

# ANNUAL REPORT

## 2015-16



**NATIONAL INSTITUTE OF  
LABOUR ECONOMICS RESEARCH AND DEVELOPMENT**  
Narela Institutional Area, Delhi-110 040

# **Fifty Third Annual Report 2015-16**



**National Institute of Labour Economics Research and Development**  
**A-7, Narela Institutional Area, Delhi-110040**





# **NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH AND DEVELOPMENT**

## **FIFTY THIRD ANNUAL REPORT 2015-16**

### **FROM THE DIRECTOR GENERAL'S DESK**

It gives me immense pleasure to present the Fifty Third Annual Report of the National Institute of Labour Economics Research and Development (NILERD) for the year 2015-16. The Annual Report provides a glimpse of the Institute's academic activities – research, national and international education and training programmes – and administrative and financial matters including audited statement of accounts for the reference year. As NILERD is an autonomous Institute under NITI Aayog, Government of India, which has come into existence from January 1, 2015 replacing the erstwhile Planning Commission, some of the Institute's activities have been suitably aligned with the mandate of NITI Aayog. Accordingly, the Memorandum of Association (MoA), the General Council (GC) and the Executive Council (EC) of the Institute are being reconstituted.

During the year 2015-16, while the Institute has continued its emphasis on training, research and consultancy activities, more thrust is being laid on Monitoring and Evaluation besides expanding the scope of activities beyond labour economics. For nearly two decades, the Institute is successfully running academic & training programmes on diverse thematic areas of human resource planning and development for international participants, mainly senior and middle level officials from the Government, industry and academic institutions from across the globe, particularly from the developing countries. These programmes such as Post Graduate Degree and Diploma on Human Resource Planning and Development (HRP&D) and short-term training programmes on themes such as Manpower Information System, Manpower Research, Human Capabilities and Diploma in Monitoring & Evaluation etc. have received worldwide recognition. Of late, the Institute has also emphasized on imparting training to officials from different State Governments so as to foster cooperative federalism.

The Institute, in the year 2015-16, has successfully completed the following research projects sponsored by various Ministries/Departments, namely, "Assessment of Manpower Requirements of National Council for Cement and Building Materials" and "KVKs' Impact on Dissemination of Improved Practices and Technologies". The Institute has also initiated research projects on "Assessment of Human Capital Needs in Veterinary Sector" commissioned by the Veterinary Council of India, while a few more studies are underway such as "An evaluation study of the Tribal Research Institutes", "Determinants of Access to Formal Credit by Micro, Small and Medium Enterprise Units in India" to name a few. I am glad to inform all concerned that NILERD in collaboration with the Institute of Social Studies Trust (ISST) and NITI Aayog had organised a



workshop on “Engendering Policy through Evaluations” during October 15-16, 2015. Evaluation Community of India (ECoI) was inaugurated on 16th October, 2015 by Smt. Sindhushree Khullar, the then Chief Executive Officer (CEO), NITI Aayog. A workshop on “Evaluation Strategies for Sustainable Development Goals (SDG) with Equity and Equality” was also organized on 9th March, 2016 in collaboration with the ISST and ECoI.

I take this opportunity to express my gratitude towards Dr. Arvind Panagariya, Vice Chairman, NITI Aayog; Shri Rao Inderjit Singh, Hon’ble Minister of State (Independent Charge), Ministry of Planning; Dr. Bibek Debroy, Member, NITI Aayog; Dr. V.K. Saraswat, Member, NITI Aayog; Dr. Ramesh Chand, Member, NITI Aayog and Shri Amitabh Kant, CEO, NITI Aayog for their continued support and leadership in enabling the Institute to meet its objectives in a desired manner. I am also grateful to Shri Alok Kumar, Additional Secretary; Smt. Sunita Sanghi, Adviser (SD&E); Smt. Alka Tiwari, Adviser (HRD); Shri A.S. Sandhu, Director (Finance) and other officials of NITI Aayog for their continued support, guidance and encouragement in the day-to-day administration of the Institute. I thank the other members of General Council and Executive Council for their support while carrying out the work programme of NILERD. I also express my sincerest thanks to the Ministry of External Affairs, Ministry of Finance, Government of India and other departments for extending their valuable support to the Institute.

I acknowledge with thanks the dedication and contribution of the faculty members and staff of NILERD towards carrying out the Institute’s core activities.

Date  
Delhi

Sd/-  
Dr. Yogesh Suri  
Director-General



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# **THE INSTITUTE AND ITS ORGANISATIONAL STRUCTURE**







## **The Institute**

The National Institute of Labour Economics Research and Development (NILERD) is an autonomous Institute under NITI Aayog (formerly Planning Commission), Government of India. It was established in the year 1962 under the Societies Registration Act of 1860 in the name of Institute of Applied Manpower Research (IAMR), which has been renamed as NILERD on 9th June, 2014. The Institute is funded mainly by grants-in-aid from NITI Aayog and supplemented by its own revenue from contracted research projects and education & training activities sponsored by the Ministry of External Affairs, Government of India. Since its inception, NILERD has been a unique Institution of its kind that carved out a niche in the field of human resource planning and development, structure and changing patterns of the labour market, monitoring and evaluation of public policies and programmes, dissemination of best practices, devising academic and training programmes in governance and public policy for developing nations and such other initiatives to further the national development agenda. Gradually, the Institute's academic and training programmes have attained worldwide recognition and are being attended by various senior and middle-level officials from the Government, industry and academic institutions, particularly from the developing nations. The HRD/Skill Development & Employment Vertical functions as a nodal division in the NITI Aayog for the administrative control of and guidance to the Institute. The Institute has made a marked position, both at the national and international level, in the field of research in labour and employment, skill development, Monitoring and Evaluation etc. It is a repository of knowledge and provides research services to the Government, Public/Private sector, international organisations and other such agencies.

## **The Institute's Mandate**

The broad aims and objectives of the Institute are:-

- i. To advance the knowledge about the nature, characteristics and utilization of human resources, human capital investments in India and its returns;
- ii. To provide a broad perspective of requirements of trained human resource for economic development in different fields with due regard to the probable impact of technological changes, educational level, and wages on the pattern of employment;
- iii. To study labour market structure and status in employment with a special emphasis on the marginalized sections of the society, labour market institutions, migration and its consequences, and to suggest policy interventions for growth, reforms, poverty reduction and to address inequality;
- iv. To provide academic training to develop improved methods and techniques for dealing with:
  - a. human resource planning and development;
  - b. assessment, training and capacity development of the workforce;
  - c. promoting employability, skill development, vocational training;
  - d. forecasting demand and supply of human resource and connected matters;
  - e. monitoring and evaluation of programmes and policies especially related to government, ministry, departments.



- v. To promote, conduct, provide guidance and facilitate co-ordination of social science research;
- vi. To provide research services on human resources to Government departments, public corporations, private establishments and international organizations;
- vii. To maintain a resource centre and be a repository of research on issues related to human resources and development economics and to provide research and training services to improve supply and quality of the workforce, contributing to increased productivity;
- viii. To foster co-operative federalism through providing credible research support and training to the States/UTs; to design strategic and long term policies, programme frameworks and initiatives; and to monitor their progress and efficacy;
- ix. To facilitate in transforming the role of the Government to develop policies to promote skill development;
- x. To undertake monitoring and evaluation of implementation and impact of policies and programmes, inter alia, through development and tracking of monitorable indicators and comprehensive programme evaluations;
- xi. To undertake, organize and facilitate study courses, conferences, lectures, seminars, workshops, study tours etc. to promote the aforesaid objects;
- xii. To undertake publications of journals, research papers, policy briefs, books etc. to establish and maintain libraries in the furtherance of the aforesaid objects;
- xiii. To stimulate interest in human resource problems generally, and to cooperate with and assist in manpower research by other agencies and institutions or professional associations, both domestic and international;
- xiv. To maintain a Documentation Centre and a Computer Centre;
- xv. To prepare, print, publish, issue, acquire and circulate books, papers, periodicals, and engage in other literary activities dealing with or having a bearing on the objectives of the society;

## **The Institute's Structure**

NILERD is a registered society functioning as an autonomous body under the administrative control of NITI Aayog, Government of India. At the apex level, the Institute is governed, guided and controlled by two august bodies, i.e., the General Council (GC), and the Executive Council (EC). By an institutional arrangement, the Vice Chairman, NITI Aayog, Government of India, functions as the President of the General Council (GC), and CEO, NITI Aayog functions as the Chairperson of the EC. The Director General (DG) of the Institute is the Principal Executive and is responsible for the management and administration of its affairs. The Director General is aided in the day-to-day functioning of the Institute by a team of faculty representing a wide range of disciplines and by the administrative support staff. The Director General is the Member-Secretary of both the GC and EC.



## **General Council (GC)**

The supreme governing body of the Institute is the General Council. The Vice Chairman, NITI Aayog, functions as the President of the General Council. A Member of NITI Aayog is the Vice President of the GC. Besides the Chief Executive Officer, NITI Aayog, Director-General, NILERD and Director (Finance), NITI Aayog, the GC is represented by senior officials from different Ministries such as Finance, Human Resource Development (HRD), Labour & Employment etc. In addition, there are representatives from bodies such as University Grants Commission (UGC), Central Statistical Organisation (CSO), Institute of Economic Growth (IEG), and other user organizations. Besides, there are representatives from various state governments on rotation basis once in two years. One senior faculty from NILERD is normally nominated to GC on rotation basis for two-year tenure. The GC, in general, meets once in a year and approves the work programme, annual budget, annual report and annual accounts of the Institute. The GC also appoints the auditors of the Institute. The detailed composition of the GC is given below.

### **COMPOSITION OF THE GENERAL COUNCIL (AS ON 31.03.2016)**

**(Vide Rule 3)**

- |   |                                       |
|---|---------------------------------------|
| <b>(a) President</b>                        | <b>Vice-Chairman, NITI Aayog</b>      |
| <b>(b) Vice-President</b>                   | <b>Member, NITI Aayog</b>             |
| <b>(c) Chairman (Executive Council)</b>     | <b>CEO, NITI Aayog</b>                |
| <b>(d) Director General</b>                 | <b>Director General, NILERD</b>       |
| <b>(e) Treasurer of the Institute</b>       | <b>Director (Finance), NITI Aayog</b> |
| <b>(f) One representative each of</b>       |                                       |
| i. NITI Aayog                               |                                       |
| ii. Ministry of Finance                     |                                       |
| iii. Ministry of Human Resource Development |                                       |
| iv. Ministry of External Affairs            |                                       |
| v. Ministry of Commerce & Industry (DIPP)   |                                       |
| vi. Ministry of Labour & Employment (DGE)   |                                       |
| <b>(g) One representative each of</b>       |                                       |
| i. Central Statistical Organization         |                                       |
| ii. University Grants Commission            |                                       |



- iii. Indian Statistical Institute
- iv. National Council for Applied Economic Research
- v. Institute of Economic Growth
- vi. National University of Educational Planning and Administration
- (h) **Three representatives of State Governments: One from each Zone on rotation basis for a period of two years in each case**
- (i) **One representative each of**
  - i. Federation of Indian Chamber of Commerce and Industry Ltd. (FICCI)
  - ii. Confederation of Indian Industry (CII)
  - iii. National Skill Development Corporation (NSDC)
- (j) **Two representatives of Labour Unions nominated by Government for two years at a time but extendable**
- (k) **One Member of Senior Faculty of the Institute on two-yearly rotation basis (to be nominated by the Director General from amongst the senior Faculty Members)**

Co-option of representatives of other organizations/institutions which may be concerned with the work or programme of the Institute and individuals with special knowledge or interest in the work or programme of the Institute.

#### **Executive Council (EC)**

The Executive Council drawn from the General Council controls, monitors and guides the activities of the Institute. The Chief Executive Officer, NITI Aayog, Government of India, functions as the Chairperson of the EC. It further consists of two members from the Central Government representing NITI Aayog and Departments of Expenditure (Ministry of Finance), three members representing NILERD General Council including one from the NILERD Faculty, besides the DG, NILERD as Member-Secretary of the EC. The EC is vested with powers in respect of all matters connected with the Institute's overall administration and meets as often as necessary and at least twice each year.



## COMPOSITION OF THE EXECUTIVE COUNCIL (AS ON 31.03.2016)

(Vide Rule 5)

- (a) **Chairman** **CEO, NITI Aayog**
- (b) **Director General** **Director General, NILERD**
- (c) **One representative each of**
- i. NITI Aayog
  - ii. Ministry of Finance (Deptt. of Expenditure)
- (d) **Not more than one member, not exceeding one representative from the following group**  
National Skill Development Corporation
- (e) **Not more than three members of the General Council of whom one shall be from the faculty of NILERD**
- i. Nominated by General Council
  - ii. NILERD Faculty on General Council (Nominated by Director-General, NILERD)

### Other Standing Committees

In addition, there are three standing committees concerned with staff matters, budget, and administration of the Contributory Provident Fund (CPF), namely the Standing Staff Committee, Standing Budget Committee and the Committee on Administration of NILERD Contributory Provident Fund.

### Management of the Institute

Director General, NILERD is the chief executive of the Institute in its day-to-day management. The academic activities of the Institute are carried out through various research units headed by senior faculty members and are assisted by appropriate faculty and support staff. Overall administrative and financial matters are looked after by the Director (Administration) and Joint Director (Finance) respectively. The Institute has state-of-the-art computer and internet facilities with Wi-Fi access, an Editorial Unit and a Knowledge Resource Centre (KRC). The Institute publishes a quarterly titled, Manpower Journal, with the Director-General acting as its Editor-in-Chief.

### Infrastructure and Computing/IT Facilities at NILERD Campus

The Institute is located in its own sprawling campus having more than 15 acres of land at Narela Institutional Area, Delhi. The campus infrastructure includes academic, administrative, training and KRC blocks, besides residential accommodation for its faculty and staff, a guest house and an auditorium. In addition, there is an exclusive international hostel with fifty-two rooms for participants of International Training and Academic programmes being conducted by the Institute year round. The campus is enriched with high bandwidth Local Area Network (LAN) connectivity and has dedicated high speed leased line internet facility. IT infrastructure, computers & paraphernalia and software packages are purchased from time to time to abreast with the latest developments and needs. The Institute's website is normally updated from time to time with current information on research, training, educational activities. Major events of the Institute are also uploaded with photographs.



## ACTIVITIES OF THE INSTITUTE







## **ACADEMIC ACTIVITIES**



## **A. EDUCATIONAL AND TRAINING PROGRAMMES**

### **I. Education and Training (E&T) Unit**

The Education and Training Unit of the Institute has been running international programmes like Masters Degree, Post Graduate Diploma Course and short-term International Training Programmes. These programmes are sponsored by the Ministry of External Affairs (MEA) under the Indian Technical Economic Cooperation (ITEC)/ Special Commonwealth Assistance for Africa Programme (SCAAP) and Technical Cooperation Scheme (TCS) Colombo Plan of Ministry of Finance, Government of India.

During the year 2015-16, the Institute offered various international programmes such as the Masters Degree in Human Resource Planning and Development in affiliation with Guru Gobind Singh Indraprastha University (GGSIP) established by the Government of NCT of Delhi. The other programmes offered by the institute include: International Post Graduate Diploma in Human Resource Planning and Development, Diploma in Monitoring and Evaluation (M&E), International Training Programmes on Human Resource Planning and Development, Manpower Research, Manpower Information System, Global Human Resource Management, etc. Over the last one and half decade, more than 1000 participants, mainly civil service officers, planners, educators, and trainers, from more than 100 countries have benefitted from the educational programmes of the Institute. The Institute has been maintaining its 'A' Grade, awarded since 2012 by GGSIP University, Delhi. These programmes are largely funded by the Ministry of External Affairs. Besides, in line with the mandate of NITI Aayog on cooperative federalism, the Institute has been conducting Specialized Training Programmes on Monitoring & Evaluation for the Officers of different states. The details of various training programmes are given below.

#### **1. Masters Degree Programme in Human Resource Planning and Development (HRP&D): An Executive Programme**

The Masters Degree programme is a fully residential programme that imparts the finer aspects of human resource planning, development, information system, and employment and economic policies, etc. in the changing perspectives of governance and its eco-system applicable to all the participating countries. This is a one-year degree programme, affiliated to GGS Indraprastha University, Delhi, and a unique course enriched with content and quality of a full-fledged PG Degree targeting the senior and middle level personnel of the Ministries/PSUs/ Academic Institutes and parastatal organizations of all the developing nations cutting across the continents. The programme was attended by thirty-four participants from 26 countries during the year 2015-16.

#### **Objectives of the Programme**

1. To enable the participants to assess the nature and characteristics of human resources, labour market dynamics, and designing of human resource information system;
2. To acquaint them with the advanced concepts, methodologies and analytical methods in human resource planning, its development and utilization;



3. To evolve a framework of policies, strategies and programmes for effective planning of employment generation initiatives; and
4. To develop a sensitive appreciation of the importance of the contextual settings of Human Resource Development (HRD), especially in the context of developing nations.

