- EL encashment of 15 days for SL No. 01 to 13 for September 2025 is sanctioned.

Rashtr... ...mithi Trust
II Block, J... ...galuru - 560011

RASHTREEYA SIKSHANA SAMITHI TRUST
No: 5329
Date: 11/9/25

Hon. Secretary
Rashtreeya Sikshana Samithi
II Block, Jayanagar, Bengaluru

11/9/2025

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

contact.rvim@rvei.edu.in
www.rvim.edu.in
Tel: 080 42540300
080 26547048

Ref: 226 /RVIM/MBA/2025-26 Date:08/09/2025

RASHTREEYA SIKSHANA SAMITHI TRUST No: 4269 Date: 8/9/25

R.V. INSTITUTE OF MANAGEMENT No. 168 Year 2025-26 Date 13/9/2025 4th T Block Jayanagar Bangalore-41

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

Respected Sir,

Sub: Request for Encashment of Earned Leave for the Calendar Year 2025 (September 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	EMP ID	Name	Designation
1	5158	N. Naga Subba Reddy	Assistant Professor
2	5173	Sridhara H R	Manager
3	6607	Chethan Kumar B	Manager-HR & Admin
4	5180	Ashok Kumar B	Lab Technician
5	7311	Sujan Paul	Executive
6	7319	Kiran Kumari	Executive
7	6516	S.T Kumar	Driver cum lab
8	5183	Bora Setty	Gardener
9	5184	Puttaraju A J	Office Attender
10	5186	Geetha .	Group D
11	5187	Suvarna R	Group D
12	5188	Ravi Kumar	Office Attender
13	5189	Mamatha L	Group D

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

Thanking you,

Truly yours

Lotham 08.09.2025

(Dr. Purushottam Bung)
Professor and Director

HR

Alg + AO
Pl. process it further
13/9/2025

Encl:

- Updated SRs,
- Employee Request letters.

EL encashment for the year -2025 (September)

Sl.No	EMP ID	Name	Designation	Current Basic	Current DA	Current VDA	Total	Per day	Current EL Balance	No of days to be encashed	Balance Earned leave	Amount to be paid in Rs.
1	00005158	N. Naga Subba Reddy	ASSISTANT PROFESSOR	₹ 59,400.00	₹ 4,752.00	-	₹ 64,152.00	₹ 2,138.40	25	15	10	₹ 32,076
2	00005173	Sridhara H R	MANAGER	₹ 37,900.00	₹ 2,463.50	-	₹ 40,363.50	₹ 1,345.45	113.5	15	98.5	₹ 20,182
3	00006607	Chethan Kumar B	MANAGER-HR & ADMIN	₹ 38,850.00	₹ 2,525.25	-	₹ 41,375.25	₹ 1,379.18	111	15	96	₹ 20,688
4	00005180	Ashok Kumar B	LAB TECHNICIAN	₹ 25,800.00	₹ 1,677.00	-	₹ 27,477.00	₹ 915.90	98.5	15	83.5	₹ 13,739
5	00007311	Sujan Paul	EXECUTIVE	₹ 27,650.00	₹ 1,797.25	-	₹ 29,447.25	₹ 981.58	87	15	72	₹ 14,724
6	00007319	Kiran Kumari	EXECUTIVE	₹ 25,800.00	₹ 1,677.00	-	₹ 27,477.00	₹ 915.90	73.5	15	58.5	₹ 13,739
7	00006516	S.T Kumar	DRIVER	₹ 25,200.00	₹ 1,638.00	-	₹ 26,838.00	₹ 894.60	101.5	15	86.5	₹ 13,419
8	00005183	Bora Setty	GARDENER	₹ 11,588.00	-	₹ 4,114.00	₹ 15,702.00	₹ 523.40	211	15	196	₹ 7,851
9	00005184	Puttaraju A J	OFFICE ATTENDER	₹ 11,588.00	-	₹ 4,114.00	₹ 15,702.00	₹ 523.40	119	15	104	₹ 7,851
10	00005186	Geetha	SWEEPER	₹ 11,588.00	-	₹ 4,114.00	₹ 15,702.00	₹ 523.40	189	15	174	₹ 7,851
11	00005187	Suvarna R	SWEEPER	₹ 11,588.00	-	₹ 4,114.00	₹ 15,702.00	₹ 523.40	112	15	97	₹ 7,851
12	00005188	Ravi Kumar	OFFICE ATTENDER	₹ 11,588.00	-	₹ 4,114.00	₹ 15,702.00	₹ 523.40	121	15	106	₹ 7,851
13	00005189	Mamatha L	SWEEPER	₹ 11,588.00	-	₹ 4,114.00	₹ 15,702.00	₹ 523.40	152	15	137	₹ 7,851
											Total	**₹ 1,75,671**

Prepared by

DTO

Verified by Accounts. 08/09/25.

Sanctioned

Lottavi. 08.09.2025

P.T.O