



**OFFICE OF THE REGISTRAR**  
**Kakatiya University, Hanamkonda - 506 009**

No. 3) /CI/KU/2022-23/C06

Date: 28.04.2022

**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 2022 in a phased manner–Sanction–Orders–Issued.

Ref: 1) KU Orders.No.341/CI/KU/2020-2021/C06, dated 21-01-2021  
2) NGO's & Class-IV Employees Associations, KU, joint representation No.69/NGOs & C-IV/2020-2022, dated 25-01-2022  
3) Vice-Chancellor's note approval dated 27-04-2022

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The Service Associations, Kakatiya University, Hanamkonda have submitted a joint representation vide reference 2<sup>nd</sup> cited, to accord permission for Surrender of Earned Leaves for encashment to all the eligible employees during this Calendar Year 2022.

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 2022, in a phased manner, by the Non-teaching Employees (Gazetted Officers, Non-Gazetted Officers & Class-IV Employees) of the Kakatiya University, Hanamkonda for encashment for 15 / 30 days from 01/04/2022 to 15/04/2022 / 01/04/2022 to 30/04/2022 as the case may be, 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 2022 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 2022-23.

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, KU  
The Director, SDLCE, K.U.

Copy to:

1. The Director, University Network & Website, KU
2. The Finance Officer (FAC), KU
3. The Deputy/Asst Registrar, (Admn. / Accounts / Pre-Audit), KU
4. The Secretary to Vice-Chancellor, KU
5. The P.A. to the Registrar, KU
6. The SF



**APPLICATION FOR SURRENDER OF EARNED LEAVE**

(Sanctioned vide KU Order No.31/C1/KU/2022-23/C06, dated 28-04-2022)

NAME : .....

DESIGNATION : .....

PLACE OF WORKING : .....

SURRENDER OF EARNED LEAVES  
DURING THE CALENDER YEAR-2022 : FROM.....TO.....

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

BASIC PAY & SCALE OF PAY : .....

EARNED LEAVES SURRENDERED  
DURING LAST CALENDER  
YEAR-2021 (15/30) : FROM.....TO.....

**SIGNATURE OF THE CONTROLLING OFFICER**

**SIGNATURE OF EMPLOYEE**

**SIGNATURE OF THE DRAWING OFFICER**

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