



OFFICE OF THE REGISTRAR
Kakatiya University, Warangal-506009

No.341/C1/KU/2020-2021/C06

Date: 21/01/2021

ORDERS

Sub: Establishment – Non-teaching Staff – Permission for surrender of Earned Leave for Encashment to the Gazetted Officers, Non-Gazetted Officers and the Class-IV Employees for the Calendar year 2021 – Sanction – Orders – Issued.

Ref: 1) KU Orders.No.423/C1/KU/2019-2020/C06, dated 13-01-2020
2) Joint Representation of General Secretaries of the Gazetted Officer's NGO's & Class-IV Employees Associations, KU on 04-01-2021

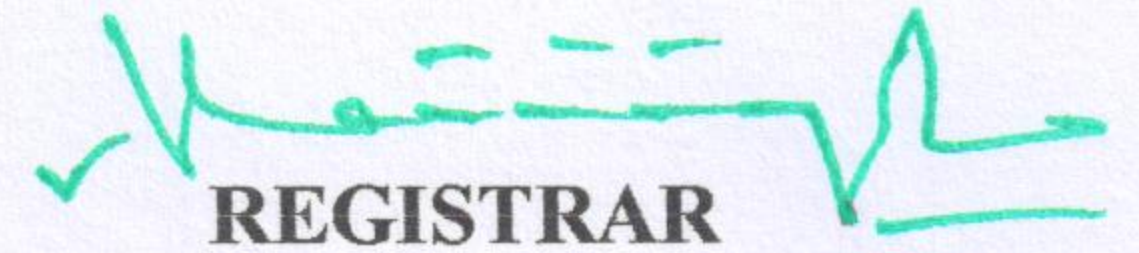
The General Secretaries, GOs, NGO's and Class-IV Employees Associations, Kakatiya University, Warangal have submitted a joint representation vide reference 2nd cited, to accord permission for Surrender of Earned Leaves for encashment to all the eligible employees during this Calendar Year 2021.

After careful examination, the Vice-Chancellor has accorded administrative approval for the payment against the surrender of "Earned Leave for Encashment" as per rules in vogue of the University for the Calendar Year 2021, by the Non-teaching Employees (Gazetted Officers, Non-Gazetted Officers & Class-IV Employees) of the Kakatiya University, Warangal for the period from **02-01-2021 to 16-01-2021** (15-days) for eligible employees.

All the Drawing Officers/Principals concerned are requested to claim the surrender of Earned Leave for encashment in respect of the employees working under their control for the Calendar Year 2021 and the bills shall be submitted to the Audit Officer (Pre-Audit), KU, for passing and recording of the claims in respect of the surrender of earned leaves.

The expenditure on the above score shall be met from the provision of "**Administrative Staff – Pay & Allowances**" provided under the Head of "**Administrative Staff Salaries**" of Part-I Non-Plan Budget – Revenue Account – Charges for the financial year 2020-2021.

However, all the Principals/Director, SDLCE, KU etc., are hereby requested to make arrangements for payment against surrender of Earned Leave for Encashment to the eligible employees working under their control from out of the available funds. The payment made by the Principals on this score will be treated as refundable advance and the same will be refunded soon after the receipt of the Grant-in-Aid from the State Government.


REGISTRAR

To
All the Drawing & Disbursing Officers, KU / Principals of University Colleges, K.U.
The Director, SDLCE, K.U.

Copy to: -

1. The Finance Officer (FAC), KU.
2. The Deputy/Asst Registrar, (Admn. / Accounts / Pre-Audit), KU.
3. The Secretary to Vice-Chancellor, K.U.
4. The P.A. to the Registrar, K.U.
5. The SF.

APPLICATION FOR SURRENDER OF EARNED LEAVE

(Sanctioned vide KU Order No.341/C1/KU/2021, Dated: 21/01/2021)

NAME :

DESIGNATION :

PLACE OF WORKING ;

SURRENDER OF EARNED LEAVES
DURING THE CALENDER YEAR-2021 : FROM..... TO.....

NO. OF E.Ls TO BE
SURRENDERED (15 / 30) :

BASIC PAY & SCALE OF PAY :

EARNED LEAVE SURRENDERED
DURING LAST CALENDER
YEAR-2020 (15 / 30) : FROM..... TO.....

SIGNATURE OF THE DRAWING OFFICER

SIGNATURE OF EMPLOYEE