



RV Institute of Management®

CA 17, 36th Cross Rd, 26th Main, 4th T Block East,
Jayanagar, Bengaluru - 560041, Karnataka, India

Autonomous
Institution Affiliated
to Bangalore City
University

Approved by AICTE,
New Delhi, Accredited
by NAAC with 'A+' Grade
QS I-Gauge Diamond Rated

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Ref: 55 /RVIM/MBA/2025-26

Date: 14.05.2025

To,
The Hon. Secretary,
RSS Trust,
Jayanagar, Bangalore - 11.



Respected Sir,

Sub: Forwarding request letters for encashment of Earned Leave for the calendar year 2025 (May cycle)

With reference to the above, we wish to inform you that, the following staff members have submitted letters requesting for encashment of Earned Leave for the calendar year 2025.

Sl. No.	Name	Designation
01 ✓	Dr.Purushottam Bung	Professor & Director
02 ✓	Mr.Shivakumar HC	Senior Library Executive
03 ✓	Mr.Manjuantha N	Assistant Instructor (IT)
04 ✓	Mr.Rajanna S C	Technical Assistant
05 ✓	Mr.Manjunath L	Clerk
06 ✓	Mr.Manjunath S K	Assistant Professor
07 ✓	Ms.Lakshmi A	Clerk

We request you to kindly sanction EL encashment for 15 days during the month of May for the calendar year 2025 to the above staff members.

Thanking you,

Truly yours

*Earned leave encashment of 15 days in May 2025 for
Sl. No. 01 to 07 of Rs. 1,74,375/- for R.V.I.M. is
Sanctioned.*

(Dr. Purushottam Bung)
Professor and Director

Encl:

- Updated SR-06
- Employee Request letters-07

Hon. Secretary
Rashtriya Sikshana Samithi Trust
II Block, Jayanagar, Bengaluru - 560011



15.5.25

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Pl. process it further
16/5*

EL Encashment for the month of May-2025

Sl.No	Emp Id	Name	Designation	Current Basic	Current DA	Total	Per Day	Current EL Balance	No of days to be encashed	Balance Earned Leave	Amount to be paid
1	00005149	Dr.Purushottam Bung	Professor & Director	1,31,900	6,859	1,38,759	4,625.30	73	15	58	69,380
2	00005171	Mr.Shivakumar HC	Senior Library Executive	31,100	2,022	33,122	1,104.07	129	15	114	16,561
3	00005179	Mr.Manjuantha N	Assistant Instructor	27,000	1,755	28,755	958.50	113	15	98	14,378
4	00005176	Mr.Rajanna S C	Technical Assistant	27,000	1,755	28,755	958.50	54	15	39	14,378
5	00005181	Mr.Manjunath L	Clerk	28,950	1,882	30,832	1,027.73	123	15	108	15,416
6	00005166	Mr.Manjunath S K	Assistant Professor	51,300	4,104	55,404	1,846.80	37	15	22	27,702
7	00005175	Ms.Lakshmi A	Clerk	31,100	2,022	33,122	1,104.07	47	15	32	16,561
Total				3,28,350	20,399	3,48,749	11,625	576	-	471	1,74,375

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DA-6.5/
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DA-8/
DA-6.5/

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14.05.2025

Director
R.V. INSTITUTE OF MANAGEMENT
C.A. 17, 36th Cross, 26th Main,
4th 'T' Block, Jayanagar,
BANGALORE - 560041