



**GOVERNMENT OF KERALA
HIGHER EDUCATION (C) DEPARTMENT**

No. 16563/C1/14/H.Edn

Dated: 04.05.2015, Thiruvananthapuram.

CIRCULAR

Sub:- Higher Education Department- ASAP- Identity cards for the students attending skill courses- printing and supply- instructions- regarding

Ref :- _____

The skill training in ASAP Skill Development Centres for 2014-15 started on 6th of April 2015. It is important that the students are supplied with an Identity Card affixed / printed with their photograph. The details of all ASAP enrolled students are uploaded in ASAP Management Information System. The Identity cards of the students can be generated with the help of the MIS. The MIS division will generate the identity cards of all ASAP enrolled students and share it with the Programme Managers in charge of SDCs . The Programme Managers in charge of Skill Development Centres are authorised to take develop quality Identity Cards out of these soft copy ID cards and to distribute to each of the students signed and affixed with the official seal of the SDC .The students shall be insisted to wear the ID Card during all ASAP organised sessions including internships.

The PM in charge of SDCs are permitted to print and develop the ID cards locally expending a maximum of Rupees 15 per card. The allotment for the item shall be requested through CASH software under non routine items .

George Thomas K.

Additional Secretary to Government

To

All Programme Mangers in charge of SDCs

All Senior Programme Managers/Programme Managers in charge of Districts

All Heads of ASAP

Finance Division ASAP

Forwarded / By Order

