

# Un-Authorised Long Leave Related

## G.O.s & Memos

- ④ Cir. Memo No. C-9101-4/8/Fin.1/91 Dt. 25/12/1991 of Finance  
సరియైన సెలవు మంజూరి లేకుండా పొక్తాలకు ఉన్నప్పటికీ ఉయ్యన  
ఉత్తర్వులు సెలవు మంజూరితో వివరణ ఉత్తర్వులు
- ② Cir. Memo No. 43871/682/FR.1/96 Dt. 11/1/1997 of Finance  
సెలవు అనంతరం సెలవు మంజూరు చేయబడనిదిగా ఉద్దేశించబడినట్లు
- ③ Cir. Memo No. 11854-A/233/A2/FR.1/98, Dt. 28/3/1998 of Finance  
ZP/MP ఇద్దరూ ఒకే పేరిట ఉన్నప్పుడు ఇద్దరూ కంటే ఎక్కువ  
వేతనం పొందటానికి సరిగ్గా ఉత్తర్వులు సూచనలు
- ④ Cir. Memo No. 21102-B/371/A2/FR.1/98 Dt. 7/8/1998 of Finance  
Medical Certificate ఇవ్వటానికి వేతనం లేని సెలవులు  
మంజూరితో, వివరణ ఉత్తర్వులు
- ⑤ GOMSNO 40 Education Deptt Dt. 01/05/2002  
డెయిలీ పేజీ ఉత్తర్వులు (HM/MEQ/Dy EO/DEO)
- ⑥ RENO. 1809/D2-4/2002 Dt. 01/7/2002 of CSEAP  
పోస్ట్ పాస్ట్ సెలవులకు పోస్ట్ పాస్ట్ ఉత్తర్వులు - గురించి
- ⑦ GOMSNO. 260 GRD Dt. 4/9/2003  
1 year ముందు ఉన్నప్పుడు సెలవులకు ఉత్తర్వులు  
ఉత్తర్వుల నుండి అలవాటు
- ⑧ GOMSNO 8 Finance Deptt Dt. 08/01/2004  
FR 188 సవరణ ఉత్తర్వులు
- ⑨ GOMSNO 11 Finance Deptt Dt. 13/01/2004  
1 year ముందు సెలవులకు ఉత్తర్వులు అలవాటు గురించి వివరణ
- ⑩ Cir. Memo No. 4152-C/761/FR.1/2005 Dt. 28/9/2005 of Finance  
ఉన్నప్పుడు పోస్ట్ పాస్ట్ సెలవులకు ఉత్తర్వులు వారి ఉన్నప్పుడు
- ⑪ GOMSNO 128 Finance Dt. 01/6/2007  
Un-Authorised సెలవులకు వేతనం వారి గురించి FR 188 సవరణ
- ⑫ GOMSNO 129 Finance Dt. 01/06/2007  
AP Leave Rules 1933 సవరణ గురించి



## Regen02

- (13) GOMSNO 58 School Education Dept Dated 22/4/2008  
 పేర్కొనబడిన ఉపాధికారి School Dept కు పంపించిన Posting orders నుండి
- (14) GOMSNO 70 School Education Dated 6/1/2009  
 posting orders లు మరియు సమాచారము సేవలను నిరూపించు
- (15) RENO. 5968 / D1-3 / 2007 Dt 12/3/2010 of CSEAP  
 పేర్కొనబడిన సేవలను / సేవలను Duty చేయనివ్వాలి  
 ఆమోదించాలి
- (16) RENO 1118 / D2-1 / 2010-2 Dt 01/10/2010 of CSEAP  
 పేర్కొనబడిన సేవలను / సేవలను ఆమోదించాలి ఆమోదించాలి  
 సమాచారము ప్రకారము పాఠశాల Teachers కు  
 జీతములు చెల్లాలి - నిరూపించాలి
- (17) RENO 229 / Estt. / V / 2014 Dated 14/7/2014 of CSEAP  
 పేర్కొనబడిన సేవలను / సేవలను ఆమోదించాలి ఆమోదించాలి  
 వాటిని జీతములు చెల్లాలి - నిరూపించాలి
- (18) GOMSNO 127 GAD Dated 15/1/2011.  
Un-Authorised Absent వాటిని జీతములు చెల్లాలి - నిరూపించాలి
- (19) RENO 126036 / 27/2018 - Estt. 3-CSE Dt 16/6/2020 of CSE  
తన ఆమోదించాలి నిరూపించాలి
- (20) Memo No. ESE02-30024 / 1 / 2020 A & I - CSE Dt 16/7/2020  
 of CSEAP  
 పేర్కొనబడిన Un-Authorised Absent వాటిని జీతములు చెల్లాలి - నిరూపించాలి  
Competent Authority నిరూపించాలి - నిరూపించాలి

సరియైన సెలవు మంజూరి లేకుండా పాఠశాలలకు అనుపస్థితి అయిన ఉద్యోగులకు  
సెలవు మంజూరిపై వివరణ ఉత్తర్వులు

**CHAPTER - IV**

**Leave Rules**

**GOVERNMENT OF ANDHRA PRADESH  
FINANCE & PLANNING (F.W. - F.R. - I) DEPARTMENT**

**Cir.Memo No. C-9101-4/8/Fr.I/91**

**Dated : 25-12-91**

**Sub : Unauthorised absence - 'Wilful and prolonged absenced from duty without proper leave - Further instructions - Issued.**

\*\*\*\*\*

In Circular Memo No. 4481/A/128/FR.I/88, Fin&Plg. (Fin. Wing. FR-I) Dept., dated 7-7-1988 Government have issued instructions ordering concerned departmental authorities to initiate disciplinary action against those employees who remained absent from duty without proper leave and pass appropriate orders on the basis of the disciplinary proceedings by following the procedure laid down in A.P.C.S. (C.C.A) Rules, 1963 read with instructions in Appendix-VI to the said rules. Inspite of those instructions number of cases are being referred to Finance Department for clarification on some of the following questions :



- i) Whether a member of service who remained absent from duty without proper leave can be permitted to join duty if he gives joining report pending further action to determine or regulate the period of absence by taking disciplinary action or otherwise.
- ii) Whether the resignation tendered or request for voluntary retirement made by a member of service who has remained absent without proper leave can be accepted without determination of the period of unauthorised absence.

In view of this a need is felt for issuing further instructions in the matter as guidelines in continuation of the instructions issued in the Circulation Memo afore mentioned.

2. According to F.R. 18 and rule 5 - A of the A.P. Leave Rules, 1933 and the Note-I thereunder, no Government servant should be granted leave of any kind for a period exceeding five years and that wilful absence from duty not covered by grant of any leave shall be treated as 'dies-non' for all purpose viz. increments, leave and pension.

3. Neither F.R. 18 nor Rule 5 of the A.P. Leave Rules, can be construed to mean :

a) That the member of service who remains absent from duty without proper leave cannot be permitted to join duty if he gives a joining report; or

b) That such member of service ceases to be in service by such absence so as to discharge him from service in terms of F.R. 18

What therefore follows from this is that if a member of service who remains absent without any leave gives a joining report it should be ensured by the competent authority that he is permitted to join immediately pending initiation of the disciplinary action for unauthorised absence, in case such action unauthorised absence has to be treated as 'dies-non' in accordance with the Notes-I under F.R. 18 and Rule 5-A aforesaid. This treatment of unauthorised absence as 'doesnon' is distinct from disciplinary action taken or to be 'taken against the employees concerned.

#### 4. Action against regular employees :

What F.R. 18 and Rule 5 of the A.P. Leave Rules mandates is that 'no member of service shall be granted leave of any kind for a continuous period exceeding five years without the specific approval of Govt. No inference can be drawn from these rules that disciplinary action against a member of service cannot be taken unless he is continuously absent for more than five years without any leave. It is therefore clarified that it is not at all necessary for the authority competent to initiate disciplinary action to wait for a period of five years without any leave. It is therefore clarified that it is not at all necessary for the authority competent to initiate disciplinary action to wait for a period of five years to initiate disciplinary action against the member of service for his absence from duty wilfully or unauthorisedly. In all such cases the disciplinary proceedings can be initiated against such member of service who remained absent without any leave straight away by following the procedure laid down in Rule 19(2) of the A.P.C.S. (C.C.A) Rules, 1963 read with instructions 5 (c) (iv) of instructions in Appendix-VI to the said rules for unauthorised absence without leave which constitutes good and sufficient reason for initiating disciplinary action under the said rules and such other misconduct as having secured gainful employment elsewhere during his absence from duty without leave, in all such cases the enquiry officer has to be decided to complete the



enquiry within a fixed time say within a period of 1-2 months. The charges framed against the employee concerned should be communicated by Registered Post Acknowledgement due. If however the employee is not available at the last address given by him the Charge Memo should be got published in the Andhra Pradesh Gazette and enquiry should be conducted ex parte for taking necessary action against him. Even in such cases where an employee reports back to duty he should be permitted to join duty without prejudice to the action contemplated or pending against him. If the employee applies for leave on medical grounds along with the joining report and extends leave on the same grounds beyond three months he should be referred to Medical Board for examination and necessary action may be taken against him on the basis of the medical report.

#### **5. Temporary Employee :**

According to the note under Rule 6-A of A.P. Leave Rules, read with proviso to F.R. 73, a temporary Government servant working under emergency provisions who remains absent from duty after applying for leave or extension of leave to which he is not entitled to under the Rules shall be deemed to have been discharged from duty with effect from the date from which he is not entitled to any leave unless the leave applied for is granted in relaxation of relevant rules. Where such a temporary employee, absent himself unauthorisedly or without sufficient justification, action should be taken immediately for discharging him from service invoking this rule, by issuing an innocuous order indicating the provisions under which the employee stands discharged.

#### **6. Request for "Resignation" while absent unauthorisedly :**

Resignation by a member of a service is governed by general Rule 39. General Rule 39 which is relevant for the purpose reads as follows :

"39 Resignation (a) A member of a service may resign his appointment and the acceptance of his resignation by the appointing authority shall take effect.

- i) In case he is on duty, from the date on which he is relieved of his duties in pursuance of such acceptance.
- ii) In case he is on leave, from the date of communication of such acceptance to the member or if the said authority so directs, from the date of expiry of leave; and
- iii) In any other case, from the date of communication of such acceptance to the member or from such other date, not being earlier than the date on which he was last on duty, as the said authority may have regard to administrative exigencies, specify;

Provided that a resignation of a member of a service, who is placed under suspension from service pending investigation or enquiry into grave charges or who is deemed to have been suspended under rule 13 of the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1963, shall not be accepted during the period of such suspension; and

Provided further that no withdrawal of resignation shall be permitted except with the sanction of the Government after the date of its actual acceptance by the appointing authority.

b) A member of a service shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his



previous service under the Government".

The consequence of the resignation as laid down in General Rule 39 (b) is that not only the service rendered by the member of service in a particular post held by him at the time of resignation but also all his previous service under the Government will stand forfeited. In view of the this consequence the regulation of the period of unauthorised absence would be of no consequence and the acceptance of such resignation tendered by the member of service who remained absent from duty without leave need not wait the determination of unauthorised absence.

**Request for "Voluntary Retirement" while absent unauthorisedly :**

Instances have also come to notice where Government servants, while being unauthoriously absent or where their leave was refused, have sought for voluntary retirement on completion of 20/33 years of qualifying service in accordance with Rules 43 and 44 of Revised Pension Rules, 1980 respectively, the competent authorities concerned have failed to take action to accept them promptly, resulting in unintended benefit to the employees concerned, In case of retirement on completion of 20 years of qualifying service as provided under rule 43 of Revised Pension Rules, 1980, a Government servant who gives a notice in writing of his intention to retire voluntarily shall not retire unless the notice given by him is accepted by the competent authority, provided that the competent authority shall issue an order before the expiry of the notice period accepting of rejecting the notice. In case of voluntary retirement on completion of 33 years of qualifying service as provided under Rule 44 of Revised Pension Rules, 1980, The appointing authority has to issue orders permitting the Government servant to retire from service, In normal course, in either case, the voluntary retirement can be accepted / permitted as the case may be, pending determination of the period of unauthorised absence. In cases where it is contemplated to take disciplinary action against the employee concerned, it would be appropriate to frame a charge against him before he retires from service so that further action may be pursued in accordance with Rule 9 of Revised Pension Rules unless the charges are grave and acceptance of such notice would not be in public interest. As such, acceptance of notice of voluntary retirement need not await me determination of the period of absence, provided the Government servant concerned has rendered 20/33 years of qualifying service.

