

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Cochin University P.O., Kochi-22)



No. Payroll/General/2019

KOCHI-22

Dated: 30.01.2024

CIRCULAR

Sub:- Processing of Earned Leave Surrender-Guidelines.

The following guidelines are to be adhered to for the the Processing/Accounting of Earned Leave Surrender Bills of Regular Employees of the University.

(1) All Sections/Departments should dispatch Proceedings/Orders for **Surrender of Earned Leave for the financial year 2023-24 by 15th of February 2024** to Payroll A section so that the section can process the EL surrender bills before the Salary bills for the month of February 2024.

(2) Proceedings/Orders for Surrender of Earned Leave received after 15th February 2024 will not be processed, as Income Tax liabilities for 2023-24 are to be settled with the Salary Bill for the Month of February 2024.

(3) From the month of March 2024 onwards, EL surrender Bills will be processed on 15th of every Month. Departments/Sections concerned, should ensure the dispatch of the Orders and proceedings for EL processing to Payroll (A) section accordingly. Orders/Proceedings received after 15th will be processed only in the next month.

Dr. Meera V *

Registrar

* This is a computer generated document. Hence no signature is required.