



INSTITUTE OF
MANAGEMENT
IN GOVERNMENT

Annual Report 2021 - 22

“ Investing in people development,
supported by targeted training,
is crucial for organizational
success.”



INSTITUTE OF MANAGEMENT IN GOVERNMENT

ANNUAL REPORT
2021-22

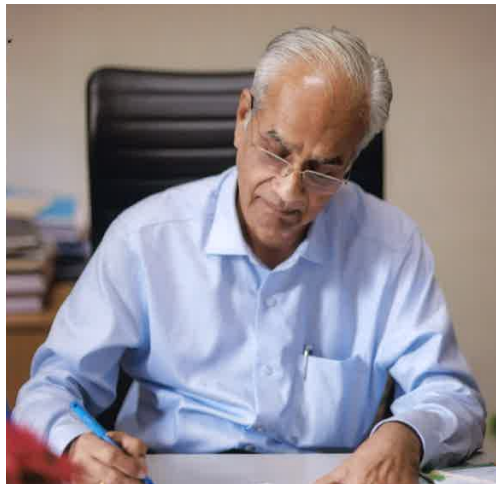
Printed at SB Press, Statue, Trivandrum

Our Patron



Shri Pinarayi Vijayan
Hon. Chief Minister of Kerala

Our Director



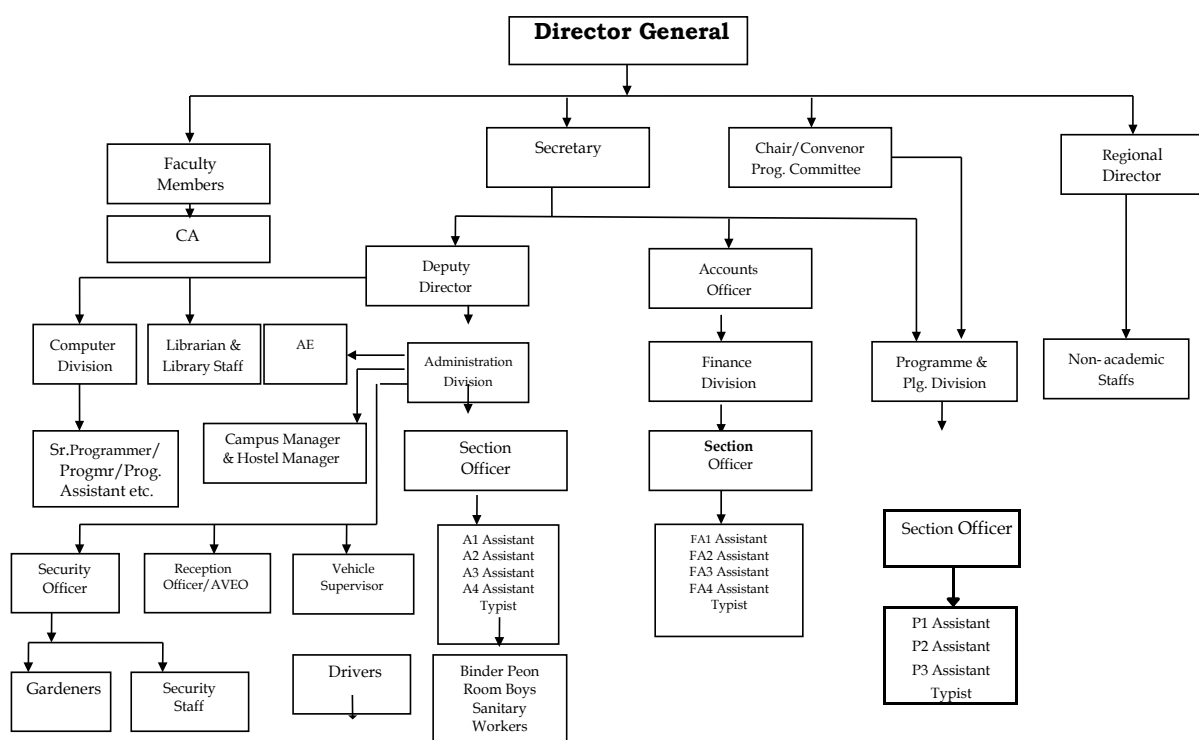
K. Jayakumar IAS (Rtd.)

Our President



Dr. V.P. Joy IAS

ORGANIZATIONAL CHART IMG



As an apex training and priming institution, the Institute of Management in Government (IMG), has a key role in keeping half a million public functionaries fit to task for delivering quality service to 50 million people of the state.

IMG meets all the training needs of government functionaries and various agencies and conduct periodical courses to upgrade their competency.

Continuously monitoring the training requirements of various government entities, IMG also undertakes significant responsibilities in the fields of consultation, research projects, coordinating as a nodal agency, and establishing connections with other regions in India

Mission

Establish training and development strategies focused on lifelong learning, aiming to transform every government employee into a fully developed, duty-conscious, ethical, development-oriented, well-behaved, competent, and motivated member of work teams. This approach is designed to foster a commitment to promoting the public welfare.

Vision

The vision of IMG is to facilitate the pursuit of Excellence in Governance

The Kerala government extends budgetary support to the IMG for the execution of the State Training Policy (STP). This involves collaboratively developing an annual training calendar in consultation with different government departments.

The training programmes under the STP are generally of five days duration, though the duration varies in some cases. The training programmes cover a range of topics, particularly leadership qualities, decision making skills, skillset for managing change, inter-personal relationships, e-governance and responsiveness. Besides these in-service training programmes, IMG also conducts induction training to the newly recruited government employees which is of longer duration, generally of three weeks.

As the Apex Training Institution (ATI), Government of India entrusts IMG with various training programmes under the umbrella programme, 'Training for All'. Officers from other States are also being regularly sent to IMG for need-based training programmes.

Besides the above, IMG undertakes customized training programmes to the employees of Public Sector Undertakings and other Government agencies.

Another significant facet of IMG's operations involves providing consultancy services on Administrative Reforms and staff restructuring. Several government

departments have availed themselves of IMG's expertise in restructuring and optimizing their staff patterns. It is proved the world over that productivity is linked to proper people positioning.

In addition to the routine training programs and consultancy projects, IMG operates a specialized unit known as the Centre for Good Governance (CGG). This Centre focuses on studying and documenting various good governance initiatives both within Kerala and across the country. The CGG takes up projects to thoroughly examine successful good governance initiatives and conducts workshops, conferences, and invite talks on different aspects of governance. By identifying structural constraints that may impede optimal capacity building, the CGG complements the training programs and ensures the long-term effectiveness of capacity-building initiatives.

IMG also collaborates with other state level and national level training institutions and engage in exchange of resources. By this constant dialogue, IMG is able to access a rich pool of trainers and outstanding resource persons on a broad spectrum of topics.

Besides having a repository of talented trainers, the Institute draws from panels of skillful resources from the national and international planes to upskill clients from other states. Many states agencies seek our facility on talent upgradation.

INSTITUTE'S OBJECTIVES

Public service operates within a dynamic environment, with socio-economic conditions, technological landscapes, and societal aspirations continually evolving.

In order to adapt to these changes, administration must remain agile. Without proper training for government personnel, governance may struggle to deliver services effectively as anticipated. The acquisition of skills essential for functional efficiency is paramount. In pursuit of these objectives, IMG collaborates closely with various government departments. It identifies and addresses their training needs by offering customized courses designed for capacity building.

Furthermore, IMG strives to instil an understanding of the potential of modern management science as a pivotal tool for advancing the economic and social

activities of the government. This involves developing managerial skills, enhancing organizational capabilities, fostering leadership and decision-making abilities, contributing to development planning and its efficient execution.

Operational and policy research is a core function, aimed at generating ideas and concepts pertinent to the nation, formulating policy alternatives. The institute also plays a crucial role in supporting individuals, organizations, and institutions indirectly in the application of management science.

A key component of IMG's mission is to enhance public awareness regarding the scope and utility of management science. By doing so, it seeks to establish management science as a valuable instrument for driving economic development and social change, not only intrastate but interstate too.

FUNCTIONS

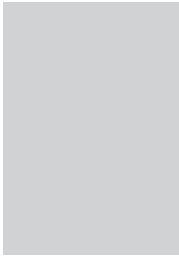
- **Apex Training Institute and Policy Implementation:** IMG serves as the apex training institute for the state of Kerala, playing a critical role in the implementation of the State Training Policy
- **State Training Council Coordination:** As the convener of the State Training Council, IMG holds the mandate to effectively coordinate, network, and standardize training functions across the state.
- **Monitoring and Supervision:** IMG actively monitors and supervises the delivery of training across various institutes under the State Government, ensuring adherence to quality standards.
- **Diverse Training Programs:** The institute offers a diverse range of high-quality, need-based training programs for civil service personnel at both the state and national levels.
- **Research and Consultancy:** IMG undertakes research and consultancy assignments with a social orientation

and commitment, contributing to the broader societal welfare.

