGEMENT IN GOVERNMENT REGIONAL CENTRE, KOZHIKODE
BALANCE SHEET AS AT MARCH 31, 2014

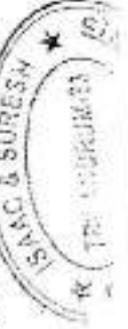
| Previous Year | Liabilities | Sch | Current Year | Previous Year | Assets | Sch | Current Year |
|---------------|----------------------------------|-----|--------------|---------------|--|-----|--------------|
| 14831847.14 | IMG, Thiruvananthapuram | | 17985318.72 | | Fixed Assets | | 0.00 |
| | Current Liabilities | | | 0.00 | Gross Block | | |
| 1164746.00 | Sundry Creditors - Expenses | 1 | 297430.00 | | Less: Depreciation Written off | | |
| 106579.00 | Sundry Creditors - Others | 2 | 71191.00 | 1093010.59 | Building Under Construction | | 1093010.59 |
| 3947.42 | Capital Reserve (sale of assets) | | 59047.42 | | Current Assets, Loans and Advances | | |
| | | | | 2012012.80 | Cash and Bank Balances | 3 | 2585918.80 |
| | | | | 36618.00 | Receivables | 4 | 47265.00 |
| | | | | 36329.00 | Deposits | 5 | 36329.00 |
| | | | | 2252.75 | Due from Govt. of Kerala | | 2252.75 |
| | | | | | Advances | | |
| | | | | 8382.00 | Staff Advance | 6 | 9382.00 |
| | | | | 1446062.00 | Advance for Construction | 7 | 2836062.00 |
| | | | | 341692.00 | Other Advance | 8 | 145944.00 |
| | | | | 11130760.42 | Excess of expenditure over income for the year | | 11656823.00 |
| 16107119.56 | | | 18412987.14 | 16107119.56 | | | 18412987.14 |

Place: Peruvandrum

Date: 30/3/2016.

Auditors Report

Read our Report of even date



For ISAAC & SURESH
Chartered Accountants

(Signature)

SOPHIA SETHI, MAICM, ICAI, A.C.A.
Partner

INSTITUTE OF MANAGEMENT IN GOVERNMENT, REGIONAL CENTRE, KOSHIKODE
 INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 2014

| Previous Year | Expenditure | Sch. | Current Year | Previous Year | Income | Sch. | Current Year |
|---------------|------------------------------|------|--------------|---------------|--------------------------------------|------|--------------|
| 10375809.00 | To Salaries and Allowances | 9 | 10399116.00 | 329794.00 | By Training Fee Receipts | 13 | 89476.00 |
| 596683.00 | To EPF Employer Contribution | 10 | 878320.00 | 27273.00 | By Rent Receipts | 14 | 21475.00 |
| 62395.00 | To Staff Welfare Expenses | 11 | 134520.00 | 17392.00 | By Miscellaneous Receipts | 15 | 53001.00 |
| 489453.00 | To Administrative Expenses | 12 | 437309.00 | 59259.00 | By Interest Received | 16 | 94476.00 |
| 2782.00 | To Bank Charges | | 2324.00 | 31803.58 | Profit on sale of assets | | 0.00 |
| 51828.00 | To Washing Charges | | 48354.00 | 0.00 | Prior Period Income | 17 | 1253.00 |
| 17243.00 | To Gardening Expenses | | 9065.50 | | | | |
| | | | | 11380765.42 | By Excess of Expenditure over Income | | 11656883.00 |
| 11596193.00 | | | 11900504.00 | 11596193.00 | | | 11909594.00 |


 Satyanarayan IAS
 Director General, I.M.G.

