

Casual leave

A concession to Govt. Servant in special circumstances to be absent from duty for a short period. This Casual Leave is treated as Duty.

Authority: (Source)

Instructions 1 to 6, Annexure VII (Executive instructions regarding Casual Leave) of A .P Fundamental & Subsidiary Rules vide Ruling 4 of FR 85.

Admissibility: To all temporary or permanent employees of State Government.

Crediting / Accounting:

- i) 15 days per calendar year (G.O.Ms.No.52, GAD (Poll.B) Dept., Dt.04.02.81)
- ii) ii) If appointed in the middle of the year, CLs should be credited proportionately.
- iii) iii) A register of CL should be maintained.

Casual Leaves Availing procedure

- 1. By taking prior permission
- 2. In-charge arrangement should be made.
- 3. HODs should intimate to the concerned Dept. in Govt.
- 4. Can be availed in combination with Optional Holidays, Public Holidays and Spl CLs.
- 5. Cannot be availed in combination with other Leave, Vacation & Joining time.
- 6. ½ day CL may be availed from 10.30 am to 1.30 pm (or) from 2.00 pm to 5.00 pm.
- 7. For temp. employees, sanction depends on discretion of sanctioning authority based on the length of service. (G.O.Ms.No.999, Fin.,Dt.30.05.1959)
- 8. For each 3 or more late attendances - on permission – 1 CL will be deducted. (Go Ms No.574,GAD (ser-c) Dept., dt; 3-7-71).

Limitations :

- 1. Total period of absence from duty should not exceed 10 days.
- 2. An officer is not entitled to take full amount of CLs in a year.
G.O.Ms.No.2465,Fin.,Dt.23.12.1959, G.O.Ms.No.2094,Fin, Dt.22.04.1960)
- 3. Frequent availing of CLs / Holidays by an individual should be avoided.
- 4. Balance will not be carry forwarded to the next calendar year. If not availed in the calendar year leave will lapse.
- 5. Can be combined with Optional Holidays and Public Holidays.

HALF PAY LEAVE RULES

Every Govt. servant earns 20 days of Half Pay leave for every completed year of service including EOL and there is no limit for maximum accumulation,[Authority: Rule 13(a), 18(a) and 23(i)]. Credit of H.P.L. is allowed for duty, leave and E.O.L also.

Half Pay Leave can be granted either on Medical Certificate or on Private Affairs. No Limit for sanction of Half Pay Leave. Rule 11

Temporary employees appointed under Rule 10(a)(i) State and Subordinate Service Rules whose services have not been regularised are not eligible for half pay leave. (Govt. Memo No.20584/ 302/FR-I/74-1/Fin. & Plg., Dt.12.09.74)

The period treated as Dies-Non & Suspension treated as not on duty may have to be excluded for counting the period of one year to give credit of HPL of 20 days. (FR 18).

There is no limit for accumulation and leave to the extent admissible can be granted at a time.

If a Govt. servant suffering from TB/ cancer/ Mental illness/ leprosy/ heat diseases and renal failure(kidney), avail Half pay leave upto 6 months and it should be debited in Half Pay leave Account but he should be paid in full salary. In case of the credit of Half Pay leave is not available in his leave account, this facility should not be availed. [Authority: G.O.Ms.No.188 F & P,Dept dt.30-7-73, G.O.Ms.No.234 F & P,Dept dt. 29-8-75, G.O.Ms.No.336 F & P,Dept dt.6-9-76, G.O.Ms.No.449 F & P,Dept dt.28-10-76.

- The period treated as Dies-Non & Suspension treated as not on duty may have to be excluded for counting the period of one year to give credit of HPL of 20 days. (FR 18).
- There is no limit for accumulation and leave to the extent admissible can be granted at a time.
- A Govt. servant in superior service regularly appointed or in inferior service, whose probation has not yet been declared, can be granted Half Pay Leave subject to the following conditions:
 - (i) To be granted on Medical Certificate Only
 - (ii) The Superior Govt. Servant should have completed 2 years of regular service
 - (iii) An Inferior Govt. servant should have completed 1 year of regular service. (LR 23(a)(i)).

