

OFFICE OF THE  
DIRECTOR OF TECHNICAL EDUCATION  
THIRUVANANTHAPURAM

No.L1/49455/2012.

DATED: 17/12/2012

**CIRCULAR**

Sub: Education-Technical-**Streamlining the activities of the Centre for Continuing Education Sub Centers-reg.**

Ref: G.O (MS) No. 89/09/H.Edn dated. 08/07/09.

It has come to the notice of the undersigned that many Sub centers of the Centre for Continuing Education, Kerala (CFCEK) established in various institutions under this Directorate do not follow the rules and orders relating to the purchase of Stores and Maintenance of their records. Many Sub-Centers follow a parallel system of purchase in the institutions. Administrative and Purchase Sanctions for purchases in Sub-Centers are obtained from the Director, CFCEK without any permission from the Directorate of Technical Education. Similarly, separate Day Books are maintained for purchases in Sub-Centers. This way of maintaining different sets of Day Books, indents, Registers and obtaining Administrative Sanction and Purchase Sanction from different authorities gives scope for extravagant purchases, and mis-appropriation of stores and also for many financial irregularities.

The very purpose of conducting Continuing Education Programmes in Technical Institutions is to optimize the under-utilized resources and to impart need-based courses for the community. In many of the Polytechnic Colleges the purpose of the Continuing Education Programmes is fully defeated and many sub Centers are conducting Continuing Education Programmes jointly with External Agencies solely with the motto of internal revenue generation without the prior permission of the Director of Technical Education.

With a view to streamline the activities of the Sub-Centres in institutions under the Directorate of Technical Education, the following guidelines are issued.

1. Request for establishing Sub-Centers in institutions under this Directorate shall be submitted only after obtaining No Objection Certificate from the Director of Technical Education.
2. The Sub-Centers in institutions under the Director of Technical Education shall not conduct Continuing Education Programmes jointly with external agencies. However, under unavoidable circumstances, the Head of the institution should get prior approval of the Director of Technical Education for conducting such tie-up programmes, after ensuring the genuineness and the need.

For courses which have already been started before the issue of these guidelines, the course details such as the details of Fees, sharing of fees between the sub-centre and the external agency, faculty remuneration, admission criteria, issue of certificate, terms and conditions agreed between the sub-centre and the external agency, etc shall be furnished to the Director of Technical Education within two weeks from the date of issue of these guidelines. Without prior sanction of the Director of Technical Education, no further batch of such courses shall be conducted.

3. All purchases shall be made strictly as per the procedures laid down in the store purchase rules and the orders issued by the Government and/or the Director of Technical Education from time to time. Necessary Administrative and Purchase Sanctions shall be obtained from the Director of Technical Education subject to the Financial Powers as laid down in VIII (1) of the Rules and Regulations of Starting Sub-Centers.

4. All items purchased utilizing the funds of the sub centre shall be entered in the Day Book of the institution and Stock Registers shall be maintained properly.
5. Accounts of the Sub-centers shall be maintained properly as provided in the Rules and Regulations of starting sub-centers and the orders issued from time to time. Departmental audit shall be mandatory in addition to the inspection by the centre for continuing Education and the audit by the Chartered Accountant.

Sd/-  
**DR. J. LETHA**  
**DIRECTOR OF TECHNICAL EDUCATION**

To:

1. The Principals of all Govt. Polytechnic Colleges
2. The Superintendent, Purchase Section
3. Stock file & office copy

FORWARDED/BY ORDER,

**SENIOR SUPERINTENDENT**