

From

The Principal

To

The Accountant General (A & E)

Kerala, Thiruvananthapuram

Sir

Sub : Centralised Valuation Camp _____ - Forwarding of Application for
Earned Leave Surrender of Sri/Smt. _____

- reg

Ref : Application dated _____ received from incumbent

I am herewith forwarding an application in duplicate for surrender of
Earned Leave for _____ days w.e.f _____ received from
Sri/Smt _____ , _____
(Entitlement No : _____) of this school in connection with Centralised Valuation
Camp _____ held at _____
for your favourable action.

Place: _____

Signature

Date : _____

- Enclosures :
- 1) Application for EL Surrender received from the incumbent
 - 2) Original Duty Certificate issued by the CV Camp Officer
 - 3) Proceedings of the Principal sanctioning Earned Leave Surrender