

**Extract of the Minutes of the 59th meeting of the
Executive Committee of the Kerala State Centre for Advanced
Printing and Training (C-apt)
(11.00 a.m. on 30th October 2023)**

Item No.EC 59/23/4

To ratify the action of the Centre in permitting 12 employees to re-join in the Service of the Centre who were on unauthorized absence based on the direction of Government and also accord sanction to terminate 3 employees from the Service of the Centre - req

The Executive Committee accorded sanction to terminate Sri. Jabbar .K.A, Reprographic Assistant, Sri. Rajesh.V.T, Helper & Smt. Soniya .P, Computer Operator from the Service of the Centre by observing procedural formalities.

The Executive Committee further ratified the action taken by the Centre in permitting 12 employees to re-join in the Centre based on their request and direction of the Government.

Sd/-
Smt. Ishita Roy I.A.S.
Chairman, EC, C-apt

Sd/-
Dr. P. Suresh Kumar
MD, C-apt

**Extract of the Minutes of the 59th meeting of the
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(11.00 a.m. on 30th October 2023)**

Item No.EC 59/23/5

**Unauthorized absentees - beyond Five years-action
to be taken**

The Executive Committee decided to initiate disciplinary action against Sri. Asok Kumar M.S, DTP Operator by terminating him from the Service of the Centre by observing procedural formalities.

Sd/-
Smt. Ishita Roy I.A.S.
Chairman, EC, C-apt

Sd/-
Dr. P. Suresh Kumar
MD, C-apt

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Item No.EC 59/23/6

**Disciplinary action to be initiated against Sri. Antony
Joshua, Security Guard of the Centre for his un
authorized absence of duty in the Centre**

The Executive Committee decided to initiate disciplinary action against Sri. Antony Joshua, Security Guard by terminating him from the Service of the Centre by observing procedural formalities.

Sd/-
Smt. Ishita Roy I.A.S.
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Sd/-
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MD, C-apt

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Item No.EC 59/23/7

**Sri. Rajesh Kumar.R, DTP Operator - Unauthorized
absents - beyond Five years- re-joined the Centre as
per Govt. Direction action to be ratified**

The Executive Committee ratified the action of the Centre in permitting Sri. Rajesh Kumar R., DTPO, unauthorized absentee to rejoin in the Service of the Centre.

Sd/-
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Item No.EC 59/23/8

**To ratify the action of the Centre in Issuing NOC to
the employees of the Centre for deputation to other
institutions**

The Executive committee ratified the action taken by the Centre in issuing No Objection Certificate to 52 employees of the Centre for deputation to other institutions, based on the direction of the Chairman of the Centre.

The Executive Committee further directed the Centre not to fill the vacancy of those employees who are getting appointment on deputation basis on other institutions.

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Item No.EC 59/23/9

**To ratify the action of the Managing Director in
renewing the Group Medical Insurance Scheme in the
Centre for the year 2023-2024**

The Executive committee ratified the action of the Centre in renewing the Group Medical Insurance for the period 2023-2024 for a period of one year after finalizing the tender procedures (E-tender) by limiting the Management contribution to Rs. 10 lakhs.

Sd/-
Smt. Ishita Roy I.A.S.
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Item No.EC 59/23/10

**To finalise the nominal fee for the Internship / Project
work of BBA/MBA/M.com Students - req**

The Executive Committee decided the following:

1. To fix nominal fee of Rs. 1500/- per student for the Internship/Project work of students for a period upto 30 days who are seeking the Centre with the permission from the concerned College authorities.
2. To fix nominal fee of Rs. 3000/- per student for the Internship/Project work of students for a period of above 30 days upto a maximum of 60 days who are seeking the Centre with the permission from the concerned College authorities.

Sd/-
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Item No.EC 59/23/11

**To consider and approve extending of contract of
Technical Consultant for conducting Training
Courses in the field of Animation, Information
Technology and Multimedia under C-apt Multimedia
Academy**

The Executive Committee accorded sanction to extend the service of M/s. Xtream Multimedia Technical Services (P) Ltd., Thiruvananthapuram as Technical Consultant for a further period of 2 years from 07.12.2023 with the existing Terms and Conditions.

Sd/-
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Item No.EC 59/23/12

**To consider and approve starting of new Training
Courses under C- apt Multimedia Academy**

The Executive Committee approved sanction to conduct new 3 training courses under C-apt Multimedia Academy and also approved the modification suggested for Diploma in Airport Operations & Hospitality.

Sd/-
Smt. Ishita Roy I.A.S.
Chairman, EC, C-apt

Sd/-
Dr. P. Suresh Kumar
MD, C-apt

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Item No.EC/59/23/13

To accord sanction for engaging Five students each from C-APT Sub Centre Ernakulam and Sub Centre Kozhikode who had passed KGTE Printing Technology / One Year Certificate in Offset Printing Technology Examination conducted by Joint Controller of Technical Examinations, Govt. of Kerala for Apprenticeship Training in respective C-APT Sub Centres at Ernakulam / Kozhikode for a period of One year with monthly stipend of Rs.5000/- based on attendance and as per the existing terms and conditions

The Executive Committee accorded sanction for engaging Five students each from C-APT Sub Centre Ernakulam & Sub Centre Kozhikode who had passed KGTE Printing Technology / One Year Certificate in Offset Printing Technology Examination conducted by Joint Controller of Technical Examinations, Govt. of Kerala, for Apprenticeship Training in respective C-APT Sub Centres at Ernakulam and Kozhikode as per the prevailing terms and conditions in addition to the existing Apprenticeship Training for 25 students at C-APT, Head Office Complex, Vattiyoorkavu, Thiruvananthapuram-13.

