



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by Government of Kerala)

No: E1-2334/2009/CAPE/2551

Dt.01.10.2009

CIRCULAR No:24/2009

Sub: CAPE-Est:- Permission to re-join duty after leave- Reg.

It is noticed that the Heads of Institutions are permitting incumbents to re-join duty before expiry of their leave period already sanctioned by the Director, CAPE and thereafter, forwarding the proposal for cancellation of leave already applied for and for ratification thereto. Such, practice of allowing incumbents to join duty before expiry of leave period is irregular, if the leave sanctioning authority is the Director, CAPE.

Therefore, the following instructions are issued for compliance.

1. Prior Sanction shall be obtained from the undersigned before permitting the incumbents to join duty before the expiring of leave already sanctioned by the Director, CAPE.
2. Proposal for cancellation of leave shall be forwarded to this office for prior approval .
3. Application for leave more than 2 months shall not be entertained ✓
4. Leave applications shall be recommended by the concerned Principals / Head of the Institutions.
5. Service Book may be forwarded in case of application for leave exceeding one month.


DIRECTOR.

To

1. ✓ The Principals of Engineering Colleges
2. The Medical Director, CMC Kochi.
3. The Director, IMT, Punnapra.
4. The Project Director, KIMB, Punnapra
5. S.F