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CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

CAPE S-12

No.EI-2334/2008/CAPE/1109

16.07.2008



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28/7

CIRULAR No.05/2008

Sub: CAPE-Estt-Service matters of staff of Medical /Engineering Colleges- authorizing Principals- Orders issued

At present the sanctioning/issuing authority of various service matters of the staff of Engineering / Medical College-/School of Nursing/Project Office under CAPE is the director. The service registers of the staff are now retaining in the concerned Colleges for forwarding the registers to this office a huge amount is being expended towards postage/courier. Undue delay is also being experienced to get their salaries for want of sanction.

Taking all these into consideration, the Principals of Engineering/Medical Colleges under CAPE are authorized to sanction/issue the following service matters of their staff

1. Leave without Allowance not more than 30 days at a stretch and except for study purposes.
2. Surrender of Earned Leave
3. Maternity Leave/Miscarriage Leave
4. Experience/Conduct Certificate

The Principals, while considering and disposing the application should satisfy its genuineness.

They will be responsible for the lapses, if any on this account.

DIRECTOR

To

1. The Principals of Engineering Colleges under CAPE
2. The Principal, Co-operative Medical College, Kochi.
3. The Principal, Nursing College(Through the Principal)
4. Project Engineer, Co-operative Medical College, Kochi(Through the Principal)
5. ST