

# **CHAPTER-VII**

## **ANDHRA PRADESH**

### **LEAVE RULES**

Leave is a permission granted to a Government servant to be absent from actual duty.

The general rules for the grant of leave are as follows:

The authorities competent to grant other than special disability leave to the Government servants working in each department are detailed in F.R. 66.

Under F.R.67, leave cannot be claimed as a matter of right. When exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved with the sanctioning authority. But at the same time the competent authority cannot compel a Government servant to take leave on half pay when leave on full pay is permissible to him. Further under rule 6 of A.P. Leave already taken whether of the same or any other kind.

Similarly vacation may be availed in combination or in continuation of any other kind of leave.

Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day on which charge is resumed. Holidays can be prefixed or suffixed to leave subject to the conditions under F.R. 68.

A Government servant on leave cannot take up any service or setting up of private practice etc, except with the permission of competent authority (F.R.69).

A Government servant who remains absent after the end of his leave is entitled to no leave salary for the period of such absence, and that period will be debited against his leave account as though it is leave on half pay unless extension of leave is granted by the competent authority (FR 73).

The application for grant of leave should specify the period of leave, nature of leave, leave address and in the case of leave on Medical certificate, the Medical certificates should be enclosed.

Vacation department means a department where vacation exceeds 15 days (FR 82 SR(2)). Vacation is treated as duty for all purposes (FR 82(d)). If earned leave is taken in combination of vacation, the total period of leave & vacation should not exceed 120 days (Ruling 11 under FR.82).

An employee transferred from vacation to non-vacation department is treated as in non-vacation department from the close of last vacation enjoyed and on transfer from non-vacation to vacation department is treated as in vacation department from the date of expiry of last vacation previous to such transfer (SR7ofFR82).

Leave at credit will lapse if interruption in service other than leave occurs (APLR 24).

Leave at credit shall lapse on the date of retirement, death or resignation. However, earned leave at credit not exceeding 240 days can be encashed in case of retirement or death (APLR 7 & G.O.Ms.NO. 420 Fin. & Pig. (FWFR I) dt. 3.12.90 and G.O.Ms.253 Fin. & Pig (FWFR I) dt. 16-9-91).

While in service all regular employees both superior and class IV are eligible to surrender earned leave of 15 days in each financial year and receive cash benefit in lieu thereof equal to leave salary on full of 15/30 days.

Temporary and emergency employees are eligible to surrender 15 days of earned leave after completing 24 months of service in the first instance and thereafter 15 days during the alternate financial year.

**EARNED LEAVE FROM 1.1.78 (RULE 8,10,17 AND 20)**

<b>Type of employees</b>	<b>Earning capacity</b>	<b>Accumulation</b>	<b>Availment</b>
1. Regular including (LGGSFROM 1.1.88)	Advance credit of 15 Days for every Half year on 1st Jan&1st July	180 days upto 30-6-83 240 days from 1-7-83	120 days at a time 180 days of Outside India, Pakistan, Burma & Nepal
2. Others (Non Permanent)	Advance credite of 8 days Per half year on 1st Jan & 1st July	30 days	Lev at Credit

In respect of employees who join service in the middle of the half year, the advance credit will be as follows for each completed months of service.

Regular joined on 15-2-89 1st half year completed months -4 months @  $2\frac{1}{2}=10$  days; other joined on 15-2-89 -1st half year -4 months  $1+1+2+1=5$  days. Similarly for those retiring in the middle of the half year.

If the employee is on E.O.L. during the preceding half year, the advance credit for the present half year will be reduced by 1/10 of the period of EOL taken during the preceding half year subject to a maximum of 15/8 days.

**VACATION DEPARTMENT ( RULES 8,9 AND 10)**

Regular employees in superior services	1/11 of duty minus 30 days or a portion of 30 days equal to the vacation taken and full period of vacation. From 1-11-89 the reduction is 28 days instead of 30 days in respect of teachers (G.O.Ms. No.354, Edn., Dt.20.11.89)	As in non vacation dept	As in non vaction dept.
Non-permanent in Superior services And permanent And regular Employees in LGGS	1/22 of duty minus 15 days or a portion of 15 days equal to the vacation taken and full period of vacation	30 days	Leave at credit
Non-permanent in LGGS	Not eligible for earned leave APLR 20(1)		

## HALF PAY LEAVE (both non-vacation and vacations -Regular and temporary rules 13, 18 and 23)

20 days for each completed year of service. There is no limit for accumulation and leave to the extent admissible can be granted at a time. However, in respect of temporary employees half day leave can be granted on M.C only after 2 years of service and 10 (a) (i) candidates are not eligible for half pay leave.

