

**Copy of letter Dt. 02-06-2014 of Joint Director HSE Thiruvananthapuram addressed to Smt. Manju Jose, HSST, St. Sebastian's HSS Kadanad is hereby communicated for information of all the teaching and non-teaching staff under this management. (Smt. Manju Jose had applied for LWA for a long period; but the management refused to recommend the leave as it would adversely affect the academic interest.)**

Office of the Director of  
Higher Secondary Education,  
Housing Board Buildings,  
Santhi Nagar,  
Thiruvananthapuram

No: Acd.B4/50137/HSE/13

Dated, 02/06/2014

From

The Joint Director (Academic)

To

Manju José,  
Vellackal House,  
Pakalomattom.P.O,  
Kupuvilangadu – 686 633.

Sir,

Sub: - HSE – Aided – extension of LWA in respect of Smt.Manju Jose, HSST  
(English), St. Sebastian's HSS, Kadanad, Kottayam - reg.

Ref: - 1. Your representation dated, 05/05/2014.

2. Govt. letter No: 70801/T3/2013/Gedn. Dated, 10/01/2014.

Referring to the letter cited 2<sup>nd</sup> above Government have rejected and returned the extension of Leave Without Allowance application submitted by you on the ground that the application was not recommended by the manager. As the manager is the appointing authority he has the discretionary power to recommend or not to recommend the leave application. As manager is the appointing authority this department cannot direct him to recommend the leave application. Moreover as per chapter IX Rule 65, KSR Part -I leave cannot be claimed as matter of right. This is for your information.

Yours faithfully,

**JOINT DIRECTOR (Academic)**

Copy to:

1. The Manager, St. Sebastian's H.S.S, Kadanad.
2. The Principal, St. Sebastian's H.S.S, Kadanad.