

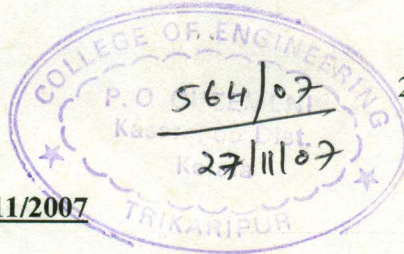
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27-11-07
To circulate
among staff



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No. Acd-1705/2007/CAPE/ 3284



21.11.2007

CIRCULAR -11/2007

Sub: CAPE – Service Rules – Certain additions and amendments to leave rules - Orders issued.

While introducing the Service Rules of CAPE with effect from 01.01.2005 the rules for granting various kinds of leave to the regular employees were incorporated under Item No. 7 of Part II of the said service rules. On further examination, certain modifications and additions to the leave rules were found necessary. Therefore the matter had been placed before the Executive Committee at its 58th meeting held on 18.10.2007 and the Committee vide Resolution No. 58.15 had decided to introduce the following modifications and additions to the CAPE Service Rules.

1) Casual Leave

The number of casual leave allowable to vacation staff shall be increased to 15 days and that of non-vacation staff be increased to 20 days per year,

2) Half-pay-leave

The number of half-pay-leave to which an employee of CAPE is eligible shall be fixed at 20 days per year.

3) Earned Leave

The number of earned leave that will accrue to an employee shall be fixed at 1/11 days of the period of service after declaration of probation.

4) Surrender of Earned leave

There will be no change in the existing rules with regards to the surrender of earned leave.

These additions/amendments will take effect from 16.11.2007

DIRECTOR IN CHARGE