



**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

LEAVE RULES: - Recommendations of PRC 2010 - Maternity Leave to Married Women Government Servants - Enhancement from 120 days to 180 days – Orders – Issued.

FINANCE (FR.I) DEPARTMENT

G.O.Ms.No. 152

Date:04. 05. 2010.

Read the following:-

1. G.O.Ms.No. 384, Fin, & Plng. (FW: FR.I) Dept. dt. 5.11.1977.
2. G.O.Ms.No. 219, Fin, & Plng. (FW: FR.I) Dept. dt. 25.6.1984.
3. G.O.Ms.No. 38, Fin, & Plng. (FW: FR.I) Dept. dt. 18.03.1992.
4. G.O.Ms.No. 254, Fin, & Plng. (FW: FR.I) Dept. dt. 10.11.1995.
5. G.O.Ms.No. 438, G.A. (Spl. A) Department, dated: 07.07.2008.
6. G.O.Ms.No. 598, G.A. (Spl. A) Department, dated: 26.11.2009.

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ORDER:

In the Government Order 5th read above, orders were issued constituting Ninth Pay Revision Commission and Government appointed Sri. C.S. Rao, IAS, (Retd) as Pay Revision Commissioner. In the Government Order 6th read above, the terms of reference of the Pay Revision Commissioner were laid down.

2. The Ninth Pay Revision Commission submitted its report to the Government on 05.12.2009 and recommended, inter alia, that, **“The Commission therefore recommends grant of Maternity leave to the married women employees of the State up to 180 days on par with the employees of Government of India subject to the condition that the same would be available up to 2 surviving children only”**.

3. In the Government orders 1st and 2nd read above, orders are issued to the effect that married female Government servants, temporary or permanent, shall be granted maternity Leave for a period of 90 days. In the Government Order 3rd read above, orders were issued that the Maternity Leave to the married female Government servants shall be granted to those with less than two surviving children. In the Government orders 4th read above, orders were issued enhancing the maternity leave to the married female Government servants, temporary or permanent, from 90 days to 120 days.

4. The 9th PRC in their report observed that, the Government of India earlier issued orders enhancing the Maternity Leave to 135 days and it was further enhanced to 180 days based on the recommendations of 6th CPC. The Employees Associations have requested to extend the same to the Women employees working in the State Government also. PRC 2005 did not recommend the extension of this leave from 120 to 135 days on the ground that a period of 120 days is considered adequate and since paternity leave is also recommended. The recommendation of 6th CPC up to 180 days was based on the guidelines of Ministry of H & FW which recommends nursing of children up to the age of 6 months. Hence, the Commission recommends grant of Maternity leave to the married women employees of the State up to 180 days on par with the employees of Government of India subject to the condition that the same would be available up to 2 surviving children only.

5. After careful consideration of the report, Government decided to accept the recommendations of the Pay Revision Commissioner and hereby order that the grant maternity leave on full pay to married women employees of State Government is enhanced from 120 days to 180 days on par with the employees of the Govt. of India subject to the condition that it shall be granted to those with less than two surviving children only.

6. These orders shall come into force with immediate effect. Those who are availing Maternity Leave of 120 days as on the date of issue of G.O may continue till they complete 180 days of Maternity Leave. Those who have already completed 120 days of Maternity Leave and still continuing on other type of leave are not eligible to avail this benefit. The employees who have already availed 120 days of Maternity Leave and joined duty are also not eligible to avail this benefit.

7. The G.O is available on Internet and can be accessed at the address <http://www.ap.gov.in/goir> and <http://www.apfinance.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

L.V. SUBRAHMANYAM
PRINCIPAL SECRETARY TO GOVERNMENT (FP)

To
All the Departments of Secretariat (10 copies each)
The Accountant General, AP., Hyd. (20 copies)
The Accountant General, AP., Hyd (by Name)
The Pay & Accounts Officer, Hyd.
The Secretary to Governor, A.P., Hyderabad.
All Secretaries to Government.
The Private Secretary to the Chief Minister and Private Secretaries to all Ministers.
All the Heads of Departments (including Collectors and District Judges).
The Registrar, High Court of Andhra Pradesh, Hyderabad (with Covering Letters)
All the District Treasury Officers.

The Secretary, Andhra Pradesh GENCO/TRANSCO]
The General Manger, A.P., State Road Transport Corporation, Hyderabad (with covering letter).
All District Educational Officer.
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Copy to the General Administration (Cabinet) Department.
Copy to the General Administration (SW) Department.
Copy to SF/SCs.

