

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

LEAVES RULES - Simplification of - Orders - Issued.

**FINANCE & PLANNING (FIN. WING FR. I) DEPARTMENT G.O.Ms.No.384**

**Dated 5th November, 1977**

Read the following: -

1. G.O.Ms.No.186,Fin. & Plg. (Fin. Wing FR. I) Dept, dated 23-7-1975.
2. G.O.Ms.No.208,Fin & Plg. (FW. FR. I) Dept, dt. 16-8-1975.
3. From Govt. of India Ministry of Finance Department of Expenditure O.M. No. 16 (6)-E, IV/74, dt. 26-11-75.
4. From the Govt. of India, Ministry of Fin., Dept. of Expdr. O.M.No. 16(1)-E-IV(A)/76, dt. 24-12-76.

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**ORDER:**

As per the existing leave rules, all regular state Government employees in superior service working in Non-Vacation Departments are entitled to earn leave at the rate of 1/11th of the period spent on duty. The Government of India have simplified the procedure for calculating entitlement to Earned Leave of Central Government employees. After due consideration, the State Government have decided to adopt the said procedure for the State Government employees also, working in Non-Vacation Departments as below: -

Earned Leave entitlement:

- (i) (a) The account of leave of each regular Government employee in superior service should be credited with 30 days, earned leave in two installments, 15 days on the first of January and July every year.
  - (b) The account of leave of each emergency Government employee and each Government employee in inferior service who has put in less than 15 years of regular service and whose earning capacity is 1/22nd of the period spent on duty should be credited with 16 days earned leave in two installments 8 days on the first of January and July every year.
  - (ii) The leave at the credit of the employee at the close of the previous half year shall be carried forward to the next half-year subject to the leave so carried forward plus the credit for that half year not exceeding the maximum limited of 180 days.
  - (iii) When a Government servant is appointed on or after 1-1-1978 earned leave should be credited
  - (iv) to his leave account at the rate of  $2\frac{1}{2}$  days for each completed month of service which he is likely to render in the calendar half year in which he is appointed, eg. if he is appointed on 13th March, the number of complete months of his service in that half year will be 3 and credit will be  $3 \times \frac{5}{2} = 7\frac{1}{2}$  days rounded to 8 days. If he is appointed on 20th April, the number of complete months will be only 2 and the credit will be  $2 \times 2\frac{1}{2} = 5$  days.
3. The credit for the half year in which a Government servant is due to retire or resigns from the services, shall be afforded only at the rate of 2- days per completed month in that half year up to the date of retirement/resignation. If in the case of Government servant who resigns from the service, the leave already availed of is more than the credit so due to him, necessary adjustment should be made in respect of leave salary overdrawn if any.
4. When affording credit under the above method fractions of a day will be rounded off to the nearest day.

5. From 1-1-1978 while the earned leave shall be credited in advance in the manner stated above, there will be no change in respect of other kinds of leave. The entries in respect of such leave shall be made as

and when occasion for doing so arises. In the case of existing Government servants the old leave account has to be closed and the credit of leave as on 31-12-1977 will have to be carried forward to the

new leave account. While doing so, fractions of a day will be rounded off to the nearest day

6. Intimation of leave at credit: The order sanctioning earned leave/half pay leave to a Government servant shall hereafter indicate the balance of such leave at his credit.

7. Government have also decided to issue the following orders: -

1) Limitation of availment of commuted leave: The existing limit of 180 days at a time on availment of Commuted Leave in conjunction with earned leave shall be removed.

2) Maternity Leave: The maternity leave granted to a female Government servant shall be for a period of 90 days from the date of its commencement in all cases.

3. Cash equivalent of leave salary in case of death in service.

In case of death in service of a Government servant, the cash equivalent of leave salary in respect of earned leave at credit to be paid to his family shall be subject to a maximum of 180 days instead of 120 days as at present.

8. Necessary amendments to various sets of leave rules will be issued separately.

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

**B.P.R. VITHAL,**  
Secretary to Government.