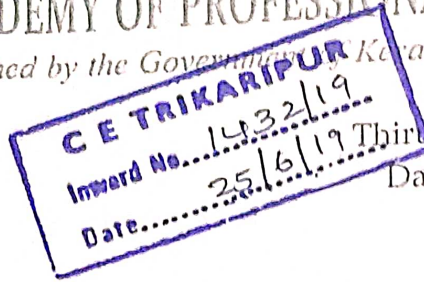




# CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

E3-3603/2018/CAPE/1250



To

All Head of Institutions under CAPE

Sir/Madam,

*Sub: CAPE – Estt - Instructions for recommending the representations of employees – Reg.*

Kind attention is invited to the above subject.

It has come to the notice of the undersigned that all the Head of Institutions are merely forwarding the representations received from the Employees as such, without verifying the genuinity of facts contained in their representation. This course of action of Head of Institutions amounts the workload in CAPE Head Office as the pros and corn of each representation has to be examined with the minimum information available. As a result, the administration gets delayed with unnecessary communications and unwanted expenses, to a certain extent.

In order to avoid time lag in the administration, you are directed to verify the genuineness of each representation received from Employees with the support of standing Orders/Instructions and existing Service Rules of CAPE/Govt and forward to CAPE with due recommendation, if the representation could not be disposed of at your end.

For strict compliance

Yours faithfully,

*a.s. [Signature]*  
DIRECTOR

Copy to

1. E1/E2/E3/E4 - sections, CAPE
2. JS1/JS2 CAPE
3. OC/SF

*[Handwritten signature]*  
*24/06/19*