**COMMUTED LEAVE :** Sanctioned on MC only : Half of half pay leave at credit can be commuted to leave on full pay to an extent of 240 days in entire service. The debit in the half pay leave account will be double the period of commuted leave taken (Rules 15-B and 18-B).

**LEAVE NOT DUE :**When half pay leave is not at credit, leave not due to an extent of 180 days during entire service can be granted on MC only the debit will be in the half pay leave account to be set off against further credit. If any employee resigns or retires voluntarily after availing this leave and before wiping off the minus balance, the leave salary paid for the minus balance should be recovered. However, if it is on medical invalidation or death, recovery will not be insisted (Rule 15-C and 18-C)

## EXTRAORDINARY LEAVE ( RULES 5-A, 16,19 AND 23 )

**Permanent and approved probationers :** Not exceeding 5 years including other kinds of leave.

**Probationers 23 (a) (ii) :** The duration of EOL on any one occasion shall not exceed the following limits:

- a) Three months ordinarily
- b) Six months if it is supported by medical certificate and the employee has completed 3 years of service.
- c) 18 months for treatment of T.B. or leprosy either as inpatient

and or out patient on a certificate issued by the authorised medical officer and the employee has put in a service extending one year.

d) 12 months for treatment of cancer, mental illness on the certificate from the recognised Institute or doctor, and

e) 24 months for prosecuting studies certified to be in public interest and to employees of S.C & ST to join examination, training course at the centre notified by Government to the extent necessary, provided the Government servant has completed not less than one year of continuous service before proceeding on leave. The grant of EOL in item (b) to (e) is by Government

## LEAVE SALARY

**1. Earned leave :** Equal to full pay drawn before proceeding on leave.

**2. Leave on half pay :** Equal to half of the pay drawn before proceeding on leave and full pay for a period of 6 months in entire service, if the leave is on MC for treatment of TB Leprosy Cancer mental illness or heart diseases and Renal (kidney) failure (GOMs No. 268 Fin & Pig (FWFR I) dt. 28-10-91)

**3. Leave not due :** Equal to half pay.

**4. Commuted leave :** Twice the amount admissible under (2 ) above.

**5. EOL :** No leave salary. However in respect of NGOs whose pay does not exceed Rs. 23751- p.m. (1993 scales) if the leave is for treatment of T.B., Leprosy, Cancer, Mental illness- Eligible to exgratia equal to half the pay drawn before proceeding on leave subject to a minimum of Rs. 1185 pm. and employees of last grade service exgratia equal to half pay subject to a minimum of Rs.1050 p.m. and minimum of Rs.690/-(G.O.Ms.No.234, Fin & Pig, dt 27-5-94).

Other laves under F.R. allowed to employees covered by APLR 1933 vide ruling 1(ii) thereunder:

## 1. SPECIAL DISABILITY LEAVE - RULES 83, 83-A :

Grant by Government only. This leave is admissible to a permanent and temporary Government servant who is disabled by injury intentionally inflicted or caused or in consequence of due performance of official duties or in consequence of his official position. This leave is granted on M.C. issued by the competent medical authority for a period not exceeding 24 months for any one disability. Leave salary equal to leave on full pay is payable for the first 120 days in respect of permanent employees and 30 days in respect of the temporary employees and half pay for the remaining period without debit to any leave account. If the employee requests for payment of leave salary on full pay, full pay will be paid for the period of earned leave admissible (120 days maximum) and half of the period will be debited in the earned leave account.

**Ruling :** The disability does not include the disability caused in the road accidents while going to office from residence and vice versa, but includes road accident while proceeding on official duty from office to office, or court or a work spot on the filed (G.O.133, Fin & Pig dt, 10-6-81).

## 2 STUDY LEAVE : RR. 84 (NOT DEBITABLE TO LEAVE ACCOUNT)

This leave is granted by Government only for the study of scientific, technical and other similar problems for a period not exceeding 2 years in entire service after a service of 5 years. If it is combined with leave with allowances this period should not exceed 28 months (Rule 2 of study leave rules). EOI may be taken in conjunction of this leave without any limit (Note under Rule 13 of study leave rules). He will draw during leave, leave salary on half pay (rule 12).

