



Rajajinagar Education Society's (Regd.)

# SRI AUROBINDO COLLEGE

Permanently Affiliated to Bangalore University & Accredited by NAAC with B+  
Recognised under section 2(f) & 12(B) of UGC Act, 1956



Ref. No. :

## LABOUR WELFARE BENEFITS FOR THE A.Y 2018-2019

Date :

30.3.2019

Sl No.	Date	Name of the employee	Designation	Type of benefits	Amount
1	04.04.2018	Dr. Shailaja M ✓	Principal	Leave Encashment	61286.00
2	25.04.2018	Smt. Kantha Bai ✓	Ayah	Leave Encashment	7707.00
3	02.05.2018	Sri Raghavenra ✓	Office Assistant	General Purpose loan	40000.00
4	15.05.2018	Sri. Sanganna	Lab Assistant	Leave Encashment	10878.00
5	12.07.2018	Sri. Manjunath Rao J	Lecturer in Commerce	Leave Encashment	31084.00
6	01.08.2018	Dr. Shailaja M ✓	Principal	General Purpose loan	40000.00
7	01.08.2018	Smt. Namratarani	Lecturer in Commerce	Leave Encashment	36917.00
8	01.08.2018	Smt. Radhika Srinivas	Lecturer in Commerce	Leave Encashment	26556.00
9	08.08.2018	Smt Sachi	Lecturer in English	Gratuity (Resigned)	292710.00
10	13.08.2018	Smt Geetha D	Lecturer in Kannada	Leave Encashment	25289.00
11	16.10.2018	Shyamala Devadiga	Asst Librarian	Group Insurnace Premium (Resigned)	5997.00
12	05.11.2018	Smt. Leelavathi	Manager Cum Accountant	Festival Advance	3500.00
13	05.11.2018	Smt. Kantha Bai .P	Ayah	Festival Advance	3500.00
14	05.11.2018	Smt. Shobha	Ayah	Festival Advance	3500.00
15	15.11.2018	Smt. Savitha S	Lecturer in Commerce	Leave Encashment	31084.00
16	15.11.2018	Smt. Gopika	Lecturer in Commerce	Leave Encashment	32926.00
17	03.01.2019	Smt. Leelavathi	Manager Cum Accountant	Leave Encashment	26402.00
18	07.01.2019	Sri Raghavenra ✓	Office Assistant	Leave Encashment	18478.00
19	14.01.2019	Sri Sanganna	Lab Assistant	Festival Advance	3500.00
20	29.01.2019	Smt. Leelavathi	Manager Cum Accountant	General Purpose loan	40000.00
21	31.01.2019	Sri Raghavendra ✓	Office Assistant	Leave Encashment	114432.00
22	31.01.2019	Sri Durgaprasad	Librarian	Leave Encashment	30194.00
23	12.02.2019	Sri. Lakshman	Lecturer in Kannada	Leave Encashment	27420.00
24	01.03.2019	Sri Sanganna	Lab Assistant	General Purpose loan	40000.00
				<b>Total</b>	<b>953360.00</b>

*Shailaja*  
PRINCIPAL

SRI AUROBINDO COLLEGE  
MAHALAKSHMIPURAM  
BANGALORE - 560086

Main Building : # 6/C, V Main, Dr. M.C. Modi Road, Mahalakshmpuram, Bangalore - 560 086. Ph. : 080 - 2349244

New Building : # 66 (old No.413) 20th Main, I Block, Rajajinagar, Bangalore - 560 010. Ph. : 080 - 2332 2232

E-mail : sriurobindocollege2019@gmail.com, Website: sriurobindocollege.ac.in



Rajajinagar Education Society's (Regd.)

# SRI AUROBINDO COLLEGE

Permanently Affiliated to Bangalore University & Accredited by NAAC with B+  
Recognised under section 2(f) & 12(B) of UGC Act, 1956



Ref. No. :

Date :

14.05.2020

## LABOUR WELFARE BENEFITS FOR THE A.Y 2019-2020

Sl No.	Date	Name of the employee	Designation	Type of benefits	Amount
1	25.04.2019	Sri. Vinod Annigeri	HOD Computer Science	Leave Encashment	17620.00
2	30.05.2019	Smt. Jyoti Shivapuji	Office Assistant	Leave Encashment	16841.00
3	07.06.2019	Sri Himantharaju	Office Assistant	Leave Encashment	18189.00
4	06.08.2019	Smt Geetha D	Lecturer in Kannada	General Purpose loan	40000.00
5	23.10.2019	Smt Shobha	Ayah	Festival Advance	3500.00
6	11.01.2020	Sri.Sanganna	Lab Assistant	Festival Advance	3500.00
7	20.01.2020	Smt Radhika Srinivas	Lecturer in Commerce	Gratuity (Resigned)	103290.00
				<b>Total</b>	<b>202940.00</b>

PRINCIPAL

SRI AUROBINDO COLLEGE  
MAHALAKSHMIPURAM  
BANGALORE - 560086





Rajajinagar Education Society's (Regd.)

# SRI AUROBINDO COLLEGE

Affiliated to Bangalore University, Recognised by the UGC Act 1956 under section 2(f) and 12(B)



Ref. No. :

Date :

## LABOUR WELFARE BENEFITS FOR THE AY YEAR 2021-2022

SL NO	DATE	NAME OF THE EMPLOYEE	DESIGNATION	TYPE OF BENEFITS	AMOUNT
1	10.04.2021	SRI SANGANNA	Lab Assistant	Festival Advance	3500.00
2	1.06.2021	SRIDURGAPRASAD	Librarian	General Purpose Loan	40000.00
3	18.09.2021	SRI HIMANTHARAJU	Office Assistant	Leave Encashment	19167.00
4	18.09.2021	SRI SANGANNA	Lab Assistant	General Purpose Loan	40000.00
5	02.02.2022	SMT GEETHA D	Lect In Kannada	General Purpose Loan	40000
				TOTAL	142667.00

*Malaya*  
Dr. Sailaja .M  
Principal  
Sri Aurobindo College  
Mahalakshimpuram  
Bangalore



Rajajinagar Education Society's (Regd.)