- **National and International Linkages:** Establishing linkages with esteemed national and international organizations such as the World Health Organization, UNICEF, USAID, UNDP, ADB, and major universities, IMG actively engages in collaborative efforts in research, training, and consultancy.
- **Advisory Functions and Policy Research:** IMG provides advisory functions aimed at streamlining administration through policy research and studies, contributing to the overall improvement of administrative practices.
- **Management and Functional Programmes:** The institute offers quality management and functional programs tailored for middle-level and senior-level functionaries, including All India Services.
- **Information Technology Enablement:** IMG conducts various training programs targeted at different levels and across departments, public sector undertakings, and local self-governments, with a focus on information technology-enabled governance.
- **Citizen Charter and RTI Act:** IMG serves as the nodal agency in the preparation of citizen charters for all departments except local self-government and is a key agency for capacity building in the Right to Information.

NODAL AGENCY FOR CAPACITY BUILDING IN RTI 2005

Over the past years, IMG has actively pursued the achievement of these objectives through a spectrum of activities, including training programs, research endeavours, consultancy services, publications, seminars, workshops, and lectures delivered by distinguished individuals from India and abroad. The organization has established a reputable track record for its client-focused approach, offering steadfast support to Government Departments in the aftermath of both training and consultancy engagements.



TRAINING IN IMG

Training at IMG is viewed as an essential commitment from employers to their employees, aimed at fostering and sustaining their efficiency and effectiveness. Rather than being a one-time obligation, it is considered a continuous and enduring responsibility throughout an employee's career. For government employees, as well as those in other government agencies and organizations, training is not merely a duty but is regarded as an inherent entitlement. This acknowledgment is grounded in the understanding that training is a fundamental prerequisite, enabling them to exhibit the necessary levels of efficiency, effectiveness, and behavioural propriety, both in their interactions with the public and within their respective work environments.

Since its establishment in 1981, IMG has been actively involved in providing training programs across various domains and for employees at different hierarchical levels within the government. Initially, these programs were developed based on perceived training needs identified by IMG, coupled with discussions with Heads of Departments. The total number of programs offered has consistently ranged from 200 to 400 over the years.

STATE TRAINING POLICY AND PROGRAMMES

The mission of the training initiative within the Kerala State Government is to facilitate the comprehensive development of every employee in government departments and agencies, fostering a sense of duty, a development-oriented mind set, exemplary behaviour, competence, and motivation. The ultimate goal is to transform individuals into dedicated members of work teams committed to advancing public welfare. The envisioned outcome is a Public Service System that prioritizes customer-focused management, encouraging maximum participation in decision-making, and is dedicated to continuous innovation for the relentless pursuit of overall quality in governance.

Since 2004, IMG has been actively

engaged in conducting meticulous Training Needs Analyses for various government departments, subsequently addressing the identified training requirements. However, the unforeseen invasion of the pandemic led to a pause in training programs from May 2021, to December 2021.

The majority of IMG's training programs align with the state's training policy initiatives. In the fiscal year 2021–22, despite the challenges posed by the pandemic, 675 programs were conducted, contributing to the capacity building of 18,164 participants over 10,192 days. This underscores IMG's commitment to the ongoing development and training needs of government employees in alignment with the state's overarching objectives.

Annexure I

Status of Training Programmes for 2021-22							
Category	Scheduled Programmes	Conducted/ Scheduled as on 31.3.2022		Total Conducted	Percentage	No. of days	No. of participants
		Online	Offline				
STP	897	274	401	675	75	10192	18164
GOI *	28	1	22	23	82	83	530
OSP		13	15	28		196	653
RTI		10		10		10	249
Total		298	438	736		10481	19596

- STP** - State Training Policy Programmes
- GOI** - Government of India Sponsored Programmes
- OSP** - Other Sponsored Programmes
- RTI** - Right to Information Act

This year, 19616 participants were trained in 735 training programmes in 10479 course days.

PREMIER TRAINING PROGRAMMES

In addition to the State Training policy initiatives, IMG has undertaken several crucial training programs entrusted by various departments. For these specific programs, a prompt Training Needs Assessment was carried out in collaboration with senior officials and staff from the relevant department. This tailored approach ensures that the training content aligns closely with the specific requirements and objectives of each department, emphasizing the organization's adaptability to address diverse and specialized training needs.

TRAINING FOR PERSONAL STAFF OF MINISTER FOR TRANSPORT, GOVERNMENT OF KERALA



INSTITUTE OF MANAGEMENT IN GOVERNMENT, THIRUVANANTHAPURAM TRAINING FOR PERSONAL STAFF OF MINISTERS



IMG organized a special State Training Program (STP) for the Personal Staff of the Minister for Transport on October 23, 2021, at the IMG premises. This initiative was undertaken at the behest of Minister Mr. Antony Raju.

The program saw the participation of 21 officers and personal staff of the Minister, and it was inaugurated by Minister Antony Raju himself. During the event, Minister

Raju emphasized the crucial importance of citizen-centricity in all public affairs. K Jayakumar IAS (Retd), Director of IMG, conducted a session highlighting the primary duties and responsibilities of the personal staff of the Minister, outlining the expectations of both the public and the bureaucracy. Main task of personal staff, he said, is to ensure a balanced handling of varied strata of society.

The session also featured insights from Mr. N P Chandrasekharan, Director of Malayalam Communications, who discussed the imperative of citizen-centricity for ministers' offices. Shri. A G Sasidharan Nair, Special Secretary (Retd.) from the Law Department, provided valuable perspectives on enhancing the efficiency and image of Ministers' offices.

Dr. R Ram Mohan, a Professor at IMG, delved into the ideal competency skill set for personal staff in ministerial offices. This specialized training program aimed to equip the personal staff with the necessary skills and knowledge to effectively serve in the Minister's office.

KAS TRAINING



December 24, 2021 is a landmark day for the Institute.

That day IMG commenced an 18-month-long Induction Training Programme for the maiden batch of Kerala Administrative Service. These are the personnel called upon to turn the complex governmental machinery in the days to come. It had 104 officer trainees on its roll.

We were just back from an extended lockdown. But it in no way hampered the preparations. Chunk of the top leadership got themselves working overtime to ensure the success of the first KAS batch.



Foundation Course - Batch 1



Foundation Course - Batch 2



Foundation Course - Batch 3

The elaborate Induction Training included:

- Foundation Course
- Core Courses on Regulatory and Development Administration
- Kerala Darshan
- Bharat Darshan
- Attachments with district offices of departments
- Attachments with directorates and secretariat departments.

In addition to the academic inputs, the training encompassed co-curricular and extra-curricular activities aimed at the holistic personality development of the Officers.

State Attachment of Indian Foreign Service (IFS) Officer Trainees



Five Indian foreign service officers had their state attachment training programme with institute of management in government from 7th to 10 April 2021 .The program was coordinated by Professor Dr R Jayasree and Dr.S Sajeev

Training Programme for Cabinet Ministers



A specialised 3-day training programme was meticulously designed and executed for the Council of Ministers of the Government of Kerala, spanning from September 20th to 22nd, 2021. Acknowledging the pivotal role these ministers play in guiding and empowering departments and personnel toward the state's developmental and social objectives, the training covered a diverse range of topics aimed at enhancing their leadership capabilities.

The training program included insightful sessions on the following key areas:

- a) Understanding the Administrative Machinery
- b) Challenges to Leadership in times of Disasters
- c) Ministers as Team Leaders
- d) Challenges of Project Execution
- e) Ministers as High Performers
- f) Funding Agencies and Project Culture
- g) Ministers and Bureaucrats
- h) E-governance as a tool for transformation
- i) Motivation as a trusted tool for better results
- j) Social media -- hidden traps and new opportunities

By providing comprehensive inputs on these subjects, the training program sought to equip the Cabinet Ministers with the knowledge and skills necessary to navigate the complex challenges associated with governance, leadership, project execution, and the dynamic landscape of modern communication through platforms like social media.

TNA FOR FOOD AND CIVIL SUPPLIES DEPARTMENT

Food and Civil Supplies department, the arteries of the state populace. needed a detailed training plan for its personnel. Ad hoc arrangements would not do. IMG took up the task and conducted an in-depth Training Needs Analysis (TNA) for the department. The study resulted in making a comprehensive report in January 2022.

A meeting was held on the premises of IMG, that had its Director K Jayakumar in the chair. Dr. D Sajith Babu IAS, Director of the Food and Civil Supplies Department welcomed the meeting. Dr.(prof) S.Sajeew presented the report.

The state training policy training program for the department was inaugurated

by Adv GR Anil Minister For Food And Civil Supplies And Legal Metrology.

The inauguration of the state training policy training program for the department was a significant moment, with Minister for Food and Civil Supplies and Legal Metrology, Adv GR Anil, officiating the event. The minister received the TNA report on behalf of the department. The Report envisaged in graphic details on the training and equipping plan for the staff to obtain optimum results. Ms. Shuja R, Associate Fellow at IMG proposed a vote of thanks.

REUNION OF SECRETARIAT ASSISTANT INDUCTION TRAINING BATCH 1998





INSTITUTE OF MANAGEMENT IN GOVERNMENT, THIRUVANANTHAPURAM SECRETARIAT ASSISTANTS' IMG INDUCTION TRAINING - 1998 BATCH Reunion at IMG Thiruvananthapuram on 19.11.2022.



Oh, goody! Once more...

On the third Saturday of November last year, 22 Additional Secretaries to the government, travelled back 22 years down the memory lane as they reunited at IMG.

“It was one of the happiest days of our service,” recalled a beaming Shuja R, Associate Fellow who had coordinated the reunite.

