



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

No. E1-2334/2008/CAPE

14.06.2009

CIRCULAR No.15/2009/CAPE

Sub: CAPE – Estt. - Half Pay Leave to vacation and non-vacation staff – Further clarification sought – Reg.

Ref: 1. Circular No. 23 dated 05.10.2005.

2. Circular No 06/2006 dated 23.01.2006.

3. Circular No 08/2009 dated 27.02.2009.

4. Letter No. CET/E-345/2007/493 dated 11.05.2009 of the Principal, College of Engineering, Trikaripur.

Half pay leave was sanctioned to vacation staff w.e.f 01.01.2005 and to non- vacation staff w.e.f 01.01.2006. The Principal, Trkaripur has now reported that some of vacation staff and non vacation staff have availed of HPL prior to 01.01.2005 and 01.01.2006 respectively.

It is brought to the notice of all concerned that all HPL availed of by the staff prior to the above dates is not admissible as per rules. In cases where HPL was sanctioned prior to the above dates, Principals of all institutions are directed regularise the period by sanctioning other eligible leave such as EL, Leave without allowances etc.

Sd/-
DIRECTOR.

To

1. The Medical Director, CMC, Kochi.
2. All Principal of Engineering Colleges.

Copy to:

1. E2, E3 Sections CAPE office.
2. For circulation in all sections.
3. Stock File.

Approved for Issue

Administrative Officer.