# SRI AUROBINDO COLLEGE

Affiliated to Bangalore University, Recognised by the UGC Act 1956 under section 2(f) and 12(B)



Ref. No.:

Date:

## LABOUR WELFARE BENEFITS FOR THE AY YEAR 2022-2023

SL NUMBER	DATE	NAME OF THE EMPLOYEE	DESIGNATION	TYPE OF BENEFITS	AMOUNT
1	10.05.2022	SMT DIVYA H	Lect In Computer Sc	Leave Encashment	29614
2	03.08.2022	SRI VINOD ANNIGERI	Hod Dept Of Comp Sc	General Purpose Loan	40000
3	01.09.2022	SRI SANGANNA	Lab Asst	Festival Advance	3500
4	02.12.2022	SMT VEENA	Lect In Com & Mgt	Leave Encashment	40773
5	29.12.2022	SMT KANTHA BAI	Ayah	Leave Encashment	9846
6	02.03.2023	SRI DURGA PRASAD	Librarian	Leave Encashment	37574
				TOTAL	161307

*Malg*  
Dr. Sailaja M  
Principal



Sri Aurobindo College  
Mahalakshimpuram  
Bangalore - 560086



**RAJAINAGAR EDUCATION SOCIETY'S**  
**SRI AUROBINDO COLLEGE**

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAC/2019,

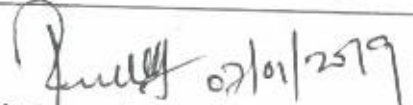
DATE: 7.01.2019

**Sub: Surrender of Commuted Leave**

Below mentioned staff member of this Institution is sanctioned surrender  
Leave Encashment Benefit (Earned leave) during the current block period 2019-2020

**Unit: Degree**

S.NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Sri Raghavendra	Senior Lab Assistant	30 days EL

  
( Rameshchandra. S. Hongal )  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

  
Dr. Sailaj M  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086

# SRI AUROBINDO COLLEGE

No.5/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main W.C.R Mahalaxmipuram, Bangalore -560086.

Date: 31/1/2019

## CASH VOUCHER

Received with thanks a sum of Rupees 34920/- Being the Cash  
paid to Raghavendra towards Leave Encashment  
=

Rs. 34920

  
Receivers Signature  
Name:

# SRI AUROBINDO COLLEGE

No.6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main W.C.R Mahalaxmipuram, Bangalore -560086.

Date: 31.1.2019

## CASH VOUCHER

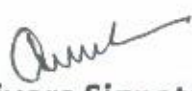
Received with thanks a sum of Rupees 79512/- Being the Leave  
Encashment to Mr. Raghavendra towards  
=

Rs. 79512/-



  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalaxmipuram  
Bangalore - 560086



  
Receivers Signature  
Name: RAGHAVENDRE



Rajajinagar Education Society's

**Sri Aurobindo First Grade College for Women.**

No.6/c,2<sup>nd</sup> stage,5<sup>th</sup> main West of D.R.Bendre Road, Mahalakshmpuram,Bangalore – 560086.

RES/SAFGC/2018

Date: 30.04.2018


**OFFICE ORDER**

**Subject: General Purpose Advance**

Sri. Raghavendra. S, working as Senior Laboratory Assistant, is sanctioned General Purpose Advance of Rs. 40,000 (RS. Forty thousand only). This advance is recoverable in forty monthly Installments of Rs.1000 p.m. towards Principle and interest thereafter. Recovery of advance shall commence from the salary of the official (i.e. from May 2018 salary payable in June 2018) .This advance carries Interest of 12%per annum.

  
Rajajinagar Education Society  
**Hon. Jt. Secretary**

The Personal File  
The Office Order File

  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086

Rajajinagar Education Society's

## Sri Aurobindo College

NO 6/c. 5<sup>th</sup> Main, 2<sup>nd</sup> Stage, Behind Modi Eye hospital, Mahalakshmpuram  
Bangalore-560 086.

### APPLICATION FOR GRANT OF ENCASHMENT OF LEAVE.


1	Name	RAGHAVENDRAS
2	Designation and the Unit in which working	So. Lab asst. College unit
3	Basic Pay	11875/-
4	Other Allowance / Special pay admission	Special allowance Rs 250 GPA Rs 6353 Rs 18478
5	Nature & period of leave applied for encashment.	Earned leave
6	Ground on which leave encashment applied for	Surrender of 30 days Earned leave
7	Date of return from last leave encashment and the nature of period of that leave	17.1.2017
8	Year in which encashment of leave was availed	2017 Jan.

Date: 2/1/19

  
Signature of the Applicant.

#### Office Note

Sri/ Smt. Raghavendra has at his / her credit EL/ HP of 210  
days as on 31.12.2018 As per rule 30 days EL leave/ Encashment of leave  
can be sanctioned.

  
Hon. Jt. Secretary

  
Accountant cum Manager.

  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086



Rajajinagar Education Society's  
**Sri Aurobindo College**

No.6/c,2<sup>nd</sup> stage,5<sup>th</sup> main West of D.R.Bendre Road, Mahalakshmiapuram,Bangalore – 560086.

RES/SAC/2020

Date: 5.09.2020

**OFFICE ORDER**

**Subject: General Purpose Advance**

Sri Raghavendra S, Office Assistant, is sanctioned General Purpose Advance of Rs 20,000 (RS. Twenty thousand only). This advance is recoverable in 20 monthly Installments of Rs.1000 p.m. towards Principle and interest thereafter. Recovery of advance shall commence from the salary of the official (i.e. from August 2020 salary payable in sept 2020) .This advance carries Interest of 12%per annum.