All the 22, fresh recruits as secretariat assistants, were part of the induction training at IMG in 1998. Those days the IMG comprised just the old block. No glamour and grandeur as it flaunts today. And, it did not have the prevailing electronic advantage either, one of the participants remembered. “Only, talk and chalk on blackboard,” he remarked in a lyrical vein.

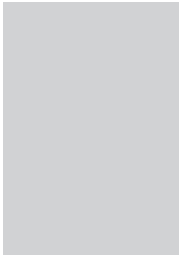
To them, there was another reason for happiness. The chief secretary they worked with, K.Jayakumar, IAS, is currently the director to the IMG. More, the then-course director Dr. S. Sajeew and Dr. R. Jayashree are professors at the institute now. “We

thought it our privilege to honour them. We did, and thereafter had some cultural events. We spent time exchanging notes—more about family than service,” Shuja chuckled. They had a sumptuous meal together in a city restaurant before saying bye to each other.

How did they feel when they began their career as bureaucrats? “Well, we were all shy newbie from the rural background. Most of us were either unmarried or just married. No great ideas of anything. We could not face a crowd, for a start, she recollected. Those diffidence and demureness are all gone now. Rigors of service have eventually taught them how to be smart deliverers of public welfare.

“It was amazing how time flew!” Shuja marvelled.

However, what dulled the joy of the occasion was the sad demise a while ago of Girija, one of them. They observed a collective prayer for her soul’s peace.



DOCTORAL RESEARCH AT IMG

IMG holds distinction as a recognized Research Centre for Management studies and Social Sciences. Within this academic realm, two esteemed faculty members, namely Dr. S Sajeew and Dr. Anishia Jayadev, serve as Research guides affiliated with the University of Kerala. This signifies IMG's commitment to fostering advanced academic pursuits and contributing to the broader fields of Management studies and Social Sciences through doctoral research initiatives. Following is the data regarding the doctoral academic programmes as of now.

Who can seek the scholar status?

Any student of commerce and social science could opt IMG as a centre. The students registered with Kerala University. IMG an approved research centre for Kerala University. They either have to qualify the common Entrance exam for PhD conducted by Kerala University or they should have qualified the UGC and have been granted fellow ship.

Dr Anishia Jayadev

Associate Professor, who is a PhD guide in Sociology and Social Work. She has five research scholars under her guidance.

Dr Sajeew S

Professor, is a PhD guide in Commerce and Management . Under his guidance, 10 research scholars are doing PhD.

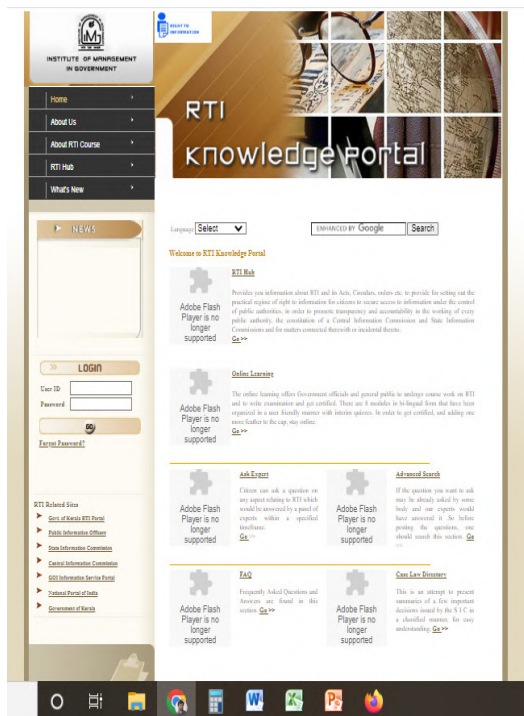
CAPACITY BUILDING ON RIGHT TO INFORMATION ACT IN 2005

IMG has been designated as the nodal agency for capacity building for officials in Kerala concerning the Right to Information Act since its enactment in 2005. In addition to incorporating a dedicated component within relevant training modules, IMG engages in various activities in collaboration with the Government of India to enhance officials' understanding and implementation of the Act.

RTI KNOWLEDGE CENTRE

Institute of Management in Government has established a well-functioning RTI knowledge centre.

1. Basic Online Certificate Course on RTI Act 2005 through RTI Knowledge Portal



The Centre has successfully organized six online programs via the RTI Knowledge Portal for 1,500 candidates. These programs were designed to empower and educate the

public to effectively make use of the RTI Act. These programmes were conducted with the technical support of Digital University Kerala, and were facilitated by Dr. Jaya S. Anand, Professor and Dr. Ram Mohan R., Professor.

2. Training on RTI Act 2005 for officers of various departments

Five one-day programs were successfully conducted at IMG locations in Thiruvananthapuram, Kochi, and Kozhikode, specifically tailored for officers from various departments. These programs proved to be invaluable, providing participants with crucial insights and equipping them with the necessary knowledge and skills for the effective implementation of the RTI Act 2005. The training sessions, facilitated by esteemed experts Dr. Jaya S. Anand, Professor, and Dr. Ram Mohan R., Professor, saw the active participation of a total of 124 officers. This initiative reflects IMG's commitment to fostering expertise and understanding among government officials regarding the provisions and implications of the Right to Information Act.

3. Online Training Programmes on RTI Act 2005

Five online training programs were conducted for officers from various departments, with a particular focus on the Labour Department and Public Sector Undertakings (PSUs). These programs proved to be highly effective in providing valuable insights, addressing any scepticism among officers, and enhancing their capacity for the successful implementation of the RTI Act of 2005. Dr. Jaya S. Anand, Professor, and Dr. Ram Mohan R., Professor, played instrumental roles in facilitating these programs. This online training initiative underscores IMG's commitment to adapting to evolving circumstances and ensuring that officers are well-prepared to navigate the complexities of the Right to Information Act.4.

4. English handbook on Right to Information Act 2005

The RTI Knowledge Centre has released an English handbook on the RTI Act 2005 tailored for officials. This handbook serves as a comprehensive compendium and reference guide, aiding all stakeholders in the effective implementation of the RTI Act.

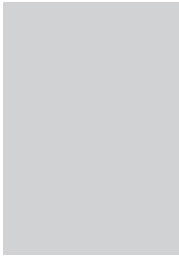
5. Malayalam Handbook on Right to Information Act 2005

The RTI Knowledge Centre published a Malayalam handbook on the RTI Act 2005 for the officials. This handbook serves as a compendium and a reference guide for all the stakeholders in the effective implementation of the RTI Act.

6. New RTI Knowledge Portal

Acknowledging the deficiencies and outdated features of the current RTI Knowledge Portal, a proactive initiative was launched to address this critical need. Collaborating with Digital University Kerala, initial discussions were held to identify the essential features and functionalities necessary for a new, dynamic portal capable of effectively meeting the evolving needs of participants. Subsequently, a comprehensive set of requirements was outlined, and Terms of Reference were formulated to provide clear guidance for the development process of this upgraded portal. The anticipated commissioning date for the new portal is set for 2023.





CONSULTANCY ASSIGNMENTS AND RESEARCH UNDERTAKEN BY THE INSTITUTE

Policing during a Public Health Emergency Challenges, Scope and Possibilities

The study titled “Policing during a Public Health Emergency: Challenges, Scopes, and Possibilities” leverages the valuable experiences of the Kerala Police in enforcing lockdowns, restrictions, and safety protocols. It reviews international best practices for handling Public Health Emergencies (PHE) and incorporates those adaptable to Kerala. The report provides comprehensive recommendations to the State Government and the Police Department, aiming to empower the police to effectively fulfill their responsibilities during potential future PHEs.

The interventions outlined in the report cover policy considerations, structural enhancements, human resource development aspects, technical dimensions, and financial considerations. Dr. Mini B Nair, Dr. N. Rahul, and Smt. Amala Bonnie, Assistant Professors at IMG, have spearheaded the execution of this project.

A WORK STUDY ON KERALA METAL INDUSTRIES LIMITED COMPANY (KMML)

The study proved to be invigorating for both IMG and KMML, providing a mutually beneficial and energizing experience. This collaborative effort likely brought about valuable insights and positive outcomes for both organizations, contributing to their respective growth and effectiveness.

The Kerala Metal Industries Limited Company owned by the Kerala government, has been directed to initiate a proactive step towards forming a recognized Staff Pattern before the creation of Special Rules in the company. The company's Board of Directors has decided to take a work study in line with the government's directive. Centre for Governance under aegis of Institute of Management in Government, a Centre dedicated to ease of doing governance, undertook the charge of the study.

Dr. Mini B Nair, Associate Professor, IMG, Shri. Mohananatha Babu (former Additional Secretary, Kerala Government), and Smt. Shuja R (Associate Fellow, IMG, Thiruvananthapuram) were the team of officials from IMG who were involved in the study.

Starting in April 2022, the study has integrated an organizational analysis and method study of the company as a pivotal component. These analyses aim to provide comprehensive guidelines for each department and their functional units, offering insights into their operations along with practical suggestions for

improvement. The resulting report encapsulates recommendations related to financial responsibilities, outlining potential benefits that may arise through the implementation of these suggestions. This holistic approach seeks to enhance operational efficiency and foster positive outcomes for the organization.

