



UNIVERSITY GRANTS COMMISSIONS -SOUTH EASTERN REGIONAL OFFICE
5-9-194, CHIRAG ALI LANE, IV FLOOR ,A.P.S.F.C. BUILDING, HYDERABAD -500 001
Phones: 040 - 23204735, 23200208 FAX: 040 - 23204734 ,Website: www.ugc.ac.in, email: ugcsero@gmail.com

F.NO:FIP-APNA052/001(TF)/ZOOLOGY/PH.D/XII PLAN/2014-15

October,2014

THE PRINCIPAL
SKBR GOVT DEGREE COLLEGE
,MACHERLA-522426.

Subject: Award of Teacher Fellowship under FACULTY DEVELOPMENT PROGRAMME for college Teachers during the Twelfth Plan Period (2012-2017) .- Reg.

Sir /Madam,

With reference to the application(s) of your college and on the basis of the recommendations of the Selection Committee, the Commission conveys its approval of awarding Teacher Fellowship under FDP of XII plan to the following teachers of your college as detailed below;

Sl.No	Name of the Candidate	Category	Subject / Area of Research	M.Phill / Ph.D	Duration
1.	MR./MRS/MS.K.BHANU PRAKASH	SC	ZOOLOGY	PHD	24 months from the date of Joining

A) Terms & Conditions of availing Teacher Fellowship :

1. The Teacher Fellowship Award will be valid only in the event that the teacher fellow is a permanent aided staff of the institution/ college and drawing UGC scales.
2. In case, at a later stage / date, the details given in the application form submitted by the College & Teacher Fellow/ documents submitted by the applicant are found to be incorrect and / or some deficiency in the Selection Committee proceedings (or) failure to complete M.Phil / Ph.D, the above award will be withdrawn and the teacher fellow has to refund the entire amount. The amount of contingency (with interest) and substitute Teachers Salary / Honorarium to Guest faculty will be recovered from the Teacher Fellow, and the institution in future will be debarred to participate under the Programme of FACULTY DEVELOPMENT PROGRAMME. Head of the Institution will be held responsible for the same.
3. The Teacher Fellowship awarded (s) may be relieved only after making necessary arrangements for appointment of Substitute teachers(s) so that the teaching is not affected.
4. The Supervisor / Guide of the Teacher Fellow must give a 'PROGRESS REPORT, after half the period of Fellowship is over. In case of a negative report given by the Supervisor / Guide, the awarded fellowship to the Teacher Fellow may be withdrawn by the UGC and the teacher fellow has to refund the entire amount along with the amount of contingency (with interest @ 10%) and substitute Teacher Salary / Honorarium paid to Guest faculty will be recovered from the Teacher Fellow
5. If a Teacher Fellow fails to complete Ph.D/ M.Phil. Programme and leaves it midway, he /she has to refund the entire amount paid by the UGC during the Teacher Fellowship along with interest @ 10% p.a including sub teacher salary.
6. A teacher must furnish documents of submission of Ph.D./M.Phil. thesis, within the stipulated time as prescribed in the guidelines. However, the slot shall remain occupied until the thesis is submitted and the same is reported to the UGC
7. No further extension will be given to complete the Ph.D / M.Phil under any circumstances.
8. The teacher must give an undertaking that in the event of failure to submit M.Phil / Ph.D. thesis, he/she shall refund the entire fellowship amount paid by the UGC along with penal interest.
9. The head of the Institution / Principal may Relieve the concerned Teacher Fellow after Award of T.F by the UGC and Registered in a Recongnised University as a Full Time Ph.D Scholar. In case the Teacher is earlier Registered as a Part Time Scholar, He/ She should get it converted in to Full Time Registration prior to relieving from the College. After Relieving from the college, the T.F Awardee will join the University on Regular basis. It may be noted that Part Time Scholars will not be relieved by the college to avail T.F.
10. The T.F is not for doing M.Phil / Ph.d on part-time basis or on Distance mode.

