



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by Government of Kerala)

No: E2-1078/2018/CAPE/1977

921/18

3/5/18

Thiruvananthapuram,

Dated 25/04/2018

To

The Principal,
College of Engineering Thalassery.

Sir,

Sub: CAPE – Enhancement of limit of earned leave surrender from 25 to 30 Days – Clarification sought for – Reply – Reg.

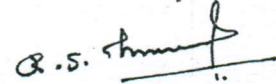
*Ref: 1. Proceedings No. E2-1577/2017/CAPE/1889 Dt 27.06.2017
2. Your letter No. E-Misc/2018/CET/594 Dt 28.03.2018*

The Principal, College of Engineering Thalassery as per the letter cited, has sought for clarification, whether the employees who have already encashed 25 days earned leave can further surrender the remaining 5 days earned leave as per the Proceedings 1st cited.

In this context, the following clarification is issued for surrendering earned leave from the financial year 2017-18 onwards;

- i. *The maximum no of days of earned leave that can be surrendered once in a financial year is enhanced from 25 to 30 with effect from 14.06.2017 onwards. (Applicable from the financial year 2017-18 onwards).*
- ii. *Employees who had already surrendered 25 days earned leave prior to 14.06.2017 for the financial year 2017-18 could not be permitted to encash further 5 days earned leave in view of the enhancement (during the financial year 2017-18 itself).*
- iii. *No retrospective effect will be permitted for encashing earned leave during the financial year 2017-18.*
- iv. *The procedure for surrendering earned leave once in a financial year will continue without change.*

Yours faithfully,



DIRECTOR

Copy to

1. All other Head of Institutions under CAPE
2. Accounts section, CAPE
3. OC/SF

1st Floor, Co-Bank Towers, Vikas Bhavan PO, Thiruvananthapuram - 695033

Ph: 0471-2316236, 2317696 Fax: 04712310049,

email : capekerala@gmail.com, website: www.capekerala.org