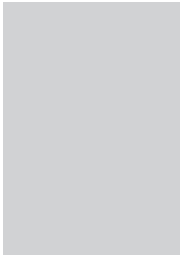
To the current industrial ecosystem, fostering growth, sustainability, and increased impact within its operational domain. The IMG team engaged in multiple rounds of discussions with both employees and the management team to ensure a scientific assessment of the work pattern and gather valuable insights for the study. The proactive implementation of this plan, in conjunction with the company's master plan, is anticipated to breathe new life into Kerala Metal Industries Limited. This strategic initiative is expected to enable the company to contribute more effectively

RIGHT SIZING THE MANPOWER OF KERALA STATE POLLUTION CONTROL BOARD (2021)

The study, titled “Right Sizing the Manpower of the Kerala State Pollution Board,” was entrusted to IMG as part of the initiative to fortify the infrastructure for pollution control in the state. This comprehensive study aimed to evaluate the optimal quantity and quality of manpower essential for addressing challenges in pollution control and environmental protection. The recommendations from the study propose an integrated approach to invigorate both existing and emerging human resources within the organization.

Furthermore, the study outlines specific steps and activations required from leadership to cultivate the right attitude and skills among the workforce, supported by motivational indicators. The assessment conducted in the study takes an all-encompassing approach, evaluating the technical staff’s work in alignment with the demand for pollution abating activities by the Kerala State Pollution Control Board (KSPCB). This initiative reflects a commitment to ensuring the organization is equipped with the right human resources and leadership strategies for effective pollution control.

The study also proposed steps and activations required from the leadership to foster the right attitude and skills, along with motivational indicators. It took a comprehensive approach in evaluating the work of technical staff concerning the demand for pollution abatement activities by KSPCB. Notably, the preparation of job descriptions for technical personnel and the implementation of a performance appraisal system were given due importance in the study. Dr. Mini B Nair, Associate Professor and Nodal Officer of the Centre for Good Governance, and Dr. R Prakasan, Former Professor at IMG, led the execution of this project.



ADMINISTRATION AND MANAGEMENT OF THE INSTITUTE

IMG operates under the governance of a Body comprised of distinguished individuals selected from the State/ Central Government, academia, and the public management system. The Chief Secretary serves as the President of this governing Body. Additionally, an Executive Committee oversees the day-to-day functions of the Institute, with the Director of IMG serving as the Chairperson of this committee. This governance structure reflects a commitment to diverse perspectives and expertise, ensuring effective leadership and management of the Institute's activities.

Board of Governors

The Secretary of the Institute is the Ex-officio Secretary of the Board of Governors and the Executive Committee. During the year the following members were there in our board of Governors:

President

- The Chief Secretary
Government Secretariat,
Thiruvananthapuram

Members

- The Director, IMG
- The Additional Chief Secretary to Government Personnel & Administrative Reforms Department Government Secretariat, Thiruvananthapuram
- The Principal Secretary to Government Finance (Expenditure) Department Government Secretariat, Thiruvananthapuram
- The Principal Secretary to Government Planning & Economic Affairs Department, Government Secretariat, Thiruvananthapuram
- The Secretary to Government Personnel & Administrative Reforms Department, Government Secretariat, Thiruvananthapuram
- The Secretary to Government IT Department, Government Secretariat, Thiruvananthapuram
- The Principal Secretary to Government Animal Husbandry Department Government Secretariat, Thiruvananthapuram
- The Vice-Chancellor Kerala Agricultural University, Mannuthy, Thrissur
- The Joint Secretary Department of Personnel & Training Ministry of Personnel Public Grievances and Pensions, New Delhi
- The Joint Secretary Department of Administrative Reforms & Public Grievances Sardar Patel Bhavan, Parliament Street, New Delhi
- The Director KILA, Mulamkunnathukavu PO, Thrissur
- The Director, LBSNAA, Mussorie, Uttarakhand
- The Director, NIRD Rajendranagar Mandal, Hyderabad, Telegana
- The Director IIITMK Technopark, Thiruvananthapuram
- The Director IIIT The Director IIM, Kozhikode
- Dr. S Sajeev Professor, IMG, Thiruvananthapuram

EXECUTIVE COMMITTEE-2021-22

Details of EC held

1. 147th EC held on 30/07/2021
2. 148th EC held on 8/11/2021

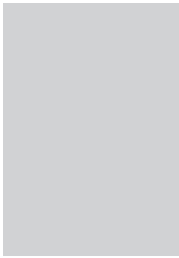
Members of EC

1. The Director IMG
2. Additional Chief Secretary P&ARD
3. The Secretary to Government (Finance Exp Dept)
4. The Secretary to Government (IT Dept)
5. The Director (KILA)
6. Dr S Sajeev, Faculty IMG

No GB meeting was held during 2021 -22

Director, IMG

Shri. K. Jayakumar, IAS (Rtd.) (former Chief Secretary, Kerala & former VC, Thunchath Ezhuthachan Malayalam University) is the present Director of IMG.



MANAGEMENT OF ACADEMIC AND DEVELOPMENT ACTIVITIES

For the seamless execution of training programs and development activities, two committees have been established: the Programme Committee and the Planning and Development Committee. These committees play key roles in overseeing and coordinating the various aspects of training initiatives and developmental projects, contributing to the effective functioning and success of IMG's programs. The Programme Committee is likely responsible for aspects related to the design, content, and execution of training programs, while the Planning and Development Committee is likely focused on strategizing and implementing broader developmental activities within the institute.

The constitution of the committee is as below :

- Chairperson (Faculty member)
- Convener (Faculty member)
- Three members from among Faculty
- A representative from administration division (Member)
- A representative from finance division (Member)
- A representative from administration division (Member)
- A representative from finance division (Member)

Programme Committee

Dr. R. Jayasree officiated as the Chairperson of the Programme Committee and Dr. Mini B Nair, the Convener of the Programme Committee. The main activities of this Committee are:

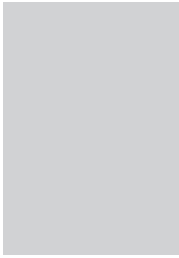
- a. Standardizing course materials
- b. Prescribing facilities to be available in Class rooms
- c. Monitoring of projects and programmes/schedules items
- d. Finalisation of training calendar, taking up of new programmes/ recommend for deletion of scheduled programmes.

Planning and Development Committee

Dr. S. Sajeev served as the Chairperson of the Planning and Development Committee, while Dr. Anishia Jayadev assumed the role of the Convener for the same committee.

Records Management system streamlined

IMG has sanctioned a new system for file disposal and records management, aligning with the recommendations of an internal committee. This fresh approach precisely delineates categories of files and their assigned retention periods. To rectify the issue of records being retained unnecessarily for prolonged periods due to the absence of a retention policy, a sorting and clearance process will be initiated, adhering to the newly established policy. This marks the outset of a comprehensive series of administrative changes intended to cultivate efficient e-governance practices within IMG offices.



OUR INFRASTRUCTURE – HEAD QUARTERS

IMG boasts a well-equipped infrastructure at its headquarters in Thiruvananthapuram, featuring an air-conditioned auditorium. For training purposes, IMG provides eight air-conditioned lecture halls, each accommodating up to 30 individuals. The institute also houses four air-conditioned computer labs with the same seating capacity.

Furthermore, the Executive Training and Development Centre (ETDC) within IMG comprises four state-of-the-art classrooms, a large Conference Hall, and a Mini-Conference Hall. This specialized facility is designed for programs pitched at a higher level, enhancing the overall capabilities of IMG in conducting impactful training and development initiatives. There are faculty rooms and syndicate rooms where entire group activity within training programmes are conducted.

Regional Centres

The Institute has two Regional Centres at Kozhikode and Kochi, which cater to the training requirements of the northern and central districts of Kerala. Both the Regional Centres are equipped with two modern computer laboratories.

Library & Documentation

The IMG Library stands as a valuable repository of resources, encompassing a

comprehensive resource pool to cater to the varied needs of its users. To facilitate efficient access, books are meticulously categorized, and searches can be conducted using access points such as title, author, and accession number.

In addition to the library, there is a Center of Public Policy that houses proceedings, orders, gazettes, and other significant publications of the Government of Kerala. This center plays a crucial role in archiving and providing access to vital government documents. Furthermore, it receives a wide array of major periodical print publications in Malayalam, further enriching its repository of information.

Training Infrastructure

Recording Studio

IMG is equipped with a recording studio and Movavi editing software. Sessions for the online by utilizing the facilities available at the studio including live sessions, audio files of the sessions were made available for the participants' later use.

Computers & Peripherals at IMG

To facilitate effective training, and hassle-free office procedures, we have the following number of computers and peripherals.

IMG Trivandrum

- Server - 4 nos.
- Desktop Computer - 242 nos.
- Laptop - 46 nos.
- Printer - 58 nos.
- Scanner - 3 nos.
- Switches - 25
- UPS – 15

IMG RC Kochi

- Server - 2 nos.
- Desktop Computer - 62 nos.
- Laptop - 5 nos.
- Printer - 14 nos.
- Scanner - 2 nos.
- Switches - 8
- UPS – 4

IMG RC Kozhikode

- Server - 2 nos.
- Desktop Computer - 54 nos.
- Laptop - 2 nos.
- Printer - 7 nos.
- Scanner - 2 nos.
- Switches - 6
- UPS – 4

Hostel Facility

The Institute provides outstanding hospitality services, including hostel accommodations with modern amenities. In Thiruvananthapuram, there is a hostel with 70 rooms, and an additional old hostel offers accommodation for 140 individuals in double rooms. Both hostels ensure a comfortable stay for residents. Similar hostel facilities are available at regional centers as well, with 30 double rooms, including one guest suite in Kochi, and 27 double rooms in the Regional Centre Kozhikode.