Andhra Pradesh Leave Rules, 1933

- A.P.Leave Rules came into existence w.e.f 4.10.1933.
- These Leave Rules are applicable to all employees working in the Govt. Offices/Institutions/Societies and Local Bodies including employees workings in the Vacation department.
- The Govt. Servant should specify his clear address in his leave application (FR – 74)

- Leave cannot be claimed as a right. (Prior permission must be obtained. The leave should be properly sanctioned, proper relief and proper handover of charge)
- Cannot be compelled to take leave against the wishes of Govt. Servant. (FR 67)
- will full absence from duty may be treated as dies-non. (FR-18)
- Nature of leave sanctioned cannot be altered by the sanctioning authority.
- Recall from leave and Preponement of leave. (FR - 70, Rule 76 of AP TA Rules and FR - 72)
- No employment should be undertaken by the Govt. Servant during leave. (FR - 69)

- Public Holidays are allowed to be suffixed and prefixed to the leave applied.
(Govt.Memo.No 865/1210/FR-1, Dt.25.9.81)
- Local holidays are not allowed to be suffixed or prefixed to the leave application.(FR-68)
- No leave should be sanctioned to the Govt. Servant when disciplinary authority has decided to dismiss, remove or compulsory retire from service and leave also shall not sanctioned to a suspended employee. (FR 55 and 74)

A Govt. Servant shall be deemed to have resigned from service if he/her:

1. If absent without authorization for a period exceeding 'one year'.

2. Remaining absent from duty for a continuous period exceeding (5) Years without or with leave.
3. Continuous on foreign service beyond approved by the Govt. (FR-18(a) and 5(a) and(b) of leave rules)

The following are the duty periods:

- 1) Casual Leave and Optional Holiday,
- 2) Public Holidays,
- 3) Prefix or suffix to the leave period,
- 4) Vacation Period,
- 5) Foreign Service,
- 6) Joining Time,
- 7) Sanctioned leave,
- 8) Compulsory wait and
- 9) Date of Death. (Rule-4(a) & AP Revised Pension Rules ,1980)

1. Casual Leave and Optional Holiday

- Included in Annexure – VI of FR
- Maximum availment in calendar year (15 days, if not availed lapse.
- Period availment should not exceed (10) days, including prefix and suffix.
- For temporary employees sanction depends upon the discretion of the sanctioning authority.
- Grant of half day casual leave either FN or AN allowed.
(G.O.Ms.No.112 Fin. Dt.3.6.1966)
- (5) days addl. Casual Leave for women teachers.
(G.O.Ms.No.374 GAD, Dt.16.3.1996 and Govt. Memo.No.2334 GA (SWD) Dept, Dt.2.5.2011)
- Similar facility extended to women Jr. Lectures.
(G.O.Rt.No.3 Higher Edu. (E1) Dept, Dt.5.1.2011.)
- (5) Optional Holidays can be utilized in a calendar year from the given list.

2. Compensatory Casual Leave

- CCL can be sanctioned in lieu of working Public Holidays.
- Maximum accumulation 7 days (10) days can be availed in a calendar year.
- CCL should be utilized within (6) months from the date of leave credit. (G.O.Ms.No.35, GAD Dt.16.11.1981)

3. Spl. Casual Leave

Occasion

No. of days Leave

1. Donation of Blood -- (2)days. One day on the date of donation. Another Spl. CL to be utilised with in six months.
(G.O.No.137, Dt.23.2.84.)

2. Summons to give witness in a court In which his private interest is not Issue. attendance -- As per attendance Certificate.

For Family Planning Operations

1. Male – Vasectomy -- (6) working days
(G.O.Ms.No.607, Dt.12.11.91)
2. Female-Tubectomy (1st & 2nd) -- (14) working days
(G.O.Ms.No.124 F&P, Dt.13.4.1982)
3. Male for Tubectomy of wife (1st & 2nd) -- (7) days
4. Incerption of contraceptives -- 1 day
5. Recanalisation (Both) -- 21 days
6. Hysterectomy Operation -- 45 days
(G.O.Ms.No.52, Dt.1.4.2011)
- 7.Spl.casual Leave for Teachers -- 7 days
(G.O. Ms.No.47, Dt.19.2.1965)

Sports

1. For participating in sporting events -- 30 days

If (30) days exceeds treated as regular leave.