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2. In case, at a later stage / date, the details given in the application form submitted by the College & Teacher Fellow/ documents submitted by the applicant are found to be incorrect and / or some deficiency in the Selection Committee proceedings (or) failure to complete M.Phil / Ph.D, the above award will be withdrawn and the teacher fellow has to refund the entire amount. The amount of contingency (with interest) and substitute Teachers Salary / Honorarium to Guest faculty will be recovered from the Teacher Fellow, and the institution in future will be debarred to participate under the Programme of FACULTY DEVELOPMENT PROGRAMME. Head of the Institution will be held responsible for the same.
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10. The T.F is not for doing M.Phil / Ph.d on part-time basis or on Distance mode.

Inbox (954) - karumanchibhanu

WhatsApp

Earned Leave Rules ELA Rules for

apteachers.in/2017/10/earned-leave-rules-ela-rules-of-rules-full-guide.html

16.09.2005

Leave at credit to a maximum of 30days (LR 22)

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)
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Vacation Department / Teachers

1	Teachers / Regular employees in superior services	<p>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.Me.No.354, Edn., Dt.20.11.89)</p> <p>(As per G.O.Me.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.</p>	<p>(i) 180 days upto Dt.30.06.81, (ii) 240 days from Dt.01.07.83 (iii) 300 days from Dt.16.09.2005 G.O.Me.No.232, Fin. (FR.I) Dept., dated :16.09.2005</p>	<p>Max of 180 days at a time (LR 11) (G.O.Me.No. 153, Fin.(FR.I) Dept., Dt.04.05.10) Max of 120 days at a time for LGS (LR 17)</p>
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)).		

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GOVERNMENT OF ANDHRA PRAESH
ABSTRACT

HM&FW Department – Employees Health Scheme - One Time Master Health Check up / Annual Health Check up for employees & their spouses and pensioners along with their spouses – Orders – Issued.

HEALTH, MEDICAL & FAMILY WELFARE(I.1) DEPARTMENT

G.O.RT.No. 492

Dated: 27-09-2018
Read the following:

1. GO.Ms.No. 135, HM&FW(I.1) Dept., dt: 29.10.2014.
2. Govt. Memo. No.HM&FW/1/2017, HM&FW(I.1)Dept, dt:03.04.2018.
3. From the CEO, Dr.NTRVS Trust, AP Lr No.25026/1/2018-P&C, dt:26.09.2018.

-oOo-

ORDER:

In the circumstances reported by the Chief Executive Officer, Dr. NTRVS Trust, AP in the reference 3rd read above, Government after careful examination of the matter hereby accord permission to carry out One Time Master Health Check of the Employees and their spouses, Pensioners and their spouses. The expenditure for primary investigations will be shared equally between the Government and employees/pensioners. The Master Health check-up will also be considered as the 1st Annual Health Check-up.

2. Further, the Annual Health Check up shall be carried out for the employees above 40 years of age from the subsequent year as a regular feature every year. The 2nd Annual Health Check-up shall be after 12 months of the Master Health Check-up.

3. One Time Master Health Check up/ Annual Health Check up shall be carried out at the Network Hospitals of Dr. NTRVS Trust having in-house laboratory services for conducting Primary Investigations. The Secondary investigations shall be considered in accordance with the recommendation of the specialist consultant of the Network hospital and can be undertaken in any empanelled Network Hospital. The expenditure incurred for Secondary investigations shall be borne from EHS budget. The cost of Primary & Secondary investigations will be as per CGHS rates currently applicable in Andhra Pradesh. The list of Investigations forming Primary & Secondary investigation is annexed to G.O. The Hospitals conducting the Primary & Secondary investigations are required to furnish the results of investigations to employees and a digital copy of the investigation values to Dr. NTR Vaidya Seva Trust so that Digital locker based secured health records of the employees be created.

4. The Chief Executive Officer, Dr. NTRVS Trust, AP Guntur shall take necessary action accordingly.

5. This order is issues with the concurrence of Finance (FMU.HM&FW-I) Department vide their U.O.No. 42029/1/FMU.HM&FW/2018, dt: 04/09/2018.

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

Dr.POONAM MALAKONDAIAH
SPL.CHIEF SECRETARY TO GOVERNMENT

To
The Chief Executive Officer, Dr. NTR Vaidya Seva Trust, A.P., Guntur
All the concerned through Chief Executive Officer, Dr. NTR Vaidya Seva Trust,
A.P., Guntur.

