



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION
(Established by the Government of Kerala)

C E T P U N N A P R A
Invoiced No. 2742/16
Date 18/10/16

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Dated: 07.10.2016

CIRCULAR

*Sub: CAPE- Estt- Head of Institutions- NOC for foreign travel-
Instruction - reg*

It has come to the notice of the undersigned that regular employees working under CAPE have requested NOC for going abroad in various purpose such as joining spouse, presentation of papers, etc. and leaving the station without obtaining permission from undersigned. This is against the existing rules in force and is highly irregular.

In the circumstances the head of institutions are hereby directed not to permit the incumbents for leaving the station without obtain sanction from CAPE/Govt. Any such cases noticed hereafter, will be viewed seriously.

The contents of the above circular should be circulated among all officers under your control.

R.S. Sharma
27/10/2016

DIRECTOR

To

1. The Principals of all Engineering Colleges under CAPE
2. The Director-in-charge, IMT, Punnapra.
3. The Director-in-charge, KIMB, Punnapra.
4. S/F.

W
12/10/16