

సెలవు సరెండర్ :

- ఉద్యోగి అర్జించిన సెలవును నగదుగా మార్చుకొనుటను సరెండర్ సెలవు అంటారు.
- సంపాదిత సెలవును ప్రతి సంవత్సరం 15 రోజులు మించకుండా సరెండర్ చేసుకోవచ్చు.
- ఒక సంవత్సర విరామం తర్వాత అయితే 30 రోజులు మించకుండా సరెండర్ చేసుకోవచ్చు (G.O.Ms.No.334, F&P, dt.28-9-1977).
- సెలవు సరెండర్ కు లోగడ ఉన్న ఛాక్ పీరియడ్ విధానం 01.04.2009 నుండి కొలగిందారు. అర్హత సంవత్సరంలో ఎప్పుడైనా సరెండ్ చేసుకోవచ్చు. అయితే సరెండర్ కు సరెండర్ కు మధ్య 12/24 నెలల విరామం ఉండాలి. (ఫైనాన్స్ మెమో నం. 10472/సి/199/ఎఫ్ఆర్-1/2009, తేది. 29.04.2009. & ఫైనాన్స్ మెమో నం. 14781-సి/278/ఎఫ్ఆర్-2/2011, తేది. 22.06.2011.)
- సరెండర్ చేసిన నెల తీతం ఆధారంగా సెలవు తీతం చెల్లించబడుతుంది. ఆ నెలకు 28 రోజులైనా, 31 రోజులైనా 30 రోజులుగానే లెక్కించాలి.
- ద్యూటీ అలవెన్సు, కన్వేయన్స్ అలవెన్సు మినహా మిగిలిన అన్ని రకాల తీతభత్యాలు చెల్లించబడతాయి.
- ఎస్.ఎల్. ఫ్రోగీడింగ్ ఇచ్చిన 90 రోజులలో దీర్ఘ క్షేం చేసుకోవాలి.
- జూన్ 30 నాటికి ఉద్యోగికి సంపాదిత సెలవు నిల్వ 285 రోజులకు మించితే 12 నెలల వరకు ఆగకుండానే సరెండర్ చేసుకోవచ్చు.

**GOVERNMENT OF ANDHRA PRADESH
FINANCE (FR-I) DEPARTMENT**

Cir.Memo.No.34005-A/870/FR-I/12

Dated 14-12-2012

Sub : Earned Leave – Surrender of Earned Leave – Instructions regarding encashment of Earned Leave – Clarification - Issued.

Ref : 1.Cir.Memo.No.15744-C/324/FR-I/2010, Finance(FR-I)Department, dated 15-06-2010.
2.Cir.Memo.No.14781-C/278/FR-I/2011, Finance(FR-I)Department, dated 22-06-2011.

Government issued orders in the reference 2nd cited, continuing the instructions issued for the financial year 2010-11 vide Circular Memo.No.15744-C/324/FR-I/2010, dated 15-06-2010 for the Financial year 2011-12 and also made said orders applicable for every year until further orders in respect of encashment of Earned Leave.

2. Therein, inter-alia, it was ordered permitting the employees to surrender Earned Leave at any time in one financial year, provided if there is 12 months gap for one year surrender to another surrender, and 30 days if there is gap 24 months for two financial years and also permitting the employees who are having 286 days and above earned leave to their credit as on 30th June of every year, to surrender without following the gap of 12 months. But, it was not mentioned therein about the surrender of 30 days by the employees who have not availed surrender of Earned Leave for two financial years.

3. Therefore, Government hereby clarify as follows:

- (a) The employees be permitted to surrender Earned Leave at any time in one financial year, provided if there is 12 months gap from one surrender to another surrender, and 30 days if there is gap of 24 months from one surrender to another surrender.
- (b) In respect of employees who are having 286 days and above Earned Leave to their credit on the date of application, they shall be permitted to surrender 15 days Earned Leave without following the gap of 12 months. In respect of employees who have not availed surrender of Earned Leave in previous financial year and are having 286 days and above Earned Leave to their credit on the date of application, they shall be permitted to surrender 30 days Earned Leave without following gap of 24 months.

