

Chart showing the implication of migrating to 7th Pay from 6th Pay for RVIM

Sl. No	Employee ID	Employee Name	Designation	6th pay gross	Basic+DA	7th pay Basic fixation	HRA 25%	DA 2% on Basic	CCA	Personal Pay / Other components	Total gross	Difference amount	Increment cycle
1	00005150	Noor Jahan	PROFESSOR	135,332	116,525	117,300	29,325	2,346	300	-	149,271	13,939	Jan-24
2	00005153	Anupama K Malagi	PROFESSOR	131,605	113,133	113,900	28,475	2,278	300	-	144,953	13,348	Jan-24
3	00005156	Anitha D'silva	Asst Professor	94,805	78,730	79,800	19,950	1,596	300	-	101,646	6,841	July-23
4	00005158	N. Naga Subba Reddy	Asst Professor	65,908	54,250	54,400	13,600	1,088	300	3,000	72,388	6,480	July-23
5	00005161	Sowmya D S	Asst Professor	69,718	57,718	59,400	14,850	1,188	300	-	75,738	6,020	Jan-24
6	00005164	Rashmi Shetty	Asst Professor	63,043	51,643	52,800	13,200	1,056	300	-	67,356	4,313	July-23
7	00005165	Payal Jindal	Asst Professor	83,736	69,566	71,000	17,750	1,420	300	-	90,470	6,734	July-23
8	00005166	Manjunath S K	Asst Professor	58,203	47,238	48,300	12,075	966	300	2,500	64,141	5,938	Jan-24
9	00005167	Ramya S	Asst Professor	55,199	44,504	45,500	11,375	910	300	1,500	59,585	4,386	July-23
10	00005168	Dileep .	Asst Professor	57,452	43,187	44,200	11,050	884	300	7,500	63,934	6,482	Jan-24
11	00006629	Uma Sharma	Asst Professor	52,362	41,922	42,900	10,725	858	300	3,000	57,783	5,421	July-23
12	00006633	Santhosh M	Associate Professor	117,698	100,475	100,800	25,200	2,016	300	-	128,316	10,618	July-23
13	00006910	Padmalini Singh	Associate Professor	125,471	97,539	97,900	24,475	1,958	300	11,000	135,633	10,162	July-23
14	00007233	Jahnavi M	Associate Professor	111,328	94,678	95,000	23,750	1,900	300	-	120,950	9,622	Jan-24
15	00007031	Pooja Takalkar	Asst Professor	43,691	39,491	37,100	9,275	742	300	500	47,917	4,226	Jan-24
Total				1,265,550	1,050,597	1,060,300	265,075	21,206	4,500	29,000	1,380,081	114,531	

Checked pay fixation statement

[Signature]

Y.R. Pooja
20/04/2023

- Reference to RST Circular No. RST/CIRCULAR/RISM/2022-23/7152 dt. 29/03/2023, 7th CPC with certain modifications was extended to RVIM faculty in 6th AICTE scales.

- The above 15 faculty have submitted acceptance letters for extending the modified 7th CPC benefits. We may approve the pay fixation as given above for implementation with effect 1st April 2023.

Hon. Secretary/RST

[Signature]
Director
20-04-2023

R. V. Institute of Management
Jayanagar, Bangalore - 560041

[Signature]
Director (R.V.M.)



Approved

[Signature]
20/04/23

Policy No : 4102220300000453-00	Servicing Branch Office : BANGALORE SBI General Insurance Co LTD, Rukmini Towers, # 3/1, Platform Road, Sheshadripuram, Bangalore - 560 020, Karnataka-0,	Issue Date : 31/03/2022
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Intermediary Details:

Intermediary Name	SRIDHARA HR	
Intermediary Code	170319	
Intermediary Contact Details	Mobile No.	Landline No. 9999999999

Insured Details:

Name of the Insured/Proposer	R V INSTITUTE OF MANAGEMENT
Address	36TH CROSS 26TH MAIN, 4TH T BLOCK JAYANAGAR, BENGALURU Bangalore, KARNATAKA - 560041, INDIA
Period of Insurance	24/03/2022 (00:00:00 Hrs) to 23/03/2023 (23:59:59 Hrs)
Previous policy no, if any	-
No of Insured Persons Covered	753 [Commencement of Policy]
Total Sum Insured	Rs.75300000.00/-
Details of Insured Persons	-
Coverage Details	Permanent Total Disability, Accidental Benefit, Permanent Partial Disability, Temporary Total Disability
Add ON'S or Riders Opted	As per Annexure "A"
Deductible	As per annexure attached
Other Policies Details	NA
GST No	29AAATR0758A1ZP



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Affiliated to Bengaluru
City University

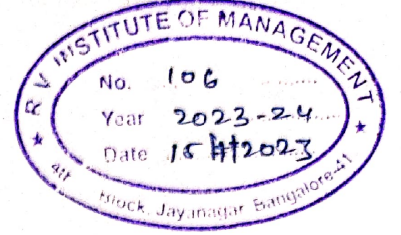
Approved by AICTE.
NAAC 'A' Accredited



Ref: 137/RVIM/AI/MBA/2023-24

Date: 10.07.2023

To,
The Hon. Secretary,
R S S Trust,
II Block, Jayanagar,
Bengaluru-560011



Respected Sir,

Sub: Request for sanction of Annual Increment.

