

OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

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25-01-06  
K-215

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No. E1-Acd-296/2006/CAPE/195

20.01.2006

**CIRCULAR No: 3**

**Sub: CAPE - The scheme of surrender of earned leave to the employees of CAPE - Approved orders issued.**

The Executive Committee vide its resolution No. 43.22.3 dated 23.12.2005 has resolved to introduce the scheme of surrender of earned leave for monetary benefits for the regular employees under CAPE for a maximum of 10 days once in a financial year with effect from 01.01.2006. In the circumstances the regular employees of CAPE are permitted to surrender a maximum of 10 days earned leave during a financial year and to receive monetary benefit thereon. These orders will come into force with effect from 01.01.2006.

Director, CAPE will be the authority to sanction surrender leave.

Sd/-  
DIRECTOR

- To
- 1. The Principals of all Colleges under CAPE
  - 2. The Project Engineer, CMC, Kochi.
  - 3. The Accounts Officer, CAPE.
  - 4. S.F.

Forwarded / By Order

*[Signature]*  
ADMINISTRATIVE OFFICER

Endmt. on K-1060/2005 dated 27.01.2006

- 1. Copy to Staff Notice Board.
- 2. Copy to Stock file 2006
- 3. Copy to circulate among staff

*[Signature]*  
12.1.06  
Administrative Officer

25.1.06.