



# CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No: E1-2334/2008/CAPE/1163

Dated.19.03.2010

CIRCULAR NO: E1-04/2010

*Sub: CAPE-Estt- Surrender of Earned Leave – permission to surrender twice during the financial year 2009-10- Regarding.  
Ref: Circular No: 17/2009*

*The 81<sup>st</sup> meeting of the Executive Committee of CAPE resolved to modify the leave rules to the employees of CAPE. Therein, the regular employees of CAPE were permitted to surrender earned leave for 20 days against 10 admissible, in a financial year with effect from 01.07.2009.*

*In the circumstances, permission is granted to surrender earned leave for further 10 days during the financial year 2009-10 to the employees who have already surrendered 10 days earned leave during the financial year 2009-10 provided the total surrender of earned leave shall not exceed 20 days during the financial year 2009-10. Thereafter, surrender of earned leave shall be limited to 20 days once in a financial year.( ie, from F/Y 2010-11 onwards).*

  
DIRECTOR.

To

1. All Heads of Institutions under CAPE.
2. The Accounts Officer, CAPE.
3. Accounts section.
4. S/F



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