With reference to the above, we herewith forward the Annual Performance Assessment letter issued by RSST and service register in respect of the following staff members whose increment is due in July-2023 along with increment register.

Sl. No.	Name	Designation
1	Dr. Santhosh	Associate Professor
2	Mr. Nagasubba Reddy	Assistant Professor
3	Smt. Anitha B M D'silva	Sr. Assistant Professor
4	Dr. Rashmi Shetty	Assistant Professor
5	Dr. Padmalini Singh	Associate Professor
6	Smt. Ramya	Assistant Professor
7	Smt. Uma Sharma	Assistant Professor
8	Smt. Payal Jindal	Placement Officer
9	Smt. Anupama S M	Librarian
10	Mr. Manjunath N	Lab Technician
11	Smt. Lakshmi A	Office Assistant
12	Mr. Rajanna	Technical Assistant

Kindly acknowledge. For your kind consideration and approval.

Thanking you,

Truly yours

[Signature]
10.07.2023

(Dr. Purushottam Bung)
Professor and Director

AO
Pl. forward it further
15/7

Encl: 1. SRs -12 no's and Annual Performance letter 12 no's.

HR.
D
CA-17, 36th Cross, 26th Main, 4th T^h Block
Jayanagar Bengaluru - 560041

Tel: 080 - 4254 0300
2654 7048

e-mail : contact.rvim@rvei.edu.in
Website : www.rvim.edu.in

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R. V. Institute
INCREMENTS

Rashtreya Sikshana

Sl. No	Name	Designation	Date of Last Increment/DOJ/Scale Granted	Date of Present Increment
01	Dr Sathish M	Associate Professor	01/01/2022	01/01/2023
02	Mr. Nagarajha Rully	Assistant Professor	01/01/2022	01/01/2023
03	Ms. Anitha R M Dsilva	Assistant Professor	01/01/2022	01/01/2023
04	Dr. Rashmi Shetty	Assistant Professor	01/01/2022	01/01/2023

For RSS Trust office use

12/7

Management
REGISTER

Samithi Trust

MONTH & YEAR ... July 2022 (S.V.No: 100)

Scale of Pay	Present Basic Pay	Rate of Increment	Pay after Increment	Director's Recommendation
49200 - 212100 (A11A) 3D	100200	3000	103200	As per the PA cycle 2022-23 overall performance is good
37100 - 192400 (A11D) 3A	54400	1600	56000	As per the PA cycle 2022-23 overall performance is good
45500 - 211500 (A11A) 7C	79800	2400	82200	As per the PA cycle 2022-23 overall performance is good
37100 - 192400 (A11D) 3A	52800	1600	54400	As per the PA cycle 2022-23 overall performance is good

Certificate

Certified that the staff member(s) were/ was not on LWP, requiring the postponement of increment

Certified that no disciplinary proceedings are pending against the staff member(s) mentioned above.

Certified that the work, character and conduct are satisfactory.

Director's
Administrative Officer

Rashtriya Sikshana
R. V. Institute
INCREMENT

Samithi Trust
of Management
REGISTER

MONTH & YEAR: July 2023 (S.No-05 to 08)

Sl. No	Name	Designation	Date of Last Increment/DOJ/Scale Granted	Date of Present Increment
05	Dr. Padmalini Singh	Associate Professor	01/02/2023	01/02/2023
06	Ms. Ramya S	Assistant Professor	01/02/2023	01/02/2023
07	Ms. Uma Sharma	Assistant Professor	01/02/2023	01/02/2023
08	Ms. Pooja Tindal	Placement Officer	01/02/2023	01/02/2023

For RSS Trust office use

[Handwritten Signature]

Scale of Pay	Present Basic Pay	Rate of Increment	Pay after Increment	Director's Recommendation
12000-217100 (A13A) 7D	92900/-	20%	110580/-	Exceeded Expectations. Recommended for Increment.
32100-182100 (A10) 7A	125500/-	10%	138050/-	Met Expectations. Recommended for Increment.
32100-182100 (A10) 7A	129000/-	10%	141900/-	Met Expectations. Recommended for Increment.
13000-203500 (A11) 7B	71000/-	20%	85200/-	Met Expectations. Recommended for Increment.

Certificate

Certified that the staff member(s) were/was not on LWP, requiring the postponement of increment

Certified that no disciplinary proceedings are pending against the staff member(s) mentioned above.

Certified that the work, character and conduct are satisfactory.

Administrative Officer

[Handwritten Signature]
 Director

Sl. No	Name	Designation	Date of Last Increment/DOJ/Scale Granted	Date of Present Increment
09	Ms. Anupama SM	Librarian	01/07/2022	01/07/2023
10	Mr. Manjunath N	Lab Technician	01/07/2022	01/07/2023
11	Ms. Lakshmi A	Office Assistant	01/07/2022	01/07/2023
12	Mr. Rajanna	Technical Assistant	01/07/2022	01/07/2023

For RSS Trust office use

Annual Increment for Sl.No. 01 to 12 is sanctioned
w.e.f 01.07.2023.

