RV Institute of Management®
CA 17, 35th Cross Rd, 26th Main, 4th T Block East, Jayanagar, Bengaluru - 560041, Karnataka, India

Affiliated to Bengaluru Central University

Approved by AICTE, New Delhi, Accredited by NAAC with 'A+' Grade

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Ref: 064 /RVIM/MBA/2026-27 Date: 11.05.2026

RASHTREEYA SIKSHANA SAMITHI TRUST No: 1060 Date: 12/5/26

R.V. INSTITUTE OF MANAGEMENT No. 045 Year 2026-27 Date 13/5/2026 4th T Block, Jayanagar, Bangalore-41

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

Respected Sir,

Sub: Forwarding request letters for encashment of Earned Leave for the calendar year 2026 (May cycle)

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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 2026.

Sl. No.	Name	Designation	No of days to be encashed
01	Dr.Purushottam Bung	Professor & Director	15
02	Dr.Tamizharasi D	Professor	14
03	Mr.Shivakumar HC	Senior Library Executive	15
04	Mr.Manjuantha N	Assistant Instructor (IT)	15
05	Mr.Rajanna S C	Technical Assistant	15
06	Ms.Lakshmi R	Office Executive	15

We request you to kindly sanction EL encashment for 15 days during the month of May for the calendar year 2026 to the above staff members.

Thanking you,

Truly yours

11.05.2026

(Dr. Purushottam Bung)
Professor and Director

- Earned leave encashment for Sl.no 1 to Sl.no. 6 for the month of May 2026 is sanctioned.

AO
Pl. process it further
13/5

Hon. Secretary
Rashtreeya Sikshana Samithi Trust
II Block, Jayanagar, Bengaluru - 560011
13/05/2026.

RASHTREEYA SIKSHANA SAMITHI TRUST No: 1411 Date: 13/5/26

Encl:
- Updated SR-06
- EL calculation sheet

Manasa
13/05/2026

EL encashment for the year -2026 (May)

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 in Rs.
1	5149	Dr.Purushottam Bung	Professor & Director	₹ 1,35,900.00	₹ 10,872.00	₹ 1,46,772.00	₹ 4,892.40	73	15	58	₹ 73,386.00
2	7539	Dr.Tamizharasi D	Professor	₹ 89,900.00	₹ 8,990.00	₹ 98,890.00	₹ 3,296.33	29	14	15	₹ 46,148.67
3	5179	Mr.Manjunatha N	Assistant Insturctor	₹ 27,650.00	₹ 2,765.00	₹ 30,415.00	₹ 1,013.83	125	15	110	₹ 15,207.50
4	5171	Mr.Shiva Kumar HC	Senior Library Executive	₹ 31,850.00	₹ 3,185.00	₹ 35,035.00	₹ 1,167.83	144	15	129	₹ 17,517.50
5	5176	Mr.Rajanna S C	Technical Assistant	₹ 27,650.00	₹ 2,765.00	₹ 30,415.00	₹ 1,013.83	55	15	40	₹ 15,207.50
6	7911	Ms.Lakshmi R	Office Executive	₹ 24,050.00	₹ 2,405.00	₹ 26,455.00	₹ 881.83	83	15	68	₹ 13,227.50
										Total	**₹ 1,80,694.67**

Prepared by
B.Chethan Kumar
HR-Manager

08/05/26
Verified by
Mr.Sridhara H R
Finance-Manager

11.05.2026
Director
Dr.Purushottam Bung