

A.P.Leave Rules – 1933

By

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A.P. Leave Rules - 1933

- These rules came into force w.e.f 04.10.1933.

What is leave?

■ Duty periods(RULE-4(a))

- 1)CL
- 2)public holidays
- 3)Leave periods before and after holidays(prefix/safix)
- 4)Vacation period
- 5)Foregin service
- 6)Joining time
- 7)Sanctioned leave

FR67-Leave is not a right

a) Proper sanctioned

b) Proper relief

c) Proper handing over of charge

FR70-recall

FR71-physical fitness certificate

FR69-No employment on leave

FR55-No leave sanction to suspended
employee

KINDS OF LEAVE

- 1. Casual Leave.
- 2. Special Casual Leave
- 3. Earned Leave.
- 4. Half Pay Leave.
- 5. Leave not due.
- 6. Extra Ordinary Leave.
- 7. Special Disability Leave.
- 8. Study Leave.
- 9. Maternity Leave.
- 10. Hospital Leave.
- 11. Leave for Employment in Abroad

Casual Leave

- A concession to Government servant in special circumstances to be absent from duty for short period.
- Treated as duty.
- Maximum period for availment in a calendar year is 15 days in general.
- If not availed in the calendar year leave will lapse.
- Can be combined with Optional Holidays and Public Holidays.

- Period of absence should not exceed 10 days.
- For temporary employees, sanction depends on discretion of the sanctioning authority.
- Grant of half day C.L. either from 10.30.A.M. to 1.30.P.M. or from 2.00 P.M. to 5.00 P.M. is allowed.
- A register of C.L. should be maintained.

Special Casual Leave-Rule 85 -4

Occasion

Amount of Leave

- | | |
|---|--|
| 1. Donating Blood | 1. 1 Day |
| 2. Summons to give witness in a court in which his private interest is not in issue | (G.o.Ms.No.137 dt:23-2-84)
2. As per the attendance Certificate |
| 1. <u>For Family Planning operations</u> | |
| (a) Male-Vasectomy | a) 6 working Days(G.O.Ms.No.607 dt:12-11-91) |
| (b) <u>Female- Tubectomy</u>
1 st & 2 nd Operations | b) 14 Working Days(G.O.Ms.No.124 F&P dt:13-4-82) |

(c) Male – For
Tubectomy of wife
1st & 2nd Operations

7 Days

(d) Insertion of
Contraceptive

1 Day (G.O.Ms.No.128
F&P DT:13-4-92)

(F) Recanalisation (Both)

21 Days

Sports

1. For participating in Sporting events - not exceeding 30 days.
2. If exceeded 30 days – excess period treated as regular leave.
3. Principal Office bearers of Recognized service Associations – 21 days in a calendar year.
4. To participate in Rallies, Camps etc. Organized by A.P. Bharat Scouts and Guides – 10 days.

5. Elected as President or Secretary of National Sports bodies- 15 days in a calendar Year

6. AP Secretariat Cultural Association Members for dramas – 6 days in a calendar Year

7. Members of Institutions Engineers:

(a) For attending annual Meeting at Hyd-7 days

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

Earned Leave – Rules 8,10,17 and 20

- All temporary and permanent employees are eligible for Earned Leave.
- Earned Leave is earned for duty and leave also.
- Completed months are to be considered and fraction of a month is to be ignored.

- **Leave Rules has been liberalized w.e.f. 01.01.1978.**
- **Leave will be credited, in advance, in two spells on 1st Jan. and on 1st July every year.**
- **The credit for all temporary employees is 8 days for calendar half year.**
- **The credit for all permanent employees is 15 days for calendar half year.**
- **All the permanent employees will earn leave at 2 ½ days for each completed month of service.**
- **If appointed Temp. in the middle of the half year, credit for first two months will be one day each, third month two days and so on.**
- **If the employee is on EOL, 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. (G.O.Ms.No.384 F&P dt:5-11-77)**

- **The maximum accumulation of E.L. has been further enhanced from 240 to 300 days w.e.f. 16-09-2005 vide G.O.Ms.No:232, Fin. (FR.I) Dept, dated :16.09.2005.**
- **The maxim leave availed at a time only(120) 180 days as per G.O.Ms.No.153 fin.(FR1)dept.dt.4-5-2010**

Recasting of leave account

- When a Govt. servant is appointed temporarily in the first instance and placed on probation at a subsequent date with retrospective effect his leave account should be recast w.e.f. the date of regularization of his service-Ruling under FR rule 20.
- The leave availed between the date from which his services are regularized and the date of issue of orders shall not be altered as a result of the additional leave that becomes due after recasting the leave account.
- The additional leave that becomes due as a result of recasting of the leave account shall be availed of only after later date. Rule:20 of A.P.L.R 1933 G.O.Ms.No.250 F&P dt:13-12-67

