



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

No: E1- 2334/2009/CAPE / 3002

Dated. 11.11.2009

CIRCULAR No: 27/2009

Sub: CAPE- Establishment- Heads of Institutions- Availing of leave without prior permission- Regarding.

It is learnt that the Head of the Office/ Institutions under CAPE are availing leave without any intimation to the Head Quarters. They are also found leaving the station without prior permission of the Director, CAPE. This practice is irregular and cannot be tolerated.

In the circumstances, all the Heads of Institutions under CAPE are hereby directed not to leave the station without prior permission/ Intimation to the Head Quarters. The Heads of Institutions proceed on leave shall obtain prior sanction from the Director, CAPE, in future. Such leave application shall be forwarded in advance for further action.

Please ensure that the above direction is strictly adhered to, in future.

Sd -
DIRECTOR.

To

1. All Principals of Engineering Colleges under CAPE.
2. The Director, IMT Punnapra.
3. The Medical Director, CMC Kochi.
4. The Principal, School of Nursing, CMC Kochi.
5. S.F

Approved for issue

[Signature]
Finance and Administrative Officer