- 1) Concerned Staff Member.
- 2) Office order file.

*Ramesh S*  
5/9/2020  
Hon. Jt. Secretary

*Dr. Saitaja M*  
Principal  
Sri Aurobindo College  
Mahalakshmiapuram  
Bangalore - 560086

RAJAINAGAR EDUCATION SOCIETY'S

**SRI AUROBINDO COLLEGE**

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshimpuram, Bangalore.

No. RES/SAC/2020


DATE: 14.9.2020

**Sub: Surrender of Commuted Leave**

Below mentioned staff member of this Institution is sanctioned surrender  
Leave Encashment Benefit (Earned leave) during the current block period 2019-2020

Unit: Degree

NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Smt Kanthabai	Ayah	30 days EL

  
( Rameshchandra. S. Hongal )  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

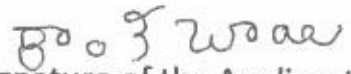


  
Dr. Sailaja .M  
Principal  
Sri Aurobindo College  
Mahalakshimpuram  
Bangalore - 560086

Rajajinagar Education Society's  
**Sri Aurobindo College**  
NO 6/c. 5<sup>th</sup> Main, 2<sup>nd</sup> Stage, Behind Modi Eye hospital , Mahalakshmpuram  
Bangalore-560 086.

APPLICATION FOR GRANT OF ENCASHMENT OF LEAVE.

1	Name	Kantha Bai
2	Designation and the Unit in which working	Ayah
3	Basic Pay	5675/-
4	Other Allowance / Special pay admission	4171/- 9846/- [Total]
5	Nature & period of leave applied for encashment	EL
6	Ground on which leave encashment applied for	30 days of earned leave
7	Date of return from last leave encashment and the nature of period of that leave	15-9-2020
8	Year in which encashment of leave was availed	2019-2020

  
Signature of the Applicant

Date: 08-12-2022

Office Note

Sri/ Smt. Kantha Bai has at his / her credit CML/ HP of 90 days of EL days as on 31/12/21 As per rule 30 days of earned leave/

Encashment of leave can be sanctioned.

  
Accountant cum Manager 8/12/22

Orders of the Leave sanctioning / Leave Encashment Authority.

  
Hon. Secretary



Rajajinagar Education Society's

## Sri Aurobindo College

NO 6/c. 5<sup>th</sup> Main, 2<sup>nd</sup> Stage, Behind Modi Eye hospital, Mahalakshimpuram  
Bangalore-560 086.

### APPLICATION FOR GRANT OF ENCASHMENT OF LEAVE.

1	Name	Kantha Bai
2	Designation and the Unit in which working	Aaya.
3	Basic Pay	Rs 5450
4	Other Allowance / Special pay admission	Rs 3733 Total 9183/-
5	Nature & period of leave applied for encashment.	EL
6	Ground on which leave encashment applied for	Surrender of Earned Leave
7	Date of return from last leave encashment and the nature of period of that leave	25/4/2018
8	Year in which encashment of leave was availed	2017-2018

Date: 25/08/2020

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Signature of the Applicant.

### Office Note

Sri/ Smt. Kantha Bai has at his / her credit EL/ HP of 90 days EL  
days as on 31/12/2019 As per rule 30 days EL leave/ Encashment of leave  
can be sanctioned.

J. Bhat  
Accountant cum Manager.  
14/9/2020

Orders of the Leave sanctioning / Leave Encashment Authority.

[Signature]  
Hon. Jt. Secretary

[Signature]  
Dr. Sailaja .M  
Principal  
Sri Aurobindo College  
Mahalakshimpuram  
Bangalore - 560086

RAJAINAGAR EDUCATION SOCIETY'S  
**SRI AUROBINDO COLLEGE**

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAC/2023-24/002

DATE: 17.07.2023

**Sub: Surrender of Leave Encashment**

Dr. Sailaja M., Principal, Sri Aurobindo College, is sanctioned surrender of Leave Encashment Benefit (Earned Leave) during the current block period 2023-2024

Unit: Degree

S.NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Dr. Sailaja M	Principal	30 days Earned Leave

  
Hon. Secretary


1. Concerned Staff Member.
2. Office order file.
3. Personal file.

  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086

Rajajinagar Education Society's  
**Sri Aurobindo College**  
NO 6/c. 5<sup>th</sup> Main, 2<sup>nd</sup> Stage, Behind Modi Eye hospital , Mahalakshmpuram  
Bangalore-560 086.

APPLICATION FOR GRANT OF ENCASHMENT OF LEAVE.

1	Name	Sailaja M
2	Designation and the Unit in which working	Principal Sri Aurobindo College
3	Basic Pay	43950-00
4	Other Allowance / Special pay admission	34501-00 78451-00
5	Nature & period of leave applied for encashment	30 days of EL Encashment
6	Ground on which leave encashment applied for	Surrender of 30 days of Earned leave
7	Date of return from last leave encashment and the nature of period of that leave	----
8	Year in which encashment of leave was availed	2021-22 18-2-23

  
Signature of the Applicant

Date:

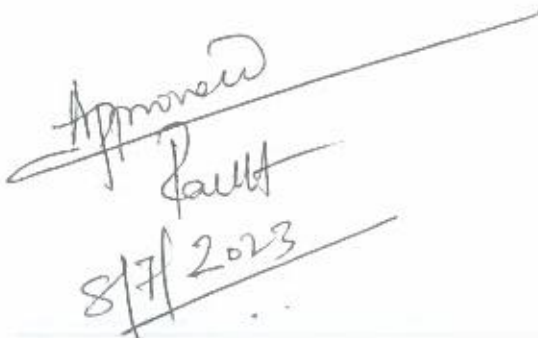
Place :


Office Note

Sri/ Smt. **Sailaja M** has at his / her credit CML/ HP/EL of **225 days** as on **31.12.2022**  
As per rule 30 days of Earned leave/ Encashment of leave can be sanctioned.

