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CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

7.04.2006
Inward No: E.819

No. E₁-Acad-296/2006/CAPE/983

29.03.2006

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Circular No. 8/2006

Sub: CAPE – Service Rules – Certain additions and amendments to leave rules - Orders issued.

While introducing the Service Rules of CAPE with effect from 01.01.2005 the rules for granting various kinds of leave to the regular employees were incorporated under Item No. 7 of Part II of the said service rules. On further examination, certain modifications and additions to the leave rules were found necessary. Therefore the matter had been placed before the Executive Committee at its 43rd meeting held on 23.12.2005 and the Committee vide Resolution No. 43.9 had decided to introduce the following modifications and additions to the CAPE Service Rules.

(i) **Leave Without Allowances (New Rule 7- e)**

All regular employees, both vacation and non-vacation, may be sanctioned LWA subject to the following conditions.

1. LWA will be granted only on genuine grounds, provided there is no other leave at his/her credit and the sanctioning authority is convinced of the necessity for the leave and that the functioning of the concerned section/ institution is not adversely affected.
2. The maximum number of days of LWA is limited to 60 days.
3. The Director, CAPE will be the authority for sanctioning such leave. Applications for LWA should be forwarded to the Director for sanction, with the specific recommendations of the head of the institution

(ii) **Earned leave for Part-time contingent employees (New Rule 7- f)**

Part-time contingent employees shall be eligible for earned leave @ one day for every 44 days of service and such earned leave shall not accumulate beyond 30 days. They are also eligible for surrender of earned leave subject to a maximum of 5 days in a financial year. The Director, CAPE shall be the authority for sanctioning the surrender leave.

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(iii) Leave for vacation staff

Para 7 (c) (iii) of the Part II General rules of CAPE service rules is amended as follows:

- (iii) In addition to the vacation, they shall also be eligible for half pay leave at the rate of one day for 22 days of 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.

Other paras under 7(c) will remain unchanged.

These additions/amendments will take effect from 01.01.2006.

To

1. The Principal, Co-operative Institute of Technology, Vadakara
2. The Principal, College of Engineering, Kidangoor
3. The Principal, College of Engineering, Perumon
4. The Principal, College of Engineering, Thalassery
5. The Principal, College of Engineering, Thrikaripur.
6. The Principal, Co-operative Medical College, Kochi
7. The Project Engineer, Co-operative Medical College, Kochi.

Sd/-
DIRECTOR

Copy to:

E1 & E2 in CAPE

Forwarded/By Order


ADMINISTRATIVE OFFICER

Enclmt. of on E-1060/2005 dated 12.06.06

1. Copy to Staff Notice Board
2. Copy to Stock file-2006

PRINCIPAL
B.

7.4.06