For ISAAC & SURESH
 Chartered Accountants



SOBHA CETERAKACHANAN A.C.A.
 Partner
 Membership No: 225186



INSTITUTE OF MANAGEMENT IN GOVERNMENT, KOZHIKODE
 SCHEDULES FORMING PART OF BALANCE SHEET AS ON 31.03.2014 AND
 INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 2014

Schedule - 1

| | | |
|------------------------------------|-----|-------------------------|
| Sundry Creditors - expenses | | |
| 402002 Out standing expenses | (A) | 71970.00 |
| 402004 Others Payable | (B) | <u>225460.00</u> |
| Total | | <u><u>297430.00</u></u> |

Schedule - 2

| | | |
|---|-----|------------------------|
| Sundry Creditors - Others | | |
| 400006 Security Deposit | (C) | 46929.00 |
| 400005 EMD | (D) | 17686.00 |
| 402006 Income Tax contractor | | 719.00 |
| 402009 VAT | | 2960.00 |
| 501014 M Mohanan | | 200.00 |
| 401006 Caution Deposit- Library [VK George] | | 200.00 |
| 401007 Caution Deposit- Library [MK Sivaprasad] | | 200.00 |
| 900012 CPF Trust | | <u>2297.00</u> |
| Total | | <u><u>71191.00</u></u> |

Schedule - 3

| | | |
|---|--|--------------------------|
| Cash and Bank Balances | | |
| 000000 Cash in Hand | | 1170.85 |
| 000001 SBT Mavoor Road A/C No 57007556446-3TP | | 1026060.45 |
| 000002 SBI Medical College A/C No.10067191811 | | 491994.00 |
| 000005 SBT, Mavoor Road Branch Plan A/c 67145886176 | | 1066635.00 |
| 201005 Stamps in Hand | | <u>58.50</u> |
| Total | | <u><u>2585918.80</u></u> |



INSTITUTE OF MANAGEMENT IN GOVERNMENT, KOZHIKODE
SCHEDULES FORMING PART OF BALANCE SHEET AS ON 31.03.2014 AND
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 2014

Schedule -4

Receivables

| | | |
|--|-----|------------------------|
| 703009 EPF Employer Contribution Recoverable | | 2207.00 |
| 302002 Prepaid expenses | (F) | 44546.00 |
| 505035 Cantenn, Staff dues recoverable | | 512.00 |
| Total | | <u><u>47265.00</u></u> |

Schedule 5

Security Deposits

| | | |
|--------------------------|--|------------------------|
| 400004 Telephone Deposit | | 17099.00 |
| 400008 KSEB Deposit | | 19230.00 |
| Total | | <u><u>36329.00</u></u> |

Schedule - 6.

Staff Advance

| | | |
|--------------------------|--|-----------------------|
| 300012 Staff Advances | | 2582.00 |
| 300010 TA Advances | | 3000.00 |
| 300011 Festival Advances | | 3800.00 |
| Total | | <u><u>9382.00</u></u> |

Schedule - 7

Advance of Construction

| | | |
|---------------------------------|--|--------------------------|
| 301044 Advance to PWD Kozhikode | | 1601337.00 |
| 101017 Advance for Construction | | 1234725.00 |
| Total | | <u><u>2836062.00</u></u> |

Schedule - 8

Other Advances

| | | |
|---------------------------------------|-----|-------------------------|
| 301099 District Co-ordinators Advance | (F) | 140153.00 |
| 301050 CSS RTI Act Programme | | 5791.00 |
| Total | | <u><u>145944.00</u></u> |

Schedule 9

Salaries and Allowances

| | | |
|---|--|---------------------------|
| 700001 Salaries and Allowances | | 9191455.00 |
| 700002 Daily Wages | | 1137503.00 |
| 701004 Ad Hoc Bonus/Festival Allowances | | 65910.00 |
| 704028 Coolie charges | | 4250.00 |
| Total | | <u><u>10399118.00</u></u> |

Schedule -10

EPF Employer Contribution

| | | |
|----------------------------------|--|-------------------------|
| 703008 EPF Employer Contribution | | 878300.00 |
| Total | | <u><u>878300.00</u></u> |



