



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

No. E1-Acd-296/2006/CAPE/229



23.01.2006

Circular No. 6/2006

Sub: CAPE- Half-pay leave to the non-vacation staff – sanctioned- Orders issued

As resolved by the Executive Committee vide resolution No.43.9 Half-pay leave is introduced to the non-vacation staff of CAPE as laid down below:

1. Half-pay leave shall be admissible at the rate of one day for 22 days service, per every completed calendar year of service which shall be granted only after completion of each year of service. Maximum Half-pay leave that can accumulate shall be limited to 60 days. Salary payable during Half-pay leave shall be half the basic pay and allowances admissible for such half pay.
2. Half-pay leave can be availed as such; however those employees who have satisfactorily completed their probation may avail the same as commuted leave, where one day of commuted leave means 2 days of half pay leave.
3. Half-pay leave cannot be surrendered for deriving monetary benefit or encashed at the time of termination of service.

These orders will be come into effect from 01.01.2006.

Sd/-
DIRECTOR

To

1. The Principals of all Colleges under CAPE.
2. The Project Engineer, CMC, Kochi.
3. S.F.

Forwarded/by Order

ADMINISTRATIVE OFFICER