4. The employees shall be permitted to surrender Earned Leave only either under clause (a) or under clause (b) in Para 3 above in a financial year. The other conditions issued in Circular Memo. No.14781-C/278/FR-I/2011, dated 22-6-2011, Finance (FR-I) Department hold good.

5. The Departments of Secretariat / Heads of departments shall keep these instructions in view while sanctioning the surrender of earned leave for purpose of encashment.

6. All the Treasury officers / State Audit Authorities / Pay and Accounts officer, Hyderabad and APAOs / PAOs of works Accounts shall follow these instructions scrupulously while dealing with the bills for encashment of earned leave.

D. SAMBA SIVA RAO,
Principal Secretary to Government

**GOVERNMENT OF ANDHRA PRADESH
FINANCE (FR.I) DEPARTMENT**

Cir.Memo.No.14781-C/278/FR.I/2011

Dated:22-6-2011.

Sub: E.L. – Surrender of Earned Leave - Encashment during the financial year 2011-2012 onwards – Instructions – Issued.

Ref: 1.Cir. Memo. No. 10472/C199/FR.I/2009, dt. 29-4-2009, Finance (FR.I) Dept.

2. Cir.Memo.No.15744-C/324/FR.I/2010, dt.15-6-2010 Finance (FR,I) Dept.

In the reference 1st cited, instructions have been issued dispensing with the fixing of calendar for surrender leave/encashment of E.L. It is also ordered therein that the instructions contained in Cir. Memo. No. 50798/1063/FR.I/79-1, Fin. (FR.I) Dept., dt. 22-11-1979 shall also be followed during the financial year 2010-2011 i.e., in the case of employees who surrendered E.L. as on 1st January or 1st July in any year, the number of days of E.L. so surrendered should, in the first instance, be deducted from the E.L. account and thereafter the advance credit of EL as per eligibility due for that half year be added as on 1st January/1st July of the respective year.

In para 4 of the Cir. Memo. 1st cited, . it is ordered that :-

a) The calendar for surrender of Earned Leave is dispensed with w.e.f. 1-4-2009 and employees are permitted to surrender earned leave at any time not exceeding 15/30 days within a block period of one/two financial years w.e.f. 1-4-2009. All other conditions prevailing before 1-4-1989 and other amendments issued on the subject till now will hold good.

b) Government permit the employees who have a balance of more than 285 days of E.L. as on 30th June, 2009 to surrender E.L. without waiting for completion of 12 months.

The above instructions shall also continue from the financial year 2011-2012 onwards for encashment of 15 days of E.L. by Government employees provided if there is 12 months gap for one surrender to another surrender in one financial year, and 30 days if there is gap of 24 months for two financial years. The gap of 12/24 months shall be worked out from the 1st day of leave surrendered last time to the 1st day of leave proposed for surrender now.

In respect of the employees who are having 286 days and above of E.L. to their credit as on 30th June of every year, they are permitted to surrender without following the gap of 12 months.

The above orders will be applicable for every year i.e., no orders need be issued every year for encashment of earned leave, until further orders changing the above policy are issued by the Government.

The Departments of Secretariat/Heads of departments are requested to keep these instructions in view while sanctioning the surrender of earned leave for purpose of encashment from the Financial Year 2011-2012 onwards.

All the Treasury Officers/State audit authorities, Pay and Accounts Office, Hyderabad and Deputy Financial Advisor, Projects/Directors of Accounts of Major Projects are requested to follow these instructions scrupulously while dealing with the bills for encashment of earned leave from the Financial Year 2011-2012 onwards.

These instructions are available in the internet and can be accessed at the address <http://aponline.gov.in>.