Copy to:

The Spl. Chief Secretary to Govt., HM&FW Department
The Advisor, HM&FW Department
The PS to Secretary to Hon'ble CM.
The Accountant General, A.P. Hyderabad.
The Director of Treasuries and Accounts, A.P., Vijayawada

// FORWARDED :: BY ORDER //

SECTION OFFICER

(Cont..to Annexure)

PRIMARY TESTS

S.No.	Name of the Investigation for Female	Name of the Investigation for Male
	General body Health	General body Health
1	Blood Group ABO.Rh	Blood Group ABO.Rh
2	Complete Hemogram	Complete Hemogram
3	Urine analysis(Routine & Micro)	Urine analysis(Routine & Micro)
4	Stool examinations(Routine & Micro)	Stool examinations(Routine & Micro)
5	HIV Antibody as per NACO Protocol	HIV Antibody as per NACO Protocol
6	HBs Ag.	HBs Ag.
	Diabetic Profile	Diabetic Profile
7	F.B.S	F.B.S
8	P.P.B.S	P.P.B.S
	Kidney Profile	Kidney Profile
9	Serum creatinine	Serum creatinine
10	Blood Urea	Blood Urea
11	Serum Uricacid	Serum Uricacid
12	Serum Calcium	Serum Calcium
	Lipid Profile	Lipid Profile
13	Total Cholesterol	Total Cholesterol
14	HDL Cholesterol	HDL Cholesterol
15	Triglycerides	Triglycerides
	Liver Profile	Liver Profile
16	Serum Bilurubin	Serum Bilurubin
17	Total protien Albumin-Globulin	Total protien Albumin-Globulin
18	SGPT / SGOT / GGTP	SGPT / SGOT / GGTP
19	Serum Alkaline Phosphatase	Serum Alkaline Phosphatase
	Thyroid Profile	Thyroid Profile
20	T3/ T4 / TSH	T3 / T4 / TSH
	Radiological investigations	Radiological investigations
21	X-Ray chest PA view	X-Ray chest PA view
22	Ultra sound (Abdomen & Pelvis)	Ultra sound (Abdomen & Pelvis)
	Cardiac Profile	Cardiac Profile
23	ECG with 12 leads	ECG with 12 leads
	Cancer screening	Cancer screening
24	PAP smear	PSA
	Medical Consultation	Medical Consultation
25	Consultation by Physicain	Consultation by Physicain
26	Consultation by Ophthalmologist	Consultation by Ophthalmologist
27	Consultation by Gynaecologist	

SECONDARY TESTS

Sl.No.	Name of the Investigation for Female	Name of the Investigation for Male
1	Echo Cardiogram	Echo Cardiogram
2	Thread mill test	Thread mill test
3	Mammogram	

Dr.POONAM MALAKONDAIAH
SPL.CHIEF SECRETARY TO GOVERNMENT

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Health, Medical and Family Welfare – Employees Health Scheme (EHS) – Detailed Guidelines on Out-patient (OP) Treatment for Chronic Ailments - Issued.

HEALTH, MEDICAL AND FAMILY WELFARE (I.1) DEPARTMENT

G.O.Ms.No.135

Dated:29 -10-2014.
Read the following:

1. G.O.Ms.No.174 HM&FW (M2) Dept dated 01-11-2013.
2. G.O.Ms.No.175 HM&FW (M2) Dept dated 01-11-2013.
3. G.O.Ms.No.176 HM&FW (M2) Dept dated 01-11-2013.
4. G.O.Ms.No.26 HM&FW (M2) Dept dated 05-02-2014.
5. G.O.Ms.No.117 HM&FW (I.1) Dept dated 12-08-2014.
6. From the CEO., AHCT., letter No.1159/P&C/EHS/2014 dated 03-03-2014.
7. G.O.Ms.No.134, HM&FW (I.1) Dept dated.29 -10-2014.

-oSo-

ORDER:

In the G.O. first read above, as amended in the G.Os., 4th and 5th read above, the then Government of Andhra Pradesh launched the “Employees Health Scheme” (EHS) with effect from 05-12-2013, to provide cashless treatment to the employees, pensioners and their dependent family members in empanelled network hospitals for the listed therapies notified in G.O.Ms.No.176 HM&FW (M2) Dept dated 01-11-2013, and this scheme *ipso facto* replaces the existing reimbursement system under APIMA