Even in cases where an employee is permitted to retire voluntarily, departmental proceedings can be instituted with the sanction of Government in respect of a cause of action which arose or an event which took place not more than four years before/such institution, in terms of Rule 9 of Revised Pension Rules.

The Departments of Secretariat and all the Heads of Departments are therefore, requested to keep these guidelines in view while dealing with cases of unauthorised absence, and to communicate them for implemeniation by their Subordinate Officers who may be appointing authorities of posts, the holders of which may attract the provisions of rules referred to in these guidelines.

**S. SANTHANAM**

Special Chief Secretary to Government



## GOVERNMENT OF ANDHRA PRADESH

CIRCULAR MEMO.NO.43877/682/FR.I/96

Dated: 1.1.1997

Sub : Public Services-Periods of absence of Government employees-  
Treating as compulsory Wait-Instruction-Issued.

- Ref: 1. G.O.RT.NO.2985 GA(SPL.A) DEPTT.DT:1.8.79.  
2. G.O.RT.NO.127F&P(FW:FR-1)DEPTT.Dt.26.6.82.  
3. G.O.Ms.No.48 F&H (FW:FR-1)Deptt, dt.24.3.81.  
4. From the RAC.Lr.No.PRL AGAU, I/RAO/CA.I/II/41, dt.9.7.96.

As per ruling (13) of the ruling contained under F.R.9(6) when a Government servant on return from leave has to compulsorily wait for posting orders, such periods of waiting shall be treated as duty. As per instruction under F.R.72, a Government Servant desiring to return to duty within the period of his leave should communicate his desire to the authority which sanctioned the leave sufficiently early to enable to make suitable arrangements for the issue of posting orders. Normally, whenever any Government employee is sanctioned any type of leave, the orders sanctioning leave should necessarily contain a para with regard to his/her reposting after the expiry of leave. However, in cases, where it is not possible to specify about the reposting in the orders sanctioning leave, the authority competent to sanction leave shall take prompt action to issue posting orders to the individual sufficiently in advance to enable the employee to join at the place posted immediately after the expiry of leave.

2. Instruction were issued in the G.O. third read above to avoid delays in the matter of issue of reposting orders in the type of cases referred to above with a direction to take disciplinary action against the defaulting officers besides ordering for the recovery of the unnecessary expenditure involved in such cases.

3. In spite of that, Instances have come to the notice of Government



that in many cases action was not taken to issue reposting orders whenever leave is sanctioned to any Government employee, thereby the employees had to wait for posting orders for longer periods leading to the issue of orders by Government treating such periods as compulsory wait under ruling (13) of F.R.9(6) instances have also come to the notice of Government that whenever any employee is transferred from any post the post to which he/she is transferred is not indicated in that order, but separate orders are being issued after some delay. In these cases also, the concerned employees have to wait for posting orders and such periods also have to be treated as Compulsory Wait by the Government by treating the periods of waiting for posting orders as Compulsory Wait there is a huge burden on State funds besides the employees are paid full salary without any work during that period.

4. The resident Audit officer in his letter 4th cited suggested the Government to minimise the period of compulsory wait and requested to issue orders.

5. The above suggestion of Residential Audit Officer has been considered by the Government and it has been felt that the Departments of Secretariat and Head of Department are not complying with the instructions already issued in the Government Order 3rd cited. Government accordingly request that the reposting orders are issued promptly while sanctioning leave to the employees and while transferring the employees from any post. They are also requested to issue suitable instructions to their subordinate officers who are competent to transfer their subordinate, to follow those instructions.

6. Any Lapse on the part of the authorities competent to sanction leave or to transfer the employee, in this regard will be viewed seriously and suitable disciplinary action shall be taken against those officers who are responsible for the lapses, besides recovering the unnecessary expenditure caused to Government from the defaulting officers who have failed to implement the above instructions as already specified in the Government order third cited.

M.SAHOO,  
Secretary to Government (R.E)



22. జిల్లా / మండల పరిషత్తు కార్యాలయములో వేచియున్న కాలమును కంపల్సరీ వేటింగ్  
పీరియడ్గా పరిగణించుటకు, సూచనలు

**GOVERNMENT OF ANDHRA PRADESH  
FINANCE & PLANNING (FW:FR.I) DEPARTMENT**

**Circular Memo No.11854-A/233/A2/FR.I/98**

**Dated 28-03-1998**

**Sub :** PUBLIC SERVICES - Proposals for treating the period of  
absence of Government employees as Compulsory wait -  
Further instructions - Reg.

**Ref :** 1. G.O.Rt.No.2985, G.A. (Sp.A) Department, dt.1-8-1979.  
2. G.O.Rt. No.127, Fin.&Plg. (FW.FR.I) Dept. dt.26-6-1982.  
3. G.O. Ms. No.48, Fin.&Plg. (FR.I) Dept, 24-3-1981.  
4. Cir. Memo. No.43877/682/A2/FR.I/96, dated 1-1-1997.

\*\*\*

Instructions were issued in the G.O. 3rd read above for avoiding minimising delays in issuing of postings to Government employees who are waiting for postings on return from leave etc. emphasising the need to take disciplinary action against the defaulting Officers and also for the recovery of unnecessary expenditure in such cases, where the period of absence had to be treated as "Compulsory wait".

2. In the reference 4th cited, further instructions were issued regarding the need to issue re-posting orders promptly, while sanctioning the leave to the



employees and while transferring the employees from any post and that any lapse on the part of authorities competent to sanction leave or to transfer of the employee, in this regard shall be viewed seriously besides recovering unnecessary expenditure caused to Government from the defaulting Officers who were responsible for the delay in issuing posting orders. In spite of these instructions, it has been noticed that a number of cases are being referred to Finance Department for treating the period as "Compulsory Wait" in terms of Ruling 13 under F.R.9(6).

3. An analysis of cases referred to Finance Department in the recent past has revealed that in several of the cases, a little caution on the part of the competent authorities would have avoided such delays in postings, thereby avoiding of unnecessary expenditure and inconvenience to the employees concerned. The analysis would further reveal that the delays are attributable to:

- i) Issue of orders of posting on return from leave.
- ii) Issue of orders of posting in cases of re-instatement from suspension/reinstatement into service after dismissal/removal/compulsory retirement, based on orders in appeal or directions of Tribunal/High Court.
- iii) Cases where employees seek posting on return from unauthorised absence.
- iv) Cases where employees are not admitted to duty even though postings were given in time ; and
- v) Cases covered by Court interventions.

4. It has, therefore, become necessary for the Government to ensure that the delays in such cases are avoided/minimised and that effective action is taken against the officials who are responsible for such avoidable delays and the resultant losses to the Government. In view of this and in order to ascertain whether there is any justification for the delay in issuing postings or not, the proposals sent to Finance Department for treatment of periods as compulsory wait have to be furnished hereafter in the performance appended to this Memo without which the proforma will not be processed.

5. The Departments are therefore, once again requested to ensure that the posting orders are issued promptly, if due to any unforeseen exigency the issue of posting orders is delayed, the proposal for regularising the period of wait shall be furnished in the proforma appended with proper justification.

**A.R. JAYA PRAKASH**  
*Secretary to Government*



Sub : Public Services - Grant of EOL on Medical Certificate - Instructions - Issued.

As per the existing leave rules, Extra Ordinary Leave can be granted when no other leave is admissible - Extra Ordinary leave can be granted even when other leave is admissible if the Government Servant concerned applies for the grant of Extra Ordinary Leave.

2. According to F.R. 18 Rule 5-A of A.P. Leave Rules the maximum period for which a Government Servant can remain absent on leave of any kind is five years.

3. As per rule 21 of A.P. Revised Pension Rules, 1980, all Extra-Ordinary Leave granted on Medical Certificate shall count as qualifying service. In the case of Extra-Ordinary leave, the appointing authority may at the time of granting leave allow the period to count for qualifying service when such leave is granted due on the Government Servants in ability to rejoin due on account of Civil Commosion or for prosecuting higher Scientific and Technical Studies. According to FR 26 b) (ii) the Extra Ordinary Leave taken on Medical Certificate or for any other cause beyond the Government Servants control or for prosecuting higher technical studies, may be permitted to be counted for the purpose of sanction of due increments.

4. As per S.R. 10 contained in Annexure-II of F.R.74, the Medical Certificates in support of the leave by the Gazetted Officers shall be from a Government Medical Officer, not below the rank of a Civil Surgeon, However, in the case of Non-Gazetted Officers and Last Grade employees, the Medical Certificates can be obtained from any Registered Medical Practitioner.

5. In the case of permanent Government employees the maximum continuous period of leave either with 01 without leave salary that can be sanctioned shall not exceed 5 years vide FR 18/Rule 5-A of A.P. Leave Rules. In the case of temporary employees, it shall not ordinarily exceed 3 months vide Rule 23(a) (ii) of A.P. Leave Rules.

6. The authorities competent to grant Extra-Ordinary Leave Read specified in F.R. 66. But as per FR 26 (b) (ii), only the Leave on Medical Certificate to be counted for purpose of allowing increments, if the period of Extra-Ordinary leave on Medical Certificate is not more than six months. If the period of extra Ordinary Leave on Medical Certificate is more than six months, only Government are competent to allow such period to be counted for purposes of 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 even-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 Certificates (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 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, the employees 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 state, the leave sanctioning authorities should not grant leave on Medical Certificate, but sanction only leave on private affairs.

10. All the Heads 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 all Heads of Departments are therefore requested to communicate these instructions to all the authorities concerned.

**A. JAYAPRAKASH**

Secretary to Government



**GOVERNMENT OF ANDHRA PRADESH**

**ABSTRACT**

A.P. Educational Services (APES) and A.P. School Educational Subordinate Services (APSESS) Officers - Powers and functions Rules, 2002 - orders - Issued.

**EDUCATION(SER.V)DEPARTMENT**

**G.O.Ms.No.40**

**Dated:7-5-2002**

Read: From the C & DSE,Hyd, Lr.Rc.No. 484/C3-1/2002, Dt.4-3-2002.

\*\*\*

**ORDER:**

The Commissioner and Director of School Education, in the reference read above has reported that the issue of Delegation Powers to various functionaries namely the Head Masters of Primary Schools, Upper primary Schools, High Schools, Mandal Educational Officers/Deputy Inspectors of Schools and Deputy Educational Officers, has been discussed at the District Educational Officers Conference held on 13-2-2002 and 14-2-2002, and subsequently with the all Teachers Organization and proposed the rules for A.P. Educational Services and A.P. School Educational Sub-ordinate Services.

2. Government after careful examination have decided to accept the proposed rules for A.P. Educational Services and A.P. School Educational sub-ordinate Services and accordingly the following notification will be published in the extra-ordinary issue of the Andhra Pradesh Gazette, dated 9-5-2002

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

I.V.SUBBARAO,  
Secretary to Government.

**NOTIFICATION**

In exercise of the powers conferred by the section 99 read with sections 78,85,and 93 of the Andhra Pradesh Education Act 1982(Act.No.1 of 1982 and in supersession of all corresponding rules, proceedings, orders relating to the powers and functions of the head Masters of Primary Schools, Upper Primary Schools, High Schools, Mandal Educational Officers/Deputy Inspector of Schools, Deputy Educational Officers and District Educational Officer of the Department of the School Education.

1. (i) These rules may be called the Andhra Pradesh Educational Services and Andhra Pradesh School Educational Sub-ordinate Services Officers Powers and Function Rules,2002.  
(ii) These rules shall come into force with immediate effect.
2. The following shall be the powers and functions of the Officers of the Andhra Pradesh Educational Services and Andhra Pradesh School Educational Sub-ordinate Services.