2. Principal Office bearers of recognized service
Associations -- 21 days

3. To participate in Rallies, Camps etc.,
Organized by AP Bharat Scouts and Guides -- 10 days

4. Elected President and Secretary of National
Sports Bodies -- 15 days

5. AP Secretariat Cultural Association Members
For dramas . -- 6 days

6. Members of Institutions Engineers:

a) For attending annual Meeting at Hyderabad -- 7 days

b) For attending annual convention to any part -- 10 days
of the country.

4. Earned Leave

Rules 8, 10, 17 and 20

- All Temporary and Permanent Govt. Employees are eligible for Earned Leave.
- Earned leave is earned for duty and leave also except EOL.
- Advance credit for Permanent Govt. Employees (15) days on 1st Jan and 1st July, Total (30) days and for Temporary Govt. employees (8) days on 1st Jan and 1st July Total (16) days.
- Those who are retire in the in the middle of the spell 2 ½ days credits should be given for each Month. In respect of temporary (1) day per month for 1st (2) months, (2) days for 3rd month and so on should be given.

- The credit afforded should be reduced by 1/10 of the period of dies-non or EOL if any in the previous half year.
(As per G.O.Ms.No.384 Fin Dept, Dt.5.11.77)

EL credit for Vacation Department

- Vacation department means a department where vacation exceeds (15) days such as School, Colleges and Judiciary Dept. (FR - 82)
- Advance credit for Permanent employees (3) days on 1st Jan and 1st July, Total (6) days and for Temporary Govt. Employees (2) days on 1st Jan and 1st July Total (4) days.

- If the vacation is not availed, Addl. EL will be credited to leave account. If the vacation is availed below (15) days total leave will be credited to his account.
(FR-82(B)).

27 x Vacation availed leaves

Total leaves

- Either on the day of vacation starts or on the days of vacation close, the Govt. Servant should be on duty. If not the vacation period will be treated as regular leave.
- Vacation can be availed in combination of any kind of leave that should not exceed 180 days.
- The maximum accumulation of EL has been further enhanced from 240 to 300 days w.e.f. 16.9.2005 vide **G.O.Ms.No.232 Fin.(FR.I)Dept.Dt.16.9.2005**. For Temp. Employees maximum accumulation (30) days.

- The maximum E.L can be granted at a time only (120) 180 days as per **G.O.Ms.No.153 Fin (FR.I) Dept Dt.4.5.2010 and Rule 10 and 17(2)**.For Probationers – 120 days (**Rule - 22**)and Temp employees (30) days (**Rule-24**).
- Addl. Credit of EL(30) days in (2) installments 15 days each to the police personnel of the rank of Inspector and below as **per G.O.Ms.No.187 F & P Dt.29.6.79, G.O.NMs.No.323 F & P Dt.11.11.80 and G.O.Ms.No.355F & P Dt.17.2.1980.**

Recasting of Leave (Rule 20)

- Leave has to be recast from the date of regularization after declaration of probation period.
- The leave availed during the period remains the same , only leave balance will increase.

- The addl. credit consequent of recasting of leave shall be availed later date.

Surrender of Earned Leave

- Introduced from 13.8.1969.
- The Govt. Employee can surrender EL (30) days maximum and can received cash value in lieu of the leave so surrendered.
- Leave sanctioning authority is the competent authority to sanction SL.
- Validity for SL proceedings is (90) days from the date of sanction. (Govt.Memo.No.27/423/A2/FR-I/97-1, Dt18.8.97.)
- There should an interval of 24 months gap between one surrender to another to surrender (30) days and 12 months for 15 days. For Temp. Employees 24months for surrender (15) days EL.

- Govt. permits employees who have balance more than 285 days of EL as on 30th June, can surrender EL without waiting for completion of (12) months. The above instruction continued from 2011-12 onwards.

(Govt.Memo.No.14787-C/278/FR-1/2011, Dt. 22.6.2011).

- In the cases where date of sanction of SL is on 1st Jan and 1st July, debit has to be made 1st and credit entry later.

5.Half Pay Leave

- Every Permanent Govt. Employee earns (20) days of HPL for ever completed year of service including EOL and there should be no limit for max. accumulation.(Rule – 13(a), 18(a) and 23(1))

- Grant of HPL either on medical certificate or Private affair. No limit for sanction of HPL (Rule – 11)

- During HPL a Govt. Employee is entitled to half-pay + Half DA only irrespective of scale of Pay. HRA/CCA full up to (180) days.
(Govt. Memo.No.14568/-A/63/PC1/2010, Dt.31.1.2011).
- Temp. Employees are not eligible.

