केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
18 - संस्थागत एरिया, शहीद जीत सिंह मार्ग
18, Institutional Area, Shaheed Jeet Singh Ma
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F.11-110230/e-Pen/2025(KVSHQ)/Pension/6426 Date: 19.09.2025

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

Sub: Disbursement of Leave Encashment through e-Pension portal by the Pension portal – reg.

Madam/Sir,

With reference to the subject, it is to inform that the Competent Authority of KVS has decided to disburse the Leave Encashment directly to the retirees through e-Pension Portal by the Pension Disbursement Authority i.e, Indian Bank. The above process will commence from 01.10.2025 i.e employees retiring on or after 30.09.2025 will get Leave Encashment directly through e-pension portal maintained by Indian Bank. The processing of Leave Encashment will be done as per the procedure mentioned below:

Processing of Leave Encashment through e-Pension portal:

i. The concerned RO/ZIET/Estt. (I) & Estt. (III) (for KVS (HQ)) shall calculate and sanction Leave Encashment amount in each eligible case as per the prevailing practice and rules.
ii. The copy of the sanction order shall be marked to the Finance Section (for Regional Offices/ZIETs) and Pension Section (for KVS (HQ)). Thereafter, the concerned dealing hand of the Finance/Pension Section will initiate the process by feeding/uploading the necessary information and Sanction order of the Leave Encashment on e-Pension portal for approval of payment by the competent Authority.
iii. All the cases of Leave Encashment must be approved latest by 20th of every month. The Leave Encashment amount for the cases approved up to 10th will be paid by Indian Bank on 16th and similarly for the cases approved between 11th to 20th, the Leave Encashment amount will be paid on 26th of every month (except Holiday) directly to the retirees. The above process will run in parallel like for Commutation & Gratuity cases.
iv. It may be noted that Leave Encashment cases can only be processed through e-Pension portal after creation and transmission of PPO of the concerned Pensioner (GPF)/Gratuity Sanction order for NPS subscribers. Necessary changes/updation in this regard have already been made by the Indian Bank on e-Pension Portal.
v. If the amount of Leave encashment is withheld, the same can be paid to the Pensioners after issuing supplementary order of withheld Leave Encashment and processing of the same through Leave Encashment module in the portal.
vi. **For CPF cases, the payment of Leave Encashment will be done manually and will NOT be processed through e-Pension portal.**

All concerned must ensure the compliance of the aforesaid instructions and to bring this to the notice of concerned officials under your jurisdiction for disbursement of Leave Encashment through e-Pension portal, properly.

Yours sincerely,

Hindi version follows.

(Sanjay Kumar)
Deputy Commissioner (Fin)

Copy to:

1. The R&GR Dept., Indian Bank, Parliament Street, N. D – 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 necessary action.
4. The Asstt. Comm., (IT Cell) with the request to upload the letter on KVS Website.

Deputy Commissioner (Fin)