  
Accountant cum Manager

Orders of the Leave sanctioning / Leave Encashment Authority.

  
8/7/2023

  
**Dr. Sailaja M**  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086



01-04-2018 - 31-03-2019

30.3.2019

LABOUR WELFARE BENEFITS FOR THE A.Y 2018-2019

Sl No.	Date	Name of the employee	Designation	Type of benefits	Amount
1	04.04.2018	Dr. Shailaja M	Principal	Leave Encashment	61286.00
2	25.04.2018	Smt. Kantha Bai	Ayah	Leave Encashment	7707.00
3	02.05.2018	Sri Raghavenra	Office Assistant	General Purpose loan	40000.00
4	15.05.2018	Sri. Sanganna	Lab Assistant	Leave Encashment	10878.00
5	12.07.2018	Sri. Manjunath Rao J	Lecturer in Commerce	Leave Encashment	31084.00
6	01.08.2018	Dr. Shailaja M	Principal	General Purpose loan	40000.00
7	01.08.2018	Smt. Namratarani	Lecturer in Commerce	Leave Encashment	36917.00
8	01.08.2018	Smt. Radhika Srinivas	Lecturer in Commerce	Leave Encashment	26556.00
9	08.08.2018	Smt Sachi	Lecturer in English	Gratuity (Resigned)	292710.00
10	13.08.2018	Smt Geetha D	Lecturer in Kannada	Leave Encashment	25289.00
11	16.10.2018	Shyamala Devadiga	Asst Librarian	Group Insurnace Premium (Resigned)	5997.00
12	05.11.2018	Smt. Leelavathi	Manager Cum Accountant	Festival Advance	3500.00
13	05.11.2018	Smt. Kantha Bai	Ayah	Festival Advance	3500.00
14	05.11.2018	Smt. Shobha	Ayah	Festival Advance	3500.00
15	15.11.2018	Smt. Savitha S	Lecturer in Commerce	Leave Encashment	31084.00
16	15.11.2018	Smt. Gopika	Lecturer in Commerce	Leave Encashment	32926.00
17	03.01.2019	Smt. Leelavathi	Manager Cum Accountant	Leave Encashment	26402.00
18	07.01.2019	Sri Raghavenra	Office Assistant	Leave Encashment	18478.00
19	14.01.2019	Sri Sanganna	Lab Assistant	Festival Advance	3500.00
20	29.01.2019	Smt. Leelavathi	Manager Cum Accountant	General Purpose loan	40000.00
21	31.01.2019	Sri Raghavendra	Office Assistant	Leave Encashment	114432.00
22	31.01.2019	Sri Durgaprasad	Librarian	Leave Encashment	30194.00
23	12.02.2019	Sri. Lakshman	Lecturer in Kannada	Leave Encashment	27420.00
24	01.03.2019	Sri Sanganna	Lab Assistant	General Purpose loan	40000.00
				<b>Total</b>	<b>953360.00</b>

  
 Dr. Sailaja M  
 Principal  
 Sri Aurobindo College  
 Mahalakshmiapuram  
 Bangalore - 560086

**RAJAINAGAR EDUCATION SOCIETY'S**  
**SRI AUROBINDO FIRST GRADE COLLEGE FOR WOMEN**  
No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAFGCW/2018

DATE: 5.04.2018

**Sub: Surrender of Commuted Leave**

Below mentioned staff member of this Institution is sanctioned surrender



Leave Encashment Benefit (<sup>Earned</sup> ~~Commuted~~ leave) during the current block period 2017-2018

Unit: Degree

S.NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Dr. Sailaja M	Principal	30 days Earned Leave

*Rameshchandra S. Hongal*  
( Rameshchandra. S. Hongal)  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

*Sailaja*  
**Dr. Sailaja M**  
Principal  
 **Sri Aurobindo College**  
Mahalakshmpuram  
Bangalore - 560086 

Rajajinagar Education Society's  
**Sri Aurobindo College**

No.6/c,2<sup>nd</sup> stage,5<sup>th</sup> main West of D.R.Bendre Road, Mahalakshimpuram,Bangalore – 560086.

RES/SAFGC/2018

Date: 1.08.2018

**OFFICE ORDER**


**Subject: General Purpose Advance**

Dr Sailaja M, working as Principal –Degree unit, is sanctioned General Purpose Advance of Rs. 40,000 (RS. Forty thousand only). This advance is recoverable in twenty monthly Installments of Rs.2000 p.m. towards Principle and interest thereafter. Recovery of advance shall commence from the salary of the official (i.e. from Aug 2018 salary payable in September 2018) .This advance carries Interest of 12%per annum.

Rajajinagar Education Society

Hon. Jt. Secret

The Personal File  
The Office Order File

  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshimpuram  
Bangalore - 560086



**RAJAINAGAR EDUCATION SOCIETY'S**  
**SRI AUROBINDO COLLEGE**

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAC/2018-19

DATE: 15.11.2018

**Sub: Surrender of Commuted Leave**

Below mentioned staff members of this Institution is sanctioned surrender

Leave Encashment Benefit (Commuted leave) during the current block period 2017-2018

**Unit: Degree**

S.NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Smt Gopika G	HOD Commerce	30 days CML
2	Smt. Savitha S	HOD	30 days CML

( Rameshchandra. S. Hongal)  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file,

  
**Dr. Sailaja M**  
Principal  
 **Sri Aurobindo College**  
Mahalakshmpuram  
Bangalore - 560086 

RAJAINAGAR EDUCATION SOCIETY'S  
**SRI AUROBINDO COLLEGE**

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAC/2018-19

DATE: 15.11.2018

**Sub: Surrender of Commuted Leave**

Below mentioned staff members of this Institution is sanctioned surrender




Leave Encashment Benefit (Commuted leave) during the current block period 2017-2018