Sd/-
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Item No.EC 59/23/14

Starting of new Sub-Centre at Tanur, Malappuram district

The Executive Committee accorded sanction to proceed with the establishment of a new Sub Centre in Tanur Constituency, Malappuram District without any financial commitment on the part of the Centre for a period of one year from the date of formal orders for the establishment of the Centre.

The EC further directed that only existing employees of the Centre shall be redeployed for the proposed Sub Centre in Tanur Constituency, Malappuram District.

Sd/-
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Item No.EC 59/23/15

**To approve the monthly rent of Rs. 12000/- for the
building occupied by the Managing Director of the
Centre w.e.f. 01.06.2023 onwards**

The Executive Committee approved the monthly rent of Rs. 12,000/- for the building occupied by the Managing Director on rental basis w.e.f. 01.06.2023 onwards.

Sd/-
Smt. Ishita Roy I.A.S.
Chairman, EC, C-apt

Sd/-
Dr. P. Suresh Kumar
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Item No.EC 59/23/16

**Promotion to the post of Public Relations Officer -
Providing appropriate direction – req**

The Executive Committee discussed the matter in detail. The representative of Finance Department observed that since the Centre's proposal for Staff Pattern & Promotion Policy is under the purview of the Government and as the proposal involves modification and amendment, it may not be considered at this stage.

However, the Executive Committee took a considerate view of the proposal and decided as detailed below:

The request of the employee holding the post of Public Relations Officer for promotion is to be examined by the Managing Director, C-apt and after that the same shall be forwarded by him to Government as part of anomaly after the approval of Staff Pattern & Promotion Policy by the Government.

Sd/-
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Chairman, EC, C-apt

Sd/-
Dr. P. Suresh Kumar
MD, C-apt

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Item No.EC 59/23/17

**To give direction in the matter of disbursement of
Pending Salaries / Pay Revision arrears and DA
Arrears to the Employees/ Retired Employees of the
Centre**

The Executive Committee decided that the disbursement of Pay Revision Arrears / Pending Salaries / DA arrears to the present and retired employees of the Centre may only be considered as and when the financial position of the Centre improves.

Sd/-
Smt. Ishita Roy I.A.S.
Chairman, EC, C-apt

Sd/-
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Item No.EC 59/23/18

**To accord sanction to release the Advocate Fees in
various cases exceeding the limit of
Rs. 15,000/- to the Standing Counsel, on the basis of
the decision of the 39th meeting of the Governing
Body - reg**

The Executive Committee decided that Advocate Fees in various cases may be fixed at Rs. 15,000/- per case.

Sd/-
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Item No.EC 59/23/19

**To ratify the release of payment effected exceeding
the ceiling limit to M/s B S Krishnan Associates,
Standing Counsel of the Centre for engaging Senior
Advocate as a special case - req**

The Executive Committee decided that the action of the Managing Director in releasing the balance amount of Rs. 20,000/- to the Standing Counsel for engaging the Senior Advocate to appear before the Hon'ble High Court for obtaining favourable directions, as a special case may be verified and a detailed report may be presented before the next meeting of Executive Committee for further decision.

Sd/-
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Chairman, EC, C-apt

Sd/-
Dr. P. Suresh Kumar
MD, C-apt

**Extract of the Minutes of the 59th meeting of the
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Item No.EC 59/23/20

To ratify the action of the Centre in extending the services of M/s. J. Singh and Associates, Chartered Accountants and M/s. Sekhar & Jayanthi, Chartered Accountants for the Internal and Statutory Audit work of the Centre for the year 2022-23 and also accord sanction to extend the service of existing Internal Auditors and Statutory Auditors for the centre for the financial year 2023-2024 also - reg

The Executive Committee ratified the action of the Centre in extending the services of M/s. J. Singh and Associates, Chartered Accountants and M/s. Sekhar & Jayanthi, Chartered Accountants for the Internal and Statutory Audit work of the Centre for one year 2022-23 and also decided to extend the service of existing Internal Auditors and Statutory Auditors for the centre for the financial year 2023-2024 also with the existing terms and conditions.

Sd/-
Smt. Ishita Roy I.A.S.
Chairman, EC, C-apt

Sd/-
Dr. P. Suresh Kumar
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Item No.EC 59/23/21

**Approval of Budget Estimate of the Centre for the
financial year 2023-24 - reg**

The Executive Committee approved the Budget Estimate of the Centre for the financial year 2023-24.

Sd/-
Smt. Ishita Roy I.A.S.
Chairman, EC, C-apt

Sd/-
Dr. P. Suresh Kumar
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(11.00 a.m. on 30th October 2023)**

Item No.EC 59/23/22

**Approval of the audited statement of accounts of the
Centre for the year 2020-21 & 2021-22**

The Executive Committee noted the audited statement of accounts of the Centre for the year 2020-21 & 2021-22 and opined that detailed audited statement should be submitted for approval.

Sd/-
Smt. Ishita Roy I.A.S.
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Item No.EC 59/23/ADL1

**To accord sanction for the purchase of a Vehicle for
the use of the Centre**

The Executive Committee accorded sanction to purchase a Mahindra Bolero SUV Manual Two Wheel Drive Vehicle from M/s Mahindra & Mahindra Utility Vehicles under GeM at a total cost of Rs. 8,92,542/- subject to prior approval of the Government.

Sd/-
Smt. Ishita Roy I.A.S.
Chairman, EC, C-apt

Sd/-
Dr. P. Suresh Kumar
MD, C-apt