Hon. Secretary
Rashtreeya Sikshana Samithi Trust
II Floor, Jaynagar, Bengaluru - 560011



MONTH & YEAR: July 2023... (Sl No-09 to 12)

Scale of Pay	Present Basic Pay	Rate of Increment	Pay after Increment	Director's Recommendation
2600-500-2100-600-21600	25300/-	700/-	26000/-	" " " " " "
700-22200-200-33000				" " " " " "
900-34300				" " " " " "
11500-350-15000-400-12000	16000/-	1000/-	17000/-	" " " " " "
1450-1000-500-21000-600				" " " " " "
21600-300-26700				" " " " " "
16000-400-12000-150-1000	19500/-	500/-	20000/-	" " " " " "
500-21000-600-21600-300				" " " " " "
22200-200-29600				" " " " " "
11500-350-15000-400-	16200/-	400/-	16600/-	" " " " " "
17000-450-19000-500-				" " " " " "
21000-600-21600-700-				" " " " " "
26200				" " " " " "

Certificate

Certified that the staff member(s) were/was not on LWP, requiring the postponement of increment

Certified that no disciplinary proceedings are pending against the staff member(s) mentioned above.

Certified that the work, character and conduct are satisfactory.

Administrative Officer

Director

Ref: 387/RVIM/MBA/AI/2022-23

Date: 05.Jan.2023

To,
The Hon.Secretary,
R S S Trust,
II Block, Jayanagar,
Bengaluru-560011.



Respected Sir,

Sub: Request for sanction of Annual Increment.

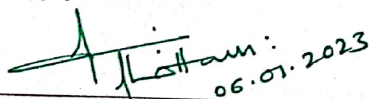
With reference to the above, we herewith forward the Annual Performance Assessment letter issued by RSST and service register in respect of the following staff members whose increment is due in Jan-2023 along with increment register.

Sl. No.	Name	Designation
1	Dr.Noor Firdoos Jahan ✓	Professor ✓
2	Dr.Anupama K Malagi ✓	Professor ✓
3	Dr.Dileep ✓	Assistant Professor ✓
4.	Ms.Sowmya ✓	Assistant Professor ✓
5.	Mr.Manjunath S K ✓	Assistant Professor & PRO ✓
6.	Mr.Chethan Kumar B ✓	Asst Manager HR and Admin ✓
7.	Mr.Shiva Kumar H C ✓	Asst Librarian ✓
8.	Mr.Manjunath L ✓	Clerk ✓
9.	Mr.Vamsi Krishna T ✓	Lab Technician ✓
10.	Mr.Ashok Kumar Reddy ✓	Lab Technician ✓
11.	Mr.Kumar S T ✓	Lab Assistant cum Driver ✓

Kindly acknowledge. For your kind consideration and approval.

Thanking you,

Truly yours


06.01.2023

(Dr. Purushottam Bung)
Professor and Director



AO
H. process it further
09/01

Encl: 1. SRs - 11 no's & Annual Performance letter 11 no's.

INCREMENT

Sl. No	Name	Designation	Date of Last Increment/DOJ/Scale Granted	Date of Present Increment
01	Dr. Noor Firdos Jahan	Professor	01/01/2022	01/01/2023
02	Dr. Anjama K Malgi	Professor	01/01/2022	01/01/2023
03	Dr. Dileep	Assistant Professor	01/01/2022	01/01/2023
04	Mrs. Soumya D.S.	Assistant Professor	01/01/2022	01/01/2023

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REGISTER

MONTH & YEAR : January: 2023 (Sl. No-01 to 04)

Scale of Pay	Present Basic Pay	Rate of Increment	Pay after Increment	Director's Recommendation
37100 - 67000	44697	1310 (3%)	50007	As per PA for the year 2021-22, overall performance is rated as "Exceeded Expectations" & recommended for Increment.
37100 - 67000	43387	1310 (3%)	49697	"Substantially Exceeded Expectations". Recommended for Increment.
15600 - 39100	16567	500 (3%)	17067	"Met Expectations" Recommended for Increment.
15600 - 39100	20137	670 (3%)	22297	"Met Expectations" Recommended for Increment.

Certificate

Certified that the staff member(s) were/was not on LWP, requiring the postponement of increment

Certified that no disciplinary proceedings are pending against the staff member(s) mentioned above.

Certified that the work, character and conduct are satisfactory.

Administrative Officer

Director:

Sl. No	Name	Designation	Date of Last Increment/DOJ/Scale Granted	Date of Present Increment
05	Mr. Mangurath S.K.	Assistant Professor	01/01/2022	01/01/2023
06	Mr. Chelvan Kumar B.	Asst Manager HR and Admin.	01/01/2022	01/01/2023
07	Mr. Shiva Kumar H.C.	Assistant Librarian	01/01/2022	01/01/2023
08	Mr. Murganath L.	Clerk	01/01/2022	01/01/2023

For RSS Trust office use

MONTH & YEAR : February 2023 (Sl. No. 05 To 1)

Scale of Pay	Present Basic Pay	Rate of Increment	Pay after Increment	Director's Recommendation
15600 - 39100	18100	550 (3%)	19650	Exceeded Expectation Recommended for Increment
20000 - 50000 - 21000 - 60000 -	22200	600	22800	Exceeded Expectation Recommended for Increment
21600 - 300 - 22800 - 80 -	32600	-	-	Recommended for Increment
16000 - 2100 - 13800 - 2150 - 19000 - 18100/-	4500	18550	-	Met Expectation Recommended for Increment
300 - 22800 - 300 - 22600	-	-	-	-
16000 - 2100 - 13800 - 2150 - 19000 - 17650/-	4500	18100	-	Met Expectation Recommended for Increment
300 - 22800 - 300 - 22600	-	-	-	-

Certificate

Certified that the staff member(s) were/was not on LWP, requiring the postponement of increment

Certified that no disciplinary proceedings are pending against the staff member(s) mentioned above.

Certified that the work, character and conduct are satisfactory.

Administrative Officer

Director:



Ref. No: RSST/CIRCULAR/HR/2022-23/4671

02nd December 2022

Sub: Revision of Dearness Allowance for Management Scales.

Ref.: 1) RSST/CIRCULAR/HR/2021-22/3155 dt. 17th December 2021.

This is with reference to the above circular on revision of Dearness Allowance.

It is proposed to revise the Dearness Allowance (DA) for the faculty & staff in Management Scales as given below.

- Existing Dearness Allowance - 22.50% on Basic Pay.
- Increase in Dearness Allowance - 6.00% on Basic Pay.
- **Revised Dearness Allowance - 28.50% on Basic Pay.**
- **The above revision will be effective from 1st January 2023 till further orders.**

All other components remain unaltered.

Dr.(h.c.) A.V.S. Murthy
Hon. Secretary

To:

- 1) All Heads of Institutions (Excluding RV University).
- 2) Deputy Director – IT, RV Information Centre.
- 3) Superintendent, RSST.

Rashtreeya Sikshana Samithi Trust

15.03.2023

Revision of VDA for Office Attenders:

- Government of Karnataka has revised the Variable Dearness Allowance (VDA) under minimum wages for the period 01-04-2023 to 31-03-2024, order copy enclosed.
- We have extended minimum wages to around 160 Attenders & Group-D staff.
- It is proposed to revise the VDA for these staff as per the details given below:

a. Current VDA/month	: ₹. 2,234.00
b. Govt. declared VDA w.e.f 01-04-2023	: ₹. 2,836.20
c. Revised VDA/month	: ₹. 2,837.00
d. Increase/month	: ₹. 603.00
e. Appx. Expenditure/month	: ₹.96,480.00
- If approved the same will be implemented w.e.f. 01-04-2023
- Submitted for approval please.

Approved

Hon. Secretary
RSST

15/3

[Signature]
Registrar



① Heads of Institutions } for info please.
② Dy. Director - IT }

[Signature]
16/03



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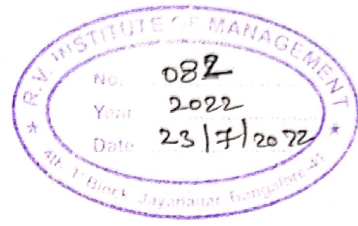
Approved by AICTE.
NAAC 'A+' Accredited



Ref:159/RVIM/MBA/2022-23

Date: 19/July/2022.

To,
The Hon. Secretary,
R S S Trust,
II Block, Jayanagar,
Bangalore.



Respected Sir,

Sub: Revision of D.A for Teaching Staff.
Ref no: Karnataka G.O No: FD23 SRP 2022 Bengaluru, Dated:11th April 2022.

With reference to the above, we forward herewith a copy of Govt. of Karnataka order mentioned above, whereby the rate of DA to the Teaching staff has been enhanced from 31% to 34% total (3%) of the Basic pay, w.e.f 01.07.2022.

As per RSST Order No:RSST/RVIM/Circular-DA/99/2016-17 dated:06.04.2016, 85% of 3% i.e.2.55% DA declared by the Karnataka Govt. is to be sanctioned.

Currently, our Teaching staff who are on AICTE pay scales are being paid DA @150.60% as per RSST approval order (copy enclosed). Hence we request you to accord sanction for payment of DA at the enhanced rate of **153.15%** with effect from 01.07.2022.

For your kind consideration and approval.

Thanking you,

Truly yours

Handwritten signature: Purushottam Bung
19.07.2022

(Dr. Purushottam Bung)
Professor and Director



Encl:

01. Government DA revision orders
02. RSST DA revision circular.
03. Previous DA approved copy.

- Permitted the proposal for faculty DA Revision for RVIM.
- DA enhanced by : 3%
- 85% of 3% : 2.55%
- Current DA% : 150.60%
- New DA% : 153.15%
- The above DA will be w.e.f 1st July 2022
- Submitted for approval please.

Handwritten signature: Han. Secretary RSST

Handwritten signature: 20/7/22

CA-17, 36th Cross, 26th Main, 4th T Block
Jayanagar Bangalore - 560041

Tel: 080 - 4254 0300
2654 7048

e-mail : contact.rvim@rvei.edu.in
Website : www.rvim.edu.in

Go, change the world

Director/RVIM: for ura please.

