

**Extract of the Minutes of the 43rd meeting of the Governing Body of the
Kerala State Centre for Advanced Printing & Training (C-apt)
(03:30 p.m. on 19th July 2024)**

Item No.GB 43/24/4 To consider and approve the Budget of the Centre for
the year 2024-25

The Governing Body approved the Budget of the Centre for
the year 2024-25.

Sd/-
Dr. R. Bindu
Chairman, C-apt

Sd/-
Dr. P. Suresh kumar
Managing Director, C-apt

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Item No.GB 43/24/5 **To consider and approve the audited statement of accounts of the Centre for the year 2022-23**

The Governing Body approved the audited statement of the accounts of the Centre for the year 2022-23. The GB further accorded sanction for the following, based on the observation in the Audit Report

- a. To write-off the bank balance amounting to Rs. 5603.80/-, related to bank account of Sub Centre Kollam, since the said account was closed on 30.06.2012.
- b. To write-off the assets and liabilities of defunct Sub Centres which were closed 15 years prior, after obtaining appropriate recommendations from the Internal Auditors of the Centre in this regard.

Sd/-
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Item No.GB 43/24/6 To accord sanction to entrust the Internal and Statutory Audit Work of the Centre for the financial year 2024-25 - reg

The Governing Body accorded sanction to entrust the Internal and Statutory Audit Work of the Centre for the financial year 2024-25 with M/s. J Singh and Associates, Chartered Accountants and M/s. Sekhar & Jayanthi, Chartered Accountants respectively as Open Competition Process has been adopted.

Since, the Auditors has been selected through Open Competition, they may be engaged for a period of 3 years after which the Centre may take steps to the extent possible, to engage a new Auditor for the period thereafter.

Sd/-
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Item No.GB 43/24/7 **To ratify the action of the Centre in effecting the DA enhancement to the employees of the Centre from the salary of April 2024 onwards, as per GO(P) No.17/2024/Fin dated 12.03.24 & G.O. (P) No. 16/2024/FIN dated 11.03.2024 - reg**

The Governing body ratified the action of the Centre in implementing the salary DA enhancement as per GO(P) No.17/2024/Fin dated 12.03.24& G.O. (P) No. 16/2024/FIN dated 11.03.2024, to the employees of the Centre from April 2024 onwards, with prior approval of the Hon'ble Minister for Higher Education and Chairman of the Centre.

Sd/-
Dr. R. Bindu
Chairman, C-apt

Sd/-
Dr. P. Suresh kumar
Managing Director, C-apt

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Item No.GB 43/24/8 To ratify the action of the Centre in renewing the Group Medical Insurance Scheme in the Centre for the year 2024-2025

The Governing Body ratified the action of the Centre in renewing the Group Medical Insurance for the period 2024-2025 w.e.f. 11.06.2024, for a period of one year after finalizing the tender procedures (E-tender) by limiting the Management contribution below Rs. 10 lakhs.

Sd/-
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Sd/-
Dr. P. Suresh kumar
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**Item No.GB 43/24/9 To accord sanction for the Purchase of one no. of
Single Colour Web Offset Printing Machine**

The Governing Body accorded sanction to purchase one no. of Single Colour Web Offset Printing Machine at a total cost of Rs. 60 lakhs from M/s Naph Graphics, Noida, based on the recommendation of the Tender Evaluation Committee constituted by the Government.

Sd/-
Dr. R. Bindu
Chairman, C-apt

Sd/-
Dr. P. Suresh kumar
Managing Director, C-apt

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Item No.GB 43/24/10 Implementation of Staff Pattern/Promotion Policy in the Centre based on Government Order - reg

The Governing Body observed that since the proposal for Staff Pattern, Promotion Policy, Delegation of Powers, Service Rules etc has been forwarded to Government for approval, based on the decision of the 56th meeting of the EC held on 20.10.2020 and 40th meeting of the GB held on 28.01.2021 and also taking into account of the subsequent approval of the Government vide G.O.(MS) No. 351/2024/HEDN dated 06.06.2024 and the same is effected from the date of issue of the G.O., no further approval of the Governing Body in this matter is required.

In addition to this, the Managing Director, C-apt has submitted certain errors noticed in the approved Staff Pattern/Promotion Policy forwarded by the Government as detailed below:

Designation	Existing Scale of Pay (in Rs.)	Santioned Scale as per Govt. Order (in Rs.)	Correction recommended
Asst. Manager (Training)	30700-65400	30700-65400	Post is included in the Staff Pattern, but not included in the G.O. (Special Rules).
Asst. Training Officer (Computer)	26500-56700	26500-56700 & Rs. 27800-59400	Scale of pay in Staff Pattern in given as Rs. 26500-56700 but in the G.O. (Special Rules) it is Rs. 27800-59400.
UD Store Keeper & LD Store Keeper	22200-48000 18000-41500	22200-48000 18000-41500	The actual staff strength as per 1:1 ratio should have been 2 each. But, in the G.O., it is mentioned as 4 each.
Trade Instructor	18000-41500	26500-56700	The actual equivalent scale as per Govt. Pay Revision Order is Rs. 18000-41500, but in the G.O., it is mentioned as Rs. 26500-56700.
Office Assisant Grade II	16500-35700	17000-37500	The Scale in G.O. (Staff Pattern) is given as Rs. 17000-37500. But the actual scale is Rs. 16500-35700

The Governing Body directed the Managing Director to forward the details to Government for rectification of errors as mentioned above. The GB also directed to maintain the Pay Scale existed prior to the issue of the G.O. of Staff Pattern/Promotion Policy for the above mentioned posts where errors has occurred in Pay Scale, since the said G.O. has specifically barred the upgradation of Pay Scales.