A Govt. servant in superior service regularly appointed or in inferior service, whose probation has not yet been declared, can be granted Half Pay Leave subject to the following conditions:

- (i) To be granted on Medical Certificate Only
- (ii) The Superior Govt. Servant should have completed 2 years of regular service
- (iii) An Inferior Govt. servant should have completed 1 year of regular service. (LR 23(a)(i)).
- As per circular Memo No.14568-A/63/PCI/A2/2010 dated.31-01-2011 Half Basic Pay + Proportionate D.A. HRA & CCA in full upto 6 months No compensatory allowances after that.

MATERNITY LEAVE

- A regular superior and inferior female Govt. servant is entitled to Maternity leave on full pay for 180 days for maternity purposes. This may be granted outside the earned leave account and not to be accounted for in earned leave account. This shall be for a period of 180 days from the date of its commencement in all cases. (SR 1 under FR 101, G.O.Ms.No.384, Fin. & Plg. (FW.FR.I) Dept., Dt.05.11.1977, **GO.152 Dated 4.5.2010.**)
- Maternity leave may be granted in continuation of other kinds of leave (Ruling 2 under FR 101). Hence Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only if the request be supported by a medical certificate.
- Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female Govt. servant producing a medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary. (**G.O.Ms.No.2391, Fin., Dt.03.10.1960.**)
- All HODs and other competent authorities may grant maternity leave to women Govt. servants under their control subject to the restrictions laid down in SR under FR 66.

Mode of commencement the Maternity Leave period being regulated as follows:

- i. If it falls during the working period of the school year, 180 days may be sanctioned as maternity leave
- ii. If it falls during the vacation period 180 days leave may be granted subject to the condition that after enjoying the vacation the residuary period if any, shall be treated as maternity leave subject to a maximum of 3 months. (G.O.Ms.No.463, P&SE (H) Dept., Dt.04.05.1979).
- The maternity leave in cases of confinement shall be granted to female Govt. Servants with less than two surviving children w.e.f. 18.03.92 (G.O.Ms.No.38, Fin. & Plg. (FW.FR.I) Dept., Dt.18.03.1992). This means that maternity leave should not be granted if a Govt. servant is having two living children.
- Govt. permitted the Managing Director, AP Women's Cooperative Finance Corporation Limited and the Director, Women Development and Child Welfare to make a special provision in the contract agreement in respect of women employees providing for 45 days maternity leave and payment of consolidated amount equal to 45 days of salary during the maternity leave period. (G.O.Rt.No.197, WDCW &DW (Estt.) Dept., dt.14.05.03).
- The competent authorities may sanction of 120 days maternity leave without remuneration to the married female Panchayat Secretaries appointed on contract basis. (G.O.Ms.No.254, PR&RD (Mdl.II) Dept., Dt.31.05.2007)

PATERNITY LEAVE

[Cir,Memo.No,14601/371 /FR,I/2006, dt,24-6-2006, Finance \(FR.I\) Dept, Paternity Leave from the Date of Delivery of his wife.](#)

- 1 According to this Ordered Government clarified that the Paternity Leave has to be availed by the Married Male Government Employee from the Date of his wife has delivered the Baby.**Note: Govt in super session of this order, Issued the Cir Memo.20129, hence this Memo is Not in existence now.**

[G.O.Ms.No.231 Dated:16-9-2005-Paternity Leave on Full Pay](#)

- 1 In the G.O.Ms.No.734, General Administration (special-A) Department, dt. 17-2-2004, Government have constituted Pay Revision Commission. Among other things the Pay Revision Commission, 2005 has recommended for sanction of 15 days Paternity Leave to all the eligible persons and this leave to restricted to two children for a family.
- 2 Government have accepted the above recommendation of Pay Revision Commission, 2005 and accordingly hereby order that the competent authority may grant Paternity leave on full pay to married male Government employees temporary or permanent for a period of 15 days subject to the condition that is shall be granted to those with less than two surviving children.
- 3 These orders shall come into force with immediate effect. Necessary amendments to the relevant rules will be issued separately