Handwritten note: AO for compliance

Handwritten signature: 22/07



APPLICATION FOR EARNED LEAVE ENCASHMENT BENEFIT FOR THE CALENDAR YEAR - 2022

1.	Name of the Staff	B. CHETHAN KUMAR
2.	Designation & Department	Office
3.	Date from which the Earned Leave Encashment benefit proposed to be availed and number of days to be surrendered	01-09-2022 to 15-09-2022
4.	Earned Leave Encashment applied for the Calendar year	2022
5.	Whether the benefit of Earned Leave Encashment availed during the Current Calendar year	-No-
6.	Present address during leave	#92/A NEAR SCHOOL OF INDIA, JAI RAM LAYOUT BANNERGHATTA. BANGALORE - 560023
Date: 02/09/2022		Signature:

Earned Leave at Credit	: 75 Days
Present EL for Encashment applied	: 15 Days
Balance EL at credit	: 60 Days
Date:	Signature of AO.
<u>CERTIFICATE</u>	
Certified that the Benefit of EL Encashment applied for the calendar days has been recorded in the service book of the official and the same is not availed previously during the said calendar year. The benefit of EL Encashment for 15 days for the calendar year 2022 from <u>01/09/2022</u> to <u>15/09/2022</u> be sanctioned.	
Date:	Signature of Head of the Institution. 03.09.2022

Basic pay = 22200/-
 Half month pay = 11,100/-
 DA 22.5% = 2498
 TOTAL = 13598/-



APPLICATION FOR EARNED LEAVE ENCASHMENT BENEFIT FOR THE CALENDAR YEAR - 2022

1.	Name of the Staff	Anupama.S.M
2.	Designation & Department	Librarian & Library Dept.
3.	Date from which the Earned Leave Encashment benefit proposed to be availed and number of days to be surrendered	01-09-2022 to 15-09-2022
4.	Earned Leave Encashment applied for the Calendar year	2022
5.	Whether the benefit of Earned Leave Encashment availed during the Current Calendar year	-No-
6.	Present address during leave	g-2, SV's poistina apartment, 28 th A' Main, 18 th cross A.R. layout, J.P.nagar 6 th phase, Behind Royal school. Bangalore - 560041
Date:		Signature: Anupama

Earned Leave at Credit : 130 Days
 Present EL for Encashment applied : 15 Days
 Balance EL at credit : 115 Days

Date: 03/09/2022

Signature of AO.

CERTIFICATE

Certified that the Benefit of EL Encashment applied for the calendar days has been recorded in the service book of the official and the same is not availed previously during the said calendar year. The benefit of EL Encashment for 15 days for the calendar year 2022 from 01/09/2022 to 15/09/2022 be sanctioned.

Date:

Signature of Head of the Institution.
A. Hettam
03.09.2022

Basic pay	Half month pay	DA 22.5%	CCA	TOTAL
25300/-	12650/-	2846	300/-	15796 (1053.08)



APPLICATION FOR EARNED LEAVE ENCASHMENT BENEFIT FOR THE CALENDAR YEAR - 2022

1.	Name of the Staff	SRIDHARA H R
2.	Designation & Department	Asst. Manager A/c / Administrative
3.	Date from which the Earned Leave Encashment benefit proposed to be availed and number of days to be surrendered	01-09-2022 to 15-09-2022
4.	Earned Leave Encashment applied for the Calendar year	2022
5.	Whether the benefit of Earned Leave Encashment availed during the Current Calendar year	-No-
6.	Present address during leave	As per records.
Date: 02/09/2022		Signature:

Earned Leave at Credit	: 92.5 Days
Present EL for Encashment applied	: 15 Days
Balance EL at credit	: 77.5 Days
Date: 03/09/2022	Signature of AO:
CERTIFICATE	
Certified that the Benefit of EL Encashment applied for the calendar days has been recorded in the service book of the official and the same is not availed previously during the said calendar year. The benefit of EL Encashment for 15 days for the calendar year 2022 from 01/09/2022 to 15/09/2022 be sanctioned.	
Date:	Signature of Head of the Institution:

Basic pay	Half month.	DA 22.5%	TOTAL
21600/-	10800/-	2430/-	13230/- (882/-)



APPLICATION FOR EARNED LEAVE ENCASHMENT BENEFIT
FOR THE CALENDAR YEAR - 2022

1.	Name of the Staff	B. Ashok Kumar Reddy
2.	Designation & Department	Lab Technician (IT)
3.	Date from which the Earned Leave Encashment benefit proposed to be availed and number of days to be surrendered	01-09-2022 to 15-09-2022
4.	Earned Leave Encashment applied for the Calendar year	2022
5.	Whether the benefit of Earned Leave Encashment availed during the Current Calendar year	-No-
6.	Present address during leave	17/5A, T. Muttama building, Shanthi nagar, Hanga Sadak Banmanahalli Bangalore - 62.
Date: 31/9/2022		Signature:

Earned Leave at Credit	: <u>82.5</u> Days
Present EL for Encashment applied	: <u>15</u> Days
Balance EL at credit	: <u>67.5</u> Days
Date: 03/09/2022	Signature of AO:

CERTIFICATE

Certified that the Benefit of EL Encashment applied for the calendar days has been recorded in the service book of the official and the same is not availed previously during the said calendar year. The benefit of EL Encashment for 15 days for the calendar year 2022 from 01/09/2022 to 15/09/2022 be sanctioned.

