

**Extract of the Minutes of the 41st meeting of the Governing Body
of the Kerala State Centre for Advanced Printing & Training (C-apt)
Layam Hall, Secretariat Annexe II
(03.00 p.m. on 11th January 2023)**

Item No.GB 41/23/1 **Welcome Note**

The Governing Body meeting commenced at 03.00 p.m. with Dr. R. Bindu, Hon'ble Minister for Higher Education as the Chairman. The Chairman welcomed the members of the meeting of the Governing Body.

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

Sd/-
Smt. Ishita Roy IAS
Vice Chairman, C-apt

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

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Item No.GB 41/23/2 **Confirmation of the Minutes of 40th meeting of the
Governing Body**

The Governing Body approved the minutes of the 40th meeting of the Governing Body held on January 28, 2021.

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

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**Item No.GB 41/23/3 Action taken Report of the 40th meeting of the
Governing Body**

The Governing Body approved the Action Taken Report of the 40th meeting of the Governing Body.

The Governing Body noted the decision of the 40th meeting of the Governing Body as per Agenda Item No. GB/40/21/16 viz., "*authorize the Managing Director of the Centre to permanently transfer the employees from the Sub Centres which are functioning in loss to the Head Office Complex for executing lottery and other printing work as and when required and pass appropriate orders in this regard*".

The Governing Body noted that several complaints has been received from employees who were transferred from the Sub Centre to Head Office Complex, requesting for transfer to the Sub Centres from which they were transferred. Considering all aspects of the matter, the Governing Body took the following decisions for the transfer of employees who were transferred from Sub Centres for lottery work till Staff Pattern and Promotion Policy is implemented in the Centre.

- a. Transfer may be given to those employees who have completed two years of Service in Head Office Complex, subject to the condition that, proper replacement is provided from the respective Sub Centre from which they have to be transferred. Preference shall be given to those employees who have less than 2 years for retirement from the service of the Centre.
- b. To retain the employees who were transferred from Sub Centres in the Head Office Complex itself, if their post is found unnecessary in the concerned Sub Centres.

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**Item No.GB 41/23/4 Confirmation of Minutes of the 57th and 58th meetings
of the Executive Committee of C-apt – reg.**

The Governing Body confirmed the Minutes of the 57th and 58th meeting of the Executive Committee.

Sd/-
Dr. R. Bindu
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**Item No.GB 41/23/5 **Approval of Budget estimates for the financial year
2021-22 and 2022-23 - reg.****

The Governing Body approved the Budget estimates for the financial year 2021-22 and 2022-23 of the Centre.

Sd/-
Dr. R. Bindu
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**Item No.GB 41/23/6 Approval of Audit reports for the financial year
2017-18, 2018-19 and 2019-20 of C-apt - reg.**

The Governing Body approved the Audit reports for the financial year 2017-18, 2018-19 and 2019-20 of C-apt

Sd/-
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Item No.GB 41/23/7 Termination of employees who are on unauthorized absents beyond twenty years- Ratification-reg

The Governing Body ratified the action of the Centre in terminating 6 employees who were on unauthorized absence above 20 years, in comply with the decision of the 57th meeting of the Executive Committee held on 03.11.2021, after observing all procedural formalities.

Sd/-
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Item No.GB 41/23/8 Termination of employees who are on unauthorized absents beyond five years in the Centre - Ratification-reg

The Governing Body ratified the action of the Centre in terminating 43 employees who were on unauthorized absence above 5 years, in comply with the decision of the 57th meeting of the Executive Committee held on 03.11.2021, after observing all procedural formalities.

Sd/-
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**Item No.GB 41/23/9 Staff Pattern/Promotion Policy in the Centre –
Further course of action based on Government
direction - reg**

The Governing Body discussed the matter in detail and noted the direction of the Government to re-examine the proposal for drafting a Staff Pattern, Promotion Policy, Disciplinary action, Delegation of Powers, Service Rules etc in C-apt with respect to rule provisions in KSR, KS&SSR, KCS(CCA) Rules and to forward the draft rules with specific remarks.