**1. HEAD MASTER OF PRIMARY SCHOOL:** Head Master of Primary school shall grant Casual Leave, Special Casual Leave to the teachers of Primary School.

**2. HEAD MASTER OF UPPER PRIMARY SCHOOL:**

- (i) The Head Master of Upper Primary School shall grant Casual Leave, Special Casual Leave to the teachers of Upper primary schools,
- (ii) condone the Age relaxation to VII Class students.
- (iii) Change the Media/Language to students.
- (iv) Condone the shortage of attendance to the students.
- (v) Admit the students from ICSC/CBSE syllabus or other syllabi to State Syllabus.

**3. HEAD MASTER OF HIGH SCHOOL:** The Head Master of High School shall have powers in respect of all teachers working in High School and he shall

- (i) Grant Casual Leave, Special Casual Leave.
- (ii) Sanction of Earned Leave/Half Pay Leave/Comuted Leave/Maternity Leave/and



Extra Ordinary Leave.

(iii) Sanction of Increments and pay fixations.

iv) Sanction of Automatic Advancement Scheme, Leave Travel Concession and Joining permissions.

v) Issue regular Pay scales on completion of apprentice service.

vi) sanction general Provident Fund Loans nad General Provident Fund Part-Finals and forwarding of General Provident Fund Withdrawals.

vii) Sanction Family Benefit fund and Group Insurance Scheme Amounts.

viii) Sanction Pension s and forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications.

ix) Draw the Medical Advance/Reimbursement after sanction by the Commissioner and Director of School Education.

x) condone the age relaxation to 7<sup>th</sup> and 10<sup>th</sup> class students. xi)

Change the Media/Language to the students.

xii) condone the shortage of Attendance to the students.

xiii) Admit the students from ICSE/CBSE syllabus or other syllabi to state syllabus;

#### **4.MANDAL EDUCATIONAL OFFICERS/DY.INSPECTORS OF SCHOOLS:**

The Mandal Educational Officers/dy.I.O. Schools shall have powers in respect of Head Master of Primary and UPS and Teachers working in primary and upper primary schools, and he shall

i)Sanction of Earned Leave/Half Pay Leave/Commuted Leave/Maternity Leave/and Extra Ordinary Leave.

ii) Sanction of Increments and pay fixations.

iii) Sanction of Automatic Advancement Scheme, Leave Travel Concession and Joining permissions.

iv) Issue regular Pay scales on completion of apprentice service.

v) sanction general Provident Fund Loans and General Provident Fund Part-Finals and forwarding of General Provident Fund Withdrawals.

vi) Sanction Family Benefit fund and Group Insurance Scheme Amounts.

vii) Sanction Pension s and forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications.

viii) Draw the Medical Advance/Reimbursement after sanction by the Commissioner and Director of School Education.

ix) Grant Casual Leave, special casual leave to Head Masters of Primary and Upper primary schools.

#### **5.DEPUTY EDUCATIONAL OFFICER.**

The Deputy Educational Officer shall have powers in respect of Head Masters of High Schools and he shall

i)Grant Casual Leave, Special Casual Leave

(ii) Sanction of Earned Leave/Half Pay Leave/Commuted Leave/Maternity Leave/and Extra Ordinary Leave.

(iii) Sanction of Increments and pay fixations.

iv) Sanction of Automatic Advancement Scheme, Leave Travel Concession and Joining permissions.

v) sanction general Provident Fund Loans and General Provident Fund Part-Finals and forwarding of General Provident Fund Withdrawals

vi) Sanction Family Benefit fund and Group Insurance Scheme Amounts.

vii) Sanction Pension s and forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications.

viii) Draw the Medical Advance/Reimbursement after sanction by the Commissioner and Director of School Education

ix) Attest the Transfer Certificates of students seeking admission in other States.

#### **6. DISTRICT EDUCATIONAL OFFICER:**

The Dist. Educational Officer shall have Powers in respect of Mandal Educational Officer/Deputy Inspector of Schools and he shall

i)Grant Casual Leave, Special Casual Leave

(ii) Sanction of Earned Leave/Half Pay Leave/Commuted Leave/Maternity Leave/and Extra Ordinary Leave.

(iii) Sanction of Increments and pay fixations.



- iv) Sanction of Automatic Advancement Scheme, Leave Travel Concession and Joining permissions.
- v) sanction general Provident Fund Loans and General Provident Fund Part-Finals and forwarding of General Provident Fund Withdrawals
- vi) Sanction Family Benefit fund and Group Insurance Scheme Amounts.
- vii) Sanction Pension s and forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications.
- viii) Draw the Medical Advance/Reimbursement after sanction by the Commissioner and Director of School Education
- ix) Attest the Transfer Certificates of students seeking admission in other Countries.
- x) Impose minor punishments as per A.P. Civil Services (CCA) Rules , 1991 in respect of Mandal Educational Officers/Deputy Inspector of Schools and Head Masters of High Schools.
- b) He shall also have powers in respect of teachers in Primary , Upper Primary and High Schools for regularization of their services and declaration of Probation as per existing service rules.

I.V.SUBBA RAO  
SECRETARY TO GOVERNMENT.



Rc.No.1809/D2-4/2002

Dated: 01-07-2002

Sub: APSESS- Employees on long leave- Request for joining permission-  
Certain instructions- Issued.

Ref. 1 G.O.Ms.No.48 Fin&Plg., dt. 24-03-1981.  
2. Govt. Circular Memo. No. C-9101/4/8/FR-1/91 Fin. Dept., dt.25-12-1991.  
3. Govt. Circular Memo.No. I 1854/A/I 33/A2/FR- 1/98 Fin. Dept., dt.  
28-03-1998.

★ ★ ★

It has been observed by the Commissioner and Director of School Education that the District Educational Officers in the state are oftenly submitting proposals either to accord permission to treat period as compulsory waiting or excess joining time and it is also further observed in many cases permission is sought to issue posting orders to employees who are returning to duty after long leave i.e., more than 5 years etc.

In this connection, all the District Educational Officers in the State are informed that, Government in the references cited have issued instructions to take prompt action to issue posting orders by following Leave Rule and avoid Compulsory wait.

In respect of cases where employees on long leave or unauthorized absence for more than 5 years and requesting for postings in such cases, the orders issued by Government 2nd cited should be followed scrupulously. Proposals should be sent in the prescribed proforma (reference 3rd read above) seeking orders for compulsory wait.

Any slackness in Issuing posting orders will be viewed seriously and responsibility will be fixed against the concerned.

This has got the approval of the Commissioner and Director of School Education. Receipt of these proceedings should be acknowledged.

**D. VASUDEVA RAO,**

For Commissioner and Director of School Education

★ ★ ★



**GOVERNMENT OF ANDHRA PRADESH,  
ABSTRACT  
Finance (FR-II) Department**

Cir Memo. No.2/III/A2/FR.1/2000

Dated: 28-10-2002.

Sub : P.S.- Treating the waiting period as Compulsory wait - Further instructions -  
Issued.

- Ref: 1. G.O.Ms.No.48 Fin.(FR.I) Dept.dr.24.03.1981.  
2. Cir.Memo.No.43877/682/A2/FR.I/96, Fin(R.I) Department, dt.01.01.1977.  
3. Cir. Memo NO.11854-A/133/A2/FR.I/98.Fin(RI) Department, dt.28.03.1998.

Government have issued instructions in the references cited on the compulsory wait. All the Departments of Secretariat and the Heads of Departments requested to follow the instructions strictly and directed the Heads of Departments to issue necessary instructions to their subordinates for early issuance of postings to the employees who return from leave other-wise. Proforma has also been prescribed for the justification of proposal besides the recovery of unnecessary expenditure involved from the persons responsible.

2. The issue has been examined further. It has been decided to issue further instructions to all the Departments of recovery of unnecessary expenditure involved on account of delays on the issue of postings to the employees who return from leave or other-wise from all the persons who kept pending for more than 3 days at each level in the same proportion.

3. Government after careful examination hereby issue instructions that all the compulsory wait proposals which exceed the period of 30 days, the Head of Department in the case of Non-gazetted Officers and Secretary/Prl.Secy/Spl.C.S. of the Department concerned in the case of Gazetted Officers shall calculate the number of days the file is kept pending from more than 3 days at each level and issue orders of recovery of the cost involved in the compulsory wait from all the persons responsible in the same proportion as the delay caused by each of them and the proposals should only then be referred to Finance Department to consider the regulation of the period of compulsory wait.

4. All the Departments of Secretariat and Heads of Department are requested to follow the above instructions strictly.

**S.K. ARORA**

Prl. Secretary to Govt.



ఏదాది మించి అనుమతి లేకుండా గైర్వాజరైన ఉద్యోగిని ఉద్యోగం నుండి తొలగింపు

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Authorised absence will leave and progoloned absences from duty without proper leave imposition of major penalty - Orders - Issued.

GENERAL ADMINISTRATION (SER.C) DEPT.

Dated : 04-09-2003

G-O.Ms.No. 260

ORDER :

According to sub-rule (1) of rule 3 of the Andhra Pradesh Civil Services (Conduct) Rules, 1964, every Government employee shall be devoted to duty and shall maintain absolute integrity, disipline, impartially and a sense of propriety.

2. Instances have come to notice that some of the employees are absenting to duty without prior sanction of any leave not only for days, but for years together. After a long gap of absence, such employees are reporting to duty and submitting the application for sanction of leave putting forth unconvincing reasons.

3. According to FR.18, and Rule 5-A of the Andhra Pradesh Leave Rules, 1933. no Government servant should be granted leave of any kind for a period exceeding five years and that, willful absence from duty not covered by grant of any leave shall be treated as 'dies -non' for al purposes viz., increment, leave and pension as per the note-I there-under. No inference can be drawn from these rules that disciplinary action against a member of service cannot be taken unless he is continuously absent for more than five years without any sanctioned leave; Thus it is not necessary for the competent authority to wait for a period of five years for initiating disciplinary action against the member of action may be initiated by following the procedure laid down in rule 20 of the Andhra Pradesh Civil Services (CCA) Rules 1991.

4. The Government hereby direct that in all cases of unauthorized absence to duty for a continuous period exceedings 'one year', the penalty of removal from service shall be imposed on the Govenrment employee, after duly following the procedure laid down in the Andhra Pradesh Civil Services (CCA) Rulues 1991.

5. All Dparmtnets of Secretariat, Heads of Departments and the District Collectors shall follow the above orders scrupulously.

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

Dr. MOHAN KANDA,  
Chief Secretary to Govt



**GOVERNMENT OF ANDHRA PRADESH**

**ABSTRACT**

Public Services - Amendment to rule 18 of the Andhra Pradesh Fundamental Rules- Notification - Orders - Issued

**FINANCE (FR.I) DEPARTMENT**

G.O.Ms.No.8

**Dated : 08.01.2004**

**Read the following :-**

G.o.Ms.No.260, G.A.(Ser.C) Dept., dt.04.09.2003.

**ORDER:**

The following notification will be published in the Andhra Pradesh Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 read with Article 313 of the Constitution of India and of all the powers hereunto enabling the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Fundamental Rules and Subsidiary Rules :-

**AMENDMENT**

To the said rules, in rule 18 after Note 3, the following shall be added, namely :-

"Note (4) ; In all cases of unauthorized absence to duty for a continuous period exceeding 'one year', the penalty of removal from service shall be imposed on the Government employee, after duly following the procedure laid down in the Andhra Pradesh Civil Services (CCA) Rules, 1991."

**(By order and in the name of the Governor of A.P.)**

**T. RADHA,**

**Secretary to Government (FP)**



ఒక సంవత్సర కాలము దాటేవరకు అనుమతి లేకుండా గైర్వాజరు అయిన ఉద్యోగుల  
తొలగింపు గురించి వివరణ

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services - Amendment to Andhra Pradesh Leave Rules 1933, Notification - Orders -  
Issued.