Date: _____ Signature of Head of the Institution: - 03.09.2022

Basic pay
15600/-

Half month
7800/-

DA 22.5%
1755/-

total
9555/- (637/-)



APPLICATION FOR EARNED LEAVE ENCASHMENT BENEFIT FOR THE CALENDAR YEAR - 2022

1.	Name of the Staff	G.K. PADMA PRASAD
2.	Designation & Department	Driver Ad office Executive
3.	Date from which the Earned Leave Encashment benefit proposed to be availed and number of days to be surrendered	01-09-2022 to 15-09-2022
4.	Earned Leave Encashment applied for the Calendar year	2022
5.	Whether the benefit of Earned Leave Encashment availed during the Current Calendar year	-No-
6.	Present address during leave	G.K. padmepasad C/o. RSSI. R.V.T.C. Building Jayanagar 2nd Block Bengaluru - 560011
Date: 07/09/2022		Signature: G.K. padmepasad 7/9/22

Earned Leave at Credit	: 171 Days
Present EL for Encashment applied	: 15 Days
Balance EL at credit	: 156 Days
Date: 07/09/2022	Signature of AO.
CERTIFICATE	
Certified that the Benefit of EL Encashment applied for the calendar days has been recorded in the service book of the official and the same is not availed previously during the said calendar year. The benefit of EL Encashment for 15 days for the calendar year 2022 from 01/09/2022 to 15/09/2022 be sanctioned.	
Date:	Signature of Head of the Institution.

Boat pay	Half months	DA. 22.5%	CCA	TOTAL
19000/-	9500/-	2138/-	150.	11788 (78583)



APPLICATION FOR EARNED LEAVE ENCASHMENT BENEFIT FOR THE CALENDAR YEAR - 2022

1.	Name of the Staff	S. T. KUMAR
2.	Designation & Department	Non Teaching
3.	Date from which the Earned Leave Encashment benefit proposed to be availed and number of days to be surrendered	01-09-2022 to 15-09-2022
4.	Earned Leave Encashment applied for the Calendar year	2022
5.	Whether the benefit of Earned Leave Encashment availed during the Current Calendar year	-No-
6.	Present address during leave	No: 33/A. A.K. Mutt Layout K.R. Nagar Bangalore: 19
Date: 07/09/2022		Signature: S. T. Kumar

Earned Leave at Credit	: 85.5 Days
Present EL for Encashment applied	: 15 Days
Balance EL at credit	: 70.5 Days
Date: 08/09/2022	Signature of AO:
CERTIFICATE	
Certified that the Benefit of EL Encashment applied for the calendar days has been recorded in the service book of the official and the same is not availed previously during the said calendar year. The benefit of EL Encashment for 15 days for the calendar year 2022 from 01/09/2022 to 15/09/2022 be sanctioned.	
Date:	Signature of Head of the Institution:

Basic pay	Half month	DA - 22.5%	total	
15250	7625/-	1716.	9341/-	(Rs 62271)



APPLICATION FOR EARNED LEAVE ENCASHMENT BENEFIT FOR THE CALENDAR YEAR - 2022

1.	Name of the Staff	Puttaraju. A.S
2.	Designation & Department	Attender.
3.	Date from which the Earned Leave Encashment benefit proposed to be availed and number of days to be surrendered	01-09-2022 to 15-09-2022
4.	Earned Leave Encashment applied for the Calendar year	2022.
5.	Whether the benefit of Earned Leave Encashment availed during the Current Calendar year	-No-
6.	Present address during leave	No. 37, Sabbaya compound 1st Main, 3rd cross, Mysore Rd, Bajajyaranahalli - pura - Bengaluru - 26.
Date: 02/09/2022		Signature: Puttaraju A.S

Earned Leave at Credit	: 101 Days
Present EL for Encashment applied	: 15 Days
Balance EL at credit	: 86 Days
Date: 03/09/2022	Signature of AO: [Signature]
CERTIFICATE	
Certified that the Benefit of EL Encashment applied for the calendar days has been recorded in the service book of the official and the same is not availed previously during the said calendar year. The benefit of EL Encashment for 15 days for the calendar year 2021 from 01/09/2022 to 15/09/2022 be sanctioned.	
Date: -	Signature of Head of the Institution: [Signature] 03.09.2022

Basic pay	Half month	UDA.	TOTAL
11588/-	5794.	1117/-	6911 (460.23%)



APPLICATION FOR EARNED LEAVE ENCASHMENT BENEFIT
FOR THE CALENDAR YEAR - 2022

1.	Name of the Staff	ಶ್ರೀಶಂಕರ್
2.	Designation & Department	ಗ್ರಾಜನಿಕ
3.	Date from which the Earned Leave Encashment benefit proposed to be availed and number of days to be surrendered	01-09-2022 to 15-09-2022
4.	Earned Leave Encashment applied for the Calendar year	2022
5.	Whether the benefit of Earned Leave Encashment availed during the Current Calendar year	-No-
6.	Present address during leave	# 73/4 3ನೇ ಮುಖ್ಯರಸ್ತೆ 29ನೇ ಎಲ್ ನಗರ ಭನ್ನಾರುಪ್ಪಟ್ಟಣ ರಸ್ತೆ ಚಿಕ್ಕಬಳ್ಳಾಪುರ 560029
Date: 2/09/2022		Signature: ಶ್ರೀಶಂಕರ್

Earned Leave at Credit : 169 Days
 Present EL for Encashment applied : 15 Days
 Balance EL at credit : 154 Days

Date: 03/09/2022.

Signature of AO.

CERTIFICATE

Certified that the Benefit of EL Encashment applied for the calendar days has been recorded in the service book of the official and the same is not availed previously during the said calendar year. The benefit of EL Encashment for 15 days for the calendar year 2022 from 01/09/2022 to 15/09/2022 be sanctioned.

Date:

Signature of Head of the Institution.

