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Criterion: VI

Metric: 6.1.1



Criterion-VI Governance, Leadership & Management

6.2.1 The Functioning of the Institutional Bodies is effective and efficient as Visible from Policies, Administrative setup, Appointment and Service rules, Procedures, Deployment of Institutional Strategic/Perspective/Development Plan etc.

Andhra Pradesh Leave Rules

- 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 employee's workings in a working department
- The Govt. Servant should specify his clear address in his leave application (FR74)
- 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 prefix 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. 1 12 Fin. t.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.)
- 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 leave days

Donation of blood ----- (2) days one day on the date of donation
(G.O.N.O.137,Dt.23.2.84) Another SPL.CL to be utilized with in six
. months

2.summons to give witness ---- As per attendance certificate

In a court in which his private
Interest is not issue attendance

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. Incertion 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 If (30) days exceeds treated as regular
leave. -- 30 days

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

3. To participate in Rallies, Camps etc., Sports Bodies 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 of the country. – 10 days

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.) 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. 22.6.20 11.)

- 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 EÖL 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 /PC 1 /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. 28.10.199 1.)

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

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 revised pay scales 2010
- HPL Encashment at the time of Retirement as per GO Ms. No.154/Fin FRI Dept (Dt 4.05.2010)

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- (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 & PDt. 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 drawn half pay leave salary.
- Should not exceed (6) moths 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 debited against the leave account.
- The employee will drawn 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.
- Of 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.3 1.1.2019).
- 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. 23 1, 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 ECOL 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 (FRI) Dept., Dt.7.8.20
- There should be no disciplinary proceedings and there should be no dues to Govt.




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