Surrender of Earned Leave (Introduced from 13-08- 1969)G.O.Ms.No.238 dt:13-8-69

- **Employee who take earned leave for not less than 30 days can surrender E.L to a maximum of 30 days and receive leave salary in lieu of leave so surrendered.**
- **Leave sanctioning authority is competent to sanction surrender of E.L.**
- **E.L. surrendered will be debited against leave account.**

- **There should be an interval of 24 months between one surrender and another for surrender of 30 days .**
- **There should be an interval of 12 months between one surrender and another for surrender of 15 days**
- **The total of E.L. availed and E.L. surrendered should not exceed 300 days at any time.**
- **No deductions will be made in surrender leave salary.**

- Temporary Government servants are eligible to surrender 15 days of EL after completing 24 months of service
- The employees are permitted to encash 300 days of E.L. at the time of superannuation or by death and has been enhanced to, from 240 to 300 days w.e.f. 16.09.05.

Half Pay Leave

- All regular Government servants – 20 days for each completed year of service.
- Credit of H.P.L. is allowed for duty, leave and E.O.L.
- Grant of H.P.L. either on Medical Certificate or on Private affairs. No limit for saction of HPL.RULE11.Up to 4 months Pay D.a. full allowances half to be drawn.
- H.P.L on full pay up to 6 months can be granted to regular Government servants suffering from Leprosy/ Heart diseases/ Tuberculosis/ Cancer/ Mental illness and Renal failure (Kidney).G.O.Ms.No 386 dt:6-9-76 READ WITH
(G.O.Ms.No.268 Fin & Plg (FWFR-I) Department, dated 28-10-1991.
As per G.O.Ms.No.29 Fin & Plg. (FWFR-I) Department, dated 9-3-2011extended up to 8 months for above diseases

- As per circular Memo No.14568-A/63/PCI/A2/2010 dated.31-01-2011 up to 6 months Half pay and half DA allowances full.

Commuted Leave

- To be granted on Medical Certificate.
- Limited to 240 days during entire service.
- Twice the amount of H.P.L. be deducted from the leave account.
- E.L. + Commuted leave shall not exceed 180 days.
- The limit of 180 days removed .
- Sanctioning authority has to believe that the Government servant will return to duty on expiry of leave.

Leave for Employment in Abroad

- Conditions for grant of EOL 5 years for employment in abroad.
- 1 .Any category of employees Technical & Non-Technical employees are eligible.
- 2. After receipt of appointment letter from employer than only leave can be sanctioned.
- 3. Leave cannot be sanctioned for searching the job in abroad.

- 4. If the Govt. employee services are need in emergency circumstances, HOD can reject the leave.
- 5. Vol.Retd. & Resignation is not necessary for working in abroad. This period is not treated as service break.
- 6.If not joined after completion of leave, that can be treated as cease the employment.

- 7. After completion of employment in abroad ,the employee should not demand excesses salary.
- 8. Only one time in entire service.
- 9. Permission must be obtained before joining.
- 10. peacemile leave also be sanctioned..

Leave Not Due

- If no balance of H.P.L/EL, Leave not due is given
- To be granted on Medical certificate only.
- Maximum limit for availment is 180 days during entire service.
- Deducted from H.P.L. account against future credit.
- If retired voluntarily or resigned after availing leave not due before the adjustment of minus balance, leave salary paid should be recovered.

- If retirement is on medical invalidation or death recovery will not be insisted.
- Sanctioning authority has to believe that the Government servant will return to duty on expiry of leave.
- The leave not due should be limited to the H.P.L, he is likely to earn thereafter.

Extra Ordinary Leave

- May be granted to a permanent Government Servant in superior service and last grade service in special circumstances.
- When no other leave is available.
- When leave is available, but if the Government servant request for grant of EOL in writing.
- The sanctioning authority can treat the period of absence without leave into E.O.L. and dies –non
- Maximum period for absent on leave of any kind is 5 years, in case of permanent Government employee.FR 18

- **For non-permanent Government servant E.O.L. shall not exceed 3 months.**
- **If completed 3 years of service – 6 months on production of Medical Certificate.**
- **For undergoing treatment (T.B., Leprosy) – 18 months.**
- **For SC's and ST's HOD can sanctioned E.O.L. for 12 months for Cancer or Mental Illness.**
- **HOD can sanctioned E.O.L. to SC's and ST's for 24 months for prosecuting studies.**

- **E.O.L. granted on medical certificate counts for qualifying service.**
- **Gazetted Officers are to submit medical certificate from a doctor not below the rank of Civil Surgeon.**
- **N.G.Os and last grade employees are to submit medical certificate from not below the rank of civil surgeon.**
- **HOD can permit E.O.L. on M.C. for not more than 6 months to count for grant of increment.**
- **In case of E.O.L. on M.C. exceeding 6 months Government is competent to count for grant of increment.**