INSTITUTE OF MANAGEMENT IN GOVERNMENT, KOZHIKODE
 SCHEDULES FORMING PART OF BALANCE SHEET AS ON 31.03.2014 AND
 INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 2014

Schedule - 11

Staff Welfare Expenses

| | |
|----------------------------------|-------------------------|
| 703004 Medical Reimbursement | 82989.00 |
| 703001 SWF Employer Contribution | 23880.00 |
| 703003 Uniform | 11400.00 |
| 703005 Recreation Expenditure | 2850.00 |
| 704031 Canteen Subsidy | 13401.00 |
| Total | <u><u>134520.00</u></u> |

Schedule - 12

Administrative Expenses

| | |
|--------------------------------------|-------------------------|
| 704008 Postage & Telegram | 2945.00 |
| 704002 Telephone Expenses | 21101.00 |
| 704999 Miscellaneous Office expenses | 15348.00 |
| 402008 Building Tax | 10132.00 |
| 704001 Electricity Charges | 78852.00 |
| 704005 Newspaper & Periodicals | 7830.00 |
| 704023 Hostel Expenses | 31619.00 |
| 705001 Motor Vehicle Fuel Charges | 32062.00 |
| 702001 Travelling Allowances (Admin) | 179647.00 |
| 705002 R & M Motor Vehicle | 12918.00 |
| 705003 Motor Vehicle Taxes/Insurance | 8097.00 |
| 704029 Water Charges | 26157.00 |
| 704006 Printing and stationery | 9550.00 |
| 704025 Kitchen Expenses | 1221.00 |
| Total | <u><u>437509.00</u></u> |

Schedule - 13

Training Receipts

| | |
|---------------------------------------|------------------------|
| 605387 GOI 28/13 MOP | 32012.00 |
| 605388 GOI 38/13 Cyber Security | 26336.00 |
| 605389 GOI 43/13 Mentoring | 2855.00 |
| 605390 GOI 47/13 Mentoring | -8463.00 |
| 605391 GOI 48/13 Direct Trainer Skill | -13860.00 |
| 605392 GOI 52/13 PC trouble Shooting | 29528.00 |
| 605393 GOI 68/13 human Rights | 25438.00 |
| 605400 Study Evaluation Impact | -11370.00 |
| Total | <u><u>82476.00</u></u> |



INSTITUTE OF MANAGEMENT IN GOVERNMENT, KOZHIKODE
 SCHEDULES FORMING PART OF BALANCE SHEET AS ON 31.03.2014 AND
 INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 31, 2014

Schedule - 14

Rent Receipts

| | |
|----------------------|------------------------|
| 505001 Quarters Rent | 8100.00 |
| 505002 Hostel Rent | 8375.00 |
| 505020 Seminar Hall | 5000.00 |
| Total | <u><u>21475.00</u></u> |

Schedule - 15

Miscellaneous Receipts

| | |
|------------------------------|------------------------|
| 505005 Photocopy Charges | 1120.00 |
| 505024 Sale of Coconut | 6295.00 |
| 505025 Sale of Fire wood | 3500.00 |
| 505027 Sale of Old newspaper | 2725.00 |
| 505028 Sale of Tender farm | 600.00 |
| 505029 Old Books | 2140.00 |
| 403061 STP fine/Interest | 34006.00 |
| 505004 Vehicle hire charges | 2615.00 |
| Total | <u><u>53001.00</u></u> |

Schedule - 16

Interest Received

| | |
|---------------------------------|------------------------|
| 505033 SBI Medical College Br. | 13121.00 |
| 505032 SBT Mavoor Road Br. | 44359.00 |
| 505034 SBT Mavoor Road Br, Plan | 36996.00 |
| Total | <u><u>94476.00</u></u> |

Schedule - 17

Prior Period Income

| | |
|---|---------|
| 505031 Prior Period Income/Expenditure [excess provision created adjusted] | 1253.00 |
|---|---------|



