

PROCEEDINGS OF THE HEADMASTER,

Present : Sri /

Sub :- Education, Name of Office, Place – Estt. – Earned Leave Surrender of
Employees – Sanction Accorded – Orders Issued.

Ref :- Application from Employee(s)

ORDER No. Dated:

The following person(s) is /are permitted to surrender earned leave as detailed below and to receive the surrender leave salary in lieu thereof as per GO(P) No. 23/2024/Fin Dated: 16.03.2024.

Sl.No.	Emp Code	Name	Designation	Application Date	Days	As on Date

Designation of DDO

To,

The Incumbent(s)

Copy To:

- 1) Bill
- 2) Accounts Section
- 3) File / Stock File

The following certificates must also be written in the bill.

- 1) Certified that the incumbent(s) had surrendered the maximum earned leave of 15/30 / days once during the financial year 2024-25.
- 2) Certified that necessary entries regarding the earned leave surrender has been made in the incumbent(s) service book(s).
- 3) Certified that the earned leave surrender bill has been prepared as per GO(P) No. 23/2024/Fin Dated: 16.03.2024.

Submit the bill to the concerned treasury in A3 size along with the proceedings and certifications in the bill.