**Unit: Degree**

Sl. No.	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Smt Gopika G	HOD Commerce	30 days CML
2	Smt. Savitha S	HOD	30 days CML

( Rameshchandra. S. Hongal)  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

  
**Dr. Sailaja M**  
Principal  
 **Sri Aurobindo College**   
Mahalakshmpuram  
Bangalore - 560086

RAJAINAGAR EDUCATION SOCIETY'S  
**SRI AUROBINDO COLLEGE**

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAC/2019

DATE: 11.02.2019

**Sub: Surrender of Commuted Leave**

Below mentioned staff member of this Institution is sanctioned surrender of  
Leave Encashment Benefit (Commuted leave) during the current block period 2019-2020

**Unit: Degree**

S.NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Sri. Lakshman.M	Lecturer in Kannada	30 days CML

  
( Rameshchandra. S. Hongal)  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

**Dr. Sailaja .M**  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086



RAJAINAGAR EDUCATION SOCIETY'S

**SRI AUROBINDO FIRST GRADE COLLEGE FOR WOMEN**

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAC/2018

DATE: 01.08.2018

**Sub: Surrender of Commuted Leave**

Below mentioned staff member of this Institution is sanctioned surrender

- Leave Encashment Benefit (Commuted leave) during the current block period 2017-2018

**Unit: Degree**

S.NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Smt Radhika Srinivas	Lect. In Commerce	30 days CML

*R. S. Hongal*  
( Rameshchandra. S. Hongal)  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file,

*Sailaja M*  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086

# **SRI AUROBINDO FIRST GRADE COLLEGE FOR WOMEN**

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAFGCW/2018

DATE: .24.2018

## **Sub: Surrender of Commuted Leave**

Below mentioned staff member of this Institution is sanctioned surrender

Leave Encashment Benefit (Earned leave) during the current block period 2017-2018

**Unit: Degree**

NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Smt. Kantha bai	Ayah	30 days Earned Leave

*Rameshchandra S. Hongal*  
( Rameshchandra. S. Hongal)  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

*Dr. Sallaja .M*  
Dr. Sallaja .M  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086

Rajajinagar Education Society's  
**Sri Aurobindo College**

No.6/c,2<sup>nd</sup> stage,5<sup>th</sup> main West of D.R.Bendre Road, Mahalakshimpuram,Bangalore – 560086.

RES/SAC/2019

Date: 2.03.2019

**OFFICE ORDER**

**Subject: General Purpose Advance**

Sri Sanganna ,Junior Lab Assistant, is sanctioned General Purpose Advance of Rs. 40,00 (RS. Forty thousand only). This advance is recoverable in 40 monthly Installments of Rs.100 p.m. towards Principle and interest thereafter. Recovery of advance shall commence for the salary of the official (i.e. from March 2019 salary payable in April 2019) .This advance carries Interest of 12%per annum.

- 1) Concerned Staff Member.
- 2) Office order file.

Rajajinagar Education Society  
*[Signature]*  
**Hon. Jt. Secretary**

*[Signature]*  
**Dr. Sailaja M**  
Principal  
Sri Aurobindo College  
Mahalakshimpuram  
Bangalore - 560086



RAJAINAGAR EDUCATION SOCIETY'S

**SRI AUROBINDO FIRST GRADE COLLEGE FOR WOMEN**

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAFGCW/2018 / 022

DATE: .24.2018

**Sub: Surrender of Earned Leave**

Below mentioned staff member of this Institution is sanctioned surrender

Leave Encashment Benefit (Earned leave) during the current block period 2017-2018

**Unit: Degree**

S.NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Sri. Sanganna	Jr. Lab Assistant	30 days Earned Leave

*[Signature]* 16/05/2018  
( Rameshchandra. S. Hongal)  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

*[Signature]*  
**Dr. Saitaja M**  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086

RAJAINAGAR EDUCATION SOCIETY'S

## SRI AUROBINDO COLLEGE

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshimpuram, Bangalore.

No. RES/SAC/2019

DATE: 31.01.2019

### Sub: Surrender of Commuted Leave

Below mentioned staff member of this Institution is sanctioned surrender

Leave Encashment Benefit (Earned leave) during the current block period 2019-2020

Unit: Degree

Sl. No	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Sri. Durga Prasad. M.C	Librarian	30 days EL

*(Rameshchandra. S. Hongal)*  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

*Dr. Sailaja .M*  
Principal  
Sri Aurobindo College  
Mahalakshimpuram  
Bangalore - 560086

**RAJAINAGAR EDUCATION SOCIETY'S**  
**SRI AUROBINDO FIRST GRADE COLLEGE FOR WOMEN**  
No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAC/2018

DATE: 12.7.2018


**Sub: Surrender of Commuted Leave**

Below mentioned staff member of this Institution is sanctioned surrender

Leave Encashment Benefit (Commuted leave) during the current block period 2017-2018

**Unit: Degree**

S.NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Dr. Manjunatha Rao J SV	Lect. In Commerce	30 days CML

  
( Rameshchandra. S. Hongal )  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

  
Dr. Saitaja M  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086



RAJAINAGAR EDUCATION SOCIETY'S  
**SRI AUROBINDO FIRST GRADE COLLEGE FOR WOMEN**  
No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAC/2018

DATE: 30.07.2018

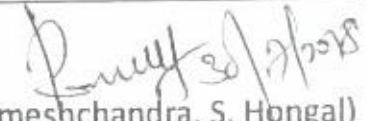
**Sub: Surrender of Commuted Leave**

Below mentioned staff member of this Institution is sanctioned surrender

- Leave Encashment Benefit (Commuted leave) during the current block period 2017-2018

**Unit: Degree**

S.NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Smt Namratarani	Lect. In Commerce	30 days CML

  
( Rameshchandra. S. Hongal )  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086

Date : 06/08/2018

Smt. Sachi. G, HOD English

Smt sachi G, HOD English has resigned and relieved from service on the afternoon of 18.07.2018

- She served the Institution from 1.07.2002 to 31.03.2017 & the details are as follows:

Date of Joining : 1.07.2002

Last salary drawn: 31.03.2017

Date of resignation 18.07.2018

Total service: 15 years

- As per the provision of the revised payment of Gratuity Act, Teachers, Lecturers and Non teaching staff will come under the purview of the Act. Hence she will be eligible for the Gratuity @ the rate of 15 days wages for the every completed year of service.