CHILD CARE LEAVE

GO 132 AP 60 Days Child Care Leave to AP Women Employees Rules

60 Days Child Care Leave to AP Women Employees Rules.

ORDER:

- In the references read above, the Associations requested for sanction of the Child Care leave to all women employees.
- 2. The recommendations of the Tenth Pay Revision Commission in this regard are extracted below: The Commission considers the demand to be reasonable and recommends sanction of Child Care Leave of up to 2 years to all women employees in the entire service career, to look after 2 eldest children up to the age of 18 years.
- 3. Government after careful consideration hereby order that the women employees be permitted to avail child care leave for two months viz., sixty days in the entire service to take care of the minor child for rearing or for looking after any other needs of the child during school or college examinations, sickness etc., subject to the following conditions:
 - a) Child Care leave of two months can be sanctioned in not less than 3 spells to look after two children up to the age of 18 years and with disabled children up to 22 years. The Child Care leave would be permitted only if the child is dependent on the Government servant.
 - b) LTC cannot be availed during the Child Care Leave as the leave is granted for the specific purpose of taking care of the minor child for rearing or for looking after any other needs of the child during examination, sickness etc.
 - c) The leave account for child care shall be maintained in the prescribed proforma enclosed and it shall be kept along with the Service Book of the Government servant concerned. The leave shall be deducted from the Child care leave account.
 - d) Child Care leave shall not be debited against the leave account viz., Earned Leave, Half Pay leave
 - e) The Head of the office shall ensure that the availment of Child Care leave to an employee will not affect the functioning of the office for which necessary orders depending upon the circumstances of the office may issued.
- f) Child Care leave cannot be demanded as a matter of right. It requires the prior proper approval of the leave sanctioning authority.
- g) The leave is to be treated like Earned Leave and sanctioned as such
- h) The Child Care Leave may be sanctioned in continuation with maternity leave or any other leave other than Casual Leave and Special Casual Leave.
- i) The Child Care leave can be sanctioned during period of probation also. However, the period of probation shall be extended to that extent.
- j) The Child Care leave can also be allowed for leave not due.



EARNED LEAVE

Earned Leave Rules ELs Rules for AP TS Earned Leave Full Guide

Key Points and Earned Leave ELs Details in brief:

- All temporary and permanent employees are eligible for Earned Leave.
- Earned Leave is earned for duty and leave period also except EOL.
- Earned Leave credit is an advance credit
- Earned Leave Rules has been liberalized along with AP Leave Rules w.e.f. 01.01.1978.
- EL / Earned 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 Non Vacation Department employees is 15 days for calendar half year and maximum 30 days per year.
- All the permanent employees will Earn leave at 2 ½ days for each completed month of service. Credit for fraction of month is to be ignored.
- 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). Previous Limits for Max accumulation for Permanent Superior Employees From 01.06.1964 to 30.06.1983 - 180 days From 01.07.1983 to 15.09.2005 - 240 days.
- Any period of recess which exceeds 15 days in duration shall be treated as a vacation (SR 2 FR 82)
- If an employee enjoys not more than 15 days of vacation, he shall be considered to have availed himself of no portion of it. (SR 6 FR 82)
- If a Govt. servant of vacation department does duties during vacation and separately remunerated, he should not be considered as having been deprived of vacation. (SR 15 FR 82)

Sl. No.	Type of employees	Earning Capacity	Accumulation	Availment
Employees - Non Vacation Department				
1	Regular Superior (from 01.01.78) and Regular Inferior (from 10.01.1983)	Advance credit of 15 days for every half year on 1st Jan & 1st July (G.O.Ms.No.384, F&P (FR.I) Dept., Dt.05.11.77 and G.O.Ms.No.9, F&P (FW.FR.I) Dept., Dt.10.01.83)	(i) 180 days upto Dt.30.06.83 (ii) 240 days from Dt.01.07.83 (iii) 300 days from Dt.16.09.2005 G.O.Ms.No.232, Fin. (FR.I) Dept., dated :16.09.2005	Max of 180 days at a time (LR 11) (G.O.Ms.No. 153, Fin.(FR.I) Dept., Dt.04.05.10) Max of 120 days at a time for LGS (LR 17)
2	Others (Non-Permanent)	Advance credit of 8 days per half year on 1st Jan & 1st July	30 days	Leave at credit to a maximum of 30days (LR 22)

Vacation Department / Teachers				
1	Teachers / Regular employees in superior services	1/11th of duty minus 30 days or a portion of 30 days equal to the vacation taken and full period of vacation. From Dt.01.11.89 the reduction is 28 days instead of 30 days in respect of teachers (G.O.Ms.No.354, Edn., Dt.20.11.89) (As per G.O.Ms.No.317 Dated :15-9-1994, Teachers are eligible for 6 days Earned Leave per annum subject to the provisions of F.R.82. The Earned Leave shall be credited in advance in two installments of 3 days each on first day of January/July of every year.	(i) 180 days upto Dt.30.06.83, (ii) 240 days from Dt.01.07.83 (iii) 300 days from Dt.16.09.2005 G.O.Ms.No.232, Fin. (FR.I) Dept., dated :16.09.2005	Max of 180 days at a time (LR 11) (G.O.Ms.No. 153, Fin.(FR.I) Dept., Dt.04.05.10) Max of 120 days at a time for LGS (LR 17)
2	Non- permanent in Superior services and Permanent and Regular employees in Last Grade Service	1/22nd 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
3	Non- permanent in Last Grade Service	Not eligible for earned leave (APLR 20(1)).		

LEAVE RULES GOS AND MEMOS

1	Memo No. 13112/ Accts. /67-2 F & P Department, Dated. 01-03-1958 Compensatory holidays - Govt., Instructions
2	G.O.Ms.No. 528 G.A. (Poll.B) Department, Dated. 26-04-1961 Grant of Compensatory leave in lieu of O.H
3	G.O.Ms.No. 161 Fin., (F.R.I) Department, Dated. 21-02-1963 leave preparatory to retirement, Submission of application
4	Memo No. 934 G.A. (Poll.B) Department, Dated. 23-04-1963 compensatory leave in lieu of the holidays clarification
5	Memo No. 2690 G.A. (Poll.B) Department, Dated. 03-10-1964 combinations of compensatory leave with regular leave.
6	Memo No. 16808/695/F.R.I/65-1 Fin., Department, Dated. 12-05-1965 Grant of earned leave/Privilege leave Instructions
7	G.O.Ms.No. 224 Fin., (F.R.I) Department, Dated. 03-11-1966 Post Graduate Courses Study of Treatment of absence
8	Memo No. 409204/1120/F.R.I/68-1/A Fin., Department, dated 03-04-1968 Availment of leave that earned during emergency service.
9	G.O.Ms.No. 238 Fin., & Plg., (F.R.I) Department, dated. 13-08-1969 Earned leave and leave on average pay surrender of Payment of leave salary.
10	Memo No. 52729/a/681/F.R.I/68-1 Fin., Department, dated 11-10-1969 Surrender of EL and leave on average pay ? Clarification
11	G.O.Ms.No. 211 Fin., (F.R.I) Department Dated.10-04-1972 Leave salary and allowances for surrender of leave by other State Govt., of Central Govt., servants deputed to this State Govt.,
12	Memo No. 64861/797/F.R.I/71-1 Fin., Department, dated 14-07-1972 Grant of HRA, OCA etc. during surrendered leave period
13	G.O.Ms.No. 181 & F&P (F.R.I & L) Department, dated. 16-07-1973 Accumulation and Availment of Privilege/Earned Leave by Last Grade Govt., servants.
14	G.O.Ms.No. 172 F&P (F.W.F.R.I) Department, dated. 01-07-1974 Surrender of leave without availing of leave
15	Memo No. 35326-C/748/F.R.I/74-1 Fin., Department, dated 17-07-1974 Surrender of leave without availing of leave ? Payment of advance salary
16	G.O.Ms.No 221 F & P (F.R.I) Department, dated. 23-8-1974 surrender of leave without availing of leave extension of the benefit of temporary Govt., servant.
17	Memo No. 20584/302/F.R.1/74- Fin. Dept. dated. 12-9-1974 Eligibility for grant of half pay leave to the temporary Govt. servants

