

# COCHIN PORT TRUST

Administrative Office

Cochin-09

No. SWO/Covid-19/Austerity Measures/2020-S

Dated: 17-01-2022

## C I R C U L A R

- I. Austerity measures were introduced in Cochin Port Trust vide Circular dt. 05.05.2020 due to the acute financial crisis caused by Covid 19 pandemic. Thereafter relaxation was allowed for EL encashment on certain grounds vide Circular dt. 30-06-2021. Though the current financial situation of the Port does not allow lifting of the austerity measures, it has been decided that requests from employees for encashment of 50 % of Earned Leave may be permitted for meeting expenses related to higher education of their children, subject to following conditions.
- The requests from employees for encashment will be considered for meeting educational expenses of their children studying/seeking admission for higher education (graduation and above) except entrance/coaching classes.
  - At the time of submission of application of EL encashment, the employee shall submit copy of the application for admission or any other document to prove admission of children for higher education.
  - The employee shall also submit an undertaking that he will produce the fee receipt from the educational institution within 3 months (as per the Annexure-I).
  - A copy of the fee receipt from the educational institution shall be submitted by the employee within a period of 03 months from the date of encashment of EL.
  - Failure to produce fee receipt as per the undertaking will be viewed seriously and such actions will invite disciplinary action. Also, such employees shall not be permitted to encash Earned Leave in the subsequent year.
- II. As per SI. No. 3 b) of Circular dated 30.6.2021, Encashment of 50 % of Earned Leave in a year will be considered for the employees for purchase/construction of first house. It is hereby clarified that the application for encashment of Earned Leave for the purpose of Purchase/construction of first house can be considered within the validity of the Approved Plan for the building. Also, the employee will have to give an undertaking that the encashment is for purchase/construction his/her first house (as per the Annexure-II).

Copy to: All HoDs/CVO, CoPT

.. : PS to Chairman/PS to Dy. Chairman/PA to Secretary

SECRETARY

17/1/22.

**Annexure-I**

**UNDERTAKING**

I.....( Name of the employee) hereby declare that my Son/Daughter is studying/seeking admission for.....(Name of the course) and I will produce the admission/fee receipt within 3 month of the date of encashment of 50% of Earned leave. .

Place:

Date:

Name:

Designation:

Staff No:

**Annexure-II**

**UNDERTAKING**

I.....( Name of the employee) hereby undertake that the application made by me for Encashment of 50% of Earned leave is for the purpose of construction/purchase of my first house and the house proposed to be constructed/purchased is my first house.

Place:

Date:

Name:

Designation:

Staff No: