

PROCEEDINGS OF THE PRINCIPAL,

No :

Dated :

Sub : Centralised Valuation Camp - Surrender of Earned Leave - Sanction orders issued - reg

Ref : i) GO(RP) 4502/95 G.Edn Dated 20/12/1998

ii) GO(P) 145/06 Fin. Dated 25/03/2006

iii) Letter No: 2242/GI/204 G.Edn Dated 09/06/2004

iv) Rg.4 to Rule 81 of Part-1 K.S.R

Sri/Smt _____ ,

_____ of this school was on duty in connection with Centralised Valuation Camp held at _____

from _____ to _____ as a part of _____ and hence prevented

from enjoying vacation holidays for _____ days. He/She is eligible for surrender of earned leave as calculated below

No. of days on duty (N) : _____

Total Vacation days (V) : _____

$N / V \times 30$: _____

Eligible days of Surrender : _____

Sanction is hereby accorded to Sri/Smt _____

to avail surrender of earned leave for _____ days as on _____ subject to the eligibility and permitted to encash the same. The sanction is issued in pursuance of his/her Leave surrender application dated _____

Place:

Signature

Date :

Copy to : 1) The Accountant General (A&E), Kerala
2) The Teacher concerned
3) Stock File