18	Memo No.47774/1177/F.R.I/74 Fin. Dept. dated. 7-11-1974 surrender of leave with out availing of leave Extension of the benefit to temporary class-IV Govt. servants
19	G.O.Ms.No. 306 F & P (F.R.I) Department, Dated. 08-11-1974 surrender of leave without availing of leave payment of cash value of earned leave/privilege leave surrendered
20	G.O.Ms.No. 809 G.A. (SPL) Department, Dated. 11-12-1974 Surrender of earned leave Extension to the member of all India Services
21	G.O.Ms.No. 186 F & P (F.R.I) Department, Dated. 23-07-1975 Limit of Commuted Leaves raised form 180 to 240 days
22	G.O.Ms.No. 208 F&P (F.W.F.R.I) Department, Dated. 16-08-1975 Liberalization of leaves rules.
23	G.O.Ms.No. 390 F & P (F.W.F.R.I) Department, Dated. 31-12-1975 payment of cash value of earned/privilege leave surrendered certain amendments
24	Memo No.49395/149/F.R.I/75-1 F&P Dept dated. 6-1-1976 payment of surrender leave salary to Govt. servants in Foreign Service
25	G.O.Ms.No. 27 F&P (F.W. F.R-I) Dept. dated. 19-1-1976 liberalization of leave rules-further orders
26	G.O.Ms.No. 35 F&P (F.W.F.R-I) Department dated. 31-1-1976 leave salary and allowances for surrender of leave by state Government servants on deputation ? Liability of ?Orders
27	G.O.Ms.No. 324 F&P (FM.F.R-I) Department, Dated. 30-07-1976 Encashment of leave ? Applicability to the re-employed pensioners
28	Memo No. 92580/C-1768/F.R.I/76-1 Fin., Department, dated. 31-01-1977 Encashment of leave by the retiring/deceased Govt., Servants.
29	G.O.Ms.No. 334 F & P (F.W.F.R.I) Department, Dated. 28-09-1977 Surrender leave availment in a block period
30	G.O.Ms.No. 384 F & P (F.W.F.R.I) Department, Dated. 05-11-1977 Simplification of leave rules
31	G.O.Ms.No. 415 F & P (F.W.F.R-I) Department Dated.30-11-1977 Limit of encashment of earned leaves at the credit enhanced from 120 to 180 days
32	Memo No. 106288/1893/F.R.I/77-1 Fin., Dated. 30-05-1978 Availment of surrender leave in a block period Certificate

