

SARDAR PATEL UNIVERSITY

VALLABH VIDYANAGAR

APPLICATION FOR SURRENDER OF PRIVILEGE LEAVE FOR
ENCASHMENT FOR **L.T.C. BLOCK : 2020-2023**

Emp. No. :

Date : / /20__

Name of the Applicant (Shri/Mrs.) :

Designation :

Department/ Section :

Basic Pay + D. A. :

Period of the Leave :

P. L. to be surrendered for 10 days. :

Recommendation of H.O.D.

Signature of the Applicant

Head of Department/Section

(For Office Use Only)

Establishment Section :-

Dt.:- / /20__

Submitted :-

Balance of P.L.days

Shri/Mrs. _____ Deptt./ Section

be allowed to surrenderdays Privilege Leave for encashment and be paid an amount as detailed below for the **L.T.C. Block 2020-2023**.

Basic Pay for 10 days Rs. :

+ D. A. for 10 days Rs. :

Total Pay and D.A. for 10 days Rs. :

H.C.
(Est.)

Head
(Est)

C.A.O.
(Account)

I/cRegistrar

Vice-Chancellor