



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No. E1-481/2020/CAPE/366

Thiruvananthapuram,
Dated, 18.02.2020

CIRCULAR

Sub: CAPE – General Transfer 2020– Regular employees under CAPE-
Applications called for – Reg.

Ref: G.O (P) No. 323/2018/Co-op dated 21.05.2018

Online applications are invited from regular employees of all institutions under CAPE for General Transfer during the year 2020. Following instructions are issued for the attention of all the concerned in this regard.

Employee

1. Those who have three years or more continuous service in the present station as on 30.06.2020 can submit their application for transfer to desired stations.
2. Employees are required to submit their applications through the website of www.capekerala.org on or before 31.03.2020 starting from 01.03.2020.
3. Details entered in online system shall be accurate and correct. The employee concerned will be responsible for furnishing incorrect/wrong details.
4. If choice of stations includes home station, care should be taken by the applicant not to mention station other than the one already declared by them as home station.
5. Change of stations will not be allowed once the last date fixed for submission of applications is elapsed.
6. If the employee is eligible for preferential treatment in general transfer, self attested copy of documents in proof of eligibility for the same shall be submitted to the head of institutions which should accompany with the hard-copy that will be forwarded to the undersigned.
7. He/she can cancel the application submitted for general transfer by giving it in writing which should be endorsed by the Head of Institution concerned and should reach the undersigned before 30.04.2020.

Head of Institution

1. The Head of Institutions shall take necessary steps to complete updation of the online incumbent registry (Employee Database) with reference to Service Book of the employee working in a particular station before the same is being enabled in the official website for access by the employee for submitting his/her online application to be processed under 'General Transfer'.
2. The Head of Institutions concerned should verify the details entered by the employee with reference to details in their Service Book, other relevant records available with the institution and will have to forward the duly counter-signed hard copy of the online application along with documents in proof, if any, obtained from the applicant, which should reach the undersigned on or before 13.04.2020.

Employees who have not completed 3 years of service can apply for general transfer 2020 in writing. Such application will be considered only if open vacancies exists after admitting requests received under application for 'General Transfers 2020' irrespective of the minimum service requirement prescribed in this regard. However the undersigned reserves the right whether to consider such requests or not during this year.

Online applications with due recommendation and certification of the Principals on **proper verification with Service Book** received on or before the due date alone shall be considered.

The employee data base should be updated on or before 25.02.2020.

Sd/-
DIRECTOR

To

1. The Principals of Engineering Colleges under CAPE
2. System Analyst, CAPE - *For uploading in www.capekerala.org and to make provision in the website to receive transfer applications online*
3. E2 Section, CAPE
4. All employees of CAPE Head Office

Approved for issue,

Senior Administrative Officer

18/2/2020