

Dated : _____

From

The Principal

To

The Accountant General (A & E)
Kerala, Thiruvananthapuram

Sir

Sub : Centralised Valuation Camp _____ 20____ - Forwarding of Application for
Earned Leave Surrender of Sri/Smt. _____ - reg

Ref : 1) GO(RP) 4502/95 G.Edn Dated 20/12/1998
2) GO(P) 145/06 Fin. Dated 25/03/2006
3) Letter No: 2242/GI/204 G.Edn Dated 09/06/2004
4) Duty Certificate issued by the Camp Officer, _____

I am herewith forwarding the Earned Leave Surrender Application of
Sri/Smt _____ HSST _____
(Entt No : HSS / _____) of this school in connection with Centralised Valua-
tion Camp _____ 20_____ held at _____
for your favourable action.

Place: _____

Signature

Date : _____

Enclosures : 1) Application for EL Surrender received from the incumbent
2) Original Duty Certificate issued by the CV Camp Officer
3) Proceeding of the Principal sanctioning EL Surrender