**FINANCE (FR.I) DEPARTMENT**

G-O.Ms.No. 11

Dated : 13-01-2004

Read the following :-

1. G.O.Ms.No. 260 GA (Ser.C) Dept, dt. 04-09-2003.

**ORDER :**

The following notification will be published in the Andhra Pradesh Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 read with article 313 of the constitution of India and of all the powers here-unto enabling the Governor of Andhra Pradesh 'hereby makes the following amendment to the Andhra Pradesh Leave Rules 1933.

**AMENDMENT**

Note 4:- In all cases of unauthorized absence to duty for a continuous period exceeding 'One Year' the penalty of removal from service shall be imposed on the Government employee, after duly following the procedure laid down in the Andhra Pradesh Civil Services (CCA) Rules 1991'

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

**T. RADHA**  
Secretary to Govt. (F.P.)

సరియైన సెలవు మంజూరి లేకుండా పాఠశాలలకు అనుపస్థితి అయిన ఉద్యోగులకు  
సెలవు మంజూరిపై వివరణ ఉత్తర్వులు

CHAPTER - IV



# GOVERNMENT OF ANDHRA PRADESH

## FINANCE (F.R. I) DEPARTMENT

**Cir. Memo. No. 4152-C/761/FR. 1/2005.**

**Dated: 28-09-2005**

**Sub:** Unauthorised absence - Wilful and prolonged absence from duty without proper leave - Further instructions - Issued.

**Ref:** 1. Cir. Memo. No.4481/A/128/FR. 1/88, Fin & Pig. (FW-F.R. I) Dept. Dated: 07-07-1988.  
2. Cir. Memo. No. C-9101-4/8/FR. 1/91, Fin. & Pig. (FW-FR. I) Dept., Dated: 25-12-1991.  
3. G.O. Ms. No. 260, G.A. (Ser. C) Department, Dated: 04-09-2003.  
4. G.O. Ms. No. 8, Fin. (F.R. I) Department, Dated: 08-01-2004.  
5. G.O. Ms. No. 11, Fin. (F.R. I) Department, Dated: 13-01-2004.

*@@@@@*

In Circular Memo 1st cited, Government have issued instructions ordering concerned Departmental Authorities to initiate disciplinary action against those employees who remained absent from duty without



### Departments - Acts And Rules

2. In the Cir. Memo. 2nd cited. Government have issued comprehensive instructions on the above said subject.

3. In the G.O., 3rd cited. G.A. (Ser. C) Dept. have issued orders to the effect that "in all cases of unauthorized absence to duty for a continuous period exceeding one year, the penalty of removal from service shall be imposed on the Government employee after duly following the procedure laid down in the A.P.C.S (C.C.A) Rules, 1991.

4. In the G.O. 4th cited, this Department have issued amendment to [Rule 18 of F.Rs.](#), duly incorporating the orders of G.O. 3rd cited.

5. In the G.O. 5th cited, this Department have issued amendment to Rule 5-A of A.P. Leave Rules, 1933 duly incorporating the orders of G.O. 3rd cited.

6. Inspite of the above orders / instructions, Govt, have noticed that employees are continuing with unauthorized absence for years together and no action is being initiated by the Disciplinary Authorities. Many of these employees even retired while continuing with unauthorized absence. With the result, the Government has to pay all the temlinal benefits, at that stage to the employees. Moreover, when such employees report for duty after long years of absence the Government is constrained to issue posting orders to them.

7. Therefore, in view of the above, the Departments of Secretariat and all the Heads of Departments are requested to review the cases of unauthorized absence in their Offices and in their Subordinate Offices, every quarter regularly, so that disciplinary action is initiated promptly, based on the instructions mentioned above. As per the references 3rd to 5th cited, action should be taken to impose the penalty for their unauthorized absence at the right time. The Officers concerned who are responsible to initiate and complete disciplinary action against such employees should be made personally responsible to ensure that these instructions are followed scrupulously.

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

**RANJEEV R. ACHARYA**

**Secretary to Government (FP)**



V

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Public Services - Amendment to rule 18 of the Andhra Pradesh Fundamental Rules -  
Notification - Orders - Issued.

**FINANCE (FR.I) DEPARTMENT**

G.O.Ms.No. 128

Dated : 1-6-2007

**ORDER :**

The following notification will be published in the Andhra Pradesh Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 read with Article 313 of the Constitution of India and of all the powers here-unto enabling the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Leave Rules and Subsidiary Rules :

**AMENDMENT**

In the said rules after rule 18, the following shall be added, namely :

"Rule 18-A : A Government servant shall be deemed to have resigned from the service if he (a) is absent without authorization for a period of exceeding 'one year,' or (b) remains absent from duty for a continuous period exceeding five years, with or without leave; or (c) continues on foreign service beyond the period approved by the State Government  
Provided that a reasonable opportunity to explain the reason for such absence or continuation on foreign service shall be given to the Govt. Servant before the provisions of this sub-rule are invoked.

2. These orders are available on Internet and can be accessed at the orders [http : /  
/ www. aponline.gov.in](http://www.aponline.gov.in).

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**  
**POONAM MALAKONDAIAH**  
Secretary to Government (FP)



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services - Amendment to Andhra Pradesh Leave Rules, 1933 - Notification -  
Orders - Issued.

**FINANCE (FR.I) DEPARTMENT**

G.O.Ms.No. 129

Dated : 1-6-2007

**ORDER :**

The following notification will be published in the Andhra Pradesh Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 read with Article 313 of the Constitution of India and of all the powers here-unto enabling the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Leave Rules, 1933.

**AMENDMENT**

In the said rules after rule 5-A, the following shall be added, namely :

"Rule 5-B: A Government servant shall be deemed to have resigned from the service if he

- (a) is absent without authorization for a period of exceeding 'one year,' or
  - (b) remains absent from duty for a continuous period of exceeding five years, with or without leave; or
  - (c) continues on foreign service beyond the period approved by the State Government
- Provided that a reasonable opportunity to explain the reason for such absence or



continuation on foreign service shall be given to the Govt. Servant before the provisions of this sub-rule are invoked.

2. These orders are available on Internet and can be accessed at the orders [http : /  
/ www. aponline.gov.in](http://www.aponline.gov.in).

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**  
**POONAM MALAKONDAIAH**  
Secretary to Government (FP)



GOVERNMENT OF ANDHRA PRADESH  
A B S T R A C T

School Education Department – Repatriation of the teachers working on deputation to their parent department and return from leave – Posting Orders to the teachers on return from leave - Modified Orders – Issued.

=====

SCHOOL EDUCATION (SER.V) DEPARTMENT

G.O.Ms.No.58

Dated:22.04.2008

Read the following:-

1. G.O.Ms.No.40, Education (Ser.V) Department, datd 07.05.2002.
2. G.O.Ms.No.1, School Education (Ser.V) Department, dated 01.01.2008.
3. G.O.Ms.No.38, School Education (Ser.V) Department, dated 11.03.2008.
4. From the DSE., Hyderabad Lr. Rc.No.3347/D1-4/2007, dated 26.03.2008

--o0o--

O R D E R:

In the G.O.1<sup>st</sup> read above, rules / instructions have been issued relating to the powers and functions of the Head Masters of Primary Schools, Upper Primary School, High Schools, Mandal Educational Officers / Deputy Inspector of Schools, Deputy Educational Officer and District Educational Officer of the Department of School Education, under A.P. School Educational Sub-ordinate Services (AP SESS) Officers – Powers and Functions Rules 2002.

2. In the G.O. 2<sup>nd</sup> read above, Government have issued orders that all the teachers of P.R. / Local body schools who are repatriated from deputation or returning from long leave / E.O.L. shall report to the respective District Collector who will issue posting orders in accordance with the powers delegated in G.O.Ms.No.45, School Education (Ser.V) Department, dated 06.07.2007.

3. In partial modification of the orders issued in the G.O.2<sup>nd</sup> read above, orders have been issued in G.O. 3<sup>rd</sup> read above to the effect that the orders issued in the G.O.2<sup>nd</sup> read above shall apply only to the teachers repatriated / Returning from deputation. In other cases, the teachers returning from leave of any kind shall report and apply for posting orders to the Director of School Education, Hyderabad through the District Educational Officers concerned.

4. The Director of School Education, Hyderabad in his letter 4<sup>th</sup> read above has stated that as per G.O.Ms.No.38, dated 11.03.2008 the proposals have to be received from the respective DEOs which may cause considerable delay for issuance of posting orders and resultant gap period has to be treated as compulsory wait. Further if the place of posting is not agreeable amicable to the teacher, there is every possibility that the teacher would approach the Court of Law against the posting orders. The Director of School Education has therefore requested the Govt. to issue revised

(p.t.o.)

orders empowering the District Collectors to issue posting orders to the teachers working in PR / Local Body Schools, who are returning different types from all kinds of leaves.

4. After careful examination the proposal of the Director of School Education, Hyderabad, Government in partial modification of G.Os 1<sup>st</sup> to 3<sup>rd</sup> read above hereby issue the following instructions / orders on the sanction of various kinds of leave and issue of posting orders on return from leave:

**Competent Authorities for sanction of leave:-**

**A. Head Master of Primary and Upper Primary Schools:**

The Head Master of Primary and Upper Primary Schools shall have the authority to grant Casual leave / Special Casual Leave only (Special Casual Leave when permitted by the Government) to the teachers of Primary and Upper Primary Schools.

**B . Head Master of High Schools:**

The Head Master of High Schools shall have authority to grant Casual leave / Special Casual Leave (Special Casual Leave when permitted by the Government) and also other types of leave ( Earned Leave / Half-pay Leave / Commuted Leave / Maternity Leave and Extra-ordinary Leave ) up to 4 months to the teachers working in their respective High Schools, subject to the condition that the teachers report back to the same school from where they went on leave and continue to work there.

**C. Mandal Educational Officer:**

The Mandal Educational Officer shall have the authority to grant Casual leave / Special Casual leave (Special Casual Leave when permitted by the Government) and also other types of leave up to 4 months to the Head Masters and other teachers of Primary and Upper Primary Schools in the Mandal, subject to the condition that the Head Masters and teachers report back to the same school from where they went on leave and continue to work there.

**D. Deputy Educational Officer:**

The Deputy Educational Officer shall have the authority to grant Casual Leave / Special Casual Leave (Special Casual Leave when permitted by the Government) to Head Master of High Schools; and also other types of leave for more than 4 months and up to 6 months to Head Masters and teachers of Primary Schools, Upper Primary Schools and High Schools, subject to the condition that the Head Masters and teachers report back to the same school from where they went on leave and continue to work there.

(Contd..)



**E. District Educational Officer:**

The District Educational Officer shall have the authority to grant Casual Leave / Special Casual Leave (Special Casual Leave when permitted by the Government) and any type of leave to Deputy Educational Officers and Mandal Educational Officers up to 1 year; and to the Head Masters and teachers of High Schools, Upper Primary Schools and Primary Schools, for more than 6 months and up to 1 year, subject to the condition that the Head Masters and teachers report back to the same school from where they went on leave and continue to work there.

**F. Director of School Education, A.P., Hyderabad:**

The Director of School Education, Hyderabad shall have the authority to grant Leave of any kind of leave for more than 1 year and up to 2 years for High School Head Masters (including Mandal Educational Officers), Head Masters and teachers of Primary and Upper Primary Schools and teachers of High Schools, Upper Primary Schools and Primary Schools, subject to condition that the Head Masters / Mandal Educational Officers and Teachers report back to the same school from which applied leave and continue to work there.

**Additional Guidelines:**

5. The following further guidelines shall be strictly followed by all the concerned officers in the matter of sanctioning leave in School Education Department:

1. All Transfer of teachers in the School Education Department shall be done through annual counseling only; No transfer request shall be entertained and be given indirectly to teachers going on leave on medical grounds or some other reason outside the counseling system.
2. No posting shall be given in a leave vacancy caused due to leave sanctioned by the Head Master and Deputy Educational Officer unless the teacher concerned (on leave) fails to report back to the school from where she/he has proceeded on leave, within 15 days from expiry of leave.
3. In all such cases, where a teacher fails to join back after expiry of leave to the same school from where she/he had gone on leave, it is the responsibility of the concerned Headmaster and the Mandal Educational Officer incase of Primary Schools and Upper Primary Schools; and the Headmaster and the Deputy Educational Officer in case of High Schools, to immediately report the same to the District Educational Officer, within a maximum of one week from the date of expiry of leave.