The Governing Body opined that the Centre is an autonomous body survived from the income of commercial printing and training activities. To accomplish the job of this nature, the Centre requires personnel from multi disciplinary fields and these personnel have to be utilized in an optimum manner to ensure that the Centre achieves optimum income to ensure salary and allowances of the employees. In such a scenario, it will be impractical to bind KSR regulations to the Staff Pattern of the Centre. But the Service Rules can be updated with respect to KSR as far as possible.

Hence, the Governing Body entrusted the Managing Director to forward a reply to the Government taking into account the opinion of the Governing Body with respect to the letter forwarded by the Government in this matter.

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Item No.GB 41/23/10 To ratify the action of the Centre in enhancing the age of superannuation from 58 to 60 years of the employees of the Centre based on the Government Order and amendment of Service Rules 2.71 of the Centre - reg

1. The Governing Body ratified the action of the Centre in enhancing the age of superannuation of the employees of the Centre from 58 to 60 years, based on the direction of Government vide G.O. (MS) No. 265/2022/HEDN dated 31.05.2022.
2. The Governing Body further accorded sanction to amend the Service Rules 2.71 of the Centre accordingly.

Sd/-
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Item No.GB 41/23/11 Appointment Under Compassionate Employment Scheme for dependent of employees who die-in-harness to Smt. Bushra B., Dependent of Late Sri. Nujumudheen A., Binder - reg

The Governing Body examined the agenda in detail and found that Smt. Bushra.B, (W/o Late Sri. Nujumudheen A., Binder) submitted application for appointment under die-in-harness scheme along with the report of District Collector, Thiruvananthapuram with supporting documents. On verification of the educational qualification with reference to the Service Rules of C-apt, Smt. Bushra.B is eligible for getting appointment as Helper on Rs. 16500-35700.

In the above circumstances, the Governing Body resolved to approve the request of Smt. Bushra.B, (W/o Late Sri. Nujumudheen A., Binder) for appointment under the Centre as Helper on Rs. 16500-35700 in die-in-harness scheme.

Sd/-
Dr. R. Bindu
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Item No.GB 41/23/12 Appointment Under Compassionate Employment Scheme for dependent of employees who die-in-harness to Sri. Sajain Singh S., Dependent of Late Sri. Sathiyaneson T., Helper - reg

The Governing Body examined the agenda in detail and found that Sri. Sajain Singh S., (S/o Late Sri. Sathiyaneson T, Helper) submitted application for appointment under die-in-harness scheme along with the report of District Collector, Nagercoil with supporting documents. On verification of the educational qualification with reference to the Service Rules of C-apt, Sri. Sajain Singh S. is eligible for getting appointment as Helper on Rs. 16500-35700.

In the above circumstances, the Governing Body resolved to approve the request of Sri. Sajain Singh S., (S/o Late Sri. Sathiyaneson T, Helper) for appointment under the Centre as Helper on Rs. 16500-35700 in die-in-harness scheme.

Sd/-
Dr. R. Bindu
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Item No.GB 41/23/13 Appointment Under Compassionate Employment Scheme for dependent of employees who die-in-harness to Smt. Binu T Panicker, Dependent of Late Sri. Saju Samuel, Sales Assistant - reg

The Governing Body examined the agenda in detail and found that Smt. Binu T Panicker, (W/o Late Sri. Saju Samuel, Sales Assistant) submitted application for appointment under die-in-harness scheme along with the report of District Collector, Kollam with supporting documents. On verification of the educational qualification with reference to the Service Rules of C-apt, Smt. Binu T Panicker is eligible for getting appointment as Helper on Rs. 16500-35700.

In the above circumstances, the Governing Body resolved to approve the request of Smt. Binu T Panicker, (W/o Late Sri. Saju Samuel, Sales Assistant) for appointment under the Centre as Helper on Rs. 16500-35700 in die-in-harness scheme.

Sd/-
Dr. R. Bindu
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Item No.GB 41/23/14 Appointment Under Compassionate Employment Scheme for dependent of employees who die-in-harness to Sri. Praveen S, Dependent of Late Sri. Sajeev D., Helper- reg

The Governing Body examined the agenda in detail and found that Sri. Praveen S, (S/o Late Sri. Sajeev D., Helper) submitted application for appointment under die-in-harness scheme along with the report of District Collector, Kollam with supporting documents. On verification of the educational qualification with reference to the Service Rules of C-apt, Sri. Praveen S is eligible for getting appointment as Helper on Rs. 16500-35700.

