



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

30/11

30/11

CAPE.S.

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11/11/09

1403/09
30-11-09

No.E1-2334/2009/CAPE/3154

21.11.2009

CIRCULAR No- 31/2009

It has come to the notice of the under signed that the Principals/Medical Director are making appointments without obtaining prior sanction from the Director CAPE. This is against the existing rules in force in CAPE and is highly irregular. In some cases, appointments can be made after obtaining sanction from the Director according to the urgency. But it is noticed that the Principals/ Head of the Institution are not obtaining prior sanction from the Director and making appointments on a contract / Adhoc basis at their own discretion. This is a healthy practice and has to be stopped forthwith. Since the Director is the Appointing Authority of all kinds of appointments, Head of the Institution are directed not to make any appointments without prior permission of the Director CAPE. Any such cases noticed hereafter, will be viewed seriously.

Please ensure that the above instructions are strictly carried out. In any circumstances, appointments are to be made urgently. Head of Institutions can appraise the position to the Director and detailed permission. In such cases, the list and Bio data of the persons to be appointed may be submitted to this office for approval.

The contents of the above circular should be circulated among all officers under your control and ensure that appointments are done only with prior permission from the Director CAPE. The reports of the circular may be acknowledged.

[Handwritten signature]
DIRECTOR.

To,

1. All Head of Institutions.
2. FAO, CAPE
3. IAO, ACO, CAPE
4. AA, All section CAPE office.