The additional amenities such as health club facilities and a swimming pool at the Thiruvananthapuram Hostel exemplify the Institute's commitment to providing an enriched and comfortable environment for residents. This dedication underscores the Institute's broader mission to create a conducive setting that not only supports learning and development but also prioritizes the overall well-being and experience of those staying at the hostel. By offering these extra features, the Institute aims to enhance the holistic experience for individuals residing in its accommodations.

Annexure 1

GOI Training Programme for 2021 -22				
State Category Training Programme				
No.	Code	Programme Title	From	To
1	GOI 2	Training on Environment and Sustainable Development	22-Mar-22	24-Mar-22
2	GOI OL -3	Govt. of India sponsored Programme on Cyber Crimes and Information Security	24-Nov-21	26-Nov-21
3	GOI 4	Role and effective use of NGOs in Government Projects	22-Mar-22	24-Mar-22
4	GOI 5	GOI sponsored Programme on Government Writing	2-Mar-22	4-Mar-22
5	GOI 6	Management Development Programme for Middle Level Officers	15-Dec-21	17-Dec-21
6	GOI -7	Public Relations and Communication skills	20-Dec-21	22-Dec-21
7	GOI 9	Training on Communication and Presentation Skills	14-Mar-22	16-Mar-22
8	GOI 10	Skill Enhancement Programme on e-Governance"	14-Mar-22	16-Mar-22
9	GOI 11	Training on Team Building and Group Dynamics	17-Mar-22	19-Mar-22
10	GOI -12	GOI Programme on Stress Management for Women	15-Mar-22	17-Mar-22
11	GOI -13	GOI Programme for Retirement Planning and Financial Literacy for Government Servants	15-Mar-22	17-Mar-22
12	GOI -14	"Leadership for Women in Co-operatives	22-Nov-21	24-Nov-21
13	GOI 15	"Cyber Crimes & Information Security	16-Mar-22	18-Mar-22
14	GOI 16	Management Development Programme for Middle Level Officers	31-Mar-22	2-Apr-22

15	GOI 17	Skill Enhancement Programme on e-Governance"	17-Mar-22	19-Mar-22
16	GOI 19	Cyber Crimes & Information Security	21-Mar-22	23-Mar-22
17	GOI 20	Skill Enhancement Programme on e-Governance"	24-Mar-22	26-Mar-22
18	GOI 21	Cyber Crimes & Information Security	23-Mar-22	25-Mar-22
19	GOI - 22	National Level Training Programme on Direct Trainer Skills	11-Jan-22	15-Jan-22
Trainer Development Programmes				
20	GOI 24	Trainer Development Programme on Training Need Analysis	26-Feb-22	5-Mar-22
21	GOI 25	Design of Training (DoT)	21-Mar-22	25-Mar-22
22	GOI 27	Trainer Development Programme on Mentoring	18-Jan-22	20-Jan-22
23	GOI 28	National Level Training Programme for Training Need Analysis	31-Mar-22	6-Apr-22



ARUN JITHIN & ASSOCIATES
CHARTERED ACCOUNTANTS

Second Floor, Kamala C-7,
Vellayambalam, Jawahar Nagar Lane
Thiruvananthapuram - 695003

INDEPENDENT AUDITOR'S REPORT

To,

**The Members of
Institute Of Management In Government
Vikas Bhavan P.O
Thiruvananthapuram - 695033**

Report on the Audit of Financial Statements

Opinion

We have audited the accompanying financial statements of the Institute Of Management In Government which comprises the Balance Sheet as at March 31, 2022, the Income and Expenditure Account for the year ended on March 31, 2022 and a summary of significant accounting policies and notes to accounts.

In our opinion and to the best of our information and according to the explanations given to us, the aforesaid standalone financial statements give the information required by the Act in the manner so, required and give a true and fair view in conformity with the accounting principles generally accepted in India, of the state of affairs of the Company as at 31st March, 2022, and its Balance sheet and Income & Expenditure Account for the year ended on that due.

Basis for Opinion

We conducted our audit in accordance with Standards on Auditing (SAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We have fulfilled our other ethical responsibilities in accordance with these requirements and the ICAI's Code of Ethics. We believe that the audit evidence we have obtained is to provide a basis for our opinion.

Responsibilities of the Management and Those Charged with Governance 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, financial performance of the entity in accordance with the accounting principles generally accepted in India including the Accounting Standards prescribed by the Institute of Chartered Accountants of India

(ICAI). This responsibility includes the design, implementation of maintenance of internal control 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. Those charged with the governance are responsible for overseeing the entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but it is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SAs, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal financial controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal financial controls.
- Evaluate the appropriateness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the ability of the Entity to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate,

to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content to the financial statements, including disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Materiality is the magnitude of misstatements in the financial statements that, individually or in aggregate, makes it probable that the economic decisions of a reasonably knowledgeable user of the financial statements may be influenced. We consider quantitative materiality and qualitative factors in (i) planning the scope of our audit work and in evaluating the results of our work; and (ii) to evaluate the effect of any identified misstatements in the financial statements.

Report on Other Legal and Regulatory Requirements

We report that:

- a) We sought and 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 Company so far as it appears from our examination of those books.
- c) The Balance Sheet, and the Statement of Income & Expenditure dealt with by this report are in agreement with the books of account.
- d) In our opinion, the aforesaid financial statements comply with the applicable Accounting Standards issued by the Institute of Chartered Accountants of India.
- e) The Entity has appeals pending against Service Tax Demands for substantial amounts for previous years

For ARJUN JITHIN & ASSOCIATES

Chartered Accountants

Firm Reg No: 015164S

ARUNRAJ B.Com FCA

Partner

Place: Thiruvananthapuram

Date: 19-03-2024

Membership No.235795

UDIN - 24235795BKEZMQ3441

Notes to Accounts

1. While preparing the financial statements, the previous year figures and heads of accounts have been regrouped, reclassified and rearranged wherever necessary.
2. The balance of current assets and current liabilities are subject to confirmation. In the opinion of the management, current assets, Loans and advances will realize a value not less than the amount stated in the balance sheet, if realized in the ordinary course of business.
3. In accordance with the accounting policy of assets procured with government grants, the amount of grant utilized offsets with the cost of acquisition of assets and thereby the entity does not include a fixed assets schedule with the statement of accounts.
4. The ledger balance for 'Advance for building' stands at Rs. 61,68,611/- and to currently long overdue for reconciliation / confirmation.
5. The following ledger balances under Deposits, Non - Current Assets are subject to confirmations, in respect of which no documents were available for verification.

• Deposit - M/s. KSCSC Ltd	70,000.00
• Service Tax Mandatory Deposits	64,24,322.00
• Deposit - PWD	21,31,143.00
6. Long pending balances pertaining to previous years are subsisting under Unspent Grant totalling to Rs. 19,21,86,615.00 pending settlement entities / clearing. According to management's response, they are currently implementing adequate measures to review previous records and ascertain whether there are any remaining unspent balances to be carried forward or if any settlement entries are required.
7. The balances of the following ledgers are subject to reconciliation / confirmation from the management.

a) Course fee advance received (Other Current Liabilities)	-
	Rs. 3,85,62,308.00
b) Course fee receivable (Other Current Assets)	-
	Rs. 30,11,653.00

8. It is advisable to keep the grant funds into separate accounts based on their nature. This ensures that any unspent balance can be easily identified and managed separately.
9. The following are the contingent Liabilities in respect of matters under litigation which is subsisting and no estimate of the outcome as at 31st March 2022.
 - Appeal before Service Tax Commissioner (Appeals), Kochi against tax demand of Rs. 1,41,56,096.00 as per order of Jr. Commissioner, Services Tax Trivandrum No.118-121/2014-15 ST (JC) dated 29/12/2014.
 - Appeal before Service Tax Appellate Tribunal, Bangalore against tax demand of Rs. 1,40,49,330.00 as per order of Commissioner Service Tax Trivandrum No. IV/16/107/2015 dated 20/01/2016.

Place: Thiruvananthapuram

Date: 19-03-2024

Significant Accounting Policies forming part of the financial statements at 31st March 2022

1. Basis of Accounting

The financial statements are prepared under historical cost convention and are in accordance with Generally Accepted Accounting Principles in India.

2. Use of Estimates

The presentation of financial statements are in conformity with the generally accepted accounting principles and requires estimates and assumptions to be made, that affect the reported amount of assets and liabilities on the date of the financial statements and the reported amount of assets and liabilities on the date of the financial statements and the reported amount of revenues and expenses during the reporting period. Differences between the actual results and estimates are recognized in the period in which the results are known / materialized.