RANJEEV R. ACHARYA
PRINCIPAL SECRETARY TO GOVERNMENT (FP)

To
All the Departments of Secretariat.
All the Heads of departments.
The Pay and accounts Officer, A.P., Hyd.
The Director of Treasuries & accounts, A.P., Hyd.
The Director of State Audit, A.P., Hyderabad.
All the dist. collectors.
All the Dist. Treasury Officers.
Copy to:
The Accountant General, A.P., Hyderabad.
A.P. Secretariat Association, Hd.
SF/SC

//Forwarded :: By Order//

SECTION OFFICER.

**GOVERNMENT OF ANDHRA PRADESH
FINANCE (FR.I) DEPARTMENT**

Cir.Memo.No.15744-C/324/FR.I/2010

Dated: 15-6-2010

Sub: E.L. – Surrender of Earned Leave - Encashment during the financial year 2010-2011 – Instructions – Issued.

Ref: Cir. Memo. No. 10472/C199/FR.I/2009, dt. 29-4-2009, Finance (FR.I) Dept.

In the reference cited, instructions have been issued that during the financial year 2009-2010 to regulate the expenditure on surrender/encashment of EL and the fixing of calendar for surrender leave has been dispensed with. It is also ordered therein that the instructions contained in the Cir. Memo. No. 50798/1063/FR.I/79-1, Fin. (FR.I) Dept., dt. 22-11-1979 shall also be followed during the financial year 2010-2011 i.e., in the case of employees who surrendered E.L. as on 1st January or 1st July in any year, the number of days of E.L. so surrendered should, in the first instance, be deducted from the E.L. account and thereafter the advance credit of EL as per eligibility due for that half year be added as on 1st January/1st July of the respective year.

In para 4 of the Cir. Memo. cited, . it is ordered that

a) The calendar for surrender of Earned Leave is dispensed with w.e.f. 1-4-2009 and employees are hereby permitted to surrender earned leave at any time not exceeding 15/30 days within a block period of one/two financial years w.e.f. 1-4-2009. All other conditions prevailing before 1-4-1989 and other amendments issued on the subject till now will hold good.

b) Government permit the employees who have a balance of more than 285 days of E.L. as on 30th June, 2009 to surrender E.L. without waiting for completion of 12 months.

c) Government permit those all India service Officers, who have a balance of more than 285 days of earned leave as on 30th June, 2009 to surrender E.L. without waiting or completion of 12 months.

d) Government also clarify that 15 days are to be allowed in one financial year and 30 days in two financial years and the condition of 12/24 months mentioned in the G.O. 172, Fin. & Plg. (FR.I) Dept., dt. 1-7-1974 need not be followed in those cases of all India service officers, who have a balance of more than 285 days as on 30th June, 2009.

e) Government extend the facility of encashment of earned leave to the all India Service Officers soon after their central posting is received, subject to satisfaction of other conditions.

The above instructions shall also continue during the financial year 2010-2011 for encashment of 15 days of E.L. by Government employees provided if there is 12 months gap for one surrender to another surrender in one financial year and 30 days if there is gap of 24 months for two financial years. The gap of 12/24 months shall be worked out from the 1st day of leave surrendered last time to the 1st day of leave proposed for surrender now.

In respect of the employees who are having 286 days and above of E.L. to their credit as on 30-6-2010, they are permitted to surrender without following the gap of 12 months.

The departments of Secretariat/Heads of departments are requested to keep these instructions in view while sanctioning the surrender of earned leave for purpose of encashment during the Financial Year 2010-2011.

All the Treasury Officers/State audit authorities, Pay and Accounts Office, Hyderabad and deputy financial advisor, Projects/Directors of Accounts of Major Projects are requested to follow these instructions scrupulously while dealing with the bills for encashment of earned leave during the Financial Year 2010-2011.

These instructions are available in the internet and can be accessed at the address <http://aponline.gov.in>.