## 3. MATERNITY LEAVE (RULE 101 (A)):

Not debitable to leave account. This leave is admissible to married

women employees on the basis of medical certificate issued by the competent medical officer for a period not exceed 120 days for each confinement and not exceeding 6 weeks in case of abortions, including miscarriage and termination of pregnancy under M.T.D. Act of 1971. Meternity leave for confinement is to be sanctioned to female Government servant with less than two surviving children (G.O.Ms .No. 254 Fin & Pig (FWFR I) dept. dt.10-11-95). This leave can be combined with other kinds of leave. If this leave falls during vacation, the residue of 120 days only will be sanctioned as maternity leave. Leave salary payable is equal to leave salary on full pay.

### HOSPITAL LEAVE (F.R101b) : (Not debitable to leave account)

Applicable to all last grade service employees and certain subordinate service staff detailed in SR(2) under FR 101(b). This leave is on half pay for a period not exceeding 6 months in every 3 years of service when detained in hospital and receiving medical aid as out patient. It is not admissable when the treatment is necessiated by intemperance an irregular habit.

Out of the above 6 months, 3 months can be on full pay if the detention in hospital is due to injury received or disease constructed in the course of duty (Ruling 4).

### CASUAL LEAVE

Casual leave is a concession to enable Government servant in special circumstances to be absent from duty for short period, without such absence being treated as leave.

Maximum period of casual leave that can be availed of in a calender year is only 15 days. The unavailed part of leave will lapse at the close of the calender year.

Casual leave may be combined with optional holidays of Sundays or other authorised public holidays provided the resulting period of absence does not exceed 10 days.

In the case of Casual leave to a purely temporary and emergency Government servants the sanctioning authority will use its discretion having regard to the length of service put in by such Government

servant.

A Government servant may be granted casual leave for half a day either from 10-30 to 1-30 pm. or from 2-00pm to 5-00pm.

## SPECIAL CASUAL LEAVE

The following are the purpose for which special casual leave may be granted to a Government servant.

1 . When he is detained in a plague camp on the way to rejoin duty.

2. When he is ordered by the Head of the department to absent himself from duty on the certificate of medical officer and other purposes detailed below special casual leave can be granted for period not exceeding the period noted against each.

<b>Occasion :</b>	<b>Amount of leave</b>
Summons to give witness in a court in which his private interest are not in issue	As per the certificate of attendance
For family planning operations:	
Male -Vasectomy	6 working days
2nd - operation	-do-
Female - Tubectomy	14 days
Male - for tubectomy of wife	7 days
2nd operation	7days
Insertion of intrauterine contraceptive insertion	1day on the day of IUD

Leave for 2nd operation is permissible when the doctor certifies that the first operation was a failure.

Additional special CL beyond above limits can be given on account of post operation complications subject to production of MC

Recanalisation (Both : 21 days or the actual period as per the certificate whichever is less plus to and fro journey days, if the operation is necessary as he is having less than 2 children or lost all



his male children after operation.

The special CL for FP operation can be prefixed or suffixed to regular leave /CL

## SPORTS :

1. For participating in sporting events in a calendar year. Not exceeding 30 days  
 of national or international Importance  
 when selected by the All India sporting Federation and also as Manager of team  
 Excess to be treated as regular leave
2. Elected as President or Secretary of National sports bodies 15 days in a Calendar year
3. A.P. Secretariat cultural association 6 days in a calendar year  
 member for dramas enacted in mufassil
4. Office bearers and members on the purchasing committee of the Govt. 12 days in a calendar year +  
 2 days for each trip of journey  
 employees Consumers co.op stores to go to districts for making bulk purchase of various commodities for stores
5. Principal office bearers of the regional association and two office bearers from each in the districts /city for representation in AP Civil services Joint Staff Council 7 days in a calendar year  
 Employees of vacation department in case of dire necessity or under the pressing -do-

family circumstances

Employees who participate in the rallies.

eamps etc., of the A.P. Bharat Scouts & Guides 10- days in a  
year

calancer

Members of Instituttion of Engineers 7 days in a calender

a) for attending annual meeting, HYd. 7 days in a calnder

b) for attending annual convention to any  
part of the country 10 days in a calender  
year.

## GENERAL INSTRUCTIONS

CL cannot be combined with the regular leave/joining time vacation. Special casual leave can intervene between two spells of leave if certified by doctor.

~~**WE JUDGE OURSELVES BY WHAT WE FEEL CAPABLE OF DOING,**~~

**WHILE OTHERS JUDGE US BY WHAT WE HAVE ALREADY DONE.**

- Henry Wadsworth Longfellow