



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION
(Established by the Government of Kerala)

No.EI-2334/2008/CAPE/1109

16.07.2008

CIRULAR No.05/2008

Sub: CAPE-Estt-Service matters of staff of Medical /Engineering Colleges- authorizing Principals- Orders issued

At present the sanctioning/issuing authority of various service matters of the staff of Engineering / Medical College /School of Nursing/Project Office under CAPE is the director. The service registers of the staff are now retaining in the concerned Colleges for forwarding the registers to this office a huge amount is being expended towards postage/courier. Undue delay is also being experienced to get their salaries for want of sanction.

Taking all these into consideration, the Principals of Engineering/Medical Colleges under CAPE are authorized to sanction/issue the following service matters of their staff

1. Leave without Allowance not more than 30 days at a stretch and except for study purposes.
2. Surrender of Earned Leave
3. Maternity Leave/Miscarriage Leave
4. Experience/Conduct Certificate

The Principals, while considering and disposing the application should satisfy its genuineness. They will be responsible for the lapses, if any on this account.

[Signature]

DIRECTOR

To

1. The Principals of Engineering Colleges under CAPE
2. The Principal, Co-operative Medical College, Kochi.
3. The Principal, Nursing College(Through the Principal)
4. Project Engineer, Co-operative Medical College, Kochi(Through the Principal)

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