



MALABAR CANCER CENTRE

(an autonomous body under Government of Kerala)



P.O Moozhikkara, Thalassery
Kannur-670 103, Kerala, S.India

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No.MCC/P/DIR/466

16.08.2022

PROCEEDINGS OF THE DIRECTOR, MALABAR CANCER CENTRE,
THALASSERY dated 08.06.2022

(Present: Dr.B.Satheesan)

Sub: Assessment Promotion Committee for non academic posts (excluding Officers) - reg

As per GO (MS)-no 4/08/PD dated 01-03-2008, Service Rules of MCC was implemented w.e.f. 01-03-2008. Under these rules, Rule 45 defines rules for promotion and up-gradation of posts of non-academic staff of MCC. Under these rules sub rule-6 is as follows;

"The eligibility of an employee for promotion or up-gradation shall be assessed by a Committee constituted for the purpose and in accordance with the criteria prescribed by the Executive Committee."

Accordingly the eligibility of an employee for promotion or up-gradation shall be assessed by a Committee constituted for the purpose and in accordance with the criteria prescribed by the Executive Committee. Accordingly the Executive Committee of this Centre, in its meeting no. 44, had prescribed the criteria for promotion of non-academic staff in MCC and also constituted an Assessment Promotion Committee, with the following members.

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|---------------------------|---|----------|
| 1. The Director, MCC | - | Chairman |
| 2. Head of the Department | - | Member |
| 3. Special Officer | - | Member |
| 4. Subject expert, RCC | - | Member |
| 5. Administrative Officer | - | Convener |

Now that Special Officer is not in place and the availability of subject expert of RCC is also difficult, the Admin Committee of MCC, in its meeting held on 04.06.2022, had decided to call up meetings to assess candidates, who are found eligible for Time Bound Grade Promotion and the Internal Assessment team for non-academic staff (other than Officers) was reconstituted, with the following members

- Director-MCC
- Administrative Officer-MCC
- HOD of concerned Department.
- Hospital Administrator.

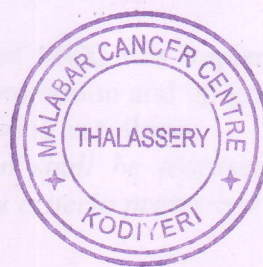
In this circumstances the Assessment Promotion Committee of MCC, for non academic staff (other than Officers) is hereby reconstituted as follows:

- Director-MCC
- Administrative Officer-MCC
- HOD of concerned Department.
- Hospital Administrator.

The above shall be ratified in next Executive Committee meeting and till then Grade Promotion shall not be issued.

DIRECTOR

Dr. SATHEESAN. B
Director
Malabar Cancer Centre



Copy:

- 1) All members
- 2) All HOD's/Division Heads of MCC
- 3) File

- | | |
|---------------------------|----------|
| 1. The Director, MCC | Chairman |
| 2. Head of the Department | Member |
| 3. Special Officer | Member |
| 4. Subject expert, MCC | Member |
| 5. Administrative Officer | Convener |

Now that Special Officer is not in place and the availability of subject expert is difficult, the Admin Committee of MCC, in its meeting held on 04.05.2023, and there is a call up meetings to assess candidates who are found eligible for the Grade Promotion and the Internal Assessment team for non-academic staff (other than Officers) was reconstituted, with the following members:

- Director-MCC
- Administrative Officer-MCC
- HOD of concerned Department
- Hospital Administrator