The programme is divided into four semesters of three months' duration each. The syllabus is structured into following five modules:

- (i) Human Resource Planning (HRP)
- (ii) Human Resource Information System (HRIS)
- (iii) Human Resource Development (HRD)
- (iv) Employment Policy and Programming (EP&P)
- (v) Educational Planning (EP)

The course has been designed to include classroom lectures by eminent scholars, group discussions, presentations and field visits etc. Participants are also required to write a dissertation on a domain-centric topic that conformed to the previous experience and parent-department under the guidance of a faculty member and a committee of experts constituted for the purpose. The dissertation is a blend of qualitative and quantitative approaches, application of concepts and analytical methods learnt by the participant during the course. A committee of experts evaluates the dissertation and it carries double weightage as compared to any other module.

### **Study Tour-cum-Field Visits**

As an integral part of the programme, study tour-cum-field visits are undertaken in each semester of the programme. Participants are taken to various academic, professional, and administrative organizations to enrich their knowledge through a holistic approach. Such visits allowed the participants to have first-hand information in the fields of HRD techniques and practices, and civil service personnel policies and programmes. The following Institutes/Organizations were visited for field tours during 2015-16.

- Uttarakhand Academy of Administration, Nainital, Uttarakhand;
- Harish Chandra Mathur Rajasthan State Institute of Public Administration (HCM RIPA), Jaipur; and
- Tata Institute of Social Sciences (TISS), Mumbai

### **Graduation Ceremony**

The Masters Degree programme for the year 2015-16 was attended by 34 participants from 26 countries. All the participants were declared successful and were awarded degrees from GGS Indraprastha University at a convocation ceremony held on January 22, 2016 in the auditorium of the Institute. Prof. Ajay Kumar Sharma,

Director, National Institute of Technology, Delhi, Shri Hemendra K. Sharma, Director, Ministry of External Affairs and Dr. Yogesh Suri, Director-General NILERD conferred the degree and gave away memento to the



Masters Degree participants at TISS, Mumbai, Maharashtra on Study Tour



Masters Degree participants at Uttarakhand Academy of Administration, Nainital

participants. The award known as 'NILERD President's Medal' for overall best performance during the entire course was awarded to Mr. Jashim Uddin Khan from Bangladesh. The NILERD Director-General's Medal for Best Performance among women participants was awarded to Ms. Manemaya Pangen Bhattacharya from Nepal.





Prof. Ajay Kumar Sharma, Director, NIT, Delhi (right), Shri. Hemendra K. Sharma, Director, Ministry of External Affairs (centre) and Dr. Yogesh Suri, Director-General, NILERD (left) inaugurating Masters Degree Graduation Ceremony



NILERD President's Medal for overall best performance awarded by Director General, NILERD (left) to Mr. Jashim Uddin Khan from Bangladesh (right)

## **2. Post Graduate Diploma in Human Resource Planning and Development (HRP&D)**

The institute conducted a PG Diploma course in Human Resource Planning and Development (HRP&D) of six months' duration from 3rd March to 18th August, 2015. It is an integrated course designed by NILERD aimed

at entry-level and middle-level in-service officials hailing from Caribbean, Africa, Asia, and Independent countries of erstwhile USSR. The HRP&D broadly relates to enhancement of human capital and its utilization. It encompasses several ingredients and processes, ranging from demography, education, skills, labour and employment dynamics, gender etc. All these ingredients were amalgamated in the above mentioned PG Diploma Course.

### **Objectives of the Programme**

1. To enable the participants to assess the nature and characteristics of human resources, labour market dynamics and designing of human resource information system;
2. To acquaint them with the advanced concepts, methodologies and analytical methods in human resource planning, development and utilization;
3. To evolve a framework of policies, strategies and programmes for effective planning of employment generation initiatives; and
4. To develop a sensitive appreciation of the importance of the contextual settings of Human Resource Development in the context of developing nations.

The programme is designed to impart application-oriented education in Human Resource Planning and Development with hands-on exposure in preparation of term papers, reports, presentation techniques etc. in broad areas of HRP&D. The programme has been divided into two semesters of three months each. There are total five modules, namely:

- (i) Human Resource Planning (HRP)
- (ii) Human Resource Information System (HRIS)
- (iii) Human Resource Development (HRD)
- (iv) Employment Policy and Programming (EP&P); and
- (v) Educational Planning (EP).

In addition, participants prepare a Dissertation with a presentation towards the end of the programme.

### **Study Tour-cum-Field Visits**

Study tour-cum-field visits are the integral parts of the curriculum of the Post Graduate Diploma Programme. Participants were taken to various academic, professional and administrative organizations during the course of the programme. Such visits enabled participants to have a first-hand information and experience in the fields related to HRD techniques and civil service personnel policies. During this programme, the participants visited the following institutes/organizations as their field tour.

- Uttarakhand Academy of Administration, Nainital, Uttarakhand
- HCM RIPA, Jaipur, Rajasthan





Shri A.S. Noyal, IAS, Director, Uttarakhand Academy of Administration, Nainital interacting with the participants of Post-Graduate Diploma in Human Resource Planning and Development

### Diploma Awarding Ceremony

Total 24 participants from 17 countries attended and successfully completed the Post Graduate Diploma in Human Resource Planning & Development. All the 24 participants were awarded Diploma certificates by Dr. P.K. Anand, Sr. Consultant, DME0, NITI Aayog and Mr. Arun Kumar Sahu, Joint Secretary, MEA in a function held on August 17, 2015. The NILERD President's Medal for overall best performance was awarded to Mr. Mahendra Chapagai from Nepal by Dr. P. K. Anand and Director-General's Medal for best performance among the women participants was awarded to Miss Dina Fathy M. El Nabawy from Egypt by Dr. Yogesh Suri, Director General, NILERD.



Director-General, NILERD addressing the audience at the Convocation Ceremony



Dr. P.K. Anand, Sr. Consultant, DME0, NITI Aayog (second from left) awarding Diploma to the participants

### 3. International Training Programmes (ITPs)

#### (i) International Training Programme on Human Resource Planning and Development

The institute has been running five short-term international training programmes on human resource related aspects. These training programmes are mainly sponsored by MEA, Government of India under ITEC/SCAAP.

During the year 2015-16, the institute conducted an international training programme on Human Resource Planning and Development of eight weeks' duration from July 2 to August 28, 2015.

Human resource planning assumes special importance in the current context of globalization and liberalization. The problems relating to planning and development of human resources faced by the developing countries include unemployment, mismatch and shortage of skills, lack of adaptability to changing dynamics of new work structure and culture, low productivity level, etc. The programme is focused on enriching knowledge in planning and development of human resources for senior and middle level officers working with governments in developing countries.



Participants of the ITP on HRP&D with Director-General and NILERD Faculty

#### Objectives of the Programme

The course helps the participants

1. To identify major issues of human resource planning and development, and to evolve alternate models thereto;
2. To use quantitative and qualitative tools in issues concerned with human resource planning and development; and
3. To evolve alternative models of human resource planning and development.

The programme has been designed to provide an opportunity to the participants to share available knowhow on the issues relating to human resource planning and development. A variety of instructional methods has been chosen for imparting training, which includes formal lectures and participative methods such as group discussions, panel discussions, case studies and hands-on learning on computers. Project work is also an integral part of the programme. The programme comprises of four modules:

1. Human Resource Planning (HRP)
2. Human Resource Development (HRD)
3. Human Resource Management (HRM)
4. Project Work

### **Study Tour-cum-Field Visits**

The study tour-cum-field visit is an important component of the academic content of the training programmes. The participants were taken to HCM RIPA, Jaipur from 9th to 13th August, 2015 for the field visit.

### **Award of Certificate**

Total 12 participants from 8 countries attended the training programme and were awarded the certificates by Dr. Rashmi Agrawal, Director, NILERD at a convocation ceremony held on 25th August, 2015.

## **(ii) International Training Programme on Manpower Research**

The institute conducted an international training programme of eight weeks' duration from September 9th to November 3rd, 2015 on Manpower Research. Manpower Research is an integral part of development process which requires quantitative and qualitative knowledge of past trends, present situation and evolution in future of various aspects of manpower demand and supply. The training programme on manpower research provided comprehensive knowledge about systematic manpower planning, including tools and techniques of labour market analysis, labour force projections, techniques of data analysis, report writing etc.

### **Objectives of the Programme**

1. To understand the role of manpower as a critical resource;
2. To identify emerging areas of research in manpower and employment;
3. To identify and select research methodology for manpower planning; and
4. To develop a structure of manpower information system

The programme has been designed to provide an opportunity to the participants to share the available knowhow on issues relating to manpower research. Different instructional methods are chosen, which include formal lectures, participative methods such as group discussions, panel discussions, case studies and hands-on learning on computers. The participants are taken on field visits to various organizations that are engaged in the

development of manpower. This offers the participants an opportunity to share their experiences with professionals in the field. Project work also forms an integral part of the programme.

The programme comprises of six modules:

1. Issues for research in manpower and employment
2. Manpower research methodology
3. Project management
4. Statistical techniques in manpower research
5. Computer application in manpower research
6. Report writing

### **Study Tour-cum-Field Visits**

Study tour-cum-field visit is a mandatory component of the academic content of the training programme. The participants visited HCM RIPA, Jaipur from 24th to 28th October, 2015.

### **Award of Certificates**

Total 11 participants from seven countries attended the training programme and were given certificate by Dr. M. R. Prasad Director, NILERD at a convocation ceremony held on 3rd November, 2015.

### **(iii) International Training Programme on Global Human Resource Management (GHRM)**

The Institute conducted international training programme on Global Human Resource Management for six weeks from November 17th to December 28th, 2015.

### **Objectives of the Programme**

The programme intends to help the participants in instilling a global perspective and an appreciation of global differences by

1. Providing understanding of global business environment;
2. Acquainting with work conditions, remuneration and compensation;
3. Appreciation of global cultural differences;
4. Improving cross-cultural communication; and
5. Coping with global change.

The programme has been designed to provide an opportunity to the participants to share the available knowhow on issues relating to global human resource management. The methodology for training included formal lectures and participative methods such as group discussions, panel discussions, case studies etc. Project work and field visits form an integral part of the programme. The programme helps the HR professionals to understand and appreciate the cultural diversity in the workforce and equip them with HRM practices to effectively deal



with coordination and control of international operations. The programme comprises of 18 sessions on various aspects of global HRM. Few of the topics are: evolution of HRM, strategic HR issues in global perspective, HRIS tools, job analysis in global world, career planning, training & development, appraisal methods, conflict management, global ethics and labour standards etc.

### **Study Tour-cum-Field Visits**

The Participants visited HCM RIPA, Jaipur from 9th to 13th December, 2015 on a study tour-cum-field visit which is an important component of the training programme.

### **Award of Certificates**

Total 31 participants from 25 countries attended and successfully completed the programme. All participants were awarded certificates by Shri Avinash Mishra, Joint Adviser, NITI Aayog at a convocation ceremony held at the institute on 28th December, 2015.

### **(iv) International Training Programme on Manpower Information System**

The institute conducted an international training programme on Manpower Information System for eight weeks from January 7th to March 2nd, 2016. The training programme on Manpower Information System (MIS) provides comprehensive knowledge to the participants about the tools and techniques used in developing MIS and deriving its benefits for decision making at managerial level. The programme is focussed on managerial skills, planning, control, problem solving and flow of information pertaining to MIS.



Dr. Yogesh Suri, Director-General, NILERD inaugurating the programme on Manpower Information System

### **Objectives of the Programme**

1. To familiarize the participants with needs and issues related to MIS;
2. To understand and develop the structure and contents of MIS;
3. To sensitize the participants with utilization of MIS for policy formulation; and
4. To enhance the management skills for handling MIS

The programme has been designed to provide an opportunity to the participants to share the available knowledge about the issues related to Manpower Information System. Different approach and instructional methods are used including formal lectures, participative methods such as group discussions, panel discussions, case studies, workshops and managing data on computers. The participants are taken on field studies as a part of the training programme to various organizations engaged in the development of MIS. This offers the participants an opportunity to share their experience with the professionals working on the field. Project work is an integral part of the programme. The programme comprises of total 10 sessions and each session is handled by experienced professionals in the respective domain areas. Few of the topics of the sessions were MIS, systems analysis & design, Enterprise Resource Planning (ERP), Information System (IS) Security, Knowledge Management, case studies etc.

### **Study Tour-cum-Field Visits**

During the programme, the participants were taken on study tour-cum-field visit which are important component of the training. They visited HCM RIPA, Jaipur from 1st to 5th February, 2016 and Tata Consultancy Services (TCS), Noida.

### **Award of Certificates**

Total 19 participants from 11 countries attended the training programme on Manpower Information System and received certificates from the Director-General, NILERD at a convocation ceremony held in the institute on March 2nd, 2016.

### **(v) International Training Programme on Human Capabilities**

The institute also conducted international training programme on Human Capabilities for four weeks from March 14th to April 8th 2016.

Human Capability is the knowledge of practical application of sensory and cognitive sciences in the field of Human Factors or Human Engineering, Human Abilities, Self-Efficacy, Ergonomics and Good Governance. The programme has been designed to provide an opportunity to the participants to share the available knowhow on the issues related to human capabilities. The instructional methods include formal lectures, group discussions, panel discussions and case studies. Field visits are also undertaken as an integral part of the programme.

### Objectives of the Programme

1. To identify and analyse the factors that contribute to the organizational and individual capabilities;
2. Application of human capabilities to solve the complex problems in the organizational set-up;
3. Exposure to the methods and assessments of competencies that are explicit in nature; and
4. Bringing synergy among the Organization and Individuals with the enhanced capability

The programme was divided into different sessions extending to 16 lectures, which were taken by highly professional experts. The sessions included human development and capabilities, time management, competency assessment, personnel effectiveness, stress management, change management, life-cycle balance, etc.



Participants of the ITP on Human Capabilities with Director-General and Faculty of NILERD

### Study Tour-cum-Field Visit

The Participants were taken on a study tour-cum-field visit to HCM RIPA, Jaipur from 28th March to 1st April, 2016.

### Award of Certificates

Total 30 participants from 21 countries attended the programme. They were given certificates by the Director General, NILERD at a convocation ceremony held at the institute on April 8th, 2016.

## II. Monitoring and Evaluation Unit

Monitoring and Evaluation (M&E) is a powerful management tool to assess the outcome and impact of various interventions taken for the development of the country. The M&E Unit conducts National and International Training Programmes in the field of Monitoring and Evaluation. The Institute has designed various courses suiting to national and international participants. Under the sponsorship of Ministry of External Affairs a three-month Diploma Course in M&E was launched in January 2013 for international participants under

ITEC/SCAAP programme. Since then, a total of four diploma programmes have been organized and more than 100 participants drawn from South Asia, South East Asia, South Africa, East Africa, West Africa, South East Europe, Indian Ocean regions, Pacific Islands, North Europe and Pacific Ocean regions have attended these courses. The Institute has also been organizing short-term courses in M&E for the state levels officials.

## **1. Diploma in Monitoring & Evaluation**

Monitoring & Evaluation is a rapidly evolving discipline with its own theoretical framework, practical procedures, ethical issues and its own professional competency requirements. It is a powerful public management tool that can be used to gauge the impact of the projects/schemes vis-à-vis objectives enshrined in the projects. The Institute conducted the 4th twelve-week Diploma in Monitoring & Evaluation from 9th September to 1st December, 2015. The course was sponsored by MEA under ITEC/SCAAP of Government of India. Twenty-eight participants from 17 countries attended the course. Participants were graduates and above with two years' experience in supervisory category who were either working or were likely to undertake responsibility in Monitoring & Evaluation division/departments in their organizations. The contents of the course mainly included: evaluation as an emerging discipline, concepts, importance and difference between Monitoring & Evaluation, stakeholders analysis, techniques of monitoring such as Critical Path Method (CPM) and Programme Evaluation and Review Technique (PERT) etc., result based M&E, evaluation theories and models, gender issues in M&E, evaluation designs, sampling techniques, data collection tools, data processing techniques, quantitative data analysis and MIS, international experiences on M&E etc.

### **Objectives of the Programme**

1. Gaining an understanding of development planning cycle and the crucial role of monitoring & evaluation in this cycle;
2. Learning what and how to monitor a programme;
3. Initiating, managing and doing evaluation; and
4. Collecting and analyzing data, reporting back, follow-up on M&E information in policy planning/course correction for improved outcome and efficient use of resources

### **Study Tour-cum-Field Visits**

The participants were taken on a study tour-cum field visit for one week to HCM RIPA, Jaipur and for a day to NITI Aayog to provide an exposure on monitoring & evaluation being undertaken by the Government of India. Besides, participants also visited some cultural and historical places of India.

