केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
18 - संस्थागत एरिया, शहीद जीत सिंह मार्ग
18, Institutional Area, Shaheed Jeet Singh Mar
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दूरभाष/TEL 26858570, फैक्स/FAX 26415179
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F.110230/e-Pen/2023/KVS(HQ)/Pension/8842 Date: 17.11.2026

The Deputy Commissioners/Directors
All Regional Offices/ZIETs,
Kendriya Vidyalaya Sangathan,

Sub: Availability of facility for processing and disbursement of Leave Encashment to Multiple Beneficiaries through e-Pension Portal – reg.

Madam/Sir,

With reference to the subject cited above, it is to inform that the facility for processing and disbursement of Leave Encashment to multiple beneficiaries has now been enabled on the e-Pension Portal by Indian Bank. Earlier, the facility for processing and disbursement of retirement dues, particularly Death-cum-Retirement Gratuity (DCRG), to multiple beneficiaries was available on the portal. However, a similar facility for Leave Encashment was not available.

The matter was taken up by KVS with Indian Bank for development of the required facility. In this regard, Indian Bank, vide its email dated 27.10.2026, has confirmed that the Leave Encashment Payment Module for Multiple Beneficiaries has been modified as required.

Accordingly, all Regional Offices are requested to make use of this facility available on the e-Pension Portal for processing and disbursement of Leave Encashment to multiple eligible beneficiaries, wherever applicable.

Regional Office Tinsukia is also requested to take note of the email sent on 28.10.2026 in this regard and process the concerned case accordingly through the e-Pension Portal.

This issues with the approval of the Competent Authority.

Yours sincerely,

17/11/26

(Sanjay Kumar)
Deputy Commissioner (Fin)

Copy to:

1. The R&GR Dept., Indian Bank, Parliament Street, New Delhi – 110001 - for information.
2. The Branch Manager, Indian Bank, Katwaria Sarai, New Delhi – 110016 – for information.
3. The Asstt. Comm., Estt. -I/ Estt. III, KVS (HQ), New Delhi – for information and similar necessary action.
4. The Asstt. Comm., (IT Cell) with the request to upload the letter on KVS Website.

Deputy Commissioner (Fin)