3. Fixed Assets

All fixed assets are valued at less than depreciation. All expenses directly attributable in bringing the assets to their working condition and interest on the loan taken for the acquisition of assets during the period of construction / acquisition and other expenses are added to the cost of fixed assets. Assets transferred by the Government to the entity at no cost is accounted at a nominal value of INR 1.

4. Inventories

Inventories are valued at cost or market value whichever is lower. Inventories of

consumables are not valued, as these items are treated as expenditure and accounted on cash basis during the year.

5. Material events

Material events occurring after the Balance Sheet date are taken in to cognizance.

6. Revenue Recognition

Revenue is recognized to the extent that it is probable that the economic benefits will flow to the entity, can be reliably measured and no significant uncertainty exists regarding realization of the consideration. Income is recognized on accrual basis. Interests received are recognized on cash basis.

7. Expenditure

All expenditures are charged to the relevant heads at the time of making the payments except in the case of advance payments. Advance payments are charged to the relevant heads of account on settlement.

8. Investments

Investments that are intended to be held for more than a year are classified as Long - Term Investments. Long Term Investments are valued at cost. Short term investments are valued at cost or Net Realizable value whichever is lower.

9. Grants

Government Grants are accounted in accordance with "AS-12 Accounting for Government Grants". Revenue grants are recognized to income & expenditure account. Grants received from government / other institutions respect of non - depreciable asset which are utilized for procurement or construction of assets are reduced from the cost of such assets.

INSTITUTE OF MANAGEMENT IN GOVERNMENT
Vikas Bhavan P.O, Thiruvananthapuram

BALANCE SHEET AS AT 31ST MARCH 2022

(Amount in Rs)

SL.No	Particulars	Sch No	Amount	
			As at 31.03.2022	As at 31.03.2021
A	<u>SOURCES OF FUNDS</u>			
	Reserves & Surplus			
	Capital Reserve	1	83,96,958.72	83,96,958.72
	General Reserve	2	20,65,24,263.73	16,38,43,814.66
	Current liabilities			
	Unspent Grant	3	19,21,86,615.00	19,22,68,298.00
	Deposit (Liability)	4	23,00,813.80	46,34,863.80
	Statutory Payables	5	14,25,657.63	9,07,573.63
	Recoveries payable	6	6,18,831.00	7,78,298.00
	Other current Liabilities	7	4,88,56,299.50	4,44,10,133.00
	TOTAL		46,03,09,439.38	41,52,39,939.81
B	<u>APPLICATION OF FUNDS</u>			
	Non-Current Assets			
	Fixed Assets:			
	Property Plant & Equipment		1.00	1.00
	Investments		5,000.00	5,000.00
	Deposits	8	1,18,83,236.00	96,06,466.00
	Current Assets			
	Inventories	9	6,74,988.50	12,69,597.50
	Loans & Advances	10	58,58,048.00	47,05,260.80
	Advance For Building Construction	11	61,68,611.00	66,27,111.00
	Receivables	12	31,11,937.00	52,63,757.00
	Cash & Cash Equivalents	13	42,13,20,216.38	37,88,83,833.61
	Other Current assets	14	1,12,87,401.50	88,78,912.90
	TOTAL		46,03,09,439.38	41,52,39,939.81

Notes to Accounts & Significant Accounting Policies
As per our report of even date attached

For ARUN JITHIN & ASSOCIATES

Chartered Accountants



CA ARUNRAJ S FCA

Partner

M No: 235795 Firm Reg No: 015164S

UDIN - 24235795BKEZMQ3441

Trivandrum

19-03-2024



For and on behalf of the Executive Committee



Director

K Jayakumar IAS(Retd)



Secretary



Accounts Officer

Manju M R

Under Secy, Finance, Gok (on deputation)

INSTITUTE OF MANAGEMENT IN GOVERNMENT
Vikas Bhavan P.O, Thiruvananthapuram

STATEMENT OF INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2022

(Amount in Rs)

Particulars	Sch No	For the year ended	
		2022	2021
INCOME			
Government Grants:			
GOK-Grant Non-Plan		7,37,42,298.00	6,53,47,000.00
GOK-Grant Plan (Non-Salary)		2,32,84,089.50	2,03,06,744.00
By Plan Grant from Government of Kerala		2,01,27,773.00	1,23,09,946.00
Training & Programme Income:			
State Training Programme		9,41,27,599.00	6,46,32,434.00
Intensive Training Programme		-	1,16,538.00
Other Sponsored Programme		2,17,23,410.00	1,01,94,297.00
Government of India programme		84,25,172.00	49,24,266.00
Consultancy and Training	15	42,76,986.00	10,91,224.00
Other Income			
Rental Income	16	21,14,729.00	11,01,447.80
Interest Received	17	2,15,42,693.00	1,79,91,831.00
Other Income	18	32,41,131.34	21,20,187.52
TOTAL		27,26,05,880.84	20,01,35,915.32
EXPENDITURE			
State Training Programme Expenses		3,16,94,282.00	3,34,28,285.00
Other Sponsored Programme Expenses		1,31,65,316.50	36,07,597.00
Government Of India Programme Expenses		96,34,250.80	65,98,030.00
ITP Training Programmes		-	1,16,538.00
Changes in Inventory		5,97,965.00	-4,09,627.25
Other Training and programme expenditures	19	6,84,810.00	1,84,685.00
Employee benefit expenses	20	13,07,75,744.50	9,83,87,470.00
Administrative Expenses	21	1,47,05,560.47	99,94,800.50
Electricity & Water charges		50,30,179.00	49,19,596.00
Interest & Bank charges		9,805.50	2,589.69
Repairs & Maintenance	22	53,21,136.00	97,93,102.92
To Plan Grant Expenditure		1,83,06,382.00	1,23,09,946.00
TOTAL		22,99,25,431.77	17,89,33,012.86
Surplus/(Deficit) for the year transferred to Balance sheet		4,26,80,449.07	2,12,02,902.46

Notes to Accounts & Significant Accounting Policies
As per our report of even date attached

For ARUN JITHIN & ASSOCIATES
Chartered Accountants

CA ARUNRAJ S FCA
Partner
M No: 235795 Firm Reg No: 015164S

Trivandrum
19-03-2024



For and on behalf of the Executive Committee

[Signature]
Director
K Jayakumar IAS(Retd)

[Signature]
Secretary
Biji K.

[Signature]
Accounts Officer
Manju M R
Under Secy, Finance, Gok(on deputation)

INSTITUTE OF MANAGEMENT IN GOVERNMENT

Vikas Bhavan P.O, Thiruvananthapuram

Schedules Attached to and forming part of the Accounts

Particulars	For the year ended	
	31.03.2022	31.03.2021
<u>Schedule 1</u>		
<u>Capital Reserve</u>		
Opening Balance	75,22,364.00	75,22,364.00
Closing Balance	75,22,364.00	75,22,364.00
Depreciation & Amenities Fund	8,74,594.72	8,74,594.72
	83,96,958.72	83,96,958.72
<u>Schedule 2</u>		
<u>General Reserve</u>		
Balance as per last Balance Sheet	16,38,43,814.66	14,26,40,911.20
Add : Excess of Income over Expenditure	4,26,80,449.07	2,12,02,903.46
	20,65,24,263.73	16,38,43,814.66
<u>Schedule 3</u>		
<u>Unspent Grant</u>		
GOI-XI Finance Commission Grant for Building	43,69,702.00	43,69,702.00
GOK- Grant (Plan)	8,32,82,651.00	8,24,32,651.00
GOK Grant STP	2,94,30,061.00	2,94,30,061.00
GOI Grant Library 2004-2005	19,374.00	19,374.00
Capacity Building e-Governance NEGP	1,08,989.00	1,75,503.00
GOK Grant (Plan)-Non Salary	7,49,75,838.00	7,58,41,007.00
	19,21,86,615.00	19,22,68,298.00
<u>Schedule 4</u>		
<u>Deposit (Liability)</u>		
Retention Money	1,20,606.00	14,53,807.00
Earnest Money Deposit	68,897.00	23,996.00
Caution Deposit	-	55,148.00
Security Deposit	19,20,850.80	29,04,452.80
Caution deposit (library)	1,89,860.00	1,96,860.00
Library Book Reference Deposit	600.00	600.00
	23,00,813.80	46,34,863.80
<u>Schedule 5</u>		
<u>Statutory Payables</u>		
Income Tax Contractor	1,44,958.00	1,19,017.00
Income tax Recovery (Salary)	9,49,950.00	4,11,585.00
GST	85,908.63	1,81,405.63
Reverse Charge	11,416.00	976.00