33	G.O.Ms.No. 183 F & P (F.W.F.R-1) Department, Dated. 21-07-1978 Extra-ordinary leave-Exemption of bonds by Govt. Servants
34	G.O.Ms.No. 463 P & S.E (H) Department, Dated. 04-05-1979 Sanction of Maternity leave for 90 days to women teachers working under local bodies & aided managements.
35	Memo No. 50798/1063/F.R.I/79-1 Fin., Department, Dated. 22-11-1979 Surrender of leave while in service and encashment of leave on retirement - crediting advance credit of leave.
36	G.O.Ms.No. 35 Edn. (H) Department Dated. 16-01-1981 Drafting of Teachers during holiday for enumeration of census etc. ? Reservation of leave
37	G.O.Ms.No. 52 G.A. (Poll. B) Department Dated. 04-02-1981 Increase of C.Ls & O.Hs to 15 days and 5 days
38	Memo No. 86595/1210/F.R.I/7 Fin., Department, Dated. 29-05-1981 Prefixing and Suffixing of Holidays and vaction, O.Hs
39	G.O.Ms.No. 562 Edn., (H) Department Dated. 23-06-1981 Sanction of Maternity Leave of 90 days to female Teachers in Govt., Educational Institutions
40	U.O.No. 31504-A/978/A.a/81-2 Fin., Department, dated 03-08-1981 Class ? IV Govt., Employees more than 15 years of regular service permitted to surrender 30 days E.L.,
41	G.O.Ms.No. 329 F & P (F.W.F.R.I) Department, Dated. 17-12-1982 Class-IV Govt., Servants having less than 15 years of service are allowed privilege leave/E.L on par with employees in superior service
42	G.O.Ms.No. 9 F & P (F.W.F.R.I) Department Dated.10-01-1983 Eligibility of E.L/P.L for last grade Govt., Servants
43	G.O.Ms.No. 10 F & P (F.W.F.R.I) Department, Dated. 10-01-1983 Accumulation of earned leave enhanced from 180 to 240 days
44	G.O.Ms.No. 638 G.A. Department 30-12-1983 Special C.L. to the Dist. Unit office bearers of the Teachers Unions
45	G.O.Ms.No. 137 M & H Department, Dated. 23-02-1984 Special C.L to blood donors
46	Memo No. 8903/69-A/241/F.R./89-I Fin. Department dated. 31-3-1989 Encashment of E.L. during financial year 1989-90
47	Meno No.8672-A/305/F.R.I/89-1 Fin. Department dated. 13-4-1989 Encashment of E.L. during the year 1989-90-Further instructions

48	Memo No. 313/833/F.R.I/89-1 Fin. Department dated. 1-5-1989 Encashment of E.L. during 1989-90-Further instructions
49	G.O.Ms.No. 420 F&P (F.W.F.R.I) Department dated. 21-11-1989 No. of days E.L Enhanced to teaching and non-teaching staff
50	G.O.Ms.No. 420 F&P (F.W.F.R.I) Department dated. 3-12-1990 Encashment of E.L. on retirement-ceiling raised from 180 to 240 days
51	G.O.Ms.No. 238 F & P (F.W.F.R.I) Department, Dated. 16-09-1991 Enhancement of ceiling form 180 to 240 days ? Extension to the Govt., Servant who die while in service
52	G.O.Ms.NO. 268 F & P(F.W.F.R.I) Department, Dated. 29-10-1991 Entitlement of full pay in lieu of half pay leave for a period of 6 months to those employees suffering from ?Renal Failure?
53	G.O.Ms.No. 38 F & P (F.W.F.R.I) Department, Dated. 18-03-1992 Confining the 90 days of Maternity leave to those female Govt., Servants having less than 2 surviving children
54	G.O.Ms.No. 263 F & P (F.W.F.R.I) Department, Dated. 22-06-1992 Grant of special C.L. to Govt., Servants participating in trekking expeditions
55	G.O.Ms.No. 7 F & P (F.W.F.R.I) Department, Dated. 11-01-1994 Admissibility of HRA during half pay leave
56	G.O.(P).No. 21 F & P (F.W.F.R.I) Department Dated.19-01-1994 Admissibility of DA during Half Pay Leave
57	G.O.Ms.No. 7 F & P (F.W.F.R.I) Department, Dated. 24-02-1994 Encashment of E.L. on retirement on superannuation/Death Extensions of Benefits
58	G.O.Ms.No. 317 Edn., (Ser.V) Department Dated. 15-09-1994 Enhancement of E.L. from 5 to 6 days to the teaching and non-teaching staff.
59	G.O.Ms.No. 470 G.A. (Ser.Wel) Department, Dated. 16-09-1994 Special C.L. of 21 days to principal office bearers of all recognized service associations represented on J.S.C
60	G.O.Ms.No. 337 F & P (F.W.P.C.-II) Department, Dated. 29-09-1994 Employees Residing in Govt., Quarter Eligibility of HRA during surrender leave salary