HPL on full Pay

- HPL on full pay can be granted to a Permanent Govt. Servant for (6) months who are suffering from Heart diseases, Cancer, Mental illness and Renal failure (Kidney). If HPL balance is not available in his account this facility should not be availed.
(G.O.Ms.No.268 F & P (FW FR-1) Dept., Dt. 28.10.1991.)

Leave not due (Rule – 15 C and 18 – C)

- Leave not due can be sanctioned and debited to HPL account to a Permanent Govt. Employee when there is no balance in EL/HPL account and should be adjusted by later accumulation of HPL.
- To be granted on medical grounds only.
- Max. limit for availment period is (180) days during entire service.
- While sanctioning leave not due left over service should be taken into account.
- Temp. Employees are not eligible.
- If resigned or Voluntarily retired after availing leave, before adjustment of minus balance, salary paid should be recovered. If compulsory retirement due to medical illness and incapacitating from service, then dies no recovery.

6. Commuted Leave

- To be granted on medical certificate.
- Availment limited to (240) days during entire service.
- Twice the no of HPLs debited to HPL account.
- EL + Commuted Leave can be combined with shall not exceed (180) days. (Rule – 15B)
- Commuted leave cannot be granted on private affair.

7. Extra Ordinary Leave

- May be granted to a Permanent Govt. Employee in Spl. circumstances.
- EOL can be granted when no other leave admissible to him but it can also be granted other leave being admissible . (Rule – 16(ii) and 19)
- On request by the Govt. Servant in writing.

- For Temp. Govt. Servants EOL shall be not exceed (3) months.
- If completed 3 years of service (6) months on medical grounds.
- For under going Leprosy treatment – 18 months.
- For treatment of cancer and mental illness – (12) months. For prosecuting higher studies in Public interest after completion of (3)years of service –(24) months.**(Rule 23(a)).**
- EOL above (36) months is non-qualifying service for pension.
- EOL on medical grounds counts for pension.
(Rule 21 of AP Revised Pension Rules-1980)

As per G.O.Ms.No:155: Fin (FR – i) Dept.,Dt:4-5-2010

- Ex-Gratia Allowance to Government Employees on EOL for treatment for Leprosy/TB/Cancer mental Illness /Heart Deceases/Kidney failure

- **(Non Gazetted Officers)**

Pay not exceeding Rs 11,860/- an ex-gratia allowance equal to half of his Pay subject to a Min of Rs 5770/- and Max of Rs 7490/- per month. Whose drawing pay in R.P.S.2010.

Class IV Employees

- Ex-gratia allowance equal to half of his pay subject to a Min of Rs 4295/- and Max of Rs 6430/- per month. (whose drawing pay in revised pay scales 2010)
- HPL Encashment at the time of Retirement as per GO Ms No.154/Fin FR I Dept(Dt 4.05.2010)

FORMULA

- (c) Cash payment of Half pay leave component =HPL Pay admissible on date of Retirement +DA admissible on the dt.30XNo of days of HPL at credit subject to the total of EL and HPL at credit not exceeding 300 days.

8.Special Disability Leave (Rule – 83)

- Govt. is competent to sanction leave.
- The leave in no case shall not exceed (24) months in the entire services
- For Gazetted Officers certificate by Medical Boards and in the case of NGOs Civil Surgeon is necessary.
- For 1st 180 days full pay is given and for the remaining period half pay.
- It may be granted more than once.
- It may be granted to sustain injuries and road accidents while proceeding on official duty from office to another office or Court or a work spot on the field. But not road accident while going to office from residence and vice versa. **(G.O.Ms.No.133 F & P Dt.10.6.1981)**
- Leave shall not debited against the leave account.

9. Hospital Leave

(FR 101 (b))

- Temporary Govt. servants are not eligible.
- All employees specified in SR 2 under FR 101 (b) are eligible for hospital leave (Risk born duties).
- The employee will draw half pay leave salary.
- Should not exceed (6) months in every 3 years of service.

10. Study Leave

(FR - 84)

- Leave is granted by Govt. only.
- Not to be granted to NGOs.
- For the study of Scientific, Technical and similar programmes, it should serve public interest.
(2) years in the entire service.
- Leave shall not be debited against the leave account.
- The employee will draw half pay leave salary.