In the above circumstances, the Governing Body resolved to approve the request of Sri. Praveen S, (S/o Late Sri. Sajeev D., Helper) for appointment under the Centre as Helper on Rs. 16500-35700 in die-in-harness scheme.

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

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Dr. P. Suresh kumar
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Item No.GB 41/23/15 Updating of leave account - Earned leave and Half Pay Leave of Sri. Ajakumar K, Security Guard based on the High Court Judgement – reg.

The Governing Body discussed the matter in detail and decided to credit the leave as per the rules of the Centre (Earned leave, Half pay leave) of Sri. Ajakumar K w.e.f., the date of his termination as per the High Court Judgement.

Sd/-
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**Item No.GB 41/23/16 Conduct of Referendum among the Registered Trade
Unions of the Centre - reg**

Deferred.

Sd/-
Dr. R. Bindu
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Dr. P. Suresh kumar
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**Item No.GB 41/23/17 Opening a Sub Centre/Extension Centre in Anchal -
reg**

The Governing Body discussed the matter in detail and accorded permissive sanction to open a Unit in Anchal in the land owned by the Centre. The sanction is subject to the condition that the Centre has no financial commitment in this process. The Governing Body also directed the Centre to approach the Hon'ble MLA of Punalur constituency for the disbursement of fund from the MLA Fund for the opening of Unit.

Sd/-
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Item No.GB 41/23/18 Enhancement of Stipend of Apprenticeship Trainees and increasing the number of Apprenticeship Trainees in C-apt – reg.

The Governing Body discussed the matter in detail and decided the following:

- a. To maintain the existing 25 nos. per year of Apprenticeship Trainees in the Centre who had passed KGTE Printing Technology / One Year Certificate in Offset Printing Technology Examination conducted by Joint Controller of Technical Examinations, Govt. of Kerala.
- b. Accorded sanction to extend the period of Apprenticeship training from the existing Six months to One year.
- c. Accorded sanction to enhance the Stipend of apprenticeship Trainees from the existing rate of 3000/- to 5,000/-.
- d. Accorded sanction to fix Minimum 200 days of attendance as the eligibility criteria for issuing Apprenticeship Training Certificate.
- e. Further accorded sanction to fix eligibility criteria that the Students who apply for the Apprenticeship Training within three years from the date of issue of their Qualifying Certificate from JCTE may only be selected for Apprenticeship Training.
- f. Also directed to explore the possibility for getting the stipend amount of Apprenticeship Training from the State / Central Government.

Sd/-
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Item No.GB 41/23/19 Revision of Course fee, Affiliation fee and Examination Fee of Vocational Training Courses conducted by C-APT – reg.

The Governing Body discussed the matter in detail and decided the following:

1. Accorded sanction to enhance the existing Course Fee by 10% for 21 Vocational training courses conducted by C-APT as detailed in Agenda & Notes.
2. a. The GB accorded sanction to collect Affiliation Fee of Rs.560/- and Examination Fee of Rs.500/- for all courses less than one year duration.
b. The GB also accorded sanction to collect Affiliation Fee and Examination Fee of Rs.1000/- each for all courses with one year or more duration conducted by C-APT.

Sd/-
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Item No.GB 41/23/20 Extending the validity of Contract of Hiring a Five colour web offset printing machine with online variable data printing facility with barcode / QR code for printing of lottery tickets – reg.

The Governing Body discussed the matter in detail and also noted that the Government had already issued sanction for Rs. 20 crores to the Centre for the purchase of Web Offset Printing machine. The fact that the Centre had already invited two tender for this purpose and a third tender has to be invited and subsequent reinstallation of machineries is required which is impractical within a short period of time was also taken into account by the Governing Body. Based on these facts, the Governing Body decided to extend the current duration of agreement with M/s Cochin Security Press Pvt. Ltd, Kochi for a further period of One year or purchase and installation of the new Web Offset Printing Machine of the Centre utilizing the Funds of the lottery Department is completed, whichever is earlier.

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