EPF Employer Contribution payable	-	59,526.00
GST on TDS on Contract	1,47,807.00	67,600.00
Tax Deducted at Source	-	67,464.00
Outstanding Expenses	83,241.00	-
Canteen Coupon Sales A/c	2,377.00	-
	14,25,657.63	9,07,573.63
Schedule 6		
Recoveries payable		
LIC Premia	43,318.00	45,588.00
EPF Employee Contribution	61,135.00	1,14,593.00
Staff Welfare Fund	73,206.00	76,747.00
IMG Society Loan Recovery	(2,726.00)	(2,726.00)
SWF :Loan Recovery	89,500.00	1,12,000.00
KSCDC (George Mathai Tharakan)	18,522.00	18,522.00
FBS	80.00	-
Handveev Loan Recovery A/C	10,666.00	822.00
TVM District Co-operative Bank, Kunnukuzhy	2,000.00	2,000.00
Ananthapuram Cop Society T/184	3,000.00	3,000.00
Balaswadhanam	500.00	1,000.00
Relief Fund Recovery	-	679.00
General Provident Fund (State)	2,15,982.00	1,81,382.00
EPF Employee Contribution	(1,98,170.00)	(1,52,457.00)
EPF Voluntary IMG Staff	1,05,682.00	99,289.00
GPF Loan (Deput)	24,480.00	11,830.00
Group Insurance Premium (GIP) IMG	2,500.00	(800.00)
Group Insurance Premium State (Deput)	6,020.00	500.00
HDFC Loan	-	(11,978.00)
LIC Deputaion Staff	-	852.00
LIC KGSD Deputation Staff	3,608.00	8,291.00
National Pension Scheme Empee	1,329.00	-
Staff Co-Operative Society	1,03,479.00	53,353.00
State Insurance Premium (Deput)	29,470.00	12,460.00
SWF Payable	15,079.00	12,140.00
Tvpm. Ser. Co.op.Bank T 131	-	12,000.00
KC Workers Welfare Fund	9,669.00	11,016.00
SLI	100.00	4,750.00
Housing Loan (Dep)	25,000.00	10,540.00
Professional Tax	1,250.00	2,000.00
Group Insurance	2,000.00	2,100.00
Group Insurance (State)	200.00	-
GPAIS	360.00	360.00
GPF- LOAN RECOVERY	(38,000.00)	33,240.00
LIC PREMIUM	-	8,853.00
NPS Employee Contribution	-	2,160.00
Salary Challenge	-	1,02,192.00
Group Insurance for others	600.00	2,000.00
Income tax on contract	4,496.00	-
GST on TDS on Contract	4,496.00	-
	6,18,831.00	7,78,298.00



Schedule 7		
Other current Liabilities		
Outstanding Expenses	6,82,711.00	6,40,598.00
Canteen Coupon Sales A/c	56,435.50	52,220.00
Chief Minister's Distress Relief Fund	796.00	15,671.00
Consultancy EAP for Industrial & Commerce	32,282.00	32,282.00
Consultancy - KSFE 2013-14	7,37,973.00	7,37,973.00
Consultancy - KSFE 2014-15	2,15,736.00	2,15,736.00
Course fee Received In Advance	3,85,62,308.00	3,87,00,308.00
Internal Audit fee payable	2,57,884.00	3,46,384.00
Statutory Audit fee payable	89,656.00	1,17,456.00
Creditors for Expenses	15,023.00	2,274.00
MGP-Citizen Charter for Senior Officers	46,645.00	46,645.00
MGP-Simplification of Rules	6,067.00	6,067.00
Cola- Venture University of Reading (FRCA)	78,126.00	78,126.00
Consultancy - Pollution Control Board	4,00,980.00	4,00,980.00
Promotion Test for KSFE 2015 Asst. Managers	8,61,942.00	8,61,942.00
PDS Consultancy JSA	1,59,642.00	1,59,642.00
KSFE Promotion Test	8,69,066.00	8,69,066.00
Manoj K R	-	16,823.00
Salary Payable	35,47,193.00	-
Lap Top of SC PHD Student	-	25,000.00
Dissemination Workshop SOWC	90,673.00	90,673.00
Construction Work-study pollution Control Board	7,42,715.00	7,42,715.00
Consultancy Govt. Medical Collage Palakkad	2,13,731.00	2,13,731.00
KSCSC LTD- Creditors	37,421.00	37,421.00
Malsyafed	1,36,000.00	-
IIITMK , Technopark	2,06,662.00	-
Tender Fee payable	28,763.00	-
Costford Kozhikode	4,59,869.00	-
Rent Out Panchayath ILGMS Software Training	3,20,000.00	-
Sree Kerala Papers	-	400.00
	4,88,56,299.50	4,44,10,133.00
Schedule 8		
Deposits		
Deposit - Gas	5,960.00	5,960.00
Deposit with Water Authority	10,000.00	10,000.00
Deposits - Security / Caution	18,684.00	18,684.00
Deposit - M/s. KSCSC Ltd	70,000.00	70,000.00
Service Tax Mandatory Deposit	64,24,322.00	64,24,322.00
Deposit -PWD	44,07,913.00	21,31,143.00
OYT Deposit	15,000.00	15,000.00
Asianet	2,000.00	2,000.00
Telephone Deposit	17,099.00	17,099.00
KSEB Deposit	9,12,258.00	9,12,258.00
	1,18,83,236.00	96,06,466.00
Schedule 9		
Inventories		
Stock of library books	77,145.00	77,145.00
Stock of Stationery	5,92,213.00	11,86,822.00



Stock of Revenue Stamp	24.00	24.00
Stock of Stamp	5,606.50	5,606.50
	6,74,988.50	12,69,597.50
Schedule 10		
Loans & Advances		
Advance to staff	15,24,152.00	9,65,968.00
TA Advance	36,079.00	26,079.00
Festival Advances	15,800.00	3,800.00
District Coordinators Advance	32,77,606.00	12,38,333.00
Natturuchi Kudumbashree	8,00,000.00	-
STP Advance	1,82,367.00	1,12,392.00
CBPR Advance	22,044.00	22,044.00
Other Advance - Government Of India Induction Training	-	23,36,644.80
	58,58,048.00	47,05,260.80
Schedule 11		
Advance For Building Construction		
M/s.KSCC Ltd. Advance	8,38,912.00	8,38,912.00
Mobilization Advance Building Construction Kozhikode	6,58,648.00	6,58,648.00
Mobilization Advance Building Construction Kochi	1,58,724.00	1,58,724.00
Advance to PWD for Barton Hill Construction	15,11,688.00	15,11,688.00
Advance to PWD Tvp	21,000.00	21,000.00
Building under Construction RC Calicut	31,146.00	31,146.00
Advance to PWD Kozhikode	3,72,076.00	3,72,076.00
Advance for Construction	12,34,725.00	12,34,725.00
Building Under Construction	10,93,011.00	10,93,011.00
Costford	2,48,681.00	7,07,181.00
	61,68,611.00	66,27,111.00
Schedule 12		
Receivables		
Trade & Globalization Fisheries Sector	8,748.00	8,748.00
Horticulture Development Corporation	1,994.00	1,994.00
Research - ICSR	1,000.00	1,000.00
Management Govt. project	2,982.00	2,982.00
M/s.Tes & Company	85,560.00	85,560.00
Course Fee Receivable	30,11,653.00	51,63,473.00
	31,11,937.00	52,63,757.00
Schedule 13		
Cash & Cash Equivalents		
Cash in Hand	95,045.88	79,642.88
SBI Vikas Bhavan - Training Account- 57044155939	4,69,36,689.20	1,26,88,595.27
District Treasury, Tvp -452	-	60,715.00
FCRA A/c SBI Vikas Bhavan - 57044155917	-	1,90,718.00
State Bank of India- E- Tender Account - 67315866283	7,09,944.00	6,75,593.00
District Treasury Non Plan - 70101140000087	1,94,49,000.00	29,286.00
Canara Bank 5842101001440	1,74,17,108.50	3,30,81,037.50



PSTSB - 799012700000394	10,00,000.00	10,00,000.00
SBI Kakkanad Training A/c-67145050573	4,91,515.50	3,21,861.00
SBI Kakkanad Non Plan A/c -57025499543	5,43,330.93	4,63,657.34
TSB-799010100262107	4,57,048.00	100.00
SBI Kakkanad Plan A/c- 67145050313	7,35,254.00	6,74,244.75
SBI Mavoor Road A/C No 57007556176	10,12,368.40	17,52,849.90
SBI Medical Collegiatege A/C No.10067191811	25,802.03	3,62,114.53
SBI, Mavoor Road Branch Plan A/c 67145886446-P	6,11,096.94	10,73,651.44
SBI,Kakkanad (Current A/C)	4,496.00	-
Fixed Deposit A/c-		
Deposit with Canara Bank, Secreteriat branch	22,25,57,990.00	22,64,29,767.00
Deposit with District Treasury	10,92,73,527.00	10,00,00,000.00
	42,13,20,216.38	37,88,83,833.61
Schedule 14		
Other Current assets		
Mohammed Sherief (SLI excess 8 & 9 /16 Excess)	600.00	600.00
Prepaid Expenses	2,17,778.00	1,01,991.00
TDS Receivable	72,17,297.50	72,17,297.50
Excess EPF Employee-KSN	900.00	900.00
Excess EPF Employer-KSN	900.00	900.00
ANERT	6,000.00	6,000.00
GOVT .College	13,500.00	13,500.00
Institute of Parliamentary Affairs	53,000.00	53,000.00
Kerala Institute of Local Administration- KILA	3,51,130.00	3,51,130.00
Kerala State Higher Education Council	1,26,260.00	1,26,260.00
Kudumbshree	5,000.00	5,000.00
Sahitya Academy	3,275.00	3,275.00
Sociology	100.00	100.00
GST- Opening Balance	29,593.00	29,593.00
GST Input Tax Credit	2,19,624.00	6,40,982.40
Suchitwa Missiom	29,500.00	29,500.00
Travncore Dewasom Board	12,500.00	12,500.00
TVPM Corporation	81,000.00	81,000.00
CGST Input	6,120.00	-
SGST Input	6,120.00	-
GST Electronic Cash Ledger	2,58,096.00	2,05,384.00
Advance to staff	5,000.00	-
EPF Excess payment recovery	6,38,288.00	-
TDS AY 2022-23	18,94,636.00	-
Gst on Mess Hall rent receivable	4,770.00	-
IFS OFFICERS 2020 BATCH	1,06,414.00	-
	1,12,87,401.50	88,78,912.90
Schedule 15		
Consultancy & Training Income		
Income Overhead Consultancy	1,25,338.00	1,53,083.00
Income -Funded programmes IMG Share	6,30,252.00	65,000.00
Income Overhead Training	30,51,510.00	5,97,141.00