11. Maternity Leave

(FR – 101 (a))

- Admissible to married female Govt. Servants less than (2) living children for a period not exceeding 180 days for each confinement.

(G.O.Ms.No.152 Fin (FR I)Dept Dt.4.5.2010.)

- In case of miscarriage – (6) weeks
- The leave application should be supported by medical certificate.
- This leave can be combined with any kind of leave with support of medical certificate.
- HOD is competent to grant leave.
- If the leave falls during vacation, the leave and vacation put together should not exceed (180) days.

(G.O.No.152 Fin (FR_I) Dt.4.5.2010)

Maternity Leave to Contract/Outsourcing Employees

- (180) days paid maternity paid leave sanctioned to Contract/Outsourcing Women employees for the 1st two deliveries w.e.f. 1.4.2019.

(G.O.Ms.No.17 Fin.(HR.I – Plg & Policy Dept, Dt.31.1.2019).

- Leave shall not debited against the leave account.

12. Child Care leave

(G.O.Ms.No.132 Fin HR-IV-FR Dept., Dt.6.7.2016)

- 2 months (3) spells below 18 Years
(Disable children up to 22 Years) can be sanctioned.

13. Perternity Leave

- Married male Govt. Servants are eligible with less than two living children.

(G.O.Ms.No.231, Fin (FR.I) Dept., Dt.16.9.2005)

- Can be availed (15) days at the time of delivery or after six months from the date of delivery.
- Leave sanctioning authority is the competent authority.

14. Leave for Employment in Abroad

- Permanent Govt. Servant who desires to work at abroad is eligible for (5) years EOL with prior permission of Govt. on employment proof.
- If not joined after completion of leave that can be treated as cease the employment. (G.O.Ms.No.756 Fin (FR I) Dept., Dt.7.8.20)
- There should be no disciplinary proceedings and there should be no dues to Govt.

A.P. LEAVE RULES, 1933
[ANNEXURE-III OF FUNDAMENTAL RULES]

- 1] Leave salary shall be claimed in A.P.T.C. Form 47 in regular salary head of account
- 2] Ink signed copy of leave sanction proceedings should be enclosed to the Bill.
- 3] A certificate to the effect that the necessary entries have been made in the SR of the Individual should be appended on the Bill.

4] Kinds of leaves:

- [a] Earned Leave
- [b] Half pay leave
- [c] Commuted leave on full pay on Medical Grounds
- [d] Leave not due on M.C.
- [e] Surrender leave
- [f] Leave Preparatory to retirement
- [g] Extra Ordinary Leave[EOL]
- [h] Maternity leave
- [i] Hospital leave
- [j] Special disability leave
- [k] Study leave

- 5] Leave cannot be claimed as a matter of right
[Authority: FR 67]

- 6] Nature of leave already sanctioned cannot be altered by the sanctioning authority
- 7] A Govt Servant returning to duty before expiry of leave should apply for permission to cancel the un-expired portion of leave [Authority : FR. 72]

- 8] If any employee recall to duty before expiry of leave, he is entitled for T.A.FR 70 Rule 76 of APTA Rules

- 9] The individual should specify the clear address in his leave application in prescribed proforma Authority: Rule 3 Annexure II FR 74

- 10] If Medical leave, Medical certificate should be enclosed to the application. Authority: Rule 9 Annexure II FR 74

- 11] A Govt. servant after completion of medical leave should produce fitness certificate to join duty (authority: FR 72)

- 12] For issue of MC for NGOs - Civil Asst. Surgeon and for Gazetted Officers - Civil Surgeon is competent to issue M.C.

[Authority: SR 10 in Annexure II of FR 74 and Circular Memo.No.21102-B/371/A2/FR-1/98 of 07-08-1998 of F & P (FW FR-1) Dept.