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

To
All the Departments of Secretariat.
All the Heads of departments.
The Pay and accounts Officer, A.P., Hyd.
The Director of Treasuries & accounts, A.P., Hyd.
The Director of State Audit, A.P., Hyderabad.
All the dist. collectors.
All the Dist. Treasury Officers.
Copy to:
The Accountant General, A.P., Hyderabad.
A.P. Secretariat Association, Hd.
SF/SC

// Forwarded :: By Order //

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH
FINANCE(FR.I) Dept.

Cir.Memo.No. 10472/C/199/FR.I/09

Dt. 29.04.09

Sub: Earned Leave – Surrender of Earned Leave Encashment during the Financial Year 2009-2010-Instructions-Issued.

- Ref:** 1. G.O.Ms.No. 238, Fin.(FR.I) Dept., Dt. 13.08.1969.
2. G.O.Ms.No. 172, Fin. & Plg. (FW.FR.I) Dept., Dt. 01.07.1974.
3. G.O.Ms.No. 221, Fin. & Plg. (FW.FR.I) Dept., Dt. 23.08.1974.
4. G.O.Ms.No. 334, Fin. (FR.I) Dept., Dt. 28.09.1977.
5. Cir.Memo.No. 50798/1063/FR.I/79-1, Fin.(FR.I), Deptt., Dt. 22.11.1979.
6. G.O.Ms.No. 294, Fin. (FR.I) Dept., Dt. 16.11.1988.
7. Memo.No. 8672-A/305/FR.I/89-1, Fin. (FR.I), Deptt.,Dt.13.04.1989.
8. Cir.Memo.No. 15620/C/FR.I/2008 Fin. (FR.I), Deptt.,Dt.04.06.2008.

In the G.O. 1st cited the scheme of Encashment of Earned Leave to all the Government Servants (both Gazetted and Non-Gazetted) was introduced. In the Government order. 2nd cited, instructions were issued permitting the Government employees to surrender earned leave not exceeding 15 days once in a year without actually going on leave and to receive leave salary in lieu of the leave so surrendered. In the reference 3rd cited it was ordered that temporary Government servants appointed under Rule 10(a)(I) of the A.P. State and Subordinate Service Rules will also be eligible to surrender fifteen days of earned leave when the earned leave at their credit is thirty days as on the date of surrender of leave, once at an interval of twenty-four month. Subsequently, orders were issued in G.O. 2nd cited permitting the Government employees to surrender leave at any time not exceeding 15/30 days within a block period of one/two calendar years respectively with effect from 01.01.1977.

2. In the reference 6th cited, encashment of leave was allowed to the employees once in financial year w.e.f. 01.04.1989 instead of a calendar year as budget is formulated with reference to the financial year and it will be convenient to fix the budget estimates and to incur expenditure on the encashment of leave. In order to regulate the expenditure, instructions were issued in Memo.No. 8672-A/305/FR.I/89-1, Dt. 13.04.1989 for encashment of earned leave, introducing the calendar for surrender, category wise i.e. class IV, Non-Gazetted and Gazetted Officers. This calendar has been reviewed and renewed every year up to the Financial year 2008-09.

3. During the review of the issue for the financial year 2009-10, it is observed that by permitting the employees to surrender leave according to a calendar, the entire expenditure on encashment of leave is compressed during September and February i.e., second half of the financial year leading to concentrated outflow of funds, especially in last quarter of financial year. Hence, it is felt appropriate to spread the expenditure throughout the financial year,

instead of second half of the financial year, Therefore, it is felt proper that the calendar for surrendering of earned leave which was introduced w.e.f. 01.04.1989 shall be dispensed with, with effect from 1st April, 2009.

