



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No: E1-2334/2008/CAPE/2238

CIRCULAR No: 20/2009

Dt 25.08.2009

College of Engineering
Kidangoor
..... 8/9.2009
Inward No: 2188

Sub: CAPE- Estt- Issue of Service Books to employees who left CAPE-Service-Reg

It has been noticed that most of the employees leaving CAPE service are requesting to give their Service Books for service benefits under their present employer. Therefore, it has been decided to review the earlier decision that the Service Book should be kept in the concerned Institutions for audit purpose.

All the Principals are permitted to issue Service Book of an employee who left CAPE service through proper channel and also by safe method, provided that a request from their present employer is received. Personal requests shall not be entertained. The Principals are also requested to keep attested copies of all service details in respect of such employees in their personal file for audit purpose.

To

1. All Principals of Engg. Colleges under CAPE
2. Medical Director, CMC Kochi.
3. S.F


DIRECTOR.