AgroMachinery Corp(KAMCO)

Schedule 16

Rental Income

Rent
Rent - IMG Quarters
Rent - IMG Hostel
Income Rent For Computer Lab
Rent of ETDC Class rooms
Rent of Conference Hall ETDC
Rent of A/C Auditorium ETDC
Rent Computer Lab ETDC
Rent Lecture Hall

Schedule 17

Interest Received

Interest Income
Interest on SB account
Interest on FD With canara bank
Interest on FRC
Interest on STP Adv overdue
SBI Medical Collegiatege Br.
SBI Mavoor Road Br
SBI Mavoor Road Br. Plan
Interest on FD with Treasury Account

Schedule 18

Other Income

Prior period income
Income - Photocopying charges
Income - Vehicle Hire charges
Income from sale of books
Income - Bus hire charges
Income - RTI Act 2005
Income - Miscellaneous receipts
Library Subscription for reference
Tender Fee
Canteen Utensils
Auction of Old Mat
Income -Auction of Coconut
Income Sale Of News papers
Income-Mess Hall
Canteen Coupon sales
PdDeg Exam conducting income



4,69,886.00	2,70,000.00
42,76,986.00	10,91,224.00
7,535.00	25,000.00
57,020.00	44,200.00
64,322.00	6,34,943.80
6,000.00	-
12,90,750.00	1,44,804.00
80,000.00	87,500.00
3,15,102.00	1,00,000.00
2,78,000.00	-
16,000.00	65,000.00
21,14,729.00	11,01,447.80
39,891.00	47,295.00
8,26,062.00	6,19,453.00
1,13,24,201.00	1,72,32,541.00
-	5,100.00
-	4,470.00
8,050.00	13,144.00
31,264.00	21,314.00
39,698.00	48,514.00
92,73,527.00	-
2,15,42,693.00	1,79,91,831.00
26,81,034.00	15,01,762.52
55,880.00	46,942.00
27,770.00	57,085.00
-	220.00
11,065.00	-
-	17.00
1,97,907.34	3,34,329.00
1,700.00	5,550.00
-	6,000.00
-	89,805.00
2,17,407.00	49,375.00
5,807.00	17,706.00
1,895.00	11,396.00
26,500.00	-
11,660.00	-
2,506.00	-
32,41,131.34	21,20,187.52

Schedule 19		
Other Training and programme expenditures		
Training stationary	84,000.00	6,175.00
Training On RTI Act	12,400.00	-
AgroMachinery Corp(KAMCO)	5,22,860.00	8,140.00
Training for Collegiate Education	-	13,800.00
Webinar 2020	-	10,000.00
Covid 19 IMG Project	-	1,46,570.00
Impltn of Dev Mission under Planning Dept	65,550.00	-
	6,84,810.00	1,84,685.00
Schedule 20		
Employee benefit expenses		
Salaries and Allowances	10,52,60,360.00	7,51,66,747.00
Daily wages	1,08,33,379.00	1,03,34,309.00
Adhoc Bonus	2,91,700.00	4,37,050.00
Building Tax-staff Quarters	26,992.00	3,275.00
EPF IMG Contribution	58,20,651.00	39,49,225.00
EPF Administrative Charges	3,05,879.00	2,20,183.00
EPF Employer Contribution	13,61,045.00	13,11,147.00
Leave Surrender	58,85,649.00	52,61,846.00
NPS Employer Contribution	1,20,801.00	46,001.00
EDLIS IMG	50,722.00	61,950.00
Staff Welfare Fund IMG Contribution	2,08,849.00	1,99,591.00
Staff Welfare - Uniforms	41,046.00	31,639.00
Staff Welfare - Medical reimbursement	4,00,168.00	2,22,556.00
Staff - Canteen subsidy	36,318.50	72,804.00
Pay Revision Arrear	25,001.00	44,147.00
Group Gratuity	1,07,184.00	10,25,000.00
	13,07,75,744.50	9,83,87,470.00
Schedule 21		
Administrative Expenses		
Coolie charges	3,285.00	88,875.00
Cable TV Subscription	21,631.00	15,991.00
Travelling Allowance Faculty	55,100.00	47,813.00
Travelling Allowance	81,645.97	43,039.00
TE Director	-	3,000.00
Faculty Development & Staff Training	36,288.00	7,300.00
Prior Period Expense	16,925.00	6,67,124.00
IMG Day Celebration	88,191.00	-
Dish TV Subscription	1,530.00	-
Telephone charges	4,16,722.00	4,01,189.00
Advertisement charges	57,202.00	22,253.00
Newspapers and periodicals	1,82,139.00	1,91,594.00
Printing & Stationery	4,67,295.50	4,29,802.00
Board meeting expenses	14,555.00	5,046.00
Postage & Telegrams	49,467.00	25,134.00
Gardening expenses	12,25,886.00	11,39,965.00
Washing charges	1,70,359.00	56,569.00
Computer Stationery	2,81,721.00	1,51,528.00
Advocate fee	68,000.00	31,120.00
Hostel expenses	1,03,603.00	90,647.00



Hospitality of Director	5,465.00	108.00
Professional charges	1,55,760.00	1,34,566.00
House Keeping Service	74,49,462.00	46,93,165.00
Miscellaneous expenses	6,25,609.00	5,20,205.00
Motor Vehicle - fuel charges	4,60,887.00	2,78,834.00
Motor vehicle maintenance	1,88,008.00	1,72,023.00
Motor Vehicle - Tax / Insurance	1,45,007.00	1,67,732.00
Fuel charges of Generator	44,585.00	54,438.00
Asianet Cable charges	1,40,086.00	1,37,020.00
Guest Refreshment Regional Director	2,915.00	-
Internal Audit Fee	88,500.00	88,500.00
Statutory Audit Fee	50,000.00	38,900.00
NPS Employer Contribution	1,21,576.00	72,935.00
Institutional Membership	13,570.00	13,570.00
Rent for Hired Bus	-	3,200.00
Rate & Tax	-	99,845.50
Kitchen Expenses	-	150.00
Sitting Fee	29,560.00	2,000.00
Question Paper Setting Charges	-	8,000.00
Hostel Furnishing	-	91,620.00
TDS Late fee	1,956.00	-
Internet Connection Charge	1,01,382.00	-
Canteen Subsidy	17,810.00	-
Pay Revision Arrear	15,25,349.00	-
Computer Internet facility	49,678.00	-
Special Pay	350.00	-
Newyear Celebration	1,46,500.00	-
	1,47,05,560.47	99,94,800.50
Schedule 22		
Repairs & Maintenance		
R & M Building Office	13,470.00	10,12,551.00
R&M Staff Quarters	3,05,342.00	1,53,548.00
R&M Teaching Equipments	-	965.00
R&M-KKD	-	7,78,910.00
R&M Building Hostel	13,858.00	12,65,252.00
R&M Furniture	41,320.00	31,228.00
AMC Office Equipment	14,74,414.00	11,48,982.92
AMC for Air Conditioners	14,618.00	62,162.00
R&M Canteen Equipment	23,035.00	61,159.00
R&M OF Staff Quarters	31,677.00	-
Repair&Maintenance Vehicle	62,078.00	41,772.00
R&M OF Generator	1,40,747.00	1,03,270.00
R&M Office Equipment	3,47,105.00	2,59,542.00
R&M Of Computer	36,187.00	30,365.00
R&M Of Others	19,425.00	1,89,573.00
R&M electrical installation	14,67,751.00	24,47,497.00
R&M ETDC Building	8,000.00	6,40,187.00
AMC- Computer	7,82,922.00	9,49,271.00
R&M Water Supply Installation	2,061.00	4,477.00
Waste Management	45,231.00	14,389.00
R&M Swimming Pool	4,66,204.00	3,11,520.00
Implementation of Development Mission Under Planning Department	-	2,62,200.00
R&M A/C Plant	379.00	-
	53,21,136.00	97,93,102.92





INSTITUTE OF MANAGEMENT IN GOVERNMENT

Vikas Bhavan P.O., Thiruvananthapuram - 695033
0471-23042291, 2303230 | imgrvpm@gmail.com
website: www.img.kerala.gov.in

IMG REGIONAL CENTRE

KAKKANAD P.O., KOCHI-682030
PH: 0484-2422211
Email: imgkochi@gmail.com

IMG REGIONAL CENTRE

MEDICAL COLLEGE P.O., KOZHIKODE
PH: 0495-2548977
Email: imgkozhikode@gmail.com