4. In the above circumstances and after careful examination, the Govt. hereby issue the following instructions.

- a) The calendar for surrender of Earned Leave is dispensed with w.e.f. 01.04.2009 and employees are here by permitted to surrender earned leave at any time not exceeding 15/30 days within a block period of one/two financial year w.e.f. 01.04.2009. All other conditions prevailing before 01.04.1989 and other amendments issued on the subject till now will hold good.
- b) Government permit the employees who have a balance of more than 285 days of EL as on 30th June 2009 to surrender E.L. without waiting for completion of 12 months.
- c) Government permit those all India Service Officers, who have a balance of more than 285 days of earned leave as on 30th June, 2009 to surrender E.L. without waiting for completion of 12 months.
- d) Government also clarify that 15 days are to be allowed in one financial year and 30 days in two financial years and the condition of 12/24 months mentioned in the G.O. 2nd cited need not be followed in those cases of all India Service Officers, who have a balance of more than 285 days as on 30th June, 2009.

2. Government extend the facility of encashment of earned leave to the All India Service Officer soon after their central posting is received, subject to satisfaction of other conditions.

5. Further as per the instructions contained in the Cir.Memo.No.5th cited that in the case of employees who surrender earned leave as on 1st January or 1st July in any year, the number of days of earned leave so surrendered should, in the first instance, be deducted from the earned leave account and thereafter the advance credit of earned leave as per eligibility due for that half year be added as on 1st January / 1st July, are also to be followed for the Financial Year 2009-2010.

6. The Departments of Secretariat / Heads of Departments are requested to keep these instructions in view while sanctioning the surrender of earned leave for purpose of encashment during Financial year 2009-2010.

7. All the Treasury Officers/State Audit Authorities-Pay and Accounts Office, Hyderabad and Deputy Financial Advisor, Projects / Directors of Accounts of Major Projects are requested of follow these instructions scrupulously while dealing with the bills for encashment of earned leave during the Financial Year 2009-2010.

8. These instruction are available in the Internet and can be accessed at the address <http://aponline.gov.in>.

Dr. Sameer Sharma
Secretary to Govt. (FP)

increments. Thus the leave sanctioning authority is different from authority which is authorised to permit counting Extra Ordinary Leave on Medical Certificate for purpose of increments.

7. Government are receiving proposals where certain Government employees after availing Extra Ordinary Leave for long periods are coming up with a request to count such periods of E.O.L. for increments producing Medical Certificates, long after the event in some cases, even after 10-15 years.

8. It is, therefore, considered necessary to issue comprehensive instructions in the matter of sanction of Extra-Ordinary Leave on Medical Certificate.

9. The Government direct that all the authorities competent to sanction leave should sanction leave on Medical Certificate (i.e.) Earned Leave, Leave on Half Pay, Commuted Leave, Leave not due, Maternity Leave, Hospital Leave, Special Disability Leave and Extra-Ordinary Leave, only in cases where the leave application is accompanied by a Medical Certificate from the competent Medical Authority. If the Medical Certificate is not enclosed along with the application, the leave on medical Certificate should not be sanctioned, but only leave on private affairs has to be sanctioned. However, in very exceptional cases where the employee may not be in a position to obtain Medical Certificate immediately, for instance in cases such as where an employee meets with an accident and is hospitalised or hospitalised due to sudden illness and not in a position to obtain Medical Certificate at the time of submission of application for the grant of leave on Medical Certificate, the employee concerned may be permitted to produce the Medical Certificate at the time of rejoining duty after expiry of leave, along with the Certificate of fitness to rejoin duty. If the Medical Certificate is not produced along with the fitness certificate at that stage, the leave sanctioning authorities should not grant leave on Medical Certificate, but sanction only leave on private affairs.

10. All the Heads of Offices who maintain the Service Books of the employees and are competent to record entries in the Service Book, are also requested to ensure that in all cases where the employees are sanctioned Extra-Ordinary Leave on Medical Certificate, the fact of sanctioning Extra-Ordinary Leave on Medical Certificate is specifically recorded in the Service Book. If no such entry is recorded in the Service Book, the benefit of allowing such period to count for increments or to count as qualifying service for pension does not arise.

11. All the Departments of Secretariat and all Heads of Departments are, therefore, requested to communicate these instructions to all the authorities concerned.

A.R.JAYA PRAKASH,
Secretary to Government.