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Item No.GB 43/24/12 Constitution of Anomaly Committee for rectifying the anomalies in the report of Staff Pattern/Promotion Policy approved by the Government

The Governing Body considered the proposal submitted for constituting Anomaly Rectification Committee for examining the grievances raised by the employees of the Centre with regard to the Staff Pattern/Promotion Policy approved by the Government as per G.O.(MS) No. 351/2024/HEDN dated 06.06.2024. The Governing Body discussed the matter in detail and decided to constitute an Anomaly Rectification Committee with the following persons as Members.

1. Sri. Veeran T., Superintendent of Govt. Presses,
Govt. of Kerala
2. Sri. C. Dinachandran., Principal (Rtd.),
Institute of Printing Technology, Shornur
3. Sri. V. Vincent, Accounts Officer, IHRD

The Governing Body opined that the Anomaly Rectification Committee should submit its report within one month from the date of its constitution to the Managing Director, C-apt for forwarding the same to the Government.

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Item No.GB 43/24/13 Formulate General Transfer Norms in the Centre, in view of the approval of Staff Pattern/Promotion Policy by the Government

The Governing Body examined the agenda for the guidelines of General Transfer Norms in the Centre in detail. The GB recommended that the completion of service in a station for eligibility for General Transfer may be modified from 2 years as suggested by the Centre to 3 years in all cases except for those employees who have only 2 years to retire. The GB approved the General Transfer Norms of the Centre with the amendment as suggested.

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Item No.GB 43/24/14 **To approve the proposal of implementation of guidelines for the refund of the Caution Deposit collected from students of various training courses conducted by C-apt.**

The Governing Body examined the agenda in detail and approved the guidelines for refund of Caution Deposit collected from the students of various training courses conducted by C-apt.

Sd/-
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Chairman, C-apt

Sd/-
Dr. P. Suresh kumar
Managing Director, C-apt

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Item No.GB 43/24/15 Formulate norms for the transfer of unclaimed EMD / Security Deposit collected from vendors to the account of the Centre

The Governing Body examined the agenda in detail and approved the proposed norms for the transfer of unclaimed EMD / Security Deposit collected from vendors to the account of the Centre.

Sd/-
Dr. R. Bindu
Chairman, C-apt

Sd/-
Dr. P. Suresh kumar
Managing Director, C-apt

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Item No.GB 43/24/16 Recommendation of Auditors from Accountant General – Including One member in the Internal Compliance Committee from amongst non-governmental organisation

The Governing Body examined the agenda in detail and accorded permissive sanction for the following:

1. To include a member in the Internal Complaints Committee (ICC) of Head Office Complex and each Sub Centres of C-apt from amongst non-governmental organizations or associations.
2. To Fix a Sitting Fee of Rs. 1500/- per sitting to the Member who is included from amongst non-governmental organizations or associations in the Internal Complaints Committee (ICC) of Head Office Complex and each Sub Centres of C-apt

Sd/-
Dr. R. Bindu
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Sd/-
Dr. P. Suresh kumar
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Item No.GB 43/24/17 To accord Administrative Sanction for the commencement of One Year Diploma in Packaging Technology Course in the Centre

The Governing Body examined the agenda in detail and accorded sanction for the commencement of One Year Diploma in Packaging Technology Course at C-apt, Thiruvananthapuram and also approved the Fee Structure of the Course.

Sd/-
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Sd/-
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Item No.GB 43/24/18 **Disciplinary action initiated against Sri. Lukkumannual Haqueem A, Helper of the centre at the time of his deputation at KSBC, based on the decision of EC-Request for waiving the disciplinary action - reg**

The Governing body discussed the matter in detail and authorized the Chairman, Governing Body to take appropriate decision on the matter, based on the legal opinion obtained from the Standing Counsel of C-apt.

Sd/-
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Additional Item No.GB 43/24/ADL1

To accord sanction to engage Students as Apprenticeship Trainees who had completed One year KGTE Printing Technology Courses at Govt. Central Polytechnic College, Thiruvananthapuram and Asst. Offset Printing Operator Course conducted in VHSE, apart from the successful students who had completed One year KGTE Printing Technology Courses in C-apt

The Governing Body examined the Agenda in detail and accorded sanction to engage Students as Apprenticeship Trainees who had completed One year KGTE Printing Technology Courses at Govt. Central Polytechnic College, Thiruvananthapuram and Asst. Offset Printing Operator Course conducted in VHSE, apart from the successful students who had completed One year KGTE Printing Technology Courses in C-apt

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