IMG KOZHIKODE (31.3.2014)

SUBSCHEDULES

SUB SCHEDULE

Sub Schedule A

| | |
|-----------------------------|-----------------|
| 402002 Outstanding Expenses | |
| Newspapers & Periodicals | 3049.00 |
| Electricity charges | 27864.00 |
| Telephone Charges | 12140.00 |
| Water Charges | 10917.00 |
| RTI seminar | 18000.00 |
| | <u>71970.00</u> |

Sub Schedule B

| | |
|---|------------------|
| 402004 Others Payable | |
| EPF Employer Contribution payable | 57870.00 |
| 403023 EPF Employees Contribution payable | 115633.00 |
| Group Insurance | 600.00 |
| 403008 Staff Welfare Fund Employees | 7139.00 |
| Staff Welfare Fund Employer | 5818.00 |
| IMG Staff Co.op.Society | 5125.00 |
| GPF | 31050.00 |
| SLI | 975.00 |
| Group Insurance State | 750.00 |
| 403003 Group Insurance LIC | 500.00 |
| | <u>225460.00</u> |

Sub Schedule C

| | |
|------------------------------|-----------------|
| 400006 Security Deposit | |
| Shri PM Suresh Babu(Canteen) | 4000.00 |
| Commission & General Agency | 12461.00 |
| Symphony | 1290.00 |
| Isana Technologies | 3783.00 |
| Canteen security deposit | 20000.00 |
| Cool System | 5395.00 |
| | <u>46929.00</u> |

Sub Schedule D

| | |
|------------------------------|-----------------|
| 405005 Earnest Money Deposit | |
| Furniture Palace | 559.00 |
| Benz Computers | 913.00 |
| Northtech Infonet Pvt Ltd | 1631.00 |
| M/s.Cool Systems | 14583.00 |
| | <u>17686.00</u> |



Sub Schedule E

3L J49 District Co-ordinators Advance

| Sl.No. | Department | Amount | |
|--------|--------------------------------|--------|---------|
| | | Dr. | Cr |
| 1 | Police Kasaragod | | 824.00 |
| 2 | Police Kannur | | 534.00 |
| 3 | Police wayanad | 2425 | |
| 4 | Police Palakkad | 1201 | |
| 5 | Police Kozhikode City | 886 | |
| 6 | Rev Palakkad | 1722 | |
| 7 | VHSC Kozhikode | 997 | |
| 8 | Social Welfare Kannur | 1000 | |
| 9 | K. Murali, Social Welfare Dept | 15000 | |
| 10 | KN Vasudevan Nambuthiri | 6284 | |
| 11 | ADC(G) Wayanad | 20000 | |
| 12 | Ground Water Dept | 45000 | |
| 13 | Rev Kozhikode | 46500 | |
| 14 | Diary Dev Palakkad | 232 | |
| 15 | Police Malappuram | 1212 | |
| 16 | Rev Malappuram | | 2350.00 |
| 17 | Rev Kasaragod | 1545 | |
| 18 | K Damodaran | | 353.00 |
| 19 | Co-op Kannur | | 4.00 |
| 20 | Rev Kannur | 4607 | |
| 21 | ADC (G) Malappuram | | 4893.00 |
| 22 | DIET Kasaragod | 500 | |
| 27 | | | |
| | | 149111 | 8958.00 |

Net Balance Dr. 140153.00

Sub Schedule F

| | |
|---------------------------------|-----------------|
| 302002 Prepaid Expenses | 28427.00 |
| AMC of Equipments A/C | 3488.00 |
| AMC of UPS | 3293.00 |
| AMC of Equipments Water Cooler | 3996.00 |
| Motor Vehicle Insurance and Tax | 5342.00 |
| Computer | |
| Total | 44846.00 |



INDEPENDENT AUDITORS' REPORT

To,

The Members of the Institute of Management in Government,
Thiruvananthapuram

1. Report on the Financial Statements

We have audited the financial statements of Institute of Management in Government, Thiruvananthapuram which comprise of the Balance Sheet as at 31st March, 2014 and the Statement of Income and Expenditure for the year then ended, and a summary of significant accounting policies and other explanatory information.

2. Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position and financial performance of the Institute. This responsibility includes the design, implementation and maintenance of internal controls relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

3. Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We have conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institute's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on whether the Institute has in place an adequate internal financial controls system over financial reporting and the operating effectiveness of such controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made



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by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

4. Basis for qualified opinion

The facts relating to the qualification on the accounts are as under and reference of notes have been given wherever applicable.

- i) *The Bank reconciliation statement of SBT Vikas Bhavan (A/c No.57044155939) includes an amount of Rs.80225 being 'transfer not effected' as per previous years bank reconciliation, Balance not transferred amounting to Rs.3,000 amount not credited in passbook amounting to Rs.3,92,930, amount not debited in cash book amounting to Rs.1,70,106, cheques deposited but not cleared amounting to Rs.13,788, for which no information/explanation has been provided by the management.*
- ii) *No income tax has been deducted at source from payment of following amounts*

| <i>Name of the party</i> | <i>Nature</i> | <i>Total Amount</i> | <i>TDS to be deducted</i> |
|--|--|---------------------|---------------------------|
| <i>M/s. Clean & Clean Hygiene services</i> | <i>House Keeping Services (Contract)</i> | <i>16,39,584.00</i> | <i>32,792.00</i> |
| <i>Inovision Surveillance Systems</i> | <i>CCTV and surveillance</i> | <i>77,347.00</i> | <i>1,547.00</i> |
| <i>Absonic Agencies</i> | <i>AMC with A/C maintenance</i> | <i>1,22,743.00</i> | <i>2,455.00</i> |
| <i>Tech Gemini Info Services Pvt Ltd</i> | <i>Software Development</i> | <i>7,45,789.00</i> | <i>14,916.00</i> |
| <i>Malayala Monarama</i> | <i>Advertisement</i> | <i>35,371.00</i> | <i>707.00</i> |
| <i>Kerala Kaumudi</i> | <i>Advertisement</i> | <i>69,233.00</i> | <i>1,385.00</i> |



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- iii) During the year 2012-13 the Institute collected consultancy charges of Rs.8,48,303/- from Kerala State Financial Enterprises (KSFE) and Rs. 7,50,726 from Kerala State Pollution control Board (KSPCB). These included Service tax portion of Rs 1,03,685 and Rs. 82,726 respectively. However the service tax has neither been accounted nor remitted till 31/03/2014.
- iv) The contract with IRCTC is null and void as the date of contract is not mentioned anywhere in the contract.
- v) Service tax collected Rs.274/- on Hall Rent for Rs. 2,000.00 has been accounted as vat collected and the same was remitted to the sales tax department.
- vi) The management has not carried out the physical verification of stock. Inventories amounting to Rs.13,32,286.15 is as certified by the management.
- vii) The Opening Balance of VAT Payable to the extent of Rs. 25,778.50 in Trivandrum unit and Rs. 2,960/- in Calicut unit remains outstanding as on 31/03/2014. No details have been provided for the same.
- viii) During 2012-13 An amount of Rs. 1,099,710 has been received from National Institute for Smart Government(NISG) for conducting a training programme. It includes Rs 1,20,972/- being the service tax collected. However this amount has not been accounted nor remitted till 31/03/2014.
- ix) The physical verification of cash balance at the end of each month has not been done by the head Office and the certificate to that effect with nomination details of the cash balance was not available for our verification.
- x) During the year, Institute sold old furniture for Rs. 1,23,473/- (Trivandrum unit) and Computers for Rs. 55,100/- (Kozhikode Unit) and treated the same as other income and capital reserve respectively. Since the Written Down Value of the assets are not available, we are not in a position to comment on the treatment of the same. No VAT has been collected and remitted on Auction sale of the fixed assets.



