

**CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION (CAPE)**  
(Established by Government of Kerala)

**STATEMENT OF FIXATION OF PAY IN THE REVISED SCALE**

(To be pasted in the Service Book)

*Ref: Proceedings No. E1-318/2011/CAPE Dated 07.05.2011 of the Director, CAPE*

1.	Name of Employee	
2.	Name of Institution	
3.	Date of Entry in CAPE service	
4.	Completed years of service	
5.	Present Designation	
6.	Existing scale of pay (Full)	
7.	Revised scale of pay (Full)	
8.	Date of option to come over to the revised scale.	
9.	a	Pay in the existing scale of pay on the date of option
	b	64% of the existing Basic Pay (DA to be merged)
	c	Fitment benefit (10% of existing Basic Pay)
	d	Service Weightage: (One increment in the pre-revised scale is admissible as Service Weightage to the employees completed ten years of service in CAPE on the date of option)
	e	Total (a + b + c + d)
10.	Pay fixed in the revised scale (If the total, vide Col. 9 (e) is a stage in the revised scale, pay will be fixed at that state, if it is not a state pay, will be fixed at the next stage)	
11.	Date of effect:	
12.	Normal date of next increment	
13.	Remarks:	

**HEAD OF INSTITUTION**

**COUNTERSIGNED**

**DIRECTOR/ADMIN.OFFICER/ADMIN.ASSISTANT, CAPE.**