### **Award of Diploma**

Total 28 participants from 17 countries successfully completed the course and were awarded Diploma by Dr. Yogesh Suri, DG, NILERD at a convocation ceremony held at the institute on 1st December, 2015.





Valedictory function of Diploma in Monitoring & Evaluation

## 2. Professional Training in Monitoring & Evaluation for State Government Officials

The Institute also conducted a one-week training programme on M&E from 4th January to 8th January, 2016, which was designed as per the need of the Government of Jammu & Kashmir (J&K) to provide an insight into the subject for the officials involved in M&E activities of various projects/schemes. The programme was conceived and designed as a customized short-duration training suited to the requirements of the stakeholders of M&E in the State of J&K. The course consists of 8 technical sessions such as overview of M&E, techniques of monitoring, recent approaches, evaluation design & methods, sampling, report writing etc. A total of 19 participants in the ranks of Deputy Director, Chief Planning Officer, District Statistics and Evaluation Officer from J&K attended the course. The course was sponsored by the Government of Jammu & Kashmir.



Director General, NILERD Inaugurating the Training Programme on M&E for J&K officials

### **Objectives of the Programme**

1. Learning the basic concepts, methodological aspects of M&E;
2. Exposure to various evaluation designs and determine the appropriate design in the context of requirements and resources;
3. To develop expertise in data collection techniques; and
4. To have expertise in M&E for further dissemination of knowledge as a trainer.

### **Convocation and Award of Certificates**

A convocation function was organized at the Institute on 8th January, 2016 in which certificates were awarded to the participants by Dr. Yogesh Suri, Adviser, NITI Aayog and Director General, NILERD.

### **New National Course proposed**

As cooperative federalism is one of the thrust areas of the NITI Aayog, in addition to research support, NILERD proposes to expand the scope of the training of State Government officials. Considering the success of the national course conducted by the Institute and demand from the States for such courses, a proposal for short-term training programme on Monitoring & Evaluation for state officials has been designed. The State of Odisha has accepted the proposal during the year 2015-16 and agreed to send their officers for attending such training programmes.

## **B. RESEARCH ACTIVITIES**

Research occupies a central place in the activities of the Institute. The Institute, ever since its inception, has been actively engaged in research including action research on various dimensions of labour and employment, skill gap analysis, gender and employment. The Institute undertakes a wide spectrum of research/evaluation studies, broadly conferring to the nature, characteristics and utilization of human resources, changes in the labour market and other sectors such as agriculture, industry, skill development, monitoring and evaluation of Government programmes, etc. Its multi-disciplinary expertise is reflected from the wide array of research activities which has significant implications in the academic sphere as well as in the national and international policy forum. The research studies undertaken by the Institute during 2015-16 include: (a) Studies on Determinants of Access to Formal Credit by Micro, Small & Medium Enterprise Units of India; (b) Study on Training Needs Assessment Survey for Major Ports; (c) Assessment of Manpower Requirements of National Council for Cement and Building Materials; and (d) Study on Impact Assessment of Krishi Vigyan Kendras (KVKs) on Dissemination of Improved Practices and Technologies. During the year, two new studies were initiated viz. Assessment of Human Capital Needs in Veterinary Sector and Study on Tribal Research Institutes, sponsored by Veterinary Council of India and NITI Aayog respectively.

## 1. Research Studies completed during the year 2015-16

- (i) **Study on “KVK’s Impact on Dissemination of Improved Practices and Technologies”**  
commissioned by the Indian Council of Agricultural Research (ICAR), Ministry of Agriculture,  
Government of India

### Main Objectives of the Study

1. To study the efficacy of KVK’s services, both in state-controlled and NGO-led KVKs;
2. To assess KVKs in terms of infrastructure and human resources;
3. To assess the impact of new knowledge and practices on farmers, farming practices; and
4. To assess the impact of new knowledge adoption by farmers on their incomes and improved quality of life

### Methodology & Coverage

The study was conducted on the basis of secondary and primary sources of data. Secondary sources of data included information from various published reports and data, earlier studies conducted and other related material. Primary sources of data included field survey of the sampled KVKs and farmers to canvas the survey tools. To substantiate the survey data, focus group discussions (FGDs) with all the stakeholders concerned with KVK (agriculture scientists, host-universities, state/district government officials, extension workers etc.) and their outreach clientele (namely, Farmers, NGOs, input agents, service providers etc.) were held. Stratified random sampling was used to collect primary data. The study was conducted in five States viz. Tamil Nadu from Southern region, Rajasthan from Northern region, Madhya Pradesh from Central region, Maharashtra from Western region and Arunachal Pradesh from Eastern/North Eastern region.

### Conclusions and Recommendations

1. Half of the technologies adopted resulted in higher productivity and about a third in enhancing the incomes, and one-fifth of the technologies reduced drudgery.
2. About 80 percent farmers reported that resource conservation methods developed and disseminated by KVKs have helped them in better yield, profits, in addition to diversification of crops and cropping pattern.
3. KVKs have also focused on improving labour-intensive farming practices and have brought out farming machinery that were gender-sensitive. These agricultural machinery eliminated drudgery, instilled self-confidence among women, and enhanced income, thus making women in farming activities empowered.
4. There is a scope to bring effectiveness in KVKs such as information dissemination among KVKs of different agro-climatic zones, networking among several research wings devoted to agricultural research, such as Agricultural Universities, Laboratories and KVKs for identification of problems and technologies, and transfer of technologies.

5. KVKs have to reach out to farmers in far-flung areas within their jurisdiction, and have to play a proactive role in mobilizing farmers' groups, facilitating with financial institutions, conducting orientation classes for youths towards entrepreneurship through agricultural practices, etc.
  6. The study concluded that KVKs can play an important role in transforming rural India by sprouting of innovations, and novel farming practices derived from small & marginal farmers themselves at field level. KVKs' interventions should be family-centric and not individual farmer-centric.
- (ii) **Study on "Assessment of Manpower Requirements of National Council for Cement and Building Materials"** commissioned by National Council for Cement and Building Materials (NCB), Ballabhgarh, Distt. Faridabad (Haryana)

### Major Objectives of the Study

To assess the current and future manpower requirements of NCB for next five years for its different centers/units/services for strengthening research and development.

### Methodology & Coverage

Manpower requirement/assessment study was done on the basis of work measurement/workload assessment through time study methods. The NILERD study team carried out reconnaissance survey to familiarize themselves with the type and nature of work performed in each centre. In consultation with its heads of centers and job holders, NILERD team formulated a questionnaire, eliciting background data and various jobs performed by them to accomplish goals/objectives set up for each centre. After receiving quantitative data on various activities based on the questionnaire from different centers, an in-depth study was carried out in all the centers taking into consideration all the jobs at different levels such as group tasks, individual tasks, including technical paper contribution, attending workshops/seminars etc. On the basis of fair estimation of total annual man-hours spent on each activity by all officers and staff of each centre, the requirement of manpower for each centre was arrived at. Coverage was the headquarters located at Ballabhgarh and Faridabad (Haryana).

### Findings

The study assessed the current and future manpower requirements for the next five years in NCB for its different centres and units.

## 2. Research Studies On-going during 2015-16

- (i) **Study on "Assessment of Human Capital Needs in Veterinary Sector"** sponsored by the Veterinary Council of India (VCI)

### Major Objectives of the Study

1. To assess the gap in supply-demand of trained human resource in veterinary services
2. To assess the employment pattern of veterinary trained human resource in the country

3. To assess the institutional mechanism and interface between institutions and stakeholders
4. To forecast the requirements of veterinary professionals by different educational levels
5. To develop skill profiles/competencies needed in the sector especially for Para- personnel

### **Methodology**

The study will be based on a mix of wide-ranging methodological approaches that would include analysis of secondary data, sample surveys in the field, qualitative methods like Focus Group Discussions (FGDs), discussions with Key Informants, farmers etc. Available data on the current position and trends in the number of veterinarians from the sources such as databases of Department of Animal Husbandry and Dairying, registrations with VCI, decennial population censuses, data maintained by OIE in their World Animal Health Information Database (WAHID), estimates and projections made by various earlier studies will be studied in detail and triangulated to obtain a credible estimate of current stock of veterinary manpower and recent trends in it will be used. Data on intake and outturn of veterinary human resources will also be compiled from using data from VCI, Department of Animal Husbandry and Dairying (DAHD), ICAR and other sources.

Projection of requirements will be made in a disaggregated manner for various sub-sectors and then aggregated. Such sub-sectors would be animal health services in the government sector and private sector, veterinary pharmaceutical industry, animal feed and breeding, dairy industries, meat processing and poultry, education and research, private clinics, etc. Techniques like trend analysis, normative approaches will be used for each of the sub-sectors taking into account the past trends and planned growth in each sub-sector.

- (ii) **Study on “Determinants of Access to Formal Credit by Micro, Small & Medium Enterprise (MSME) Units in India”** commissioned by the erstwhile Planning Commission, Government of India

### **Major Objectives of the Study**

1. To analyze factors that influence participation of MSME operators in the formal credit markets;
2. To investigate variability of credit demand by the different business activities in the MSME sector;
3. To examine the non-financial constraints of MSME in carrying out their business;
4. To give relevant recommendations based on the above two specific objectives

### **Methodology**

This study examines the factors that influence the demand for credit among micro, small and medium scale enterprises using the probity regression model and primary survey data.



## Coverage

The study uses both primary and secondary data. Since most of the required data such as, whether the MSME unit had applied for a loan or not, where do they market their products, their personal attributes and so on, are not available in any secondary data sources, a structured questionnaire was prepared to collect these information from 10 MSME clusters in India.

**(iii) Study on “Training Needs Assessment Survey for Major Ports”** sponsored by the Ministry of Shipping & Indian Ports Association, Government of India

### Major Objectives of the Study

1. To examine skills, knowledge and abilities required by employees to achieve organizational goals;
2. To conduct a skill gap analysis for achieving organizational goals and objectives;
3. To articulate training requirements of employees by level, namely, from Class I to IV by Department; and
4. To evaluate the current training programmes for port employees

## Coverage

The following four major ports were covered: Cochin Port, Jawaharlal Nehru Port, Mumbai Port, and New Mangalore Port.

**(iv) An Evaluation Study of the Tribal Research Institutes (TRIs)** sponsored by the Social Justice Division, NITI Aayog, Government of India

### Major Objectives of the Study

1. To look into the actual functions, financing, infrastructure and staffing of the TRI vis-à-vis the mandate/objectives at the time of establishment of the TRIs;
2. To look into the extent of autonomy, support or interference in the functioning of the TRIs by the respective state governments;
3. To identify the factors contributing to or obstructing the actual functioning of the TRIs as per their mandate;
4. To delineate the scope of work of a TRI in order for the same to emerge as a Centre of Excellence;
5. To identify 6 to 7 TRIs which have been performing better than others as per their mandate and also have better infrastructure/staff facilities

## Methodology and Coverage

A multi-pronged approach and methodology has been adopted for the study, namely, Primary Mailed Enquiry from the TRIs; collection of information from Secondary Sources; In-depth Interviews and Focus Group Discussions with various stakeholders. The process involves visit to 8 selected TRIs for process/organizational evaluation and case studies.

## C. WORKSHOPS/SEMINARS AND OTHER ACTIVITIES

### 1. A Workshop on Evaluation and Development with Equity and Equality

The Workshop was organized by NILERD in collaboration with NITI Aayog and ISST during 16th and 17th April, 2015 at the India Habitat Centre, New Delhi. The goal of workshop was to share evaluation methodologies and findings with evaluations, funders and policy makers.

### 2. Community of Evaluators – South Asia (COE-SA) Conclave 2015

The celebration of the International Year of Evaluation (EvalYear), 2015 was culminated by a special event – Community of Evaluators – South Asia (COE-SA) Conclave 2015 in November, 2015 in



Inauguration of the International Year of Evaluation (EvalYear) 2015 by Sh. Rao Inderjit Singh (third from left),  
Hon'ble Minister of State for Planning (Independent Charge)

Kathmandu, Nepal where Dr. P K Anand, Senior Consultant, NITI Aayog and Dr. Yogesh Suri, Director General of the Institute were invited as Keynote speakers to highlight the emerging development paradigm in India and use of evaluations in the context of policy formulation.



### 3. Celebration of ITEC Day

NILERD celebrated the Golden Jubilee of Indian Technical and Economic Cooperation (ITEC) Day on 13th October, 2015 at its premises. Dr. P.K. Anand, Senior Consultant, NITI Aayog was the Chief Guest and Shri Hemendra Kumar Sharma, Director (DPA II), Ministry of External Affairs was the Guest of Honour at the occasion. Professor Ajay Kumar Sharma, Director, NIT Delhi was also present. Dr. Yogesh Suri, Director-General, NILERD and Adviser, NITI Aayog inaugurated the programme. Participants of the three ongoing ITEC Courses such as Masters Degree Course in Human Resource Planning and Development – An Executive Programme, Diploma in Monitoring and Evaluation, International Training Programme on Manpower Research, and faculty and staff of NILERD participated in the celebration of the ITEC Day. A short cultural programme was organised in which the international participants performed. The basic theme of the programme was ‘Unity in Diversity’.



Dr. P.K. Anand (centre), Senior Consultant, NITI Aayog  
lighting the Lamp



ITEC day celebration at Narela Campus

### 4. Launch of Evaluation Community of India (ECOI)

A workshop on ‘Engendering Policy through Evaluations’ (October 15-16, 2015) was organised by the Institute in collaboration with the Institute of Social Studies Trust (ISST) and NITI Aayog. An evaluation association called ‘Evaluation Community of India (ECOI)’ was launched on 16th October by Ms Sindhushree Khullar, the then CEO, NITI Aayog.

### 5. Workshop on Evaluation Strategies for Sustainable Development Goals with Equity and Equality

The Institute in association with the Institute of Social Studies Trust (ISST) and the Evaluation Community of India (ECOI) organized a consultation cum workshop on ‘Sustainable Development Goals and Gender in Indian Context’ for discussing various Goals and Targets for the 2030 agenda focusing on gender and equity based evaluations in the context of India on March 9, 2016 at NILERD, Narela, Delhi. The consultation cum

workshop was represented by various national, international organizations including Government, academia, researchers and independent evaluators, NGOs, UN agencies etc.



Ms. Sindhushree Khullar, the then CEO, NITI Aayog speaking at the workshop on  
Engendering Policy through Evaluations

#### **D. MANPOWER JOURNAL**

Manpower Journal is the flagship Journal of the Institute published since 1965. The quarterly features peer-reviewed articles, book reviews and other information relating broadly to human resource planning and development and allied areas with the Director General, NILERD acting as the Editor-in-Chief. The following volumes of the journal were published during the year 2015-16.

Vol. 49, Nos. 1&2: January – June, 2015

Vol. 49, Nos. 3&4: July – December, 2015

#### **E. KNOWLEDGE RESOURCE CENTRE (KRC)**

Library activities, Documentation, Procurement and Acquisition of books, journals, periodicals in print and electronic versions have been taking place under KRC. Total number of resources of the KRC is 31,607 till 2015-16. The details are as under:

Documentary Resources (Books & Reports) – 31,322

Electronic Resources (CD-ROM's) – 285



The resources of the KRC can be accessed from Online Public Access Catalogue (OPAC) of the Institute through LibSys Software which is an Intranet based connectivity. NILERD is a member of DelNet services, and has the facility to access bibliographical information about the resources. The KRC has received approximately 322 issues of journals during the year 2015-16 including online databases and e-journals. Some details are as follows: JSTOR, American Journal of Evaluation, Economic and Political Weekly (EPW), Gender & Development, Indian Journal of Economics, Journal of Human Development & Capabilities, Journal of Human Resources, South Asia Economic Journal etc.

### **Library Network**

The KRC of the Institute accesses the DelNet database which covers Union Catalogue of Books (approximately one million bibliographic records); Union List of Current Periodicals; Union Catalogue of Periodicals.

### **Library Documentation**

The KRC brings out a monthly Current Documentation Bulletin in the form of Current Awareness Service for keeping its readers abreast of the latest information related to manpower and allied subjects. It provides bibliographical information about the books/reports/CD-ROMs and articles from journals received in the library.

It also contains Book Reviews and Book Notes, which is prepared based on Newspaper/Journal-Book Review/Publishers' Catalogues etc. The following issues of the bulletin were published during the year:

Vol. 43 (1-3) April-June, 2015

Vol. 43 (4-6) July – September, 2015

Vol. 43 (7-9) October – December, 2015

### **F. CELEBRATION OF NATIONAL DAYS**

Every year National days are celebrated in the NILERD campus along with the International participants of Education & Training Unit. In both the occasions (15th August, Independence Day and 26th January, Republic Day), DG and/or senior faculty of NILERD hoisted the National Flag at NILERD campus (Dr. Anil K. Yadav, Director on Independence Day and Dr. Yogesh Suri, DG on Republic Day). All staff residing in the campus along with their family members, international participants, and other staff living in the surrounding areas participated enthusiastically in both the occasions. School-going children of staff residing in the campus actively participated in cultural programmes and competitions in sports & games.