Basic pay.
11583/-

Half months.
5791/-

VDA
1171/-

TOTAL
6911/-

(460.33/-)

APPLICATION FOR EARNED LEAVE ENCASHMENT BENEFIT FOR THE CALENDAR YEAR - 2022

1.	Name of the Staff	SUVARNA.R
2.	Designation & Department	Group 'D'
3.	Date from which the Earned Leave Encashment benefit proposed to be availed and number of days to be surrendered	01-09-2022 to 15-09-2022
4.	Earned Leave Encashment applied for the Calendar year	2022
5.	Whether the benefit of Earned Leave Encashment availed during the Current Calendar year	-No-
6.	Present address during leave	No. 86, TG Layout, BSK 3 rd Stage, Bengaluru - 560085
Date: 02-09-2022		Signature: Swathi

Earned Leave at Credit	: 83 Days
Present EL for Encashment applied	: 15 Days
Balance EL at credit	: 68 Days
Date: 03/09/2022	Signature of AO.
CERTIFICATE	
Certified that the Benefit of EL Encashment applied for the calendar days has been recorded in the service book of the official and the same is not availed previously during the said calendar year. The benefit of EL Encashment for 15 days for the calendar year 2022 from 01/09/2022 to 15/09/2022 be sanctioned.	
Date:	Signature of Head of the Institution.

Basic pay	Half month	UDA	Total	
11588/-	5794/-	1117/-	6911/-	(46073/-)



APPLICATION FOR EARNED LEAVE ENCASHMENT BENEFIT FOR THE CALENDAR YEAR - 2022

1.	Name of the Staff	Mamatha.L
2.	Designation & Department	Sweeper
3.	Date from which the Earned Leave Encashment benefit proposed to be availed and number of days to be surrendered	01-09-2022 to 15-09-2022
4.	Earned Leave Encashment applied for the Calendar year	2022
5.	Whether the benefit of Earned Leave Encashment availed during the Current Calendar year	-No-
6.	Present address during leave	# 18. 3rd Cross Road 8th Main Road Kanakana Palya Jayanagar 2nd block Bangalore - 560011
Date: 2/9/2022		Signature: Mamatha.L

Earned Leave at Credit : 116 Days
 Present EL for Encashment applied : 15 Days
 Balance EL at credit : 101 Days

Date: 03/09/2022

Signature of AO.

CERTIFICATE

Certified that the Benefit of EL Encashment applied for the calendar days has been recorded in the service book of the official and the same is not availed previously during the said calendar year. The benefit of EL Encashment for 15 days for the calendar year 2022 from 01/09/2022 to 15/09/2022 be sanctioned.

Date: -

Signature of Head of the Institution.
03.10.2022

Basic pay.
11588/-

Half month.
5794/-

UDA
1117/-

TOTAL
6911/-

(460-73/-)



APPLICATION FOR EARNED LEAVE ENCASHMENT BENEFIT FOR THE CALENDAR YEAR - 2022

1.	Name of the Staff	RAVI KUMAR
2.	Designation & Department	Attender
3.	Date from which the Earned Leave Encashment benefit proposed to be availed and number of days to be surrendered	01-09-2022 to 15-09-2022
4.	Earned Leave Encashment applied for the Calendar year	2022
5.	Whether the benefit of Earned Leave Encashment availed during the Current Calendar year	-No-
6.	Present address during leave	No. 455, Jayanagar 4 th T Block, 18 th Main Road, Bengaluru - 56
Date: 02-09-2022		Signature:

Earned Leave at Credit	: 106 Days
Present EL for Encashment applied	: 15 Days
Balance EL at credit	: 91 Days
Date: 03/09/2022	Signature of A.O.
CERTIFICATE	
Certified that the Benefit of EL Encashment applied for the calendar days has been recorded in the service book of the official and the same is not availed previously during the said calendar year. The benefit of EL Encashment for 15 days for the calendar year 2022 from 01/09/2022 to 15/09/2022 be sanctioned.	
Date:	Signature of Head of the Institution. 03.09.2022

updated SF

Basic pay.	Half month.	UDA	Total.	
11588/-	5794/-	1117/-	6911/-	(46073/-)



APPLICATION FOR EARNED LEAVE ENCASHMENT BENEFIT FOR THE CALENDAR YEAR - 2022

1.	Name of the Staff	RAJAMMA
2.	Designation & Department	Group D Staff
3.	Date from which the Earned Leave Encashment benefit proposed to be availed and number of days to be surrendered	01-09-2022 to 15-09-2022
4.	Earned Leave Encashment applied for the Calendar year	2022
5.	Whether the benefit of Earned Leave Encashment availed during the Current Calendar year	-No-
6.	Present address during leave	No. 189, 2 nd Cross, 36 th Main, 6 th Phase, JP Nagar, Bengaluru - 560078
Date: 03-09-2022		Signature: ರಾಜಮ್ಮ

Earned Leave at Credit	: 106 Days
Present EL for Encashment applied	: 95 Days
Balance EL at credit	: 91 Days
Date: 03/09/2022	Signature of AG.

CERTIFICATE

Certified that the Benefit of EL Encashment applied for the calendar days has been recorded in the service book of the official and the same is not availed previously during the said calendar year. The benefit of EL Encashment for 15 days for the calendar year 2022 from 01/09/2022 to 15/09/2022 be sanctioned.

Date: _____ Signature of Head of the Institution.