She will have to be paid ~~Rs 200~~ as per the calculation shown below:

Basic Rs 24600.00

GPA Rs 37.50% Rs 9225.00

Gross Rs 33825 x 15/26 = 19514.00 x 15 = Rs 292710.00

Jal Bhat  
6/08/2018

*Okalya*  
Dr. Sailaja M  
Principal

 Sri Aurobindo College  
Mahalakshmi Puram  
Bangalore - 560086 

Put up for approval  
Hon Joint Secretary  
*[Signature]*  
RES

Rajajinagar Education Society's  
**Sri Aurobindo College**

No.6/c,2<sup>nd</sup> stage,5<sup>th</sup> main West of D.R.Bendre Road, Mahalakshipuram,Bangalore – 560086.

RES/SAC/2020

Date: 5.09.2020

**OFFICE ORDER**

**Subject: General Purpose Advance**

Sri Raghavendra S, Office Assistant, is sanctioned General Purpose Advance of R 20,000 (RS. Twenty thousand only). This advance is recoverable in 20 monthly Installments of Rs.1000 p.m. towards Principle and interest thereafter. Recovery of advance shall commence from the salary of the official (i.e. from August 2020 salary payable in sept 2020). This advance carries Interest of 12% per annum.

- 1) Concerned Staff Member.
- 2) Office order file.

*S. Raghavendra S*  
5/9/2020  
Off. Secy

*M. Sailaja*  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshipuram  
Bangalore - 560086





**Leave Encashment details of Raghavendra, Senior Lab Asst.**

Date of Joining : 1.6.1994

Last salary drawn: 31.01.2019

Date of resignation 31.01.2019

Earned Leave Balance as on 31.12.2018 180 days

Basic Pay Rs 11,875.00

GPA (58.50%) Rs 6,947.00

Special Allowance Rs 250.00

Gross salary Rs 19,072.00

GPA LOAN RS 32,000+ Interest Rs 2,920 Total Rs 34,920.00

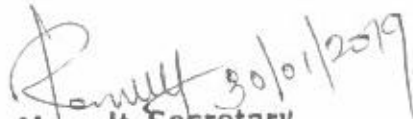
Leave Encashment 180days Rs 19,072X 6 months

Rs 1, 14,432.00

Less: Total recoverable Rs 34,920.00 -

Chq to be written for Rs. 79,512.00 -

JKBhat  
30.1.19

  
Hon. Jt. Secretary

An a/c paye chano 832404 Dt- 31.01.2019 87  
Rs 79512/- from deg. fee etc 18 part up for signali

  
30/01/2019

  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshmiapuram  
Bangalore - 560086

Rajajinagar Education Society's  
**Sri Aurobindo First Grade College for Women.**  
No.6/c,2<sup>nd</sup> stage,5<sup>th</sup> main West of D.R.Bendre Road, Mahalakshimpuram,Bangalore – 560086.

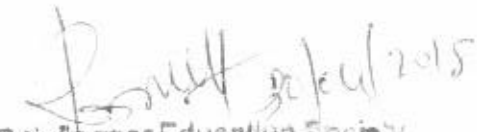
RES/SAFGC/2018

Date: 30.04.2018


**OFFICE ORDER**

**Subject: General Purpose Advance**

Sri. Raghavendra. S, working as Senior Laboratory Assistant, is sanctioned General Purpose Advance of Rs. 40,000 (RS. Forty thousand only). This advance is recoverable in forty monthly Installments of Rs.1000 p.m. towards Principle and interest thereafter. Recovery of advance shall commence from the salary of the official (i.e. from May 2018 salary payable in June 2018) .This advance carries Interest of 12%per annum.

  
Rajajinagar Education Society  
Hon. Jt. Secretary

The Personal File  
The Office Order File

  
Dr. Sailaja.M  
Principal  
Sri Aurobindo College  
Mahalakshimpuram  
Bangalore - 560086

# SRI AUROBINDO COLLEGE

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAC/2019

DATE: 7.8.2019

## Sub: Surrender of Commuted Leave

Below mentioned staff member of this Institution is sanctioned surrender


Leave Encashment Benefit (Earned leave) during the current block period 2019-2020

Unit: Degree

S.NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Sri Himantharaja	Office Asst	30 days EL

( Rameshchandra. S. Hongal )  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

  
Dr. Sailaff .M  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086



Rajajinagar Education Society's  
**Sri Aurobindo College**

No.6/c, 5<sup>th</sup> Main, 2<sup>nd</sup> Stage, Behind Dr. M.C. Modi Eye Hospital, Mahalakshimpuram, Bangalore-86

No:RES/SAC/1-2023-24


Date 19.02.2024

Sub : Surrender of Earned leave

Below mentioned staff member of Sri. Aurobindo College is sanctioned surrender of leave Encashment Benefit (Earned Leave) during the current block period 2023-24


Unit : Degree Unit

Sl. No.	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1.	Sri. Himantharaja H	Office Assitant	30 days of Earned leave

  
Hon. Secretary

Copy to :

3. Concerned staff member
4. Personal file

  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshimpuram  
Bangalore - 560086