(p.t.o.)

4. The District Educational Officer shall thereupon, immediately send a notice to such teacher on leave, through registered post, to immediately report back from leave. If there is no response, and if the school happens to be a High School, the District Educational Officer may post an alternate teacher to that school, particularly where the teacher on leave is a Mathematics/Science/English Teacher.
5. In respect of teachers, who stay beyond the sanctioned leave period for more than 15 days, unless they have applied through Registered Post with Acknowledgement Due for extension of leave and the extension is sanctioned by the competent authority before the expiry of the initial period of leave, they shall be posted immediately without fail, only to a category IV location and the orders sent to the teacher by Register Post with Acknowledgement Due within 7 days from the expiry of 15 days.
6. Thereafter, it shall be the responsibility of the headmaster of the school to which such teacher is posted, to report within two weeks, whether such teacher had reported to duty. Such report shall be sent positively within two weeks from the date of issue of revised posting orders by the District Educational Officer.
7. If the teacher returning from leave fails to join duty within that period at the new schools,, the District Educational Officer shall serve a notice upon the teacher that “ The unauthorized absence will be treated as dereliction of duty; suitable disciplinary action initiated; and such period of unauthorized absence is liable to be treated as “Dies Non”.
8. Under no circumstances shall be a posting of choice, to a different school (other than the school from which the teacher had gone on leave; except where such location is in category IV), be given to a teacher returning from leave as per her/his request, since any such postings would constitute an indirect transfer, and would violate the “Counseling Method for Transfers of Teachers”.
9. Under any circumstances whatsoever, no requests for compulsory wait will be entertained from teachers not joining duty on expiry of leave as originally sanctioned.
10. It is the responsibility of every DEO and their office staff concerned, to continuously monitor applications received for sanction of leave and applications for orders of posting by teachers returning from leave; and promptly process and give postings (to Category IV location only) to such teachers, immediately on reporting from leave, within 2 weeks at the latest (where the post from which the teacher proceeded on leave is filled up).

(Contd..)



// 5 //

11. All applications by teachers on leave for change of posting on return from leave, shall be made through Registered Post with Acknowledgement Due only. The District Educational Officer concerned and other officers of the DEO Office responsible for processing of posting to teachers, shall be liable for any delay in giving of such postings; and any payment of wages for the gap-periods ordered to be treated as compulsory wait by the courts of law will be liable to be recovered from all such officers of the District Educational Officer's office concerned, responsible for the delay..

6. The Director of School Education, Andhra Pradesh, Hyderabad, shall take necessary action accordingly.

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

C.B.S. VENKATA RAMANA  
PRL. SECRETARY TO GOVERNMENT

To

The Director of School Education, Andhra Pradesh, Hyderabad.

All the District Collectors in the State.

All the Regional Joint Directors of School Education. } Through Director of  
All the District Educational Officers in the State. } School Education.

All the District Treasury Officers in the State.

The P.S. to Minister for School Education.

SF/SCs

// FORWARDED BY ORDER //

SECTION OFFICER



# GOVERNMENT OF ANDHRA PRADESH

## ABSTRACT



School Education Department — Repatriation of the teachers working on deputation to their parent department and return from leave — Posting Orders to the teachers on return from leave - Modified Orders — Issued.

### SCHOOL EDUCATION (SER.V) DEPARTMENT

**G.O.Ms.No. 70**

**Dated: 06.07.2009**

**Read the following:**

- 1 G.O.Ms.No.40, Education (Ser.V) Department, dated: 07.05.2002.
- 2.G.O.Ms.No. 1 School Education (Ser.V) Department,dated: 01.01.2008
- 3.G.O.Ms.No.38, School Education (Ser.V) Department, dated:11.03.2008
- 4.G.O.Ms.No.58,School Education (Ser.V) Department, dated: 22.04.2008

—o0o—

### **ORDER:**

In the GO's 1st - 4th read above, rules I instructions have been issued relating to the powers and functions of the Head Masters of Primary Schools, Upper Primary School, High Schools, Mandal Educational Officers I Deputy Inspector of Schools, Deputy Educational Officer and District Educational Officer I Director of School Education, Hyderabad A.P. School Educational Sub-ordinate Services (APSESS) Officers — Powers and Functions Rules 2002.

2. Government in super session of the orders issued in the G.Os 1st to 4th read above the following instructions I orders on the sanction of various kinds of leave and issue of posting orders on return from leave are issued as under:

#### **Competent Authorities for sanction of leave:**

##### **A Head Master of Primary and Upper Primary Schools:**

The Head Master of Primary and Upper Primary Schools shall have the authority to grant Casual leave I Special Casual Leave only (Special Casual Leave when permitted by the Government) to the teachers of Primary and Upper Primary Schools.

##### **B . Head Master of High Schools:**

The Head Master of High Schools shall have authority to grant Casual leave I Special Casual Leave (Special Casual Leave when permitted by the Government) and also other types of leave ( Earned Leave I Half-pay Leave I Commuted Leave I Maternity Leave and Extraordinary Leave ) up to 4 months to the teachers working in their respective High Schools, subject to the condition that the teachers report back to the same school from where they went on leave and continue to work there.

##### **C. Mandal Educational Officer:**

The Mandal Educational Officer shall have the authority to grant Casual leave I Special Casual leave (Special Casual Leave when permitted by the Government) and also other types of leave up to 4 months to the Head Masters and other teachers of Primary and Upper Primary Schools in the Mandal, subject to the condition that the Head Masters and teachers report back to the same school from where they went on leave and continue to work there.

##### **D. Deputy Educational Officer:**

The Deputy Educational Officer shall have the authority to grant Casual Leave I Special Casual Leave (Special Casual Leave when permitted by the Government) to Head Master of High Schools; and also other types of leave for more than 4 months and up to 6 months to Head Masters and teachers of Primary Schools, Upper Primary Schools and High Schools, subject to the condition that the Head Masters and teachers report back to the same school from where they went on leave and continue to work there.

##### **E. District Educational Officer:**

The District Educational Officer shall have the authority to grant Casual Leave I Special Casual Leave (Special Casual Leave when permitted by the Government) and any type of leave to Deputy Educational Officers and Mandal Educational Officers up to 1 year; and to the Head Masters and teachers of High Schools, Upper Primary Schools and Primary Schools, for more than 6 months and up to 1 year, subject to the condition that the Head Masters and teachers report back to the same school from where they went on leave and continue to work there.

##### **F. Director of School Education, A.P., Hyderabad:**

The Director of School Education, Hyderabad shall have the authority to grant Leave of any kind of leave up to 4 years for High School Head Masters (including Mandal Educational Officers), Head Masters and teachers of Primary and Upper Primary Schools and teachers of High Schools, Upper Primary Schools and Primary Schools, subject to condition that the Head Masters I Mandal Educational Officers and Teachers report back to the same school from which applied leave if vacancy is there other wise should be posted any other school in same Mandal or nearest Mandal.

Additional Guidelines:

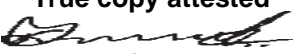
3. The following further guidelines shall be strictly followed by all the concerned officers in the matter of sanctioning leave in School Education Department:

[Contd..2]



1. All Transfer of teachers in the School Education Department shall be done through annual counseling only; No transfer request shall be entertained and be given indirectly to teachers going on leave on medical grounds or some other reason outside the counseling system.
  2. No posting shall be given in a leave vacancy caused due to leave sanctioned by the Head Master and Deputy Educational Officer unless the teacher concerned (on leave) fails to report back to the school from where she/he has proceeded on leave, within 15 days from expiry of leave.
  3. In all such cases, where a teacher fails to join back after expiry of leave to the same school from where she/he had gone on leave, it is the responsibility of the concerned Headmaster and the Mandal Educational Officer incase of Primary Schools and Upper Primary Schools; and the Headmaster and the Deputy Educational Officer in case of High Schools, to immediately report the same to the District Educational Officer, within a maximum of one week from the date of expiry of leave.
  4. The District Educational Officer shall thereupon, immediately send a notice to such teacher on leave, through registered post, to immediately report back from leave. If there is no response, and if the school happens to be a High School, the District Educational Officer may post an alternate teacher to that school, particularly where the teacher on leave is a Mathematics/Science/English Teacher.
  5. In respect of teachers, who stay beyond the sanctioned leave period for more than 15 days, unless they have applied through Registered Post with Acknowledgement Due for extension of leave and the extension is sanctioned by the competent authority before the expiry of the initial period of leave, they shall be posted immediately without fail, only to a category IV location and the orders sent to the teacher by Register Post with Acknowledgement Due within 7 days from the expiry of 15 days.
  6. Thereafter, it shall be the responsibility of the headmaster of the school to which such teacher is posted, to report within two weeks, whether such teacher had reported to duty. Such report shall be sent positively within two weeks from the date of issue of revised posting orders by the District Educational Officer.
  7. If the teacher returning from leave fails to join duty within that period at the new schools,, the District Educational Officer shall serve a notice upon the teacher that “ The unauthorized absence will be treated as dereliction of duty; suitable disciplinary action initiated; and such period of unauthorized absence is liable to be treated as “Dies Non”.
  8. Under no circumstances shall be a posting of choice, to a different school (other than the school from which the teacher had gone on leave; except where such location is in category IV), be given to a teacher returning from leave as per her/his request, since any such postings would constitute an indirect transfer, and would violate the “Counseling Method for Transfers of Teachers”.
  9. Under any circumstances whatsoever, no requests for compulsory wait will be entertained from teachers not joining duty on expiry of leave as originally sanctioned.
  10. It is the responsibility of every DEO and their office staff concerned, to continuously monitor applications received for sanction of leave and applications for orders of posting by teachers returning from leave; and promptly process and give postings (to Category IV location only) to such teachers, immediately on reporting from leave, within 2 weeks at the latest (where the post from which the teacher proceeded on leave is filled up).
  11. All applications by teachers on leave for change of posting on return from leave shall be made through Registered Post with Acknowledgement Due only. The District Educational Officer concerned and other officers of the DEO Office responsible for processing of posting to teachers, shall be liable for any delay in giving of such postings; and any payment of wages for the gap-periods ordered to be treated as compulsory wait by the courts of law will be liable to be recovered from all such officers of the District Educational Officer’s office concerned, responsible for the delay.
4. The Director of School Education, Andhra Pradesh, Hyderabad, shall take necessary action accordingly.

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

“True copy attested”  
  
**(KATTI NARASIMHA REDDY)**  
General Secretary.  
STU AP. Hyderabad.

**SURESH CHANDA**  
**SECRETARY TO GOVERNMENT**

PROCEEDINGS OF THE COMMISSIONER AND DIRECTOR OF SCHOOL  
EDUCATION: ANDHRA PRADESH: HYDERABAD-4

Present:- Smt. Poonam Malakondaiah, I.A.S.,

Rc.No.5968/D1-3/2009

Dated:12-03-2010

Sub- S.E. Dept. Teacher Services – Sanction of long leave / permission  
to allow in duty on return from absence / leave – certain  
instructions – Reg.

Read:-1. G.O.Ms.No.70/Sec.Edn.(Ser.V) dt. dt. 6-7-2009  
2. This office Procs. Rc.No.5968/D1-3/2009 dt. 27-11-2009.

-o0o-

It has been brought to my notice, that the District Educational Officers in the State are simply forwarding the proposals related to joining permissions / sanction of leaves of individual teachers including the period of unauthorized absence etc., without any scrutiny and justification. Although, the rules are clear and specifying that if a member of service who remains absent without any leave gives a joining report – it should be ensured by competent authority that he shall be permitted to join duty immediately pending initiation of disciplinary action against him for the unauthorized absence. In case such action has already not been initiated against him/her, in all such cases (including the cases of teachers who continued on prolonged absence to duties) action has to be taken in accordance with note-I under F.R. (18) and Rule 5 (A) against the employees concerned.