**OTHER SUPPORT SERVICES: HINDI CELL  
AND  
PERSONNEL MATTERS**



## Hindi Cell

NILERD has put in place the protocol and guidelines of implementation of Hindi as official language through Hindi Cell. A Departmental Official Language Implementation Committee was constituted to appraise, monitor and record the implementation of Hindi in all day-to-day official work. Following activities took place during the year 2015-16 in which employees of NILERD participated actively.

1. Dr. Yogesh Suri, DG, Dr. Anil K. Yadav, Director and Dr. Lalit Latta, Joint Director attended Nagar Official Language Implementation Committee meeting on April 15, 2015 and January 28, 2016 at Seva Bhawan, R.K. Puram, New Delhi.
2. Dr. Yogesh Suri, Dr. Anil K. Yadav, and Dr. Lalit Latta attended Official Language Advisory Committee meeting on May 14, 2015 and January 20, 2016 at NITI Aayog, New Delhi.
3. Hindi Pakhwada was celebrated in the Institute during August 31– September 14, 2015. Various Competitions such as Essay writing, Poetry writing, Debate and Hindi typing were organized. Prize Distribution programme was held on 15th September, 2015. Those working maximum in Hindi were given special award during the ceremony.
4. Hindi workshop was organized in the Institute on September 11, 2015.
5. Dr. Yogesh Suri and Dr. Lalit Latta attended Committee meeting of Parliament on Official Language on August 20, 2015 at Ashoka Hotel, New Delhi.
6. Hindi Divas was celebrated on 16th September, 2015.
7. Two Half yearly Hindi bulletins were published.
8. Prepared Inspection Questionnaire and submitted to the Committee of Parliament on Official Language, Department of Official Language, Ministry of Home Affairs, New Delhi.
9. Prepared Hindi Quarterly Progress Reports (April-June, July-September, October-December, January-March)/Half Yearly Progress Reports submitted to Nagar Official Language Implementation Committee, NCRB, R. K. Puram, Delhi, Department of Official Language, Ministry of Home Affairs, New Delhi and Joint Director (Official Language), NITI Aayog, New Delhi.
10. Organized a meeting of Departmental Official Language Implementation Committee on 31st December, 2015 and 31st March, 2016 at NILERD, Narela, Delhi.
11. Dr. Yogesh Suri, DG, NILERD participated in the Hindi Advisory Committee meeting taken by the Hon'ble Minister of State (Planning) in NITI Aayog.
12. DG, NILERD and other senior officials attended the meeting in Nagar Rajbhasha Karayaniyan Samiti (NARKAS) on August 26, 2015.





## **Personnel/Staff Matters**

### **Director General**

Dr. Yogesh Suri, Adviser, NITI Aayog took additional charge of Director General w. e. f. 03.11.2014 to till date.

### **Appointments**

Mr. Rajesh Kumar Vyas appointed as Joint Director (Finance) w.e.f. 01.02.2016

### **Deputation/Lien**

1. Mrs. Meenakshi Gupta, Stenographer on deputation from 20.11.2015 to till date
2. Mr. Ajit Kumar, Documentation Officer on deputation from 28.01.2016
3. Mrs. Vandana Shukla, Systems Analyst on deputation from 12.12.2013 to till date

### **Retirement/Relieving**

1. Smt. Prem Madan, Private Secretary retired on 31.08.2015
2. Mr. H.K. Varshney, Dy. Director retired on 31.10.2015
3. Mrs. Reena Chopra, Assistant retired on 30.11.2015
4. Dr. P.K. Saxena, Joint Director retired on 31.12.2015
5. Mr. Usman Ali, MTS (Chowkidar) retired on 31.01.2016

### **Resignation**

1. Dr. Kalaiyaran A., Asstt. Director resigned on 01.06.2015.
2. Ms. Neena Kapoor, Joint Director (Finance) resigned on 05.10.2015.
3. Mrs. Vaishali Rana, Assistant Systems Analyst resigned on 02.12.2015.
4. Mrs. Sumedha Bajar, Assistant Director resigned on 30.12.2015.

### **Repatriation**

Dr. Andrew W. Warjri, Director was repatriated on 11.12.2015.

### **Reversion**

Mr. D.P. Kohad, Assistant Section Officer (Ad-hoc) reverted to Senior Secretarial Assistant on 24.08.2015.

### **Death**

Mr. Anil Kumar Mathur, Dy. Director passed away on 29.01.2016.

## Faculty Members' Academic Activities<sup>1</sup>

**Agrawal, Dr. Rashmi, Director**

### Papers/Articles

1. Contributed a paper on "Evaluations as Catalysts in Bridging Developmental Inequalities" in the book titled "Poverty, Inequality and Evaluation - Changing Perspective", edited by Ray, C. Rist, P. Martin Fredric and Ana Maria Fernandez, The World Bank, 2016, Washington D.C.
2. Contributed a paper on "The Indian Approach to Skill Certification" in the book "Challenges of Policy Transfer in Vocational Skill Development", edited by Gogon, Philipp and Anja Heikkinen, Peter Lang, Bern, Switzerland.
3. Published a paper jointly with Dr. G.P. Joshi in *Indian Journal of Dairy Science* on "Human Resource Requirements in Dairy Sector", received Best Paper Award during 44<sup>th</sup> Dairy Industry Conference organised by National Dairy Research Institute (NDRI), Karnal, 18-20<sup>th</sup> February, 2016.

### Conferences and Paper presentations

1. Panel presentation on Leveraging Monitoring and Evaluation System for Good Governance - Indian Experience, 30<sup>th</sup> October, 2015, in International Development Economics Associations (IDEAS) Conference convened in Bangkok.
2. Presentation of Thematic group on Utilisation of Evaluations during the above conference on 28<sup>th</sup> October, 2015.
3. Attended IDEAS meeting as Board Member on 26<sup>th</sup> October, 2015 in Bangkok.
4. Participated as UN Panel Member on 29<sup>th</sup> October, 2015 in Bangkok in the International Conference on National Evaluation Capacity, 2015, organised by United Nations Development Programme (UNDP).
5. Visited Nepal for "Evaluation Conclave, 2015" organised by the Community of Evaluators, South Asia during 23<sup>rd</sup> – 27<sup>th</sup> November, 2015 and made presentation in a panel on "Building Bridges: Use of Evaluation for decision making and policy influence".

### Consultancies

- i. Assessment of Human Capital Needs in Agriculture and Allied Sectors in African Countries: Visited Uganda for methodology testing and finalisation, started from 4<sup>th</sup> July, 2015.
- ii. Meta Evaluation of UNICEF evaluation reports, started in 2015.

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<sup>1</sup>The names of only those faculty members who reported significant activities are mentioned. This may therefore be incomplete in some inputs.



**Bhattacharya, Dr. Sanchita, Deputy Director**

**Book Review**

N. Lalitha & P.K. Viswanathan (eds.), “India’s Tryst with Bt Cotton Learning from the First Decade”, Concept Publishing Co. Pvt. Ltd., New Delhi, published in *Manpower Journal*, Vol. XLIX, July-December, 2015.

**Birua, Marshal, Assistant Director**

**Book Review**

“Institutional Design for Tackling Child Labour Problem”, by D. Rajasekhar, K.G. Gayathri Devi, V. Anil Kumar (eds.), Concept Publishing Company, New Delhi, 2011, pp.1-118, Published in *Manpower Journal*, Vol. XLIX, Nos. 3&4, July-December, 2015.

**Dhar, Dr. Ruby, Deputy Director**

**Book Review**

Mukherjee Jayant (2012), “Designing Human Resource Management Systems: A Leader’s Guide”, Sage Publications, pp. 314, ISBN: 978-81-321-0896-2, published in *Manpower Journal*, Vol. XLIX, January-June 2015, pp.84-86.

**Joshi, Dr. G.P., Deputy Director**

**Paper**

Joshi, Dr. G.P. and Agrawal, Dr. Rashmi published a paper in *Indian Journal of Dairy Science* on “Human Resource Requirements in Dairy Sector”, received Best Paper Award during 44<sup>th</sup> Dairy Industry Conference organised by National Dairy Research Institute (NDRI), Karnal during 18-20th February 2016.

**Kumar, D. Indra, Deputy Director**

**Papers**

1. Co-authored a paper titled, “Construction Sector in India: Rationale Behind Phenomenal Increase in Employment during First Decade of 21<sup>st</sup> Century”, published in the *Afro Asian Journal of Social Sciences*, Vol. 6, No. 4, pp. 1-22, 2016.
2. Co-authored a paper titled, “Growth and Productivity of the Food Processing Sector: An Assessment of the Organized Segment”, published in *Productivity*, Vol. 56, No.2, pp. 172-183, 2015.

**Kumar, Dr. Yogesh, Joint Director**

**Papers**

1. Authored a paper titled, “A Critical Review of Progress of Pradhan Mantri Jan Dhan Yojana (PMJDY): State Level Variation” in *www.indiastat.com*, December 2015 – January 2016, Socio-economic Voices.

2. Authored a paper titled, “Changing Food and Non-Food Composition Basket in Rural India: Impact of Income Changes”, July-August, 2015 in [www.indiastat.com](http://www.indiastat.com), Socio-economic Voices.
3. Authored a paper titled, “An Inter-Sectoral Examination of Non-Agricultural Sectors with Potential to Adequately Absorb Growing Labour Force: Gaps and Prospects Study”, published in *Journal of Management-Value and Ethics*, January-March, 2016.
4. Authored a paper titled, “India and Its Ground Water: Urban Scenario in Proceedings of National Conference” entitled ‘Recent Trends in Environment, Science and Technology’, 11<sup>th</sup> March, 2016.

**Kumra, Ms. Neha, Assistant Director****Papers**

1. Published a paper titled, “The case for rights-based budgeting and spending in India” in *Evaluation Journal of Australasia*, Practice Article, Vol.16, No.1, March, pp. 38-42, 2016.
2. Co-authored of a paper titled, “Vocational Training in India and the Duality Principle: A Case for Evidence-based Reform. Prospects, *Quarterly Review of Comparative Education - Trends/Cases*, Vol. 45, Issue 2, June, pp. 259-273, 2015.

**Book Review**

M. Kennedy Singh, “Socio-Economic and Cultural Dimensions of Entrepreneurship in North-East India, New Delhi”, Concept Publishing Company, 2013, published in *Manpower Journal*, January-June, Vol. XLIX, 2015.

**Pradhan, Dr. Kailash Chandra, Joint Director****Papers**

1. Co-authored a paper titled, “The Income Mobility in Rural India: Evidence From ARIS/REDS Survey”, published by Madras School of Economics (MSE), Working Paper, No. 109. 2015.
2. Co-authored a paper titled “Covariate and Idiosyncratic Shocks and Coping Strategies for Poor and Non-poor Rural Households in India”, published by Madras School of Economics (MSE), Working Paper, No. 139, 2016.

**Prakash, Dr. Ved, Assistant Director****Books**

1. Published a book named, *Sadgunon Ka Vikas*, published by Neha Publishers & Distributors, New Delhi, 2015, pp. 105, (ISBN 978-818-0318-88-2).
2. Published a book named, *Sadgunon Roopi Mulyon Me Girawat*”, published by Neha Publishers & Distributors, New Delhi, 2015, pp.110, (ISBN 978-818-0318-89-9).



## Papers

Contributed a paper titled, “Economic Crime & Carter in India –An Ethical Analysis”, published in *Mewar Journal of Law*, Mewar Law Institute, Vol. I, January-June, 2015 pp.1 to 4, (ISSN 0973-8800).

## Rao, Dr. K.S., Joint Director

### Keynote Address and Special Talk delivered

1. Keynote address on “Importance of Human Rights Education” in UGC sponsored National Seminar on November 16-17, 2015 by Department of Political Science in SVRM College, Nagaram, Guntur, Andhra Pradesh.
2. Special Talk on “Training Needs Assessment – Methodology” to Human Resource Development Officials of ICAR (All India) in National Academy of Agriculture and Rural Management (NAARM), Hyderabad on 10<sup>th</sup> February, 2016.

## Sarangi, Dr. Tapas, Assistant Director

### Papers

1. Published a paper titled “Issues on Forest Governance in Contemporary Odisha” in “Nature, Economy, and Society: Understanding the Linkages (eds.)”, N. Ghosh, P. Mukhopadhyaya, Amita Saha & M. Panda, Indian Society for Ecological Economics (INSEE), Springer, New Delhi, ISBN- 978-81-322-2403-7, 2016.
2. Published a paper titled, “FRA 2006 in Protected Area of Odisha, India: Contextualizing the Conflict between Conservation and Livelihood”, IEG-Working Paper No. 355, Institute of Economic Growth, University of Delhi, 2015.

### Papers Presented

1. Presented a paper titled, “Working of Forest Rights Act 2006 and Its Implication for Livelihoods: A Comparative Study of Two Indian States” in the International Conference on South Asian Economic Development: The Way Forward, South Asian University, New Delhi, 9-10<sup>th</sup> April, 2015.
2. Presented a paper titled, “Reform in Forest Tenure: Implementation of Forest Rights Act 2006 in Odisha and Jharkhand” in a Workshop on “The Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006: A Revisit”, Sponsored by Department of Land Resources (DoLR), Ministry of Rural Development (MoRD), Government of India, Centre for Rural Studies at Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, 20-21<sup>st</sup> April, 2015.

## Resource Person

Invited papers as Resource Person at National Workshop on “Forest Scenario vis-à-vis – The Scheduled Tribes & Other Traditional Forest Dwellers (Recognition of Forest Rights) Act 2006” for



the Indian Forest Service (IFS) Officers, Centre for Forest and Natural Resource Management Studies (CEFARM), Telangana State Forest Academy, Dulapally, Hyderabad, 14-15<sup>th</sup> October 2015.

**Shekhar, Dr. Indu, Assistant Director**

#### **Book Review**

“Human Society at the Crossroads” in search of a new vision: Essays in Commemoration of the Memory of Dr. L.M. Singhvi” (eds.), Dr. S.R. Mohnot, Concept Publishing Company Pvt. Ltd., 2012, pp. 338, published in *Manpower Journal*, Vol. XLVIII, January-December, 2014.

**Sharma Richa, Dy. Director**

#### **Paper**

Co-authored a paper titled “Does Community Characteristics Influence the use of TT Injection during Pregnancy”, published in GSTF Journal of Mathematics, Statistics and Operations Research (JMSOR), Vol. 3, No.1, September, 2015.

**Sinha, Sharmistha, Deputy Director**

#### **Papers**

1. Co-authored a paper titled “Explaining Employment Trends in the Indian Economy: 1993-94 to 2011-12” in Pulapre Balakrishnan ed. *Economic Growth and its Distribution in India*, ISBN 978-81-250-5901-1, 2015.
2. Authored a paper titled “Gender based inequities in the world of work: Insights from Latin America, Sub-Saharan Africa and Asia” in *Inequality, Democracy and Development under neo-liberalism and beyond*, published by the International Development Economics Associates (IDEAs), Latin American Council of Social Sciences and Council for the Development of Social Science Research in Africa, ISBN 978-987-722-091-9, 2015.
3. Co-authored a paper titled “Critical Gender Concerns in MGNREGA”, MGNREGA and Gender Equity, Kanishka Publications, India, ISBN 978-818-457-682-5, 2015.
4. Authored a paper titled ‘Self-Employment among Rural Women In India: A Focus On Family Helpers’ in ‘Globalization, Agrarian Economy and Environmental Challenges in India’, published by the Concept Publications. ISBN 978-935-125-185-9.
5. Authored ‘The budget and higher education’ in *Livemint*, March 15, 2016.

#### **Seminars/Workshops/Conferences**

1. Presented a paper titled “Gendered Structure of Work – Paid and Unpaid: Insights from Sub-Saharan Africa” in Gender and Macroeconomics Workshop on the Current State of Research and Future Directions, by the Levy Economics Institute of Bard College, March 9-11, 2016 at New York, USA.



2. Presented a paper titled, “Youth Employment in India: Looking from a Gender Dimension” in IAFEE Annual Conference on “Gender Equality in Challenging Times”, July 16-18, 2015 at Berlin, Germany.

**Yadav, S.K., Deputy Director**

**Paper**

Co-authored a paper titled, “Construction Sector in India: Rationale behind Phenomenal Increase in Employment during First Decade of the 21<sup>st</sup> Century”, published in *Afro Asian Journal of Social Sciences*, Volume VI, No.4, Quarter IV, 2015.