RAJAINAGAR EDUCATION SOCIETY'S  
**SRI AUROBINDO COLLEGE**

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAC/2021

DATE: 20.09.2021

**Sub: Surrender of Earned Leave**

Sri.Himantharaja .H Office Assistant, Sri Aurobindo College, is sanctioned surrender of Leave Encashment Benefit (Earned leave) during the current block period 2021-2022

Unit: Degree

S.NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Sri.Himantharaja .H	Office Assistant	30 days EL

( Rameshchandra. S. Hongal)  
Hon. Jt.Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086

RAJAINAGAR EDUCATION SOCIETY'S  
**SRI AUROBINDO COLLEGE**

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAC/2023-24

DATE:24.04.2023

**Sub: Surrender of Leave Encashment**


Smt. Jyothi Shivapuji, Office Assistant , Sri Aurobindo College, is sanctioned surrender of Leave Encashment Benefit (Earned leave) during the current block period 2023-2024

Unit: PUC

S.NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Smt. Jyothi Shivapuji	Ayah	30 days Earned Leave

( Rameshchandra. S. Hongal)  
Hon. Jt.Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

  
Dr. Sailaja .M  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086

RAJAINAGAR EDUCATION SOCIETY'S  
**SRI AUROBINDO COLLEGE**

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAC/2019

DATE: 30.05.2019

**Sub: Surrender of Commuted Leave**

Below mentioned staff member of this Institution is sanctioned surrender  
Leave Encashment Benefit (Earned leave) during the current block period 2019-2020

**Unit: Degree**

NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Smt. Jyothi Shivapuji	Office Asst	30 days EL

*Rameshchandra S. Hongal*  
( Rameshchandra. S. Hongal )  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

*Sailaja M*  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086

BANGALORE - 560086



Rajajinagar Education Society,s  
**Sri Aurobindo College**  
No.6/c,2<sup>nd</sup> stage,5<sup>th</sup> main West of D.R.Bendre Road, Mahalakshimpuram,  
Bangalore – 560 086.

RES/SAC /2023-24

Date:05.09.2023

**OFFICE ORDER**

**Subject: General Purpose Advance**

Smt.,Geetha D Lectuter in Kannada is sanctioned General Purpose Advance of Rs. 40,000-00 (Rupees Forty thousand Only). This advance is recoverable in 20 monthly installments of Rs.2000 p.m. towards Principal and interest thereafter. The recovery of advance shall commence from September 2023 Salary payable in October 2023. This advance carries interest of 12% per annum.

  
Hon. Secretary

The Personal File  
Officer order file

  
Dr. Sailaja M  
Principal  
 Sri Aurobindo College  
Mahalakshimpuram  
Bangalore - 560086 

Rajajinagar Education Society's  
**Sri Aurobindo College**

No.6/c,2<sup>nd</sup> stage,5<sup>th</sup> main West of D.R.Bendre Road, Mahalakshimpuram, Bangalore – 560086.

RES/SAC/2019

Date: 6.07.2019

**OFFICE ORDER**

**Subject: General Purpose Advance**

Smt. Geetha. D, Lecturer in Kannada, is sanctioned General Purpose Advance of Rs. 40,000 (RS. Forty thousand only). This advance is recoverable in 20 monthly Installments of Rs.2000 p.m. towards Principle and interest thereafter. Recovery of advance shall commence from the salary of the official (i.e. from July 2019 salary payable in August 2019) .This advance carries Interest of 12%per annum.

- 1) Concerned Staff Member.
- 2) Office order file.

Rajajinagar Education Society  
*[Signature]*  
Hon. Lt. Secretary

*[Signature]*  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshimpuram  
Bangalore - 560086

RAJAINAGAR EDUCATION SOCIETY'S

**SRI AUROBINDO FIRST GRADE COLLEGE FOR WOMEN**

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAC/2018

DATE: 13.08.2018

**Sub: Surrender of Commuted Leave**

Below mentioned staff member of this Institution is sanctioned surrender

Leave Encashment Benefit (Commuted leave) during the current block period 2017-2018

**Unit: Degree**

S.NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Smt Geetha D	Lect. in Kannada	30 days CML

*sd.*  
( Rameshchandra. S. Hongal)  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

*Sailaja*  
**Dr. Sailaja .M**  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086

**RAJAINAGAR EDUCATION SOCIETY'S**  
**SRI AUROBINDO FIRST GRADE COLLEGE FOR WOMEN**  
No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAFGCW/2018

DATE: 5.04.2018


**Sub: Surrender of Commuted Leave**

Below mentioned staff member of this Institution is sanctioned surrender

Leave Encashment Benefit (<sup>Earned</sup> ~~Commuted~~ leave) during the current block period 2017-2018

**Unit: Degree**

S.NO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Dr. Sailaja M	Principal	30 days Earned Leave

  
( Rameshchandra. S. Hongal )  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086



Rajajinagar Education Society's  
**Sri Aurobindo First Grade College for Women**  
 NO 6/c. 5<sup>th</sup> Main, 2<sup>nd</sup> Stage, Behind Modi Eye hospital, Mahalakshmpuram  
 Bangalore-560 086.

APPLICATION FOR GRANT OF ENCASHMENT OF LEAVE.

1	Name	Dr. M. SAILAJA.
2	Designation and the Unit in which working	PRINCIPAL, Sri Aurobindo Degree & PG college.
3	Basic Pay	RS 41,550/-
4	Other Allowance / Special pay admission	RS 19,736 /- Total Rs 61,286/-
5	Nature & period of leave applied for encashment.	EL
6	Ground on which leave encashment applied for	Surrender of 30 days EL
7	Date of return from last leave encashment and the nature of period of that leave	2016 July 5/7/2016
8	Year in which encashment of leave was availed	2015-2016 Block period

Date: 4.4.2018

*(Signature)*  
Signature of the Applicant.

Office Note

Sri/ Smt. Dr. Sailaja M has at his / her credit EL/ HP of 165 days EL  
 days as on 31.12.2017 AS per rule 30 days EL leave/ Encashment of leave  
 can be sanctioned.