- 13] No leave shall be granted to a Govt. servant when a disciplinary authority has to decide to dismiss, remove or compulsory retired from service
[Authority: Rule 25 Annexure II of FR 74]

- 14] The orders of sanctioning EL/HPL shall indicate the balance of such leave at his credit [Authority: G.O.Ms.NO.384, F & P (FW FR-1) Dept.dt.5-11-75]
- 15] A Govt. servant cannot be compelled against his wishes to take leave of half pay when EL on full pay is admissible to him.
- 16] No employment should be undertaken during leave
- 17] While sanctioning the commuted leave on MC, the sanctioning authority should mention the commuted leave already availed on MC in the proceedings. In the entire service the Govt. Servant is eligible to avail commuted leave on MC is 240 days only. It should be sanctioned on Medical Certificate only and cannot be sanctioned on private affairs. [Rule 15(B) of AP Leave Rules 1933]
- 18] Will full absence from duty not covered by the grant of any kind of leave will be treated as dies-non.[Authority: Rule 5 note 1 and FR 18]

- 19] Leave may not be granted to a Govt. servant under suspension.
[Authority: FR 55]
- 20] Compulsory wait on leave for want of posting orders shall be treated as duty by the Govt. only [Authority: Rule 9(6)(a) ruling 13]
- 21] Accumulation of EL is 15 days for every six months i.e., Advance credit is allowed on 1st January and 1st July with a maximum of 300 days [G.O.Ms.NO.232 Finance (FR 1)Dept.dt.16-9-2005]
- 22] Every Govt. servant earns 20 days of Half Pay leave for every completed year of service including EOL and there is no limit for maximum accumulation.[Authority: Rule 13(a), 18(a) and 23(i)]
- 23] During the Half Pay leave a Govt. employee is entitled to half of pay + half DA only irrespective of time scale of pay.
[Memo No.3220/87/A1/PC1/05.dt.19-2-2005 of Finance (PC I)Dept.
- 24] HRA /CCA should be in full during leave upto 120 days. No compensatory allowance shall be allowed beyond 120 days.
- 25] If a Govt. servant suffering from TB/Cancer/Mental illness/ Leprosy/ Heart disease and Renal failure[kidney], compensatory allowances are payable for 8 months.
- 26] The validity for sanction of surrender leave is 90 days from the date of order. If the bill is not preferred within 90 days; the sanction order should be deemed to have been lapsed.
[Authority: Govt.Memo.No.27/423/a2/FR-1/97-1.dt.18-8-97]
- 27] For claiming HRA/CCA during leave the certificate prescribed in FR 44 should be furnished.
- 28] The maximum EL that may be granted at a time to a Govt. servant in Superior service shall be 120 days
[Authority: Rule 11 of A P Leave Rules 1933]

- 29] The total duration of EL and commuted leave taken in conjunction shall not exceed 180 days [Authority: Rule 15 B]

- 30] The public holidays are allowed to be suffixed or prefixed to the leave applied
[Authority: Govt. Cir. Memo.No.86595/1210/FR.1/7.dt.25-9-81.]

- 31] Local holidays cannot be suffixed or prefixed to that leave.
[Authority: Explanation 2 of SR 3 under FR 68]

32] NO Govt. employee shall be granted leave of any kind for a continuous period of exceeding 5 years.

33] If a Govt. servant suffering from TB/ cancer/ Mental illness/ leprosy/ heat diseases and renal failure(kidney), avial Half pay leave upto 6 months and it should be debited in Half Pay leave Account but he should be paid in full salary. In case of the credit of Half Pay leave is not available in his leave account, this facility should not be availed.

[Authority: G.O.Ms.No.188 F & P.Dept dt.30-7-73

G.O.Ms.No.234 F & P.Dept dt.29-8-75,

G.O.Ms.No.336 F & P.Dept dt.6-9-76

G.O.Ms.No.449 F & P.Dept dt.28-10-76

LEAVE NOT DUE [RULE 15(C),25(1,2) G.O.Ms.No.519,F & P Dept.dt.20-12-79.]

1. Leave not due should be granted when the Half Pay Leave account has become NIL and it should be adjusted by the later accumulation of Half pay leave
2. Leave not due shall be granted on MC only.
3. For entire service 180 days of leave not due shall be allowed.
4. While sanctioning leave not due, left over service for retirement shall be taken into consideration for further accumulation of Half Pay leave.
5. Temporary Govt. servant are not eligible for sanction of leave not due.

EXTRA ORDINARY LEAVE [SR 16,18 & 23]

- 1] EOL can be granted when no other leave is admissible, but it can also be granted other leave being admissible
[Authority: Rule 16 (ii)]
- 2] While on EOL the Govt servant is not entitled to any leave salary [**Authority: Rule 28(c)]**
- 3] Permanent Govt servant in superior service can remain absent on any kind of leave for 5 years.
[Authority: Rule 5 (a) & 19]
- 4] Period of absence can be regulated as EOL
[Authority: Rule 16 (iii)]
- 5] If a Govt. servant is under going treatment for TB in recognized sanitarium, he is eligible up to 12 months and if treatment taken at his residence is eligible up to 18 months
- .6] In case of a Govt Servant is under going treatment for cancer, he is eligible up to 12 months
- 7] For the purpose of prosecuting higher studies for the public interest, the employee is eligible up to 24 months.