## **FINANCIAL MATTERS**





## INDEPENDENT AUDITORS' REPORT

To,  
**THE MEMBERS**  
**NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH & DEVELOPMENT**  
*(formerly known as Institute of Applied Manpower Research)*  
**NEW DELHI**

### **Report on Financial Statements**

We have audited the accompanying financial statements of **NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH & DEVELOPMENT ("the Institute")**, Plot No.25, Sector A-7, Institutional Area, Narela, New Delhi-110040, which comprises the Balance Sheet as at **31st March, 2016**, the Income & Expenditure Account for the year ended, and a summary of significant accounting policies and other explanatory information.

### **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 in accordance with the accounting principles generally accepted in India, including the Accounting Standards. This responsibility also includes maintenance of adequate accounting records in accordance with the provisions of Act for safeguarding the assets of the Institute and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, the implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring the accuracy and completeness of the accounting records, 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.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We have taken into account of provisions of the Act, the accounting and auditing standards and matters which are required to be included in the audit report under the provisions of the Act and the Rules made thereunder.

We have conducted our audit in accordance with the Standards on Auditing. 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 the 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 financial control relevant to the Institute's preparation of the financial



statements that give a true and fair view 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 evaluation of the appropriateness of accounting policies used and the reasonableness of the accounting estimates made 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 audit opinion on the financial statements.

### **Opinion**

In our opinion and to the best of our information and according to the explanation given to us, the said accounts read with the detail of accounting policies and notes thereon and *our observations given in Annexure to this report* give a true & fair view in conformity with the accounting principles generally accepted in India.

- i) In the case of Balance Sheet, of the state of the affairs of the Institute as at 31st March, 2016; and
- ii) In the case of Income and Expenditure account, of the Excess of Income over Expenditure for the year ended on 31st March 2016.

**For AJAY K. JAIN & CO.  
Chartered Accountants  
FRN.: 007118N**

**Sd/-  
(CA. AJAY K. JAIN),  
Partner, FCA  
Membership No.: 085994**

Place: New Delhi

Date: 25/09/2016



## ANNEXURE TO THE AUDITOR'S REPORT DATED 25/09/2016 FOR THE YEAR ENDING ON 31/03/2016

### NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH & DEVELOPMENT (Formerly INSTITUTE OF APPLIED MANPOWER RESEARCH)

**1. FIXED ASSETS:**

- The Institute has not maintained proper records of its fixed assets showing full particulars including quantity details, location and situation of fixed assets. Fixed Assets has not been physically verified by the management during the year. There is no proper system for recording fixed assets. Due to this, physical verification of fixed assets is not possible to our audit, material discrepancies, if any, cannot be commented upon.

**2. Reconciliation of Debtors and Creditors including Advances:**

*Attention is invited to point no. 10(i) on notes of accounts of Schedule – 14 and we have observed that balances of Sundry Debtors/Creditors including advances have remained subject to confirmation & reconciliation as on 31.03.2016.*

*Therefore we would strongly recommend to implement a system of taking periodic balance confirmation and obtaining statement of account from all parties and reconciling the differences, if any, found during the process.*

*Thus, effort should be made to reconcile the same so that the Financial Statements may represent true and fair view of the actual financial position of the Institute.*

- 3.** *Attention is invited to point no. 6 on notes of accounts of Schedule – 14 and we have observed that a sum of Rs. 2,48,65,486/- as receivable from Sponsors remains outstanding since long and no efforts has been made to recover these advances.*

*We suggest to recover the outstanding as early as possible as a significant amount is blocked in these accounts without any income generation, which seems to be prima facie prejudicial to the interest of the Institute.*

- 4.** *Attention is also invited to point no. 7(i) & 7(ii) on notes of accounts of Schedule – 14 and we have observed that a sum of Rs. 2,89,50,716/- as Miscellaneous outstanding advances on Capital account and a sum of Rs. 18,68,300/- as Staff & other Advances remains outstanding since long and no efforts has been made to Settle/Adjust these advances which has resulted in Overstatement of Current assets and Understatement of Capital Assets/Expenditure by the said amount.*

- 5.** *It has been observed that LTC Advance / Advance for expenses to staff are not being adjusted within reasonable time frame. This clearly shows the weakness of Internal Control in this regard.*

## 6. TDS:

Instances were found where TDS is deducted at the time of adjustment of advance i.e. after submission of bill while as per provision of Income Tax, TDS is to be deducted at the time of due or payment whichever is earlier. WE also observed some cases where TDS has been deducted @ 2% instead of 10%. Some of the instances are as follows:-

| S. No. | Name of Party    | Amount (Rs.) | Remarks   |
|--------|------------------|--------------|---|
| 1.     | Dr. H.S. Anand   | 40000        | Honorarium Fees paid in Cash and TDS deducted @ 2% instead of 10% |
| 2      | Sh. Vinay Sharma | 45000        |   |

There is a violation of the provisions of the Income Tax Act and liability may arise against the Institute on account of short-deduction of TDS.

TDS demand across all financial years amounting to Rs. 7,62,790

## 7. Short Recovery Of License Fees of official accommodation provided to employees:

License fees for official accommodation is being received short since 01/07/2010 which was revised by circular w.e.f. 01/07/2010, further revised in 2013 but rates are being charged on the basis of rate prescribed at time of 01/07/2007. For example, we are providing list showing under recovery of license fees from employees in the month of February 2015. Hence, the entire short amount w.e.f. 01/07/2010 to be recovered from employees immediately.

| S.No. | Name of Employee                 | Quarter Allotted | Area (in sq. mt.) | **Type of Qtr as per Area | **Rate P.M.  | Actual Charged P.M. | Under recovery P.M. |
|-------|----------------------------------|------------------|-------------------|---------------------------|--------------|---------------------|---------------------|
| 1     | Dr. Chaitali Roy                 | IV-C             | 106               | V                         | 740          | 371                 | 369                 |
| 2     | Shri AP William                  | IV-B             | 106               | V                         | 740          | 371                 | 369                 |
| 3     | Shri Chander Pal                 | II-E             | 59.95             | IV                        | 420          | 185                 | 235                 |
| 4     | Shri Bishan Singh                | II-A             | 59.95             | IV                        | 420          | 185                 | 235                 |
| 5     | Shri Sarda Prasad                | I-A              | 48.95             | III                       | 310          | 81                  | 229                 |
| 6     | Shri Top Bahadur                 | II-B             | 59.95             | IV                        | 420          | 185                 | 235                 |
| 7     | Shri Chandan Singh               | II-C             | 59.95             | IV                        | 420          | 81                  | 339                 |
| 8     | Shri Uma Shanker Gond            | I-E              | 48.95             | III                       | 310          | 81                  | 229                 |
| 9     | Shri Rupesh Ramesh Rao Moundeker | III-A            | 72.4              | IV                        | 625          | 268                 | 357                 |
|       |                                  |                  |                   | <b>Total</b>              | <b>4,405</b> | <b>1,808</b>        | <b>2,597</b>        |

- *\*\*Rate as per circular no. 18011/1/2013-Pol-III, of Ministry of External Affairs. As per this circular type of quarter has been categorized as per the area of the flat allotted.*
- *Currently rate for recovery of license fees are being applied as per rate prescribed by government w.e.f. 01/07/2007. Rate for the license fees has been changed twice after that date, once w.e.f. 01.07.2010 and secondly w.e.f. 01.07.2013. It is suggested to recover the arrears from employee's salary as per the amended rates. It has been observed that short recovered license fees of earlier year not recovered till 31/03/2016.*

#### **8. Income Tax Refund Receivable:**

*We have observed that TDS is being deducted by the Banks & other parties on its revenue though the Income of the Institute is Exempt u/s 10 of Income Tax Act, 1961 and no efforts is being made by the Institute to convince the deductor for non-deduction of TDS on its revenue, Resultant significant amount of Rs. 57,51,941/- (Schedule -4A of Financial Statements) is blocked as TDS Receivable since long, which seems to be prima facie prejudicial to the interest of the Institute. Action should also be taken to recover the same from Income Tax Authority, as large amount is lying blocked.*

#### **9. Provision for Contingent Liability**

*No provision has been made in accounts in respect of penalty, if any, leviable by DDA on account of Extension of Time (EOT) in regard to completion certificate of NILERD Campus Building, Narela.*

#### **10. LIVING ALLOWANCE EXCESS CLAIMED FROM MINISTRY OF EXTERNAL AFFAIRS**

*It has been observed that living allowance claimed from Ministry of External Affairs for various programmes are higher than actually spent.*

| PROGRAMME                             | EXPENSE | CLAIMED FROM<br>MINISTRY OF<br>EXTERNAL AFFAIRS | EXCESS<br>CLAIMED |
|---------------------------------------|---------|---|-------------------|
| ITEC (11/03/15 TO 11/04/15)           | 506477  | 516477  | 10000             |
| ITP-GHRMITEC (17/11/15 TO 28/12/15)   | 779601  | 803333.38                                       | 23723.38          |
| ITP-GHRM SCAAP (17/11/15 TO 28/12/15) | 318899  | 328333.35                                       | 9434.35           |
| ITP-MRITEC (09/09/15 TO 03/11/15)     | 330001  | 335833.32                                       | 5832.32           |
| ITP-MR-SCAAP (09/09/15 TO 03/11/15)   | 190832  | 191666.66                                       | 834.66            |

#### **11. WORKS CONTRACT TAX**

*It has been observed that notice has been received from DVAT department regarding deduction of TDS on WCT dated 24/11/15 and 06/01/16. It is clearly mentioned in the notice dated 06/01/16 that penalty under section 86(14) read with section 59(2) of DVAT Act, 2004 be imposed for non-compliance of provisions of DVAT Act, 2004 however no reply has been given to such notices till date.*





*TDS on WCT is applicable on payment made to Gurusons Communications for annual maintenance charges amounting to Rs. 29159 invoice dated 15/07/2015. However, no TDS on WCT has been deducted*

**12. SERVICE TAX**

*It has been observed that service tax on rent for the month of april, may, june not deposited. Service tax on rent for the month of july, august and September deposited on 25/10/2015 without interest. Service tax for the month of November to February deposited @ of 14% instead of 14.5%. Service tax on arrear rent for the month of January and February has not been deposited till date.*

*Service tax has not been charged and deposited on Sponsorship service provided to vetnery council of India, National council for cement and building material etc.*

**For AJAY K. JAIN & CO.  
Chartered Accountants  
FRN.: 007118N**

**Sd/-  
(CA. AJAY K. JAIN),  
Partner, FCA  
Membership No.: 085994**

Place: New Delhi

Date: 25/09/2016



**NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH & DEVELOPMENT**  
**(Formerly INSTITUTE OF APPLIED MANPOWER RESEARCH)**  
Plot No.25, Sector A-7, Institutional Area, Narela, Delhi-110040

**BALANCE SHEET AS ON 31ST MARCH 2016**

(Figures in Rupees)

|  | Schedule | Current Year       | Previous year      |
|--|----------|--------------------|--------------------|
|  |          | 2015-16            | 2014-15            |
| <b>CORPUS/CAPITAL FUND AND LIABILITIES</b> |          |                    |                    |
| Corpus/Capital Fund                        | 1        | 240,387,586        | 228,403,390        |
| Current Liabilities & Provisions           | 2        | 120,914,382        | 149,547,675        |
| <b>Total</b>                               |          | <b>361,301,968</b> | <b>377,951,065</b> |
| <b>ASSETS</b>                              |          |                    |                    |
| Fixed Assets                               | 3        | 215,443,908        | 223,587,443        |
| Current Assets, Loans & Advances           | 4        | 145,858,060        | 154,363,622        |
| <b>Total</b>                               |          | <b>361,301,968</b> | <b>377,951,065</b> |

Significant Accounting Policies 13

Notes on Accounts and Contingent Liabilities 14

Notes form an integral part of Accounts in terms of our Audit Report of even date annexed herewith.

As per our audit report of even date annexed

For Ajay K. Jain & Co.  
Chartered Accountants  
FR No. :007118N

Sd/-

(CA. AJAY K. JAIN)  
FCA, Partner  
M. No. 085994

Sd/-

RAJESH KUMAR VYAS  
Joint Director (Finance )  
NILERD

Sd/-

Dr. YOGESH SURI  
Director General  
NILERD

Place : Delhi

Date : 25/9/2016



**NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH & DEVELOPMENT**  
**(Formerly INSTITUTE OF APPLIED MANPOWER RESEARCH)**

**Plot No.25, Sector A-7, Institutional Area, Narela, Delhi-110040**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR**  
**ENDED 31-03-2016**

**(Figures in Rupees)**

|   | <b>Schedule</b> | <b>Current Year</b> | <b>Previous year</b> |
|---|-----------------|---------------------|----------------------|
|   |                 | <b>2015-16</b>      | <b>2014-15</b>       |
| <b>INCOME</b>   |                 |                     |                      |
| Income from Studies/Research/Projects                 | <b>5</b>        | 36,040,986          | 64,307,997           |
| Grants/Subsidies                                      | <b>6</b>        | 90,231,880          | 91,509,105           |
| Interest earned                                       | <b>7</b>        | 5,649,103           | 2,564,763            |
| Other Income  | <b>8</b>        | 25,218,610          | 22,135,655           |
| Prior Period Items                                    |                 | 20,933              |                      |
| <b>Total (A)</b>                                      |                 | <b>157,161,512</b>  | <b>180,517,520</b>   |
| <b>EXPENDITURE</b>                                    |                 |                     |                      |
| Establishment Expenses (Main)                         | <b>9</b>        | 92,463,195          | 94,542,802           |
| Administrative Expenses (Main)                        | <b>10</b>       | 17,188,437          | 16,658,188           |
| Establishment Expenses (Project/Studies)              | <b>11</b>       | 4,741,691           | 4,036,369            |
| Administrative Expenses (Project/Studies)             | <b>12</b>       | 25,852,029          | 37,520,356           |
| Depreciation  | <b>3</b>        | 9,678,972           | 10,443,584           |
| <b>Total (B)</b>                                      |                 | <b>149,924,324</b>  | <b>163,201,299</b>   |
| Excess of Income/Expenditure over Expenditure/ Income |                 | 7,237,188           | 17,316,221           |
| Balance carried to Capital Fund                       |                 | <b>7,237,188</b>    | <b>17,316,221</b>    |

**Significant Accounting Policies** **13**

**Notes on Accounts and Contingent Liabilities** **14**

**As per our audit report of even date annexed**

**For Ajay K. Jain & Co.**  
**Chartered Accountants**  
**FR No. :007118N**

**Sd/-**  
**(CA. AJAY K. JAIN)**  
**FCA, Partner**  
**M. No. 085994**  
**Place : Delhi**  
**Date : 25/9/2016**

**Sd/-**  
**RAJESH KUMAR VYAS**  
**Joint Director (Finance )**  
**NILERD**

**Sd/-**  
**Dr. YOGESH SURI**  
**Director General**  
**NILERD**



**NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH & DEVELOPMENT  
(Formerly INSTITUTE OF APPLIED MANPOWER RESEARCH)  
SCHEDULE FORMING PART OF BALANCE SHEET AS ON 31-03-2016**