*(Signature)*  
Accountant cum Manager.

Orders of the Leave sanctioning / Leave Encashment Authority.

*(Signature)*  
Hon. of. Secretary

*(Signature)*  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086

Rajajinagar Education Society's  
**Sri Aurobindo College**

No.6/c,2<sup>nd</sup> stage,5<sup>th</sup> main West of D.R.Bendre Road, Mahalakshimpuram,Bangalore – 560086.

RES/SAFGC/2018

Date: 1.08.2018

**OFFICE ORDER**

**Subject: General Purpose Advance**

Dr Sailaja M, working as Principal –Degree unit, is sanctioned General Purpose Advance of Rs. 40,000 (RS. Forty thousand only). This advance is recoverable in twenty monthly Installments of Rs.2000 p.m. towards Principle and interest thereafter. Recovery of advance shall commence from the salary of the official (i.e. from Aug 2018 salary payable in September 2018) .This advance carries Interest of 12%per annum.

Rajajinagar Education Society

Hon. Jt. Secretary

The Personal File  
The Office Order File

  
Dr. Sailaja M  
Principal  
Sri Aurobindo College  
Mahalakshimpuram  
Bangalore - 560086



Rajajinagar Education Society's

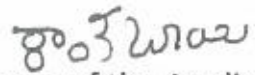
**Sri Aurobindo First Grade College for Women**

NO 6/c. 5<sup>th</sup> Main, 2<sup>nd</sup> Stage, Behind Modi Eye hospital , Mahalakshmpuram  
Bangalore-560 086.

**APPLICATION FOR GRANT OF ENCASHMENT OF LEAVE.**

1	Name	Kantha Bai
2	Designation and the Unit in which working	Ayah
3	Basic Pay	Rs 5,225-00
4	Other Allowance / Special pay admission	Rs 2482-00 Rs 7707
5	Nature & period of leave applied for encashment.	Surrender of 30 day EL
6	Ground on which leave encashment applied for	EL Encashment.
7	Date of return from last leave encashment and the nature of period of that leave	15.7.2016
8	Year in which encashment of leave was availed	July 2016.

Date: 16.06.2018

  
Signature of the Applicant.

**Office Note**

Sri/ Smt. Kantha Bai has at his / her credit EL/ HP of 30 days EL  
days as on 31/12/17 As per rule 30 days leave/ Encashment of leave  
can be sanctioned .

  
Accountant cum Manager.

Orders of the Leave sanctioning / Leave Encashment Authority.

Non. Jt. Secretary

# **SRI AUROBINDO FIRST GRADE COLLEGE FOR WOMEN**

No 6/c, 2<sup>nd</sup> stage, 5<sup>th</sup> main. West of Dr. Bendre Road, Mahalakshmpuram, Bangalore.

No. RES/SAFGCW/2018

DATE: .24.2018

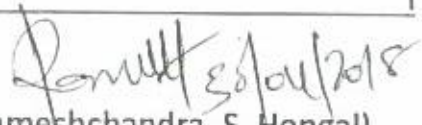
## **Sub: Surrender of Commuted Leave**

Below mentioned staff member of this Institution is sanctioned surrender


Leave Encashment Benefit (Earned leave) during the current block period 2017-2018



**Unit: Degree**

<input type="radio"/> IO	Name of the Staff	Designation	Period of leave allowed for surrender with encashment
1	Smt. Kantha bai	Ayah	30 days Earned Leave

  
( Rameshchandra. S. Hongal)  
Hon. Jt. Secretary

1. Concerned Staff Member.
2. Office order file.
3. Personal file.

  
**Dr. Sailaja .M**  
Principal  
Sri Aurobindo College  
Mahalakshmpuram  
Bangalore - 560086







Rajajinagar Education Society's (Regd.)

# SRI AUROBINDO COLLEGE

Permanently Affiliated to Bangalore University & Accredited by NAAC with B+  
Recognised under section 2(f) & 12(B) of UGC Act, 1956



Ref. No. :

Date :

31.3.2018

## LABOUR WELFARE BENEFITS FOR THE A.Y 2017-2018

Sl No.	Date	Name of the employee	Designation	Type of benefits	Amount
1	21.04.2017	Dr. Geetha K Rao	Lect in EVS	Leave Encashment	36094.00
2	01.05.2017	Sri Sanganna	Lab Assistant	General Purpose loan	40000.00
3	02.06.2017	Smt. Kantha Bai	Ayah	General Purpose loan	40000.00
4	03.08.2017	Sri Thippanagouda B S	Phy Edn Director	Leave Encashment	30496.00
5	18.08.2017	Smt Geetha D	Lecturer in Kannada	General Purpose loan	40000.00
6	27.08.2017	Sri Sanganna	Lab Assistant	Festival Advance	3500.00
7	05.09.2017	Smt .Deepa Uppar	Lecturer in Commerce	Gratuity (Resigned)	74340.00
8	26.09.2017	Smt. Leelavathi	Manager Cum Accountant	General Purpose loan	40000.00
9	12.10.2017	Sri Himantharaju	Office Assistant	Leave Encashment	15141.00
10	04.11.2017	Sri Durgaprasad	Librarian	General Purpose loan	40000.00
11	14.01.2018	Sri Raghavenra	Office Assistant	Festival Advance	3500.00
12	18.01.2018	Smt .Deepa Uppar	Lecturer in Commerce	Group Insurnace Premium (Resigned)	3051.00
13	08.03.2018	Shyamala Devadiga	Asst Librarian	Gratuity (Resigned)	100545.00
				<b>Total</b>	<b>466667.00</b>

1	31.03.2017 to 28.06.2017	Smt. Shobha	Ayah	Meternity Leave	90 days
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*M. Raju*

PRINCIPAL  
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