E.O.L ON MEDICAL CERTIFICATE COUNTS FOR INCREMENTS

Upto 6 months--Head of Department is competent for sanction of increments for the period of E.O.L on M.C.

above 6 months-- Government is competent for sanction of increments for the period of E.O.L. on M.C.

[FR 26 (b)(ii) and Cir.Memo.No. 21102-B/371/A2/FR.I/98 dt. 7-8-98 and Memo.No. 4392-B/124/Admn.II/02 dt. 4-2-2002 of Finance(Admn.II) dept]

ADDITIONAL CREDIT OF EL TO THE POLICE PERSONNEL

[GO MS NO 187 F&P DT 29-6-79, GO MS NO 323 F&P DT 11-11-80, GO MS NO 355 F&P DT 17-12-80]

- 1] 30 Days of additional credit of EL should be given in 2 installments at the rate of 15 days on 1st January and 1st July to the police personnel of the rank of Inspectors and below.

MATERNITY LEAVE [FR 101] [GO MS NO 254 F&P(FW FR I)DEPT DT 10-11-95]

- 1] A regular female Govt servant is entitled to maternity leave on full pay for 120 days subject to the condition that it shall be granted to those who are having less than two surviving children.
- 2] In case of abortion the leave shall not exceed 6 weeks when supported by medical certificate.

[[Authority: GO MS NO 762 F&P DT 11-8-76]

- 3] Maternity leave may be combined with any kind of leave.

HOSPITAL LEAVE

- 1] All employees specified in SR 2 under FR 101 (b) are eligible for Hospital leave[Risk born duties]
- 2] Hospital leave on half average pay may be granted for a period of not exceeding 6 months in every 3 years of service
- 3] It may be combined with any kind of leave

STUDY LEAVE [FR 84]

- 1] It may be granted to study in scientific, technical or similar programmes, it should serve public interest.
- 2] Not to be granted to non gazetted officers
- 3] It may be granted up to 12 months at a time and 2 years in entire service
- 4] This leave may be combined with any kind of leave
- 5] During study leave, a Govt servant is eligible for HPL on half pay.

SPECIAL DISABILITY LEAVE [FR 83]

- 1] A Govt servant who is disabled /injured while on duty may be granted this leave by the Government.
- 2] Necessary Medical certificate to be issued by the Medical Board to the Gazetted Officers and Civil Surgeons to the others.
- 3] Such leave shall not exceed 24 months.
- 4] For 1st 120 days full pay is given, and for remaining period half pay may be given.
- 5] It may be combined with any kind of leave.
- 6] It may be granted more than once in service.
- 7] It may be granted to sustain injuries and road accidents while proceeding on Official Duty from the office to another office, or Court or a work spot on the field. But not road Accident while going to office from residence and vice a versa.
[Authority:GOMS NO 133 F&P FW FR-I]DEPT DT 10-6-81.]

ABROAD LEAVE [GOMS NO 214 F&P DT 3-9-96 AND UO NOTE NO 13127-A/113/FR-I/98 DT 10-5-98.]

- 1] A Govt servant who desires to work at abroad is eligible for 5 years as EOL with a permission from Govt irrespective of category.
- 2] The period of absence is treated as EOL.
- 3] The benefit of the scheme shall be given to Government employee at a single stretch or in different spells, but for a period not exceeding 5 years in all spells during entire Service
[G.O.Ms.No. 756 Finance (FR.I) Dept dt. 7-8-2002]

SURRENDER LEAVE /ENCASHMENT OF EL ON RETIREMENT

- 1] A Govt servant is eligible for Encashment of EL at the time of retirement or death subject to maximum of 300 days.Leave salary with DA, HRA,CCA and Addl HRA is eligible for entire 300 days.
- 2] A Govt servant who completed two years of service is eligible to surrender 15 days of EL in every Financial Year and receive cash in lieu of leave so surrendered.
[Authority:[Govt Memo No 84957-2175-FR-I/78-1 dated 14-12-78] and [GOMS NO 294 F&P FW FR-I DEPT DT 16-11-88]

- 3] If a Govt servant retired from service while under suspension, or when any disciplinary or criminal cases are pending against him, the competent authority shall grant the leave after conclusion of the final proceedings, and the amount so withheld after adjustment of the Govt dues if any.

