



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

CAPE-51

23/11/09

1402/09
30.11.09

No.E1-2334/2009/CAPE/3151

23.11.2009

CIRCULAR No-30/2009

To Do - Pl. check (K)

In the above circular cited, necessary instructions were issued to all Heads of Institutions to follow the provision containing in CAPE special rules for leave and necessary directions were issued in respect of sanction of leave to the all teaching and non-teaching staff. But it is noticed that in many cases, the heads of the Institutions are not following the instructions in the circular cited and simply forwarding the leave applications for sanction. This has affected the smooth functioning of the college to a certain extent.

The Executive Committee has decided that the leave for more than 60 days has to be placed before the Executive Committee. In some cases, it is also noticed that the staff are permitted to rejoin duty on the opening day after vacations without obtaining fitness certificate from the medical officers those who have entered on medical grounds. This shows that the Principals are permitting them to rejoin duty and giving vacation salary to them. Further they are permitted to enter on leave the next day onwards. This unhealthy practice will be observed by the audit party and it will be viewed seriously and heads of the Institutions will be answerable.

Therefore, all Heads of Institutions are directed to follow the instructions issued in circular 26/2009 scrupulously and ensure that the function of the colleges are not affected in any way and uphold the reputation of the institutions.


DIRECTOR.

To

✓ All Heads of Institutions under CAPE.

Copy to : 1. All Administrative Officers in the College for information and strict attention. The instructions issued in the circular cited, should be strictly adhered to in future.

2. S.F

copy to file