సంబంధించిన కార్యాచరణ పత్రం
GOVERNMENT OF ANDHRA PRADESH
FINANCE AND PLANNING (FW:PCI) DEPT

Memo.No.31948/398/PC.I/1/98-1

Dated:12.8.1998

Sub: Pay Revision-Interim Relief pending revision of scale of pay-Reckoning Interim Relief for encashment of leave-Clarification-Issued.

Ref: From the P.A.O's Lr.No.PAO/Co.ordn/115/98, dt.22.7.1998.

Government have sanctioned an Interim Relief to the State Government Employees w.e. from 1.6.1998 at 11% of Basic Pay vide G.O. (P) No.:117, Finance and Planning (FW:PC.I) Dept., Dt.3.7.1998. It was ordered therein that Interim Relief be shown as a distinct element and it does not count for calculation of any allowance, encashment of leave or pensionary benefits, etc.

2. In the reference cited, the Pay and Accounts Officer, Hyderabad has stated that during the period of surrender of Earned Leave while in Service, the employees shall receive the cash equivalent to leave salary and hence it is presumed that the employees are eligible to draw the Interim Relief in the encashment of Surrender Leave, during the service.

3. The Interim Relief is not termed as 'Pay' or 'Wage' or 'Allowance'. As such it does not count for encashment of leave including encashment of Earned Leave (Surrender Leave, during the Service. The presumption of the Pay and Accounts Officer is, therefore, not correct.

A.R.JAYA PRAKASH,
Secretary to Government (FP).

పెన్షన్ రూల్స్ పరివర్తన
GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Amendments to A.P. Revised Pension Rules, 1980 and the A.P.G.S. (F.P. Rules, 1964- Issued.

FINANCE & PLANNING (FW-PENI) DEPT.
G.O.Ms.No.188

Dated:22.8.1998

Read the following:

From the S.R.D.A.G. (Pension) D.O.Lr.No.PM/1/1-1(17)97-98/71, dt.30.9.1997.

ORDER:

In the letter read above, the Accountant General A.P., has suggested to amend rule 50 (6) (a) (ii) of the A.P. Revised Pension Rules, 1980 and rule 8 (1) of the Andhra Pradesh Government Servants (Family Pension) Rules, 1964, stating that there is no provision to cover the situation for payment of Family Pension to the eligible child of a widow consequent on the remarriage of the widow. The existing rule provides for payment of Family Pension to the eligible child only on the death of the widow but not on the remarriage of the widow. Therefore, the suggestion of the Accountant General has been examined in detailed and amendments are issued to the Andhra Pradesh Revised Pension Rules, 1980, and the Andhra Pradesh Government Servants (Family Pension) Rules, 1964.

2. The following notifications will be published in the Andhra Pradesh Gazette.

NOTIFICATION-I

In exercise of powers conferred by the proviso to article 309 of the Constitution of India and of all other powers here-unto enabling, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Revised Pension Rules, 1980.

2. The amendment hereby made shall come into force with immediate effect.

AMENDMENTS

In the said rules, for item (ii) of clause (i) of sub-rule 6 of rule 50, the following shall be substituted namely,

"(ii) On the death or remarriage of widow, her share of the Family Pension shall become payable to her eligible child."

NOTIFICATION-II

The exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers here-unto enabling, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Government Servants (Family Pension) Rules, 1964.

2. The amendment hereby made shall come into force with immediate effect.

AMENDMENT

In the said rules, for item (1) of rule 8, the following shall be substituted namely:

"(1) PRIORITY AMONG WIDOWS OF A GOVERNMENT SERVANT:-

"Where the officer is survived by more than one widow, the pension will be paid to them in equal shares. On the death or remarriage of a widow, her share of pension will become payable to her eligible minor child. If at the time of her death or remarriage of widow leaves no eligible child, the payment of her share of pension will cease".

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF A.P.)

A.R.JAYA PRAKASH,
Secretary to Government.