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- xi) Internal control on ensuring proper remittance of Income Tax deducted at source on various accounts is found to be inadequate . During current year institute remitted an amount of Rs.30,195/- as interest on TDS for delayed payment of Income Tax deducted at source . Tax deducted at source from Contractors for the months April 2013 to February 2014 has been remitted only on 27th march 2014. Interest and penalty if any on late remittance has not been provided in the accounts. The Opening Balance of TDS to the extent of Rs. 45,511.50 remains outstanding as on 31/03/2014. No details have been provided for the same.*
- xii) There is delay in the remittance of Service tax .Service tax collected for the months April 2013 to September 2013 amounting to Rs.1,31,585/- has been remitted only on 24/10/2013 und October 2013 to February 2014 has been remitted only 27/03/2014. Interest and penalty if any on late remittance has not been provided in the accounts.*
- xiii) Current liabilities, Receivables, Project and Programme Expenses Receivable and Loans and advances are subject to confirmation from parties concerned.*
- xiv) There is delay in the remittance of EPF. The Opening Balance of EPF Payable to the extent of Rs. 66,350.30 and EPF Daily wages amounting to Rs.7972/- remains outstanding as on 31/03/2014. No details have been provided for the same.*
- xv) The ledger of UNEP (FRCA) Environment & Sustainable Development is not tallied with Passbook. An amount of Rs. 4,820/- has been credited in FRCA account for which no information has been provided by the management.*
- xvi) During current year, Institute purchased printer amounting to Rs.20, 000 out of plan grant. The same has been treated as stationery expense which has resulted in an over statement of administrative expenses with corresponding overstatement of plan grant.*



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xvii) Service Tax has not been collected or wrongly transferred to income account with respect to the following Items.

| Sl.No | ITEMS | AMOUNT |
|-------|---|--------------------|
| 1. | <i>Consultancy -Kudubasree</i> | <i>3,51,820.00</i> |
| 2. | <i>Consultancy - KSFE Kochi</i> | <i>8,41,857.00</i> |
| 3. | <i>Course Fee - Kerala State Aids Control Society</i> | <i>1,46,068.00</i> |
| 4. | <i>Rent - Computer Lab rent</i> | <i>1,72,303.00</i> |
| 5. | <i>Rent -Hostel</i> | <i>85,052.00</i> |
| 6. | <i>Rent - Padmam Auditorium</i> | <i>20,787.00</i> |
| 7. | <i>Training Fee - TRG PROG SC DEVP</i> | <i>1,36,517.00</i> |
| 8. | <i>Workshop on Child Labour</i> | <i>3,06,743.00</i> |
| 9. | <i>ADRC Kochi Consultancy (CV004)</i> | <i>5,26,407.00</i> |

5. Qualified Opinion

In our opinion and to the best of our information and according to the explanations given to us except for the possible effect of the matters described in the basis for qualified opinion paragraph, the financial statements give the information required in the manner so required and give true and fair view in conformity with the accounting principles generally accepted in India:

- i) in the case of the Balance Sheet of the state of affairs of the Institute of Management in Government as at 31st March, 2014, and
- ii) in the case of the Statement of Income and Expenditure of the excess of expenditure over income for the year ended on that date.

Emphasis of Matter

We draw attention to the following comments and notes to the Financial Statements. Our opinion is not qualified in respect of these matters.

- a) Note No. 4 of the Notes forming part of accounts which states that Physical verification of Fixed Assets has not been carried out during the year. Fixed Assets register is not maintained in proper and complete manner.
- b) Note No.2 of the Notes forming part of accounts which states that the Institute has no separate bank account for grant received for specific purposes except for Construction of Training Complex, FRCA and IMG Hostel repairs.