In this regard, they are informed that Govt. have issued detailed guidelines in the reference 1<sup>st</sup> read above to be followed in the case of sanction of leaves and joining permission of teachers. But, it appears that they are not following these guidelines scrupulously on this subject matter and therefore, it has been felt necessary to issue a appended check list to all the District Educational Officers in the State for filling it before sending the proposals here onwards for issuing necessary orders by this office.

In view of the above, all the District Educational Officers in the State are hereby directed to adhere to the above instructions scrupulously and furnish the proposals with due care. Any deviation in this regard will be viewed seriously and the DEOs will be held personally responsible and necessary disciplinary action will be initiated against the defaulting District Educational Officers, under C.C.A. Rules for their lapse in this aspect of work.

Encl: check list.

POONAM MALAKONDAIAH,  
Commissioner & Director of School Education

To  
All the District Educational Officers in the State.  
Copy to D2, C3 sections.

//T.C.F.B.Q//

M. Venkatasubramanian  
SUPERINTENDENT



**Check List:**

- 1 Name of the teacher with designation :
- 2 Whether he/she has applied leave :
  - a) in advance/prior to proceedings on leave :
  - b) in the middle of leave period :
  - c) applied after availing leave and at the time of joining duty :
- 3 a) whether leave was sanctioned, if applied in advance. If so :  
furnish copy of sanction orders.  
b) If any extension of leave is given whether it is :  
sanctioned or not
- 4 a) whether he/she has applied leave on medical grounds :  
alongwith joining report beyond 3 months  
b) If Yes, state whether the case has been referred to Medical :  
Board  
c) indicate the action taken on the basis of Report of Medical :  
Board .
- 5 In case, the teacher returned and requested for joining duty :  
from unauthorized absence. Whether he has taken any  
action in terms of Govt. Circular Memo.C-9101-4/8/91 dt.  
25-12-91 and G.O.Ms.No.8/Fin. Dt. 8-1-2004
- 6 If so, indicate under which rule / G.O. action was taken for :  
the unauthorized absence and also specify the outcome in  
such case
- 7 If, no action was initiated, state the personnel responsible for :  
the lapse and what action was initiated against them
- 8 Date on which the employee given application expressing his :  
intention to join in duty after his unauthorized absence
- 9 Date on which permission was given for joining in new post :
- 10 Specify the date of joining in new post :
- 11 Whether any change of posting is given on his/her return  
from leave / absence. If so.
  - a) whether it is within the category of IV location :
  - b) If not, indicate the nature of violation to counseling :  
method of transfer of teachers committed in giving postings  
on return from leave/absence in terms of additional guidelines  
of 8 of G.O.Ms.No.70/Edn. Dt.6-7-2009

Signature of the D.E.O.



**PROCEEDINGS OF THE COMMISSIONER AND DIRECTOR OF  
SCHOOL EDUCATION (FAC) :: ANDHRA PRADESH :: HYDERABAD-5**

Re.No.1118/D2-1/2010-2,

Date:01-10-2010.

Sub: School Education – Teacher services – issue of joining permission Certain instructions issued – Reg.

\*\*\*

It has been brought to the notice of the Commissioner & Director of School Education that several teachers in almost all the districts are absconding from duties for long periods and joining duties at their convenient time. Frequent absence from duty connotes lack of devotion to duty which causes lot of dislocation in imparting instructions to the students in the schools.

Hence, the following guidelines are issued to all the District Educational Officers in the State and shall be strictly followed in the matter of joining permissions:

- ✓ 1. The teachers who are returning from leave should be immediately issued joining permission by the District Educational Officer concerned.
2. The Joining permission should be issued to the teacher in the same school from where he/she went on leave. If the post of the teacher is not vacant in the same school from where he/she. Went on leave, joining permission should be given in the same mandal. If there is no vacancy in the same mandal, permission should be given in the nearest mandal.
3. After issue of joining permission necessary action should be taken as per APCS (CCA) Rules 1991 for his/her unauthorized absence duly following the procedure.
4. The MHs/MEOs/Dy.EOs concerned shall maintain the record of the teachers who are absent and the period of absence.
5. If the teachers fail to report back to school after expiry of leave, the concerned should report the same to the District Educational Officer concerned.
6. The District Educational Officer shall thereupon, immediately send a notice to such teachers on leave, through registered post, to immediately report back from leave. If there is no response, and if the school happens to be a High school, the District Educational Officer may post an alternate teacher to that school, particularly where the teacher on leave is a mathematics/Science/English Teachers.



7. In respect of teachers, who stay beyond the sanctioned leave period for more than 15 days, unless they have applied through Registered Post with Acknowledgement Due for extension of leave and the extension is sanctioned by the competent authority before the expiry of the initial period of leave, they shall be posted immediately without fail, and the orders shall be sent to the teacher by Registered Post with Acknowledgement Due within 7 days from the expiry 15 days.
8. Thereafter, it shall be the responsibility of the headmaster of the school to which such teacher is posted, to report within two weeks, whether such teacher had reported to duty. Such report shall be sent positively within two weeks, from the date of issue of revised posting orders by the District Educational Officer.
9. If the teacher returning from leave fails to join duty within that period at the new schools, the District Educational Officer shall serve a notice upon the teacher that action will be initiated against the teacher as per rules in force.
10. Under any circumstances whatsoever, no requests for compulsory wait will be entertained from teachers not joining duty on expiry of leave as originally sanctioned.
11. It is the responsibility of every DEO and their office staff concerned, to continuously monitor applications received for sanction of leave and applications for orders of posting by teachers returning from leave; and promptly process and give postings to such teachers, immediately on reporting from leave at the earliest.
12. All applications of the teachers for posting on return from leave shall be made through Registered Post with Acknowledgement Due only. The District Educational Officer concerned and other officers of the DEO Office are responsible for processing of posting to teachers and shall be liable for any delay in giving of such postings; and any payment of wages for the gap-periods ordered to be treated as compulsory wait by the courts of law will be liable to be recovered from all such officers of the District Educational Officer's office concerned, responsible for the delay.

All the District Educational Officers in the State are instructed to follow the above guidelines scrupulously, any deviation in the regard will be viewed seriously.

Sd/-

**Commissioner and Director of School Education.**

\*\*\*





**PROCEEDINGS OF THE COMMISSIONER AND DIRECTOR OF  
SCHOOL EDUCATION (FAC) :: ANDHRA PRADESH :: HYDERABAD-4**

**Rc.No.1118/D2-1/2010-1,**

**Date:01-10-2010.**

**Sub:** School Education – Unauthorized absence of teachers – Action to be initiated by the District Educational Officers – Instructions issued.

**Ref:** 1. G.O.Rt.No.128 Fin, (FR.I) Dept., Dated; 01-06-2007.

2. C& DSE's Proc.Rc.No.1118/D2-1/2010, Dated:11-03-2010.

3. Deputy Registrar,A.P. Lok Ayukta Lr.Dis.No.771/10/B1/LOK/ 2844/2010, dated:16.8.2010.

\*\*\*

It has been brought to the notice of the Commissioner & Director of School Education that several teachers in almost all the Districts are absconding from duties for long periods and joining duties at their convenient time. Frequent absence from duty connotes lack of devotion to duty which causes lot of dislocation in imparting instructions to the students in the schools.

Further, Govt. in G.O.Rt.No.128 Fin.(FR.I) Dept., Dated: 01.06.2007. issued amendment to Rule 18 of A.P. Fundamental Rules as follows:

In the said rules, after Rule 18,the following shall be added, namely:-

Rule 18-A:- A government servant shall be deemed to have resigned from the service if he –

- (a) is absent without authorization for a period exceeding 'one year', or.
- (b) remains absent from duty for a continuous period exceeding five years with or without leave;or
- (c) continues on foreign service beyond the period approved by the State Government:

Provided that a reasonable opportunity to explain the reason for such absence or continuation on foreign service shall be given to the Govt. servant before the provisions of this sub-rule are invoked."

Hence all the District Educational Officers in the State are hereby instructed to initiate action against such teachers as per G.O.1<sup>st</sup> read above duly following the procedure laid down under APCS (CC&A) Rules, 1991.

Thus, all the District Educational Officers in the State are requested to take action as per G.O.Rt.No.128 Fin.(FR.I) Dept., Dated: 01-06-2007 accordingly and submit report immediately in the following proforma within a weeks time.

Sl.No.	Name of the teachers Designation and place of work	Period of absence	Action taken for Unauthorized absence	Remarks
--------	--	----------------------	---	---------

**Sd/- R.SATYANARAYA**  
**Commissioner and Director of School Education.**

\*\*\*





**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION**

**ANDHRA PRADESH :: HYDERABAD**

**PRESENT: V. USHA RANI, I.A.S.,**

**Rc.No.229/Estt./V/2014**

**Dated: 14/07/2014**

**Sub: School Education- Teacher services- Issue of joining Permission/absconded from duties - Certain instructions issued - Reg.**

\*\*\*\*

The District Educational officers in the State are informed, that it has been brought to the notice of CSE that some of the teachers are not attending the duties in schools regularly and also absented to duties unauthorized for longer periods without applying any leave. As a matter of fact, an employee cannot stay away from duty as of right without sanction of leave from competent authority and absence without teacher 1st miss conduct on the part of employee, for which action can be taken against him.

Frequent absence from duty connotes lack of devotion to duty which causes tot of dislocation in imparting instruction to students in the schools.

In all such cases, it is the responsibility of the concerned Headmaster and the Mandal Educational Officer in case of Primary Schools and Upper Primary Schools, and the Headmaster and the Deputy Educational Officer in case of High Schools, to report the same to the District Educational Officer within a week from the date of absence. The District Educational Officer shall their upon immediately send a notice

to the said teacher to report back.

In case of teachers who applied leave under proper procedure and fail to join duty after expiry of Leave, the District Educational Officer shall serve a notice to said teacher for unauthorized absence and initiate suitable disciplinary action.

In case of teachers who applied leave under proper procedure and report back to duty after expiry of leave posting orders shall be issued immediately, under any circumstances no compulsory wait will be entertained.

It is the responsibility of the District Educational Officer to continue sly monitory applications received for sanction of Leave.

Further, Govt. in G.O.Rt.No.128 Fin. (FR.I) Dept., Dated: 01-06-2007 and G.O.Ms.No.260, General Administration (SER.C) Department, Dated:04.09.2003 issued orders to Rule 18 of A. P. Fundamental Rules as follows:

In the said rules, after Rule 18, the following shall be added, namely:-

**Rule 18-A:- A Government servant shall be deemed to have resigned from the service if he-**

- (a) is absent without authorization for a period exceeding 'one year, ' or
- (b) remains absent from duty for a continuous period exceeding five years with or without Leave; or
- (c) continues on foreign service beyond the period approved by the State Government; Provided that a reasonable opportunity to explain the reason for such absence or continuation on foreign service shall be given to the Govt. servant before the provisions of this sub-rule are invoked."