**SCHEDULE-1  
(Figures in Rupees)**

|  | <b>Current Year</b>  |                    | <b>Previous Year</b> |                     |
|--|----------------------|--------------------|----------------------|---------------------|
|  | <b>2014-15</b>       |                    | <b>2013-14</b>       |                     |
| <b>CORPUS FUND</b>   |                      |                    |                      |                     |
| Balance B/F  | <b>31,274,521</b>    |                    | <b>27,607,815</b>    |                     |
| Add: Additions during the year                                   | 449,472              |                    | 942,678              |                     |
| Add: Interest earned during the year                             | 2,762,099            | <b>34,486,092</b>  | 2,724,028            | <b>31,274,521</b>   |
| <b>CAPITAL FUND<br/>RESERVES &amp; SURPLUSES</b>                 |                      |                    |                      |                     |
| Balance B/F  | <b>(26,458,574)</b>  |                    | <b>(54,218,379)</b>  |                     |
| Add : Additions during the year                                  | -                    |                    | -                    |                     |
| Less/Add : Deficit/Surplus carried from Income & Expenditure A/c | 16,916,160           | <b>(9,542,414)</b> | 27,759,805           | <b>(26,458,574)</b> |
| <b>FIXED ASSET FUND<br/>MAIN</b>                                 |                      |                    |                      |                     |
| Gross Block  | <b>314,389,794</b>   |                    | <b>311,925,824</b>   |                     |
| <b>Add: Additions During the year</b>                            | <b>1,535,437</b>     |                    | 2,463,970            |                     |
| Less: Assets sold/written off during the year                    | -                    |                    | -                    |                     |
| Amount adjusted during the year                                  |                      |                    |                      |                     |
| <b>Less: Depreciation Reserve</b>                                | <b>(104,183,437)</b> | <b>211,741,794</b> | <b>(95,098,105)</b>  | <b>219,291,689</b>  |
| <b>NTMIS</b>   |                      |                    |                      |                     |
| Gross Block  | <b>11,732,392</b>    |                    | <b>11,732,392</b>    |                     |
| Add: Additions During the year                                   | -                    |                    | -                    |                     |
| Less: Assets sold during the year                                | -                    |                    | -                    |                     |
| Amount adjusted during the year                                  | -                    |                    | -                    |                     |
| Less: Depreciation Reserve                                       | <b>(11,280,359)</b>  | <b>452,033</b>     | <b>(11,208,842)</b>  | <b>523,550</b>      |
| <b>TRAINING/PGDC</b>   |                      |                    |                      |                     |
| Gross Block  | <b>10,265,789</b>    |                    | <b>10,265,789</b>    |                     |
| Add: Additions During the year                                   | -                    |                    | -                    |                     |
| Less: Assets sold during the year                                |                      |                    |                      |                     |
| Amount adjusted during the year                                  |                      |                    |                      |                     |



|                                   |                  |                    |                  |                    |
|-----------------------------------|------------------|--------------------|------------------|--------------------|
| Less: Depreciation Reserve        | (7,649,035)      | <b>2,616,754</b>   | (7,193,870)      | <b>3,071,919</b>   |
| <b>SPONSORED STUDIES</b>          |                  |                    |                  |                    |
| Gross Block                       | <b>982,957</b>   |                    | <b>982,957</b>   |                    |
| Add: Additions During the year    |                  |                    | -                |                    |
| Less: Assets sold during the year |                  |                    | -                |                    |
| Less: Depreciation Reserve        | (909,346)        | <b>73,611</b>      | (896,662)        | <b>86,295</b>      |
| <b>CONSULTANCY STUDIES</b>        |                  |                    |                  |                    |
| Gross Block                       | <b>120,527</b>   |                    | <b>120,527</b>   |                    |
| Add: Additions During the year    |                  |                    |                  |                    |
| from Main A/c                     |                  |                    | -                |                    |
| Less: Assets sold during the year |                  |                    | -                |                    |
| Amount adjusted during the year   | -                |                    | -                |                    |
| Less: Depreciation Reserve        | (106,880)        | <b>13,647</b>      | (104,796)        | <b>15,731</b>      |
| <b>NAIP WORLD BANK- STUDIES</b>   |                  |                    |                  |                    |
| Gross Block                       | <b>600,000</b>   |                    | <b>600,000</b>   |                    |
| Add: Additions During the year    |                  |                    | -                |                    |
| Less: Assets sold during the year |                  |                    | -                |                    |
| Less: Depreciation Reserve        | (205,030)        | <b>394,970</b>     | (175,740)        | <b>424,260</b>     |
| <b>FCRA STUDIES</b>               |                  |                    |                  |                    |
| Gross Block                       | <b>1,148,767</b> |                    | <b>1,148,767</b> |                    |
| Add: Additions During the year    |                  |                    | -                |                    |
| Less: Assets sold during the year |                  |                    | -                |                    |
| Less: Depreciation Reserve        | (997,668)        | <b>151,099</b>     | (974,768)        | <b>173,999</b>     |
| <b>Total</b>                      |                  | <b>240,387,586</b> |                  | <b>228,403,390</b> |



**NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH & DEVELOPMENT**  
**(Formerly INSTITUTE OF APPLIED MANPOWER RESEARCH)**

**SCHEDULE FORMING PART OF BALANCE SHEET AS ON 31-03-2016**

**SCHEDULE 2 - CURRENT LIABILITIES & PROVISIONS**

(Figures in Rupees)

|                                  | <b>Current Year</b> | <b>Previous Year</b> |
|----------------------------------|---------------------|----------------------|
|                                  | <b>2015-16</b>      | <b>2014-15</b>       |
| <b>A. CURRENT LIABILITIES</b>    |                     |                      |
| 1. Sundry Creditors              | 2,535,399           | 2,242,149            |
| 2. Other Current Liabilities     | 37,870,651          | 63,129,411           |
| <b>TOTAL - A</b>                 | <b>40,406,050</b>   | <b>65,371,560</b>    |
| <b>B. PROVISIONS</b>             |                     |                      |
| 1. Death-Cum Retirement Gratuity | 48,415,240          | 50,287,828           |
| 2. Leave Encashment              | 32,093,092          | 33,888,287           |
| <b>TOTAL - B</b>                 | <b>80,508,332</b>   | <b>84,176,115</b>    |
| <b>TOTAL - A+B</b>               | <b>120,914,382</b>  | <b>149,547,675</b>   |





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**SCHEDULE FORMING PART OF BALANCE SHEET AS ON 31-03-2016**

**SCHEDULE - 2 (A & B)****A. CURRENT LIABILITIES****( Figures in Rupees)**

|  | <b>Current Year</b> | <b>Previous Year</b> |
|--|---------------------|----------------------|
|  | <b>2015-16</b>      | <b>2014-15</b>       |
| <b>1. SUNDRY CREDITORS</b>                   |                     |                      |
| Earnest Money - Main                         | 142,684             | 152,684              |
| Earnest Money - NTMIS                        | 28,090              | 28,090               |
| Security Deposits from PGDC Students         | 26,806              | 94,806               |
| Receipts for projects under progress         | 2,337,819           | 1,966,569            |
| <b>TOTAL - 1-SUNDRY CREDITORS</b>            | <b>2,535,399</b>    | <b>2,242,149</b>     |
| <b>2. OTHER CURRENT LIABILITIES</b>          |                     |                      |
| DCRG Withheld                                | 398,840             | 86,758               |
| Unspent Plan Grant                           | 33,401,631          | 56,031,915           |
| Security Deposit from NIT                    | 3,348,900           | 3,348,900            |
| Outstanding liabilities                      | 721,280             | 3,661,838            |
| <b>TOTAL - 2 - OTHER CURRENT LIABILITIES</b> | <b>37,870,651</b>   | <b>63,129,411</b>    |
| <b>TOTAL - 1+2</b>                           | <b>40,406,050</b>   | <b>65,371,560</b>    |

**B. PROVISIONS**

|   |                    |                    |
|---|--------------------|--------------------|
| 1. Death Cum Retirement Gratuity                    | 48,415,240         | 50,287,828         |
| 2. Leave Encashment                                 | 32,093,092         | 33,888,287         |
| <b>TOTAL - PROVISIONS</b>                           | <b>80,508,332</b>  | <b>84,176,115</b>  |
| <b>TOTAL - CURRENT LIABILITIES &amp; PROVISIONS</b> | <b>120,914,382</b> | <b>149,547,675</b> |

**NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH & DEVELOPMENT**  
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**SCHEDULE FORMING PART OF BALANCE SHEET AS ON 31-03-2016**



NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH AND DEVELOPMENT

**Schedule - 3, Fixed Assets**

| DESCRIPTION                      | GROSS BLOCK                   |                           |            | DEPRECIATION                     |       |                                 | NET BLOCK       |           |                          |                            |                             |
|----------------------------------|-------------------------------|---------------------------|------------|----------------------------------|-------|---------------------------------|-----------------|-----------|--------------------------|----------------------------|-----------------------------|
|                                  | Cost/valuation as at 1-4-2014 | Additions during the year | Deductions | Cost/valuation at the 31-3- 2015 | Rate  | As at the beginning of the year | During the year | Deduction | Total up to the Year-end | As at the Current year-end | As at the Previous year-end |
| <b>A. FIXED ASSETS:</b>          |                               |                           |            |                                  |       |                                 |                 |           |                          |                            |                             |
| <b>LAND :</b>                    |                               |                           |            |                                  |       |                                 |                 |           |                          |                            |                             |
| Leasehold - Narela               | 30,240,000                    |                           |            | 30,240,000                       |       | -                               | -               | -         |                          | 30,240,000                 | 30,240,000                  |
| <b>BUILDING</b>                  |                               |                           |            |                                  |       |                                 |                 |           |                          |                            |                             |
| On Leasehold Land- Narela        | 160,670,340                   |                           |            | 160,670,340                      | 2%    | 36,469,622                      | 2,484,014       |           | 38,953,636               | 121,716,704                | 124,200,718                 |
| On Leasehold Land-I.P. Estate    | 13,006,558                    |                           |            | 13,006,558                       | 2%    | 2,339,943                       | 213,332         |           | 2,553,275                | 10,453,283                 | 10,666,615                  |
| Electric Installation - Narela   | 1,218,950                     | 53,215                    | -          | 1,272,165                        | 10%   | 793,812                         | 47,835          |           | 841,647                  | 430,518                    | 425,138                     |
| Substation at IIPA Campus        | 1,476,407                     |                           |            | 1,476,407                        | 10%   | 1,202,825                       | 27,358          |           | 1,230,183                | 246,224                    | 273,582                     |
| <b>VEHICLES/CYCLE</b>            |                               |                           |            |                                  |       |                                 |                 |           |                          |                            |                             |
| Vehicle & Cycle- Main Grant      | 605,429                       |                           |            | 605,429                          | 20%   | 476,311                         | 25,824          |           | 502,135                  | 103,294                    | 129,118                     |
| Vehicle & Cycle NTMIS            | 440,350                       |                           |            | 440,350                          | 20%   | 424,832                         | 3,104           |           | 427,936                  | 12,414                     | 15,518                      |
| Vehicle & Cycle Training/PGDC    | 2,923,953                     |                           |            | 2,923,953                        | 20%   | 1,910,867                       | 202,617         | -         | 2,113,484                | 810,469                    | 1,013,086                   |
| <b>FURNITURE &amp; FIXTURE</b>   |                               |                           |            |                                  |       |                                 |                 |           |                          |                            |                             |
| Furniture -Main Grant            | 3,436,696                     |                           |            | 3,436,696                        | 10%   | 1,561,151                       | 187,555         |           | 1,748,706                | 1,687,990                  | 1,875,545                   |
| Furniture -DG Office             | 412,428                       |                           |            | 412,428                          | 10%   | 192,722                         | 21,971          |           | 214,693                  | 197,735                    | 219,706                     |
| Furniture -Guest House           | 224,124                       |                           |            | 224,124                          | 10%   | 105,015                         | 11,911          |           | 116,926                  | 107,198                    | 119,109                     |
| Furniture-Hotel-Main             | 2,987,331                     |                           |            | 2,987,331                        | 10%   | 1,695,442                       | 129,189         |           | 1,824,631                | 1,162,700                  | 1,291,889                   |
| Library Furniture-Main Grant     | 62,720                        |                           |            | 62,720                           | 10%   | 46,777                          | 1,594           |           | 48,371                   | 14,349                     | 15,943                      |
| Furniture-NTMIS                  | 706,528                       |                           |            | 706,528                          | 10%   | 564,583                         | 14,195          |           | 578,778                  | 127,750                    | 141,945                     |
| Furniture -Training/PGDC         | 2,535,389                     |                           |            | 2,535,389                        | 10%   | 1,259,344                       | 127,605         |           | 1,386,949                | 1,148,440                  | 1,276,045                   |
| Furniture- Sponsored Studies     | 20,793                        |                           |            | 20,793                           | 10%   | 15,508                          | 529             |           | 16,037                   | 4,756                      | 5,285                       |
| Furniture-NAIP                   | 50,000                        |                           |            | 50,000                           | 6.33% | 18,990                          | 3,165           |           | 22,155                   | 27,845                     | 31,010                      |
| Furniture-FCRA                   | 257,569                       |                           |            | 257,569                          | 10%   | 190,137                         | 6,743           |           | 196,880                  | 60,689                     | 67,432                      |
| <b>OFFICE EQUIPMENT</b>          |                               |                           |            |                                  |       |                                 |                 |           |                          |                            |                             |
| Equipment - Main Grant           | 8,579,829                     |                           | -          | 8,579,829                        | 15%   | 5,606,958                       | 445,931         |           | 6,052,889                | 2,526,940                  | 2,972,871                   |
| Air Conditioners -Main Grant     | 1,758,993                     |                           |            | 1,758,993                        | 15%   | 832,818                         | 138,926         |           | 971,744                  | 787,249                    | 926,175                     |
| Air Conditioner Equipments-NTMIS | 423,219                       |                           |            | 423,219                          | 10%   | 409,320                         | 1,390           |           | 410,710                  | 12,509                     | 13,899                      |
| Library Equipment- Main Grant    | 1,175,545                     |                           |            | 1,175,545                        | 10%   | 791,371                         | 38,417          |           | 829,788                  | 345,757                    | 384,174                     |
| EPABX-Main Grant                 | 1,185,269                     |                           |            | 1,185,269                        | 15%   | 954,956                         | 34,547          |           | 989,503                  | 195,766                    | 230,313                     |
| Equipments- NTMIS                | 922,087                       |                           |            | 922,087                          | 15%   | 882,962                         | 5,869           |           | 888,831                  | 33,256                     | 39,125                      |
| Equipment- Training/PGDC         | 4,779,335                     | 49,347                    |            | 4,828,682                        | 15%   | 3,999,014                       | 124,450         |           | 4,123,464                | 705,218                    | 780,321                     |

|   |                    |                  |          |                    |        |                    |                   |          |                    |                    |                    |
|---|--------------------|------------------|----------|--------------------|--------|--------------------|-------------------|----------|--------------------|--------------------|--------------------|
| Equipment-Consultancy                   | 21,225             |                  |          | 21,225             | 10%    | 15,700             | 553               |          | 16,253             | 4,972              | 5,525              |
| Equipment-NAIP                          | 500,000            |                  |          | 500,000            | 4.75%  | 142,500            | 23,750            |          | 166,250            | 333,750            | 357,500            |
| Equipment-FCRA                          | 222,368            |                  |          | 222,368            | 15%    | 194,982            | 4,108             |          | 199,090            | 23,278             | 27,386             |
| <b>COMPUTERS/PERIPHERALS</b>            |                    |                  |          |                    |        |                    |                   |          |                    |                    |                    |
| Computer/Printers - Main Grant          | 15,606,884         | 750,398          |          | 16,357,282         | 15%    | 11,437,783         | 737,925           |          | 12,175,708         | 4,181,574          | 4,169,101          |
| Software - Main Grant                   | 5,065,209          |                  |          | 5,065,209          | 15%    | 3,330,873          | 260,150           |          | 3,591,023          | 1,474,186          | 1,734,336          |
| DTP System-Main Grant                   | 1,725,419          |                  |          | 1,725,419          | 15%    | 1,632,857          | 13,884            |          | 1,646,741          | 78,678             | 92,562             |
| Computer Accessories - NTMIS            | 9,240,207          |                  |          | 9,240,207          | 15%    | 8,927,145          | 46,959            |          | 8,974,104          | 266,103            | 313,062            |
| Computer - Consultancy                  | 99,302             |                  |          | 99,302             | 15%    | 89,096             | 1,531             |          | 90,627             | 8,675              | 10,206             |
| Computer - Sponsored                    | 953,403            |                  |          | 953,403            | 15%    | 873,479            | 11,989            |          | 885,468            | 67,935             | 79,924             |
| Computer -FCRA                          | 623,762            |                  |          | 623,762            | 15%    | 548,019            | 11,361            |          | 559,380            | 64,382             | 75,743             |
| <b>LIBRARY BOOKS</b>                    |                    |                  |          |                    |        |                    |                   |          |                    |                    |                    |
| Library Books -Main Grant               | 4,489,946          | 465,218          | -        | 4,955,164          | 20%    | 3,139,891          | 363,055           |          | 3,502,946          | 1,452,218          | 1,350,055          |
| Library Books-FCRA                      | 45,068             |                  |          | 45,068             | 20%    | 41,630             | 688               |          | 42,318             | 2,750              | 3,438              |
| CD-ROM for Library-Main Grant           | 960,467            |                  |          | 960,467            | 15%    | 649,876            | 46,589            |          | 696,465            | 264,002            | 310,591            |
| C.D. ROM for Library -Sponsored         | 7,654              |                  |          | 7,654              | 15%    | 6,645              | 151               |          | 6,796              | 858                | 1,009              |
| Library Books - NAIP                    | 50,000             |                  |          | 50,000             | 4.75%  | 14,250             | 2,375             |          | 16,625             | 33,375             | 35,750             |
| Library Books - Sponsored               | 1,107              |                  |          | 1,107              | 20%    | 1,031              | 15                |          | 1,046              | 61                 | 76                 |
| Library Books - Training/PGDC           | 27,112             |                  |          | 27,112             | 20%    | 24,646             | 493               |          | 25,139             | 1,973              | 2,466              |
| <b>ASSETS - PLAN GRANT</b>              |                    |                  |          |                    |        |                    |                   |          |                    |                    |                    |
| Information Technology /Computers       | 3,024,333          | 217,259          |          | 3,241,592          | 10%    | 1,336,046          | 190,555           |          | 1,526,601          | 1,714,991          | 1,688,287          |
| Library Books/network                   | 2,654,360          |                  |          | 2,654,360          | 20%    | 1,982,531          | 134,366           |          | 2,116,897          | 537,463            | 671,829            |
| Guest House                             | 875,876            | 875,876          | 10%      | 466,530            | 40.935 |                    | 507,465           | 368,411  | 409,346            |                    |                    |
| Director's Office                       | 396,459            |                  |          | 396,459            | 10%    | 225,797            | 17,066            |          | 242,863            | 153,596            | 170,662            |
| Essential Infrastructure on Campus-Plan | 52,550,223         |                  | -        | 52,550,223         | 10%    | 17,826,196         | 3,472,403         |          | 21,298,599         | 31,251,624         | 34,724,027         |
| <b>TOTAL OF CURRENT YEAR</b>            | <b>339,240,226</b> | <b>1,535,437</b> | <b>-</b> | <b>340,775,663</b> |        | <b>115,652,783</b> | <b>9,678,972</b>  | <b>-</b> | <b>125,331,755</b> | <b>215,443,908</b> | <b>223,587,443</b> |
| <b>TOTAL OF PREVIOUS YEAR</b>           | <b>336,776,256</b> | <b>2,463,970</b> | <b>-</b> | <b>339,240,226</b> |        | <b>105,209,199</b> | <b>10,443,584</b> | <b>-</b> | <b>115,652,783</b> | <b>223,587,443</b> | <b>231,567,057</b> |



**NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH & DEVELOPMENT**  
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**SCHEDULE FORMING PART OF BALANCE SHEET AS ON 31-03-2016**

**CURRENT ASSETS, LOANS & ADVANCES**

**SCHEDULE - 4**  
**( Figures in Rupees)**

|   | <b>Current Year</b> | <b>Previous Year</b> |
|---|---------------------|----------------------|
| <b>A.CURRENT ASSETS</b>                     | <b>2015-16</b>      | <b>2014-15</b>       |
| <b>1. Inventories</b>                       |                     |                      |
| Closing Stock of Stationery                 | 648,107             | 677,273              |
| (At cost as certified by management)        | <b>648,107</b>      | <b>677,273</b>       |
| <b>2. Sundry Debtors</b>                    |                     |                      |
| a) Receivable from Sponsors                 | 35,724,816          | 24,865,486           |
|   | <b>35,724,816</b>   | <b>24,865,486</b>    |
| <b>3. Bank Balances with Scheduled Bank</b> |                     |                      |
| <b>-in Saving Account</b>                   |                     |                      |
| - UCO Bank - 2003                           | 1,290,627           | 1,333,666            |
| - Corporation Bank - 2472                   | 23,121,988          | 32,315,233           |
| - Corporation Bank - 3600                   | 993,149             | 45,301               |
| - Corporation Bank - 5200                   | 648,081             | 335,948              |
| <b>-in FDR Account</b>                      |                     |                      |
| - FDR with Corporation Bank (Corpus Fund)   | 31,965,613          | 29,545,845           |
| - FDR with UCO Bank (Main)                  | 2,299,950           | 1,800,000            |
| - FDR with Corporation Bank (Main)          | 37,036,759          | 55,942,853           |
| - Interest Accrued on FDR                   | 2,814,228           | 1,827,947            |
| <b>TOTAL</b>                                | <b>100,170,395</b>  | <b>123,146,793</b>   |
| <b>GRAND TOTAL</b>                          | <b>136,543,318</b>  | <b>148,689,552</b>   |

**NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH & DEVELOPMENT  
(Formerly INSTITUTE OF APPLIED MANPOWER RESEARCH)****SCHEDULE FORMING PART OF BALANCE SHEET AS ON 31-03-2016****2. Advances and other amounts recoverable in cash or in kind or for value to be received****SCHEDULE- 4A  
(Figures in Rupees)**

|  | <b>Current Year</b> | <b>Previous Year</b> |
|--|---------------------|----------------------|
|  | <b>2015-16</b>      | <b>2014-15</b>       |
| <b>A. ADVANCE ON CAPITAL ACCOUNTS</b>                        |                     |                      |
| Main - CPWD for Campus Construction                          | 3,230,614           | 3,230,614            |
| Advance to NIC for Computers                                 | 22,065              | 22,065               |
| Advance to Exe.Engineer, North DDA for sewer connection      | 2,682,759           | 2,682,759            |
| Ex-Engineer (E) , CPWD                                       | 2,688,213           | -                    |
| Exec.Engineer.DAD, CPWD                                      | 3,652,311           | 3,652,311            |
| Ex-Engineer (C) , CPWD                                       | 16,674,754          | -                    |
| <b>TOTAL - A</b>   | <b>28,950,716</b>   | <b>9,587,749</b>     |
| <b>B. OTHERS</b>   |                     |                      |
| Main - Petrol/CNG Deposits                                   | 30,500              | 30,500               |
| Telephone Deposits with MTNL                                 | 45,800              | 42,300               |
| Security Deposits DVB  | 1,350,000           | 1,350,000            |
| Security Deposits CSD for Rent                               | -                   | -                    |
| Security Deposit Sr AO, DDO (Water connection)               | 5,000               | 5,000                |
| GSLI Recoverable from Staff                                  | 108,347             | 6,486                |
| T.D.S. Receivable  | 5,751,941           | 3,794,910            |
| Advances to Employees (Computer/Festival/Cycle/Scooter etc)  | 88,817              | 104,267              |
| Misc.Advances for studies                                    | 1,823,300           | 1,823,300            |
| Misc.Advances for services                                   | 1,934,337           | 340,607              |
| <b>Total B</b>   | <b>11,138,042</b>   | <b>7,497,370</b>     |
| <b>TOTAL - A+B</b>   | <b>40,088,758</b>   | <b>17,085,119</b>    |
| <b>LESS: Unadjusted advances carried forward(Plan Funds)</b> | <b>(30,774,016)</b> | <b>(11,411,049)</b>  |
| <b>Total Current Assets,Loans, Advance etc.</b>              | <b>145,858,060</b>  | <b>154,363,622</b>   |



**NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH & DEVELOPMENT**  
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**SCHEDULE FORMING PART OF INCOME & EXPENDITURE ACCOUNT FOR THE YEAR  
 ENDED ON 31-03-2016**

**INCOME**

(Figure in Rupees)

| <b>SCHEDULE 5-INCOME FROM STUDIES/<br/>RESEARCH/PROJECTS</b> | <b>Current year<br/>2015-16</b> | <b>Previous Year<br/>2014-15</b> |
|--|---------------------------------|----------------------------------|
| Main   | 10,932,000                      | 14,894,300                       |
| E & T-MEA Sponsored Programmes                               | 22,561,978                      | 45,509,108                       |
| Consultancy Studies  | 2,996,480                       | 4,847,267                        |
|  | <b>36,490,458</b>               | <b>65,250,675</b>                |
| Less: Transfer to corpus fund                                | 449,472                         | 942,678                          |
|  | <b>36,040,986</b>               | <b>64,307,997</b>                |
| <b>SCHEDULE-6-GRANTS</b>                                     | <b>Current year</b>             | <b>Previous Year</b>             |
| Grant in Aid - Non-Plan                                      | 88,500,000                      | 85,000,000                       |
|  | <b>88,500,000</b>               | <b>85,000,000</b>                |
| Transfer from Plan Grant (to the extent of expenditure)      | 1,731,880                       | 6,509,105                        |
|  | <b>90,231,880</b>               | <b>91,509,105</b>                |
| <b>SCHEDULE 7 - INTEREST</b>                                 | <b>Current Year</b>             | <b>Previous Year</b>             |
| <b>(a) Schedule Banks</b>                                    |                                 |                                  |
| Non Plan   | 810,448                         | 547,302                          |
| FCRA   | 53,880                          | 49,450                           |
| NAIP study   | 20,878                          | 13,045                           |
| Interest on FDR  | 4,574,640                       | 1,866,075                        |
|  | <b>5,459,846</b>                | <b>2,475,872</b>                 |
| <b>(b) On Loans/Staff</b>                                    |                                 |                                  |
| Penal interest on Advances                                   | 2,813                           | 11,011                           |
| Interest on Income tax Refund                                | 108,564                         | -                                |
| Interest on Security Deposits                                | 77,880                          | 77,880                           |
|  | <b>189,257</b>                  | <b>88,891</b>                    |
| <b>TOTAL</b>   | <b>5,649,103</b>                | <b>2,564,763</b>                 |
| <b>SCHEDULE 8 - OTHER INCOME</b>                             | <b>Current Year</b>             | <b>Previous Year</b>             |
| Rent from NIT  | 24,376,976                      | 20,093,400                       |
| Ground Rent from NIT   | 276,000                         | 552,000                          |
| Leave Salary Contribution                                    | 11,062                          | 96,743                           |
| Licence Fees for Quarters - Main                             | 130,041                         | 64,923                           |
| Sale of Asset  | -                               | 1,066,999                        |
| Misc. Receipts -NP   | 424,531                         | 261,590                          |
| <b>Total</b>   | <b>25,218,610</b>               | <b>22,135,655</b>                |
| <b>GRAND TOTAL</b>   | <b>157,140,579</b>              | <b>180,517,520</b>               |



**NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH & DEVELOPMENT  
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**SCHDULES FORMING PART OF INCOME & EXPENDITURE ACCOUNT FOR THE YEAR  
ENDED ON 31-03-2016**

**EXPENDITURE**

(Figures in Rupees)

| <b>SCHEDULE 9 - ESTABLISHMENT EXPENSES</b>                     | <b>Current Year</b> | <b>Previous Year</b> |
|--|---------------------|----------------------|
|  | <b>2015-16</b>      | <b>2014-15</b>       |
| <b>(a) Salaries &amp; Wages</b>                                | <b>76,440,185</b>   | <b>74,802,184</b>    |
| <b>(b) Allowances &amp; Bonus</b>                              |                     |                      |
| Tution Fee   | 816,867             | 751,034              |
| Overtime Allowance   | 25,291              | 11,565               |
| LTC  | 743,066             | 1,727,888            |
| Bonus  | 239,045             | 242,348              |
| Honorarium   | 15,000              | 56,000               |
| <b>Total (b)</b>   | <b>1,839,269</b>    | <b>2,788,835</b>     |
| <b>(c) Contribution to Provident Fund</b>                      | <b>2,580,616</b>    | <b>2,688,982</b>     |
| <b>(d) Staff Welfare Expenses</b>                              |                     |                      |
| Medical  | 773,098             | 1,346,129            |
| CGHS Contribution  | 706,526             | 650,304              |
| NPS of Deputationist   | -                   | 21,053               |
| Salary to Canteen staff  | 2,991,604           | 2,453,583            |
| <b>Total (d)</b>   | <b>4,471,228</b>    | <b>4,471,069</b>     |
| <b>(e) Exp on Employees Retirement &amp; Terminal Benefits</b> |                     |                      |
| Leave Encashment   | 4,874,964           | 1,116,881            |
| DCRG   | 5,924,716           | 830,046              |
| Provision for DCRG   | (1,872,588)         | 4,763,851            |
| Provision for Leave Encashment                                 | (1,795,195)         | 3,080,954            |
| <b>Total (e)</b>   | <b>7,131,897</b>    | <b>9,791,732</b>     |
| <b>Grand Total</b>   | <b>92,463,195</b>   | <b>94,542,802</b>    |



**NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH & DEVELOPMENT  
(Formerly INSTITUTE OF APPLIED MANPOWER RESEARCH)****SCHEDULE FORMING PART OF INCOME & EXPENDITURE ACCOUNT FOR THE YEAR  
ENDED ON 31-03-2016****EXPENDITURE****(Figures in Rupees)**

| <b>SCHEDULE 10- OTHER ADMINISTRATIVE EXP.</b>         | <b>Current Year</b> | <b>Previous Year</b> |
|---|---------------------|----------------------|
|   | <b>2015-16</b>      | <b>2014-15</b>       |
| <b>NON-PLAN</b>                                       |                     |                      |
| 1. House Keeping                                      | 968,678             | 918,906              |
| 2. Electricity  | 8,493,211           | 7,427,617            |
| 3. Annual Maintenance Contract                        | 120,222             | 128,088              |
| 4. Repairs & Maintenance of Office Equipments         | 390,696             | 340,454              |
| 5. MCD Property Taxes - New Campus                    | 807,707             | 807,707              |
| 6. Ground Rent  | 756,000             | 756,000              |
| 7. Postage  | 21,734              | 44,172               |
| 8. Telephone  | 537,819             | 616,631              |
| 9. Stationery   | 293,880             | 123,468              |
| 10. Printing  | 170,480             | 238,115              |
| 11. Petrol consumption on staff car & Maintenance     | 240,583             | 317,107              |
| 12. Petrol consumption on Diesel Gen. Set             | 20,088              | 12,813               |
| 13. Petrol/CNG consumption on Staff Bus & maintenance | 172,306             | 401,983              |
| 14. TA/DA   | 98,863              | 179,980              |
| Local Conveyance                                      | 5,693               | 4,073                |
| 15. Audit Fees  | 52,325              | 51,870               |
| 16. Security Charges                                  | 2,637,884           | 2,848,847            |
| 17. Uniform Expenses                                  | 122,698             | 121,940              |
| 18. Legal & Professional Charges                      | 339,424             | 379,211              |
| 19. Other Administrative expenses                     | 541,954             | 535,594              |
| 20. Expenditure on Library                            | 34,250              | 33,908               |
| 21. Exp. on Studies/Research/Projects-Ref.Sch-11 & 12 | -                   | -                    |
| 22. Advertisement                                     | 160,615             | 168,857              |
| 23. Salary to Daily Wages                             | 138,000             | 116,223              |
| 24. Hindi Day Expenses                                | 54,812              | 20,621               |
| 25. Advances/Asset written off                        | -                   | 15,978               |
| 26. Seminar exp.                                      | -                   | 13,425               |
| 27. GM Memorial lecture                               | -                   | 25,000               |
| 28. Swatch Bharat Abhiyan                             | -                   | 9,600                |
| 29. Penalty - Income tax                              | 4,690               | -                    |
| 30. Yoga day Expenses                                 | 3,825               | -                    |
| <b>Total</b>  | <b>17,188,437</b>   | <b>16,658,188</b>    |



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**SCHEDULE FORMING PART OF INCOME & EXPENDITURE**  
**ACCOUNT FOR THE YEAR ENDED ON 31-03-2016**

**EXPENDITURE (PROJECTS)**

**(Figures in Rupees)**

| <b>SCHEDULE 11 - ESTABLISHMENT EXPENSES</b>                    | <b>Current Year</b> | <b>Previous Year</b> |
|--|---------------------|----------------------|
|  | <b>2015-16</b>      | <b>2014-15</b>       |
| <b>(a) Salaries &amp; Wages</b>                                | 4,574,739           | 3,911,663            |
|  |                     |                      |
| <b>(b) Allowances &amp; Bonus</b>                              |                     |                      |
| Overtime Allowance   | -                   |                      |
| Bonus  | 12,000              |                      |
| <b>Total (b)</b>   |                     |                      |
|  |                     |                      |
| <b>(c) Contribution to Provident Fund</b>                      | 154,952             | 124,706              |
|  |                     |                      |
| <b>(d) Staff Welfare Expenses</b>                              | -                   |                      |
| <b>Total (d)</b>   | -                   |                      |
| -  |                     |                      |
| <b>(e) Exp on Employees Retirement &amp; Terminal Benefits</b> |                     |                      |
| <b>Total (e)</b>   | -                   |                      |
| -  |                     |                      |
| <b>Grand Total</b>   | <b>4,741,691</b>    | <b>4,036,369</b>     |



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**SCHEDULE FORMING PART OF INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31-03-2016**

