

27-1-06



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

CAPE

No. E1- Acd-296/2006/CAPE/228



23.01.2006

MKR
27-01-06

Circular No. 4/2006

Sub: CAPE- Casual leave to non-vacation staff - Enhancement - Orders issued

The Executive Committee vide resolution no. 43.9 has resolved to enhance the maximum no. of days of Casual Leave admissible to the non-vacation staff of CAPE as 15 days in a calendar year. In the circumstances orders are hereby issued enhancing the Casual Leave of the non-vacation staff under CAPE as 15 days in a calendar year. However the maximum no. of days of Casual Leave admissible to the vacation staff shall be 12. An employee who has put in less than a year's service will be allowed casual leave on pro-rata basis only. The other conditions prescribed in Service Rules of CAPE will stand without any modification.

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Sd/-
DIRECTOR

To

- ✓ 1. The Principals of all Colleges under CAPE.
- 2. Project Engineer, CMC, Kochi.
- 3. Stock File.

Forwarded / By Order

ADMINISTRATIVE OFFICER