Therefore, all the District Educational Officers and Regional Joint Director of School Educations in the State are instructed that:



1. The HMs/MEOs/Dy. EOs concerned shall maintain the record of the teachers who are absent and the period of absence.
2. The concerned Headmaster and the Mandal Educational Officer in case of Primary Schools and Upper Primary Schools; and the Headmaster and the Deputy Educational Officer in case of High Schools, to immediately report the same to the District Educational Officer within a maximum of one week from the date of absence.
3. The District Educational Officer shall thereupon immediately send a notice to the said teacher to report back.
4. In case of teachers who applied leave under proper procedure and fail to join duty after expiry of leave, the District Educational Officer shall serve a notice to said teacher for unauthorized absence and initiate suitable disciplinary action.
5. If the teacher fails to report back to school after expiry of leave, the concerned should report the same to the District Educational Officer concerned.
6. Issue notices to all the teachers who are unauthorized absent, with instructions to report back to duty duly stipulating time and if they fail to report necessary action should be taken as per Rule 20 of APCS (CCA) Rules 1991 for his/her unauthorized absence duly following the procedure.
7. Even after initiating action as per CCA rules if they fail to join duty issue final show cause notice and publish the same official gazette and take further necessary action.
8. Under any circumstances whatsoever, no requests for compulsory wait will be entertained from teachers not joining duty, on expiry of leave as originally sanctioned.
9. It is the responsibility, of every DEO and their office staff concerned, to continuously monitor applications received for sanction of leave and applications for orders of posting by teachers returning from leave; and promptly process and give postings to such teachers, immediately on reporting from leave at the earliest.
10. All applications of the teachers for posting on return from leave shall be made through Registered Post with Acknowledgement Due only. The District Educational Officer concerned and other officers of the DEO Office are responsible for processing of posting to teachers and shall be liable for any delay in giving of such postings; and any payment of wages for the gap-periods ordered to be treated as compulsory wait by the courts of law will be liable to be recovered, from all such officers of the District Educational Officer's office concerned responsible for the delay.
11. They shall follow the procedure prescribed in G.O.Ms.No.70, Education, Dt:06.07.2009
12. The District Educational officer shall mark a copy to this office of all such, correspondence, the District Educational Officer make to the teacher.

All the District Educational Officers and Regional Joint Directors of School Education in the State are instructed to follow the above guidelines scrupulously. Any deviation in the record will be viewed seriously.

**V.USHA RANI**  
**COMMISSIONER OF SCHOOL EDUCATION**



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services – Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 –Rule 9 and 25 – Amendments – Orders – Issued.

---

**GENERAL ADMINISTRATION (SERVICES.C) DEPARTMENT**

**G.O.MS.No. 127**

**Dated: 15-09-2017**

**ORDER:**

The following notification will be published in the Andhra Pradesh Gazette:

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 issued in G.O.Ms.No.487, General Administration (Services-C) Department, Dated the 14<sup>th</sup> September, 1992 and published in Part-I, No.235, extraordinary issue of the Andhra Pradesh Gazette, dated the 1<sup>st</sup> July, 1992 as subsequently amended from time to time.

**ADDENDA**

I. After Clause (ix) of Rule 9 of said rules the following shall be incorporated;

Provided that a Government Servant shall be deemed to have been removed from service, if he / she:

- (a) is absent from duty without authorization for a period exceeding one year ; or
- (b) remains absent from duty for a continuous period exceeding 5 years with or without leave ; or
- (c) continues on foreign service beyond the period approved by the State Government.

Provided further that a show cause notice to explain the reasons for such absence from duty or continuation on foreign service shall be given to the Government Servant and his / her reply shall be considered before invoking the above said proviso.

II. In clause (i) of Rule 25 of the said rules the following shall be incorporated.

“Misconduct leads to a penalty imposed as per 1<sup>st</sup> proviso under Rule 9 (ix) of these rules, Or”

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

SRIKANT NAGULAPALLI  
SECRETARY TO GOVERNMENT (POLL.) &  
SECRETARY TO GOVERNMENT (SER.) (FAC)

To  
The Commissioner of Printing, Stationary & Stores Purchase, Hyderabad. (with a request to publish in the A.P. Gazette Extraordinary and supply 200 copies).  
All Departments of Secretariat.  
All Heads of Departments.  
All District Collectors.

**Copy to:**

The Registrar, High Court of Judicature at Hyderabad for the State of Telangana and for the State of Andhra Pradesh.  
The Registrar, Andhra Pradesh Administrative Tribunal, Hyderabad.  
The Law (E) Department  
All Service Sections in General Administration Department.  
The Secretary to Vigilance Commissioner, Andhra Pradesh Vigilance Commission, Velagapudi.  
The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.  
The Finance(FR-I) Dept.,  
SF /SC.

//FORWARDED::BY ORDER//

SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH  
SCHOOL EDUCATION DEPARTMENT**

Memo Rc.No.ESE02-30024/1/2020-A&I-CSE, Dated:16/09/2020

Sub: School Education – Unauthorized absence – Wilful and prolonged absence  
- from duty without proper leave - Certain instructions to take appropriate  
action by the competent authorities – Regarding.

- Ref:-1) G.O.Ms.No. 260, Dated 04.09.2003 General Administration (Ser.C)  
Department, GoAP.  
2) Circular Memo.No.4152-C/761/FR.I/2005, Dt:28.09.2005 of the  
Finance (FR.I) Department, GoAP.  
3) G.O.Ms.No.70, Dated:06.07.2009 of School Education (Services.V)  
Department, GoAP.  
4) This office Procgs.Rc.No.229/Estt.IV/2014, Dated:14.07.2014  
5) G.O.Ms.No.127, Dt:15.09.2017 of the General Administration (Ser.C)  
Department, GoAP.  
6) This office Procgs.Rc.No.12036/27/2018-Esst.3-CSE,  
Dated:16.06.2020.

@@@@@

The attention of all the Regional Joint Directors of School Education and District Educational Officers in the State is invited to the references cited and they are informed that the Government in ref 5<sup>th</sup> cited have issued amendment to APCS (CC&A) Rules, 1991 Rule 9 as follows:

*After Clause (ix) of Rule 9 of said rules the following shall be incorporated; Provided that a Government Servant shall be deemed to have been removed from service, if he / she:*

- a. is absent from duty without authorization for a period exceeding one year; or*
- b. remains absent from duty for a continuous period exceeding 5 years with or without leave; or*
- c. continues on foreign service beyond the period approved by the State Government. Provided further that a show cause notice to explain the reasons for such absence from duty or continuation on foreign service shall be given to the Government Servant and his / her reply shall be considered before invoking the above said proviso.*

2. Further, in ref 4<sup>th</sup> & 6<sup>th</sup> cited, detailed guidelines and instructions were issued to all the concerned authorities in respect of teachers/employees in School Education Department with a request to identify the employees who are on unauthorized absence and take immediate action as per the G.O.Ms.No.127, General Administration (Ser.C) Dept., Dt:15.09.2017 and G.O.Ms.No.70, School Education (Ser.V) Dept., Dt:06.07.2009 and rules in force.

3. Further, it is brought to the notice of Director of School Education, A.P., that several representations have been received from the Headmasters / Mandal



Educational Offices / teachers/ non-teaching staff for regularization of the unauthorized absence period. As a matter of fact, no government servant can stay away from duty as of right without obtaining prior permission from the competent authority and absence without leave is misconduct on the part of employee for which disciplinary action has be taken against him.

4. Therefore, all the competent authorities are hereby instructed to:
  - a. Identify the Headmasters / Mandla Educational Offices / Teachers/ Non-teaching staff, who are on unauthorised absence immediately for more than 30 days.
  - b. Issue show cause notices to them immediately
  - c. If they failed to report even after one year, publish their names in the local news papers
  - d. Still they failed to report, publish their names in the Gazette and take disciplinary action as per G.O. Ms. NO. 127 Genl Admn (Service-C) Department, dated: 5-9-2017.
5. Therefore, all the Regional Joint Directors of School Education and District Educational Officers in the State are hereby requested to take action accordingly, failing which action shall be initiated on the concerned Regional Joint Directors of School Education/District Educational Officers without any notice.

**VADREVV CHINAVEERABHADRU  
DIRECTOR, SCHOOL EDUCATION**

To  
All the Regional Joint Directors of School Education in the State.  
All the District Educational Officers in the State.  
Copy to the Joint Director (Services) of this office.  
Copy to the Joint Director (Ele.Edu) of this office.

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

School Education – Delegation of powers and functions to the Headmasters working in the Schools of Government, ZPP/MPP and Municipal Management, Mandal Educational Officers/ Deputy Inspectors of Schools, Deputy Educational Officers, District Educational Officers and the Commissioner of School Education – Orders – Issued.

-----

SCHOOL EDUCATION (SER.I) DEPARTMENT

G.O.Ms.No: 180

Dated: 18.11.2022  
Read the following:-

1. G.O.Ms.No.40, Education (Ser.V) Department, dated: 07.05.2002.
2. G.O.Ms.No.70, School Education (Ser.V) Department, dated: 06.07.2009.
3. G.O.Ms.No. 84, School Education (Ser.V) Department, dated: 17.09.2012.
4. G.O.Ms.No.71, School Education (Prog.) Department, dated 17.10.2019.
5. G.O.Ms.No.84, School Education (Prog-II) Department, dated 24.12.2021.
6. G.O.Ms.No.84, Municipal Administration and Urban Development (D1) Department, dated 24.06.2022.
7. From the Commissioner of School Education, Lr.Rc.No. ESE02-12021/143/2022-EST 2-CSE, dated:01.08.2022 and notes in e-file Comp.No.1795738, dated: 07.11.2022.

\*\*\*

**ORDER:**

In the G.O. 1<sup>st</sup> read above, Government have delegated the powers to various functionaries of School Education Department, viz., the Headmasters of Primary Schools, Upper Primary Schools, High Schools, Mandal Educational Officers / Deputy Inspectors of Schools, Deputy Educational Officers and District Educational Officers and thereby framed rules for A.P. Educational Services (APES) and A.P. School Educational Sub-ordinate Services (APSESS).

2. In the G.Os 2<sup>nd</sup> and 3<sup>rd</sup> read above, the above said rules were amended from time to time which were issued before bifurcation of the State.

3. In the G.O. 4<sup>th</sup> read above, Government have brought the Samagra Shiksha completely under the purview of the District Educational Officer duly revamping the then existing system and making the District Educational Officer as Ex-officio District Project Coordinator, Samagra Shiksha and the nomenclature of the post of Project Officer, SSA, has been changed as Additional Project Co-ordinator, Samagra Shiksha.

4. In the G.O. 5<sup>th</sup> read above, Government have restructured the existing Anganwadi centers and non-residential schools run by State Government, Mandal Parishad, Zilla Parishad, Municipal and Tribal Welfare Departments



schools into six categories i.e., Satellite Foundational School; Foundational School; Foundational School Plus; Pre High Schools; High School and High School Plus for transforming educational infrastructure and to enhance the student dignity and to bring in comprehensive academic and administrative reforms with an objective of improving learning outcomes of children studying in government schools to make them future global citizens.

5. In the G.O. 6<sup>th</sup> read above, Government have entrusted the supervision and administrative responsibilities of teachers establishment working in Municipal Schools also to the School Education Department on par with the Government and Panchayat Raj Management Teachers.

6. In the reference 7<sup>th</sup> read above, the Commissioner of School Education, while narrating the above, has submitted proposals for revision of Delegation of Powers to various functionaries viz., the Headmasters of Foundational School/Foundational School Plus /Pre-High School/High School /High School Plus in all Managements (i.e., Govt./ZPP/MPP/Municipal), Mandal Educational Officers/Deputy Inspector of Schools, Deputy Educational Officers, District Educational Officers and the Commissioner of School Education.

7. Government, after careful examination and keeping in view the recent academic and administrative reforms in School Education Department, have decided to accept the proposal of the Commissioner of School Education and accordingly, hereby issue orders delegating the following powers and functions to the Headmasters of Foundational School/Foundational School Plus/Pre-High School/High School/ High School Plus in all Managements (i.e., Govt./ZPP/MPP/Municipal), Mandal Educational Officers/Deputy Inspector of Schools, Deputy Educational Officer, District Educational Officers and the Commissioner of School Education, including the drawing and disbursement powers to the Gazetted Headmasters working in Municipal High Schools on par with the Headmasters of Government/ Panchayt Raj management, in supersession of the orders issued in the G.Os 1<sup>st</sup> to 3<sup>rd</sup> read above:-

1. **COMMISSIONER OF SCHOOL EDUCATION:**

The Commissioner of School Education besides his executive powers shall have the authority to grant of any kind of Leave more than 1 year and up to 4 years for the Deputy Educational Officers, Mandal Educational Officers/Deputy Inspector of Schools, Headmasters and Teachers working in Foundational School/Foundational School Plus/Pre-High School/High School/ High School Plus of all Managements (Government, ZPP/MPP & Municipal) subject to condition that the Headmasters/Mandal Educational Officers and Teachers report back to the same school from which applied leave if vacancy is there, otherwise he/she should be posted to any other school in same Mandal or nearest Mandal.