**EXPENDITURE (PROJECTS)**

(Figures in Rupees)

| <b>SCHEDULE 12- OTHER ADMINISTRATIVE EXP</b>      | <b>Current Year</b> | <b>Previous Year</b> |
|---|---------------------|----------------------|
|   | <b>2015-16</b>      | <b>2014-15</b>       |
| <b>NTMIS &amp; PGDC</b>                           |                     |                      |
| 1. Repair & Maintenance                           | 71,933              | 95,760               |
| 2. Valedictory Function                           | 140,133             | 223,027              |
| 3. Telephone                                      | 131,191             | 15,453               |
| 4. Stationery, Printing & Postage                 | 322,226             | 126,835              |
| 5. Incidental cost                                | 595,610             | 755,977              |
| 6. TA/DA  | 5,305               | 7,203                |
| Local conveyance                                  | 8,330               | 22,809               |
| 7. Enrolment Fees                                 | 340,000             | 310,000              |
| 8. Misc. Exp.                                     | 773,120             | 671,046              |
| 9. Living Allowance                               | 16,743,657          | 20,745,791           |
| 10. Medical allowance                             | -                   | 124,524              |
| 11. Project Allowance                             | 353,490             | 416,793              |
| 12. Field Visit                                   | 2,481,232           | 3,031,391            |
| 13. Travel Exp.                                   | 468,829             | 258,646              |
| 14. Book allowance                                | 780,713             | 906,861              |
| 15. Accommodation charges *                       | -                   | -                    |
| 16. Electricity Charges - City Office             | -                   | -                    |
| 17. Rent of City Office -PGDC                     | -                   | -                    |
| <b>PLAN</b>                                       |                     |                      |
| 18. Upgradation of Library                        | 46,500              | 149,076              |
| 19. Research & Professional charges               | -                   | 172,400              |
| 20. Modernisation of IT                           | 444,701             | 576,088              |
| 21. Evaluation Week Jan 19-23' 2015               | -                   | 356,328              |
| 22. Horticulture work at IAMR                     | 705,833             | 605,612              |
| 23. Electrical & Civil Maintenance work at IAMR   | 443,504             | 1,109,223            |
| 24. Engineers Growth (Pilot Study NTMIS)          | -                   | -                    |
| 25. ATS MHRD                                      | -                   | -                    |
| 26. Factors impacting Non-Agriculture Emp. Growth | -                   | -                    |
| 27. Rural Non- Farm Employment                    | -                   | -                    |



|  |                   |                   |
|--|-------------------|-------------------|
| 28.Labour laws   | -                 | 10,000            |
| 29.Cluster Development - employment intensity                  | -                 | 506,138           |
| 30.Rent & Electricity Charges of City Office (Plan)            | -                 | 2,837,707         |
| 31.Emp.& Growth Prospects-Labor Intensity of Manf. Sectors     | -                 | 96,672            |
| 32.Human Resource req.in field of Disability                   | 14,000            | 89,861            |
| 33.Other Expenses  | 77,342            | -                 |
| <b>Expenditures on Other studies:</b>                          |                   |                   |
| 34.ILO Study   | -                 | -                 |
| 35.HDI-Dvt.of Indices for SC's ST's Sr.citizens                | -                 | -                 |
| 36.ADB in Meghalaya  | 251,445           | 698,216           |
| 37.Manpower Assessment for offices of LIC                      | 250               | 656,383           |
| 38.Training Needs Assessment Survey of Major Ports             | 28,000            | 482,772           |
| 39.Impact Assess. of KVK's on Diss. of imp.practices and Tech. | 394,782           | 767,887           |
| 40.M&E J&K- short term prog.                                   | 64,270            | 587,145           |
| 41.Assess.of future human req.in agriculture(NAIP)             | -                 | -                 |
| 42.UNICEF Seminar  | -                 | 28,582            |
| 43.UNESCO Seminar on TVET Policy                               | -                 | 78,150            |
| 44.Odisha Study  | 32,008            | -                 |
| 45.Veterinary Counsil TA/DA                                    | 81,555            | -                 |
| 46.NCCB-TA/DA  | 52,070            | -                 |
| 47.Strengthening Capability (Trg. & Monitoring)(2007-08)       | -                 | -                 |
| <b>Total</b>   | <b>25,852,029</b> | <b>37,520,356</b> |

\* Refer Note 2 of Schedule - 14.

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Plot No. 25, Sector A-7, Institutional Area, Narela, Delhi-110040

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED ON 31-03-2016**

(Figures in Rupees)

| RECEIPTS                                 | Current Year<br>2015-16 | Previous Year<br>2014-15 | PAYMENTS                                     | Current Year<br>2015-16 | Previous Year<br>2014-15 |
|--|-------------------------|--------------------------|--|-------------------------|--------------------------|
| <b>I. Opening Balance</b>                |                         |                          |  |                         |                          |
| <b>a) Bank Balances</b>                  |                         |                          | <b>I. Expenses</b>                           |                         |                          |
| (i) Savings Accounts                     | 34,030,148              | 15,202,222               | a) Establishment Expenses(Main)              | 96,130,978              | 86,697,997               |
| (ii) Fixed Deposits                      | 87,288,698              | 31,621,972               | b) Administrative Expenses(Main)             | 17,106,946              | 16,716,394               |
| <b>II. Grants Received</b>               |                         |                          | <b>II. Exp. on Projects/Research/studies</b> |                         |                          |
| a) Government of India - Non Plan        |                         |                          | a) Establishment Expenses                    | 4,741,691               | 4,036,369                |
| Non -Plan Grant Salary                   | 73,500,000              | 70,000,000               | b) Administrative Expenses                   | 25,852,029              | 37,520,356               |
| Non-Plan Grant - General                 | 15,000,000              | 15,000,000               |  |                         |                          |
| b) Government of India -Plan             | -                       | 42,385,000               | <b>III. Exp. on Fixed Assets</b>             | 1,535,437               | 1,035,012                |
| <b>III. Interest Received</b>            |                         |                          |  |                         |                          |
| a) On Bank Deposits                      | 7,235,665               | 4,051,911                | <b>IV. Loans &amp; Advances(Liab.)</b>       | 2,851,192               | 3,183,980                |
| b) On Staff Advances                     | 189,257                 | 88,891                   |  |                         |                          |
| <b>IV. Other Income</b>                  |                         |                          | <b>V. Loans &amp; Advances(Assets)</b>       | 20,983,392              | 2,600,981                |
| Instt. Fees/Project Fees etc.            | 25,631,155              | 60,562,152               |  |                         |                          |
| <b>V. Other Receipts</b>                 | 22,356,843              | 21,068,656               | <b>VI. Closing Balance</b>                   |                         |                          |
| <b>VI. Sale of Fixed Assets</b>          | -                       | 1,066,999                | <b>a) Bank Balances</b>                      |                         |                          |
| <b>VII. Loans &amp; Advances(Asset)</b>  | 954,815                 | 1,956,443                | (i) Savings Accounts                         | 26,053,845              | 34,030,148               |
| <b>VIII. Loans &amp; Advances(Liab.)</b> | 371,251                 | 10,105,689               | (ii) Fixed Deposit                           | 71,302,322              | 87,288,698               |
| <b>TOTAL</b>                             | <b>266,557,832</b>      | <b>273,109,935</b>       | <b>TOTAL</b>                                 | <b>266,557,832</b>      | <b>273,109,935</b>       |

Sd/-  
**Dr. YOGESH SURI**  
Director General  
NILERD

Sd/-  
**RAJESH KUMAR VYAS**  
Joint Director (Finance )  
NILERD

For Ajay K. Jain & Co.  
Chartered Accountants  
FR No. :007118N

Sd/-  
(CA. AJAY K. JAIN)  
FCA, Partner  
M. No. 085994

Place : Delhi  
Date: 25/09/2016



**NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH & DEVELOPMENT**  
**(Formerly INSTITUTE OF APPLIED MANPOWER RESEARCH)**  
**Plot No.25, Sector A-7, Institutional Area, Narela, Delhi-110040**

**SCHEDULE - 13: SIGNIFICANT ACCOUNTING POLICIES**  
**(FOR THE FINANCIAL YEAR 2015-16)**

**1. ACCOUNTING CONVENTION**

The financial statements are prepared on the basis of historical cost convention, unless otherwise stated and on the accrual method of accounting.

**2. FIXED ASSETS**

Fixed assets are shown at cost of acquisition (inclusive of inward freight, duties, taxes, incidental and direct expenses related to acquisition) less accumulated depreciation.

**3. DEPRECIATION**

Depreciation on Fixed Assets is charged on written down value method, based on the age of assets determined by the Institute. The effective rates of depreciation work out as follows: -

|       |  |     |      |                              |     |
|-------|--|-----|------|------------------------------|-----|
| (i)   | Building                                       | 2%  | (iv) | Motor cars, scooters & cycle | 20% |
| (ii)  | Furniture, fixture etc.                        | 10% | (v)  | Computers/Peripherals        | 15% |
| (iii) | Office, equipment, Air Conditioner, EPABX etc. | 15% | (vi) | Library books                | 20% |

Except on the Fixed Assets of new project NAIP, following rates are prescribed by them:-

|      |   |       |       |   |       |
|------|---|-------|-------|---|-------|
| (i)  | Building, roads, bridges, Sewerage & drainage   | 1.63% | (iii) | Vehicles & vessels  | 9.50% |
| (ii) | Electrical installation & Equipments, Plant & Machinery, Laboratory apparatus and scientific Equipment, library books | 4.75% | (iv)  | Furniture & fixtures  | 6.33% |
|      |   |       | (v)   | Office equipments, computers peripherals / accessories, Audio Visual Equipment, farm & field equipments | 4.75% |

**4. REVENUE RECOGNITION**

- In Case of receipt of advances towards projects, 75% of advances to be recognized as income on receipt basis and the balance 25% are booked on completion of Project.
- Tuition Fee & Accommodation Charges from M.E.A. booked as income on completion of project.

**5. GOVERNMENT GRANTS/SUBSIDIES**

Government grants/subsidies are accounted for in Books of Account normally on Receipt basis.



**6. APPORTIONMENT OF OVERHEAD COST TO PROJECTS**

Accommodation charges per participant per day are charged by crediting Accommodation Charges – Main Grant A/c and debiting PGDC Project Income A/c.

**7. RETIREMENT BENEFITS TO STAFF**

Liability towards gratuity payable on death/retirement of employees is accrued, based on the actuarial valuation. Provision for accumulated leave encashment benefits for the employees is also accrued, based on the actuarial value.

**8. PROJECT ACCOUNTING**

In case of specific projects/studies, receipts & expenses are transferred to income & expenditure account on completion of projects.





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**Plot No.25, Sector A-7, Institutional Area, Narela, Delhi-110040**

**SCHEDULE - 14:    NOTES ON ACCOUNTS AND CONTINGENT LIABILITIES  
FORMING PART OF FINAL ACCOUNTS (2015-16)**

1. Corpus Fund includes the sales proceeds, Rs.24,46,956.00 of Building at I.P. Estate already transferred directly to this Corpus Fund A/c during the Financial Year 2006-2007 instead of reducing the value of Building by the Institute since final formalities relating to it's transfer/sale have not been completed as yet, the cost of Building, under-question, appearing in the Assets side of Balance Sheet in Schedule-3 shall be adjusted after the completion of necessary formalities.
2. A sum of Rs. 1,09,32,000/- (previous year Rs.1,48,49,300/-) have been debited to E & T – programme Income during the year on account of accommodation charges, calculated @ Rs. 600.00 per participant per day by crediting to Accommodation Charges-Main Grant A/c. Accordingly, the same adjustment have no impact on the surplus/deficit of the Institute.
3. As per Circular No. LEM17/10/2002-MP from Planning Commission, 15% of Consultancy receipts (other than Non Plan Grant from Planning Commission and Grant from Ministry of HRD/NTMIS) were to be transferred to Corpus Fund.  
In current year an amount of Rs.4,49,472/- of total Receipts from Projects (previous year Rs. 9,42,678/-) transferred to Corpus Fund .Additional savings after meeting present & future cost could not be ascertainable.
4. The Institute bid for the sub-project “Skill Gap Analysis and Monitoring & Evaluation” under the project “Supporting Human Capital Development in Meghalaya” financed by Asian Development Bank. The project is expected to enhance the employability of Meghalaya’s youth by improving the quality, delivery and access the secondary and higher secondary school education and facilitating outcome oriented and vocational skill training in the state. The period of project is for five years. The Institute signed the agreement on 27<sup>th</sup> June’2014 with Govt. of Meghalaya. As per the agreement, the project has been initiated by faculty members of the Institute and the teams have visited Meghalaya for gathering secondary data and pre-testing of field tools. In this connection an expenditure of Rs. 6,98,216/- has been incurred in 2014-15 towards TA/DA of faculties of the Institute subject to reimbursement of amount from Meghalaya Government on submitting of invoices for actual expenditures for the fin. Year 2014-15. No reimbursement was received in current financial year from Meghalaya Govt. towards ADB Project. The amount was paid by the NILERD from its own savings.



5. Plan Grant received from Planning Commission during the Financial Year 2004-05, 2011-12, 2013-14 and 2014-15 has not been utilized so far to the extent of Rs. 3,34,01,631.00 as shown under the head "Other Current Liabilities" Schedule-2 in Balance Sheet, as detailed below:

|   |             |
|---|-------------|
| Opening Balance of Unspent Plant Grant as on 01-04-2015 | 5,60,31,915 |
| Less:   |             |
| Net Advance to CPWD                                     | 26,88,213   |
| Advance to CPWD   | 1,66,74,754 |
| Revenue Expenses  | 17,31,880   |
| Fixed Assets Addition                                   | 15,35,437   |
| Closing Balance of Unspent Plant Grant as on 31-03-2016 | 3,34,01,631 |

The Balance of Grant-in-aid for 2011-12, 2013-14 & 2014-15 will be utilized for purpose of study and committed expenditure as per sanction.

6. The following amounts are receivable from Sponsors as on 31/03/2016.

| S. No. | Name of Project     | Amount      | Year   | S. No. | Name of project   | Amount             | Year    |
|--------|---------------------|-------------|--|--------|-------------------|--------------------|---------|
| 1      | State Dev. Report   | 7,230       | 2005-06  | 8      | IDERA Study       | 24,750             | 2005-06 |
| 2      | Youth Study         | 68,500      | 2005-06  | 9      | Gurgaon Study     | 3,25,000           | 2005-06 |
| 3      | HDI-SC & Emp. Study | 2,91,255    | 2014-15  | 10     | Labour Stats.     | 32,000             | 2005-06 |
| 4      | MEA (PGDC)          | 2,61,18,968 | 2011-12,<br>12-13,<br>2013-14,<br>2014-15<br>& 2015-16 |        |                   |                    |         |
|        |                     |             |  | 11     | Educational Index | 2,40,000           | 2005-06 |
| 5      | WHO                 | 32,000      | 2005-06  | 12     | NCB               | 31,700             | 2005-06 |
| 6      | Workshop            | 2,90,000    | 2005-06  | 13     | Krishna Distt.    | 43,800             | 2005-06 |
| 7      | HRD-AICTE (NTMIS)   | 64,25,582   | 2010-11  | 14     | Oxford university | 46,800             | 2015-16 |
|        |                     |             |  | 15     | Director NIT      | 17,47,231          | 2015-16 |
|        |                     |             |  |        | <b>TOTAL</b>      | <b>3,57,24,816</b> |         |

The total amount of Rs. 10,94,980/- outstanding of year 2005-06 seems to be doubtful for its recovery.

7. (i) Following amounts, appearing as Advance on Capital A/c, are still pending, and same has not been adjusted yet:

| S.No | Particulars                                | Amount (Rs.) | Year    |
|------|--|--------------|---------|
| 1    | CPWD for Campus Construction               | 32,30,614    | 2003-04 |
| 2    | Ex.Engineer North DDA for Sewer connection | 26,82,759    | 2004-05 |
| 3    | Executive Director (DAD), CPWD             | 36,52,311    | 2011-12 |
| 4    | NIC Computers                              | 22,065       | 2004-05 |
| 5    | Ex.Engineer (E), CPWD                      | 26,88,213    | 2015-16 |
| 6    | Ex.Engineer (C), CPWD                      | 1,66,74,754  | 2015-16 |

- (ii) Advances to staff and corporate as detailed below have been outstanding since a Considerable period has not been adjusted in the books of accounts till date:
- |   |                 |
|---|-----------------|
| (a) Dr. K.S.Rao                                       | Rs.30,000/-     |
| (b) Dr. Indu Shekhar                                  | Rs.15,000/-     |
| (c) Institute of Development<br>Alternatives, Chennai | Rs. 18,23,300/- |
8. Provision of Unadjusted Advances carried forward have been provided & adjusted advances & other amount recoverable in cash or in kind or for value to be received as applicable in schedule -4A of Balance Sheet.
9. In the opinion of the Institute, current assets, loans and advances of the Institute have a realizable value to the extent shown in the Books of Account and the provisions made for all known liabilities are adequate.
10. (i) Balances outstanding at the year-end are subject to confirmation & reconciliation.
- (ii) Fixed Assets as per schedule – 3 of Balance Sheet are subject to reconciliation with Fixed Assets Register and needs periodical verification at reasonable intervals.
11. Previous years' figures have been regrouped/rearranged/ recasted, wherever considered necessary to make them comparable with those of current years' figures.
12. Schedule 1 to 14 are annexed to and form an integral part of the Balance Sheet as on 31.03.2016 and the Income and Expenditure Account for the year ended on the date.



**For Ajay K. Jain & Co.**  
**Chartered Accountants**  
**FR No. :007118N**

**Sd/-**  
**RAJESH KUMAR VYAS**  
**Joint Director (Finance )**  
**NILERD**

**Sd/-**  
**Dr.YOGESH SURI**  
**Director General**  
**NILERD**

**Sd/-**  
**(CA.AJAY K. JAIN)**  
**FCA, Partner**  
**M. No. 085994**

**Place : Delhi**  
**Date: 25/09/2016**

**NATIONAL INSTITUTE OF  
LABOUR ECONOMICS RESEARCH AND DEVELOPMENT**

**A-7, Narela Institutional Area, Delhi-110040**

**Tel.: +91-11-27787215/6/7 Fax: +91-11-27783467**

**Website: <http://iamrindia.gov.in>**