(SF)	Basic pay.	Half month,	VDA	TOTAL.
	11588/-	5794/-	1117/-	6911/- (160-73/-)



APPLICATION FOR EARNED LEAVE ENCASHMENT BENEFIT FOR THE CALENDAR YEAR - 2022

1.	Name of the Staff	GEEETHA
2.	Designation & Department	Group 'D'
3.	Date from which the Earned Leave Encashment benefit proposed to be availed and number of days to be surrendered	01-09-2022 to 15-09-2022
4.	Earned Leave Encashment applied for the Calendar year	2022
5.	Whether the benefit of Earned Leave Encashment availed during the Current Calendar year	-No-
6.	Present address during leave	No. 73/4, 8 th Main Road Bismilla Nagar, Bannerghatta Main Road, Bengaluru - 560 029
Date: 02-09-2022		Signature: Geetha

Earned Leave at Credit	: 154 Days
Present EL for Encashment applied	: 15 Days
Balance EL at credit	: 139 Days
Date: 03/09/2022	Signature of AO.
CERTIFICATE	
Certified that the Benefit of EL Encashment applied for the calendar days has been recorded in the service book of the official and the same is not availed previously during the said calendar year. The benefit of EL Encashment for 15 days for the calendar year 2022 from 01/09/2022 to 15/09/2022 be sanctioned.	
Date: -	Signature of Head of the Institution.

Basic Pay.
11588/-

Half month
5794/-

UDA
1117/-

total
6911/-

(460-731)



Ref: RSST/ 15 /10.08.2022

NOTE

Sub: Sanction of Festival advance for Ganesh Chaturthi which falls on 18.09.2023
Ref: Letter No. 192/09.08.2023 from the Director, RVIM.

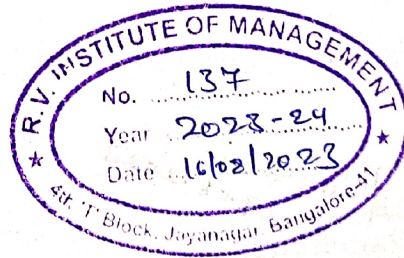
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With reference to the above, the festival advance of Rs. 5000/- to each of the staff member mentioned in the letter cited above, is approved as recommended by the HOI. Before releasing the advance, it may be ensured that the previous advance is fully recovered. The recovery of present advance should start from October 2023 salary in ten equated monthly instalments. If the staff member leaves the job in middle of the year, the outstanding balance is to be recovered in one lump from the final salary. The original proposal is sent back to the institution for processing the payment and record purpose.


HON. SECRETARY
RSST

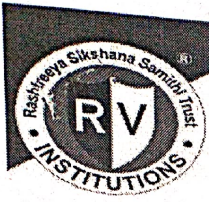
To: The Director
R.V. Institute of Management
4th T Block, Jayanagar,
Bangalore.

Encl: a/a



*ALL
Expense recovery of earlier
advance + recovery of this
new advance should start
from Oct. 23 in 10 EMIC.*

J.
16/8



RV Institute of Management®

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Affiliated to Bengaluru
City University

Approved by AICTE.
NAAC 'A+' Accredited



Ref. No. 192/RVIM/MBA/2023-24.

Date: 09.08.2023.

The Hon. Secretary,
RSST Trust,
II Block, Jayanagar,
Bangalore.



Respected Sir,

Sub: Festival advance- Gowri & Ganesha Festival.

We forward herewith applications for festival advance received from below mentioned employees.

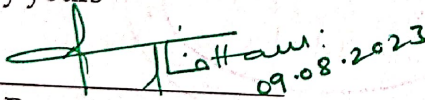
Sl.No	Name of the Staff	Designation	Amount
5182 1	Mr. Padma Prasad	Junior Assistant	Rs.5000
5183 2	Mr. Borasetty	Gardner	Rs.5000
5186 3	Smt. Geetha	Group D	Rs.5000
5190 4	Smt. Rajamma	Group D	Rs.5000
		Total Rs.	Rs.20000

We request your goodself to kindly accord sanction for festival advance to our staff members. The advance amount will be recovered in ten monthly installments. 01/10/2023 to 31/07/2024

For your kind consideration and approval.

Thanking you

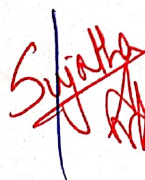
Truly yours


09.08.2023

(Dr. Purushottam Bung)
Professor and Director

Encl:

1. Request Application

D.


CA-17, 36th Cross, 26th Main, 4th T Block
Jayanagar Bangalore - 560041

Tel: 080 - 4254 0300
2654 7048

e-mail : contact.rvim@rvei.edu.in
Website : www.rvim.edu.in

Go, change the world

Leave for Miscarriage/Medical Termination of Pregnancy:

- As per RSST Service Rules promulgated on 12-03-2018, Rule-66 Maternity Leave benefits have been extended.
- As per Maternity Benefit Act a female employee is eligible for Leave in case of Miscarriage or Medical Termination of Pregnancy.
- It is proposed to add Clause 66.5 to the RSST service rules to define the benefits for the same.
 - o Woman employee is eligible for a maximum of 45 days of Miscarriage Leave during her entire service.
 - o The above leave can be availed from the following day of miscarriage subject to production of Medical Certificate.
 - o Can be clubbed with EL, LWP, EOL.
- Submitted for approval please.

Hon. Secretary
RSST

Approved
[Signature]
13/5

[Signature]
Registrar
RSST

Dy. Director / RUSC : *forw/cd please.*

[Signature]
15/05/23