2. **DISTRICT EDUCATIONAL OFFICER:**

- a) The District Educational Officer shall have Powers in respect of Additional Project Co-ordinator, Samagra Shiksha / Assistant Directors / Deputy Educational Officers / Mandal Educational Officers/Deputy Inspector of Schools and he/she shall



- i) Grant Casual Leave / Special Casual Leave (Special Casual Leave when permitted by the Government) and any type of leave to Deputy Educational Officers and Mandal Educational Officers up to 1 year; and to the Headmasters and teachers of Foundational School / Foundational School Plus, Pre-High Schools, High School, High School (Plus) in all managements (Govt., ZPP/MPP & Municipal), for more than 6 months and up to 1 year, subject to the condition that the Headmasters and teachers report back to the same school from where they went on leave and continue to work there.
  - ii) Sanction of Earned Leave/Half Pay Leave/Commuted Leave/Maternity Leave/and Extra Ordinary Leave.
  - iii) Sanction of Increments and pay fixations.
  - iv) Sanction of Automatic Advancement Scheme, Leave Travel Concession and Joining permissions.
  - v) Sanction General Provident Fund Loans and General Provident Fund Part-Finals and forwarding of General Provident Fund Withdrawals
  - vi) Sanction Family Benefit fund and Group Insurance Scheme Amounts.
  - vii) Sanction of Pension and forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications.
  - viii) Draw the Medical Advance/Reimbursement after scrutiny of Dr.YSR Aarogyasri Health Care Trust, A.P.
  - ix) Attest the Transfer Certificates of students seeking admission in other Countries.
- b) He shall also have powers in respect of teachers of Foundational School / Foundational School Plus, Pre-High Schools, High School, High School (Plus) in all managements (Govt., ZPP/MPP & Municipal), for regularization of their services and declaration of Probation as per existing service rules.
- c) He shall also have powers in respect of staff working under FST&C in the O/o Additional Project Coordinator, Samagra Shiksha in their district.

3. **DEPUTY EDUCATIONAL OFFICER:**

The Deputy Educational Officer shall have powers in respect of Headmasters of High Schools/ High School(Plus) in all managements (Govt., ZPP/MPP & Municipal) and he/she shall

- i) Grant Casual Leave / Special Casual Leave (Special Casual Leave when permitted by the Government) to Headmaster of High Schools; and also other types of leave for more than 4 months and up to 6 months to Headmasters and teachers of Foundational School / Foundational School Plus, Pre-High Schools, High School, High School (Plus) in all managements (Govt., ZPP/MPP & Municipal), subject to the condition that the Head Masters and teachers report back to the same school from where they went on leave and continue to work there.
- ii) Sanction of Increments and pay fixations.
- iii) Sanction of Automatic Advancement Scheme, Leave Travel Concession and Joining permissions.



- iv) Sanction of General Provident Fund Loans and General Provident Fund Part-Finals and forwarding of General Provident Fund Withdrawals.
- v) Sanction of Family Benefit fund and Group Insurance Scheme Amounts.
- vi) Sanction of Pension and forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications.
- vii) Draw the Medical Advance/Reimbursement after scrutiny of Dr.YSR Aarogyasri Health Care Trust, A.P.
- viii) Attest the Transfer Certificates of students seeking admission in other States.

4. **MANDAL EDUCATIONAL OFFICERS/DY.INSPECTORS OF SCHOOLS:**

The Mandal Educational Officers/Deputy Inspector of Schools shall have powers in respect of Headmaster of (i) Foundational School, (ii) Foundational School Plus, (iii) Pre-High School and Teachers of above schools in all managements (Govt., ZPP/MPP & Municipal), and he/she shall

- i) Grant Casual leave/Special Casual Leave (Special Casual Leave when permitted by the Government) and also other types of leave upto 4 months to the Headmasters and other teachers of Foundational School/ Foundational School Plus / Pre-High School in the Mandal, and in respect of Maternity leave to lady teachers upto 180 days, in terms of G.O.Ms.No.152, Finance (FR.I) Dept., dt:04-05-2010, subject to the condition that the Headmasters and teachers report back to the same school from where they went on leave and continue to work there.
- ii) Sanction of Increments and pay fixations.
- iii) Sanction of Automatic Advancement Scheme, Leave Travel Concession and Joining permissions.
- iv) Issue regular Pay scales on completion of apprentice service.
- v) Sanction of General Provident Fund Loans and General Provident Fund Part-Finals and forwarding of General Provident Fund Withdrawals.
- vi) Sanction of Family Benefit fund and Group Insurance Scheme Amounts.
- vii) Sanction of Pension and forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications
- viii) Draw the Medical Advance/Reimbursement after scrutiny of Dr.YSR Aarogyasri Health Care Trust, A.P.

5. **HEADMASTER OF HIGH SCHOOL / HIGH SCHOOL (PLUS):**

The Headmaster of High School / High School (Plus) in all managements (Govt., ZPP/MPP & Municipal) shall have powers in respect of all teachers working in his/her jurisdiction and he/she shall

(Cont....5)

- i) Grant Casual Leave/Special Casual Leave (Special Casual Leave when permitted by the Government) and also other types of leave (Earned Leave/Half-pay leave / Commuted Leave and Extraordinary Leave) up to 4 months to the teachers working in their respective High Schools and in respect of Maternity leave to lady teachers upto 180 days, in terms of G.O.Ms.No.152, Finance(FR.I) Dept, dt: 04-05-2010, subject to the condition that the teachers report back in the same school from where they went on leave and continue to work there.
- ii) Sanction of Increments and pay fixations.
- iii) Sanction of Automatic Advancement Scheme, Leave Travel Concession and Joining permissions
- iv) Issue regular Pay scales on completion of apprentice service.
- v) Sanction of General Provident Fund Loans and General Provident Fund Part-Finals and forwarding of General Provident Fund Withdrawals.
- vi) Sanction of Family Benefit fund and Group Insurance Scheme Amounts.
- vii) Sanction of Pension and forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications.
- viii) Draw the Medical Advance/Reimbursement after scrutiny of Dr.YSR Aarogyasri Health Care Trust, A.P.
- ix) Condone the age relaxation to 10<sup>th</sup> class students.
- x) Change the Media/Language to the students.
- xi) Condone the shortage of Attendance to the students.
- xii) Admit the students from ICSE/CBSE syllabus or other syllabi to state syllabus.

6. **HEADMASTER OF PRE-HIGH SCHOOL (CLASSES 3 TO 7 OR 8):**

- i) The Headmaster of Pre High School in all managements (Govt., ZPP/MPP & Municipal) shall have authority to grant Casual leave / Special Casual Leave only (Special Casual Leave when permitted by the Government) to the teachers of Pre-High schools.
- ii) Change the Media/Language to students.
- iii) Condone the shortage of attendance to the students.
- iv) Admit the students from ICSE/CBSE syllabus or other syllabi to State Syllabus.

7. **HEADMASTER OF FOUNDATIONAL SCHOOL (PP1, PP2, CLASSES 1 & 2) / FOUNDATIONAL SCHOOL PLUS (PP1, PP2, CLASSES 1 TO 5):**

- i) Headmaster of Foundational School (PP1, PP2, Classes 1 & 2) / Foundational School Plus (PP1, PP2, Classes 1 to 5) in all managements (Govt., ZPP/MPP & Municipal) shall have authority to grant Casual leave / Special Casual Leave only (Special Casual Leave when permitted by the Government) to the teachers of Foundational School/ Foundational School Plus in all managements (Govt., ZPP/MPP & Municipal).

(P.T.O)



8. The following further guidelines shall be strictly followed by all the concerned officers in the matter of sanctioning leave in School Education Department:

- 1) All Transfers of Headmasters/Teachers of all managements (Govt., ZPP/MPP, Municipal) in the School Education Department shall be done through web-counseling only; No transfer request shall be entertained and be given indirectly to teachers going on leave on medical grounds or some other reason outside the counseling system.
- 2) No posting shall be given in a leave vacancy caused due to leave sanctioned by the Headmaster and Deputy Educational Officer unless the teacher concerned (on leave) fails to report back to the school from where she/he has proceeded on leave, within 15 days from expiry of leave.
- 3) In all such cases, where a teacher fails to join back after expiry of leave to the same school from where she/he had gone on leave, it is the responsibility of the concerned Headmaster and the Mandal Educational Officer in case of Foundational School and Foundational School Plus; and the Headmaster and the Deputy Educational Officer in case of High Schools/High School Plus, to immediately report the same to the District Educational Officer, within a maximum of one week from the date of expiry of leave.
- 4) The District Educational Officer shall thereupon, immediately send a notice to such teacher on leave, through registered post with acknowledgement due, to immediately report back from leave. If there is no response, necessary action shall be initiated as per AP CCA Rules, 1991 from time to time and ensure seamless transition of students with appropriate competencies.
- 5) In respect of teachers, who stay beyond the sanctioned leave period for more than 15 days, unless they have applied through Registered Post with Acknowledgement Due for extension of leave and the extension is sanctioned by the competent authority before the expiry of the initial period of leave, they shall be posted immediately to Category IV location without fail and the orders shall be sent to the concerned teacher by Register Post with Acknowledgement Due within 7 days from the expiry of 15 days.
- 6) Thereafter, it shall be the responsibility of the headmaster of the school to which such teacher is posted, to report within two weeks, whether such teacher had reported to duty. Such report shall be sent positively within two weeks from the date of issue of revised posting orders by the District Educational Officer.
- 7) If the teacher returning from leave fails to join duty within that period at the new schools, the District Educational Officer shall serve a notice upon the teacher that "The unauthorized absence will be treated as dereliction of duty; suitable disciplinary action initiated; and such period of unauthorized absence is liable to be treated as "Dies Non" and necessary action will be initiated as per FR 18-A with due procedure.
- 8) Under no circumstances shall be a posting of choice, to a different school (other than the school from which the

teacher had gone on leave; except where such location is in category IV), be given to a teacher returning from leave as per her/his request, since any such postings would constitute an indirect transfer, and would violate the "Counseling Method for Transfers of Teachers".

- 9) Under any circumstances whatsoever, no requests for compulsory wait will be entertained from teachers not joining duty on expiry of leave as originally sanctioned.
- 10) It is the responsibility of every District Educational Officer and their office staff concerned, to continuously monitor applications received for sanction of leave and applications for orders of posting by teachers returning from leave; and promptly process and give postings (to Category IV location only) to such teachers, immediately on reporting from leave, within 2 weeks at the latest (where the post from which the teacher proceeded on leave is filled up).
- 11) All applications by teachers on leave for change of posting on return from leave shall be made through Registered Post with Acknowledgement Due only. The District Educational Officer concerned and other officers of the DEO Office are responsible for processing of posting to teachers, shall be liable for any delay in giving of such postings; and any payment of wages for the gap-periods ordered to be treated as compulsory wait by the courts of law will be liable to be recovered from all such officers of the District Educational Officer's office concerned, responsible for the delay.

9. The Commissioner of School Education, shall take further necessary action accordingly, in the matter.

10. This order issues with the concurrence of the Finance (HR.V-TFR-A&L-EWF) Dept., vide their U.O.No. FIN01-HR0TFR/6/2022-HR-V (Computer No. 1881311), Dt. 15.11.2022.

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

**B. RAJSEKHAR**  
**SPECIAL CHIEF SECRETARY TO GOVT**

To

The Commissioner of School Education, A.P., Ibrahimpatnam.

**Copy to:**

All the RJDSEs in the State.

All the District Educational Officers in the State.

The Finance (HR.V-TFR-A&L-EWF) Department.

The P.S to Spl.C.S. to Govt., School Education Dept.

The OSD to Hon'ble Minister for Education.

The General Administration (Ser.B) Department.

//FORWARDED : : BY ORDER//

  
SECTION OFFICER.