[Authority: GO MS NO 11 F & P FW FR-I DEPT DT 15-1-97]

ENCASHMENT OF HPL AT THE TIME OF RETIREMENT

[GO MS NO 420 F&P(FR-I)DEPT DT 3-12-90 & GO MS NO 342 F&P FW FR-I DEPT DT 30-9-91 AND GO MS NO 234 F&P FW FR-I DEPT DT 27-10-98]

- 1] A Govt servant who retires from Govt service on superannuation is eligible for encashment of HPL at his credit. Death cases and invalidated pensioners are also eligible.
- 2] No compensatory allowances are admissible.
- 3] DA has to be calculated proportionately.
- 4] DA is admissible up to 300 days for both EL + HPL put together. And for remaining days of HPL at his credit no DA is admissible on Half pay.
- 5] Compensation pensioners, compulsory retired pensioners and contingent employees are not eligible for this benefit.

OTHER ITEMS ON LEAVE

- [1] At the time of retirement/death, the encashment of Earned Leave, the leave salary consisting of pay with DA, HRA, Addl H.R.A., CCA in full for entire period of leave so surrendered.
[G.O.Ms.No. 38 Finance dt/ 26-2-96]
- [2] The Surrender leave proceedings is valid for 90 days from the date of sanction only.
[Authority: Memo.No. 27/423/A2/FR.I/97-1 dt. 18-8-97]

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Public Services-A.P. Fundamental Rules – Extension of five (5) days additional casual leave facility to all the Women employees working in the State Government – Orders - Issued.

Finance (HR.IV-FR&LR) DEPARTMENT

G.O.MS.No. 18

**Dated: 10-03-2021
Read the following:-**

1. G.O.Rt.No.374, Education (Ser.V) Department, Dated:16-03-1996.
2. G.O.Rt.No.3, Higher Education (IE.I) Department, Dated:05-01-2011.
3. Rep. of A.P. Secretariat Women Employees Welfare Association, dated.02-09-2018 & 2-07-2019.
4. Rep. of A.P. Secretariat Association, Dated:18-02-2021.
5. Rep. of A.P.NGO Association, Dated:14-10-2019.
6. Rep. of AP JAC Amaravati, Dated:10-02-2020.
7. Rep. of Andhra Pradesh Government Employees Federation, Dated:18-02-2021.

ORDER:-

In the reference 1st read above, orders were issued permitting the women teachers under the control of School Education Department to avail five (5) days extra casual leave in addition to the (15) casual leaves and (5) optional holidays being availed by them per calendar year as per rules in vogue.

2. In the reference 2nd read above, Government have extended the same benefit to the women Junior Lecturers working in the Government Junior Colleges.

3. Various service associations requested to extend the same facility to all the Women employees working in the State.

4. Government after careful examination of the issue, hereby order to extend the benefit of availing five (5) days casual leave in addition to the (15) days casual leave and (5) days optional holidays per calendar year to all the Women employees working under the control of State Government of Andhra Pradesh.

(Contd...2)

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5. The G.O.is available on internet and can be accessed at the address <http://www.goir.ap.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr.K.V.V SATYANARAYANA
SPECIAL SECRETARY TO GOVERNMENT (B &HR)

To

The Prl. Accountant General (A&E), A.P., Hyderabad.
The Accountant General (Audit-I), A.P., Hyderabad.
The Accountant General (Audit-II) A.P. Hyderabad.
The Secretary to Governor, Raj Bhavan, Vijayawada.
The Registrar, Hon'ble High Court of Andhra Pradesh.
All Departments of A.P. Secretariat.
All Heads of Departments, Andhra Pradesh.
The Pay &Accounts Officer, Andhra Pradesh, Ibrahimpatnam.
The Director of Treasuries of Andhra Pradesh, Ibrahimpatnam.
The Andhra Pradesh Public Service Commission, Vijayawada.
All Collectors & District Magistrates in the State.
All the District Treasury Offices, A.P.

Copy to,

The President of A.P. Secretariat, Association.
The president of A.P. Secretariat Women employees Welfare Association.
The President of A.P. Government Employees Federation.
The Chairman of A.P. JAC Amaravati.
The President of A.P.NGO, Association.
SF/SCS (Computer No.651376)

//FORWARDED :: BY ORDER//

SECTION OFFICER