Special Disability Leave **(FR – 83)**

- **Permanent or temporary Government servants who is disabled by injury inflicted or caused in, or in consequence of due performance of his official duties or in consequence of his official position.**
- **Government is competent to sanction leave.**
- **For Gazetted Officers certificate by Medical Board and in case of N.G.Os certificate by Civil Surgeon is necessary.**
- **The leave in no case shall exceed 24 months.**
- **If the leave required does not exceed 2 months a certificate from Government Medical Officer is sufficient.**

- The leave can be combined with any other kind of leave.
- If the disability is aggravated leave may be granted more than once.
- The leave shall be counted as duty for calculation of service for pensions.
- The leave shall not debited against the leave account.

Study Leave

(FR 84)

- Leave is granted by Government only.
- For the study of Scientific, Technical studies for the use of department to reduce the similar problems in dept. are to undergo special courses of instructions.
- Government servant of less than 5 years service and due to retire within 3 years are not eligible for sanction of leave.
- Leave should not exceed 2 years in entire service.

- If it is combined with leave with allowances the period of leave should not exceed 28 months.
- This leave is not debited against the leave account.
- E.O.L. may be taken in combination of this leave without any limit.
- The employee will draw leave salary on half pay during Study leave.

Maternity Leave

FR 101(a)

- Admissible to married female Government Servants, for a period not exceeding 180 days GO Ms No 152Fin FR I Dept Dt 4.05.2010 for each confinement.
- In case of miscarriage including abortion leave does not exceed 6 weeks.
- The leave application should be supported by the medical certificate.
- This leave can be combined with leave of any other kind, supported by medical certificate.
- HOD and other competent authorities may grant leave.

- **Leave should not be granted if female Government servant is having two living children.**
- **If leave falls during vacation , the leave and vacation put together should not exceed 180 days**
- **Leave salary is equal to leave salary on full pay.**
- **This leave is not debitable to leave account.**

Hospital Leave

FR 101 (b)

- **Temporary Government servants are not eligible.**
- **Applicable to all last grade employees shown under SR (2).**
- **Should not exceed 6 months in every 3 years of service.**
- **The leave salary is equal to half pay leave salary.**

Perernity Leave

PERERNITY LEAVE

- This provision has been introduced vide G.O.Ms.No:231,Fin. (FR.I) Dept., dt; 16.09.2005. to be granted to married male permanent or temporary Government Employees having one surviving children.
- Leave to be granted for a period of 15 days on full pay.
- Leave sanctioning authority is competent to sanction the leave.

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

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

(a) NGOs (Non Gazetted Officers)

Pay not exceeding Rs 4550/- an ex-gratia allowance equal to half of his pay subject to a Min of Rs 1520/- and Max. of Rs 2190/- per month .whose drawing pay in R.P.S.1999.

(b) (Non-Gazetted Officers)

Pay not exceeding Rs 6675/- an ex-gratia allowance equal to half of his pay subject to a Min of Rs 2960 and Max of Rs 4050/- per month. Whose drawing pay in R.P.S.2005.

(c) Non Gazetted Officers)

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

■ Class IV Employees

- (a) Ex-gratia allowance equal to half of his pay subject to a Min of Rs 1270/- and Max of Rs 1920/- per month. (whose drawing pay in revised pay scales 1999).
- (b) Ex-gratia allowance equal to half of his pay subject to a Min of Rs 2335/- and Max of Rs 3515/- per month. (whose drawing pay in revised pay scales 2005)
- (c) Ex-gratia allowance equal to half of his pay subject to a Min of Rs 4295/- and Max of Rs 6430/- per month. (whose drawing pay in revised pay scales 2010)

**HPL Encashment at the time of Retirement as per GO Ms No.154/Fin FR I
Dept (Dt 4.05.2010)**

FORMULA

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

- **With the following details workout the EL & HPL in respect of regular Govt., servant in superior service in non-vacation department and report the leave admissible to him as on 3.01.2001**

1. Dt of Regular appointment 12.06.1991
2. Balance of Leave at credit in the EL account as on 31.12.1998- 61 days
3. Availed EL from 5.08.2000 to 26.08.2000
4. Permitted to surrender EL at 15 days as on 10.11.99 and 10.11.2000.
5. Availed HPL from 5.07.99 to 29.07.99
6. Commuted leave on MC from 16.06.2000 to 30.06.2000
7. Leave on Loss of Pay from 1.11.2000 to 30.11.2000

Please arrive the HPL encashment value on the following particulars

1. Date of retirement of the employee
31.08.2009
2. E.L. at credit as on 31.08.2009 – 246
3. Basic pay of the individual in the revised pay scales Rs 16150/-
4. DA -
5. 8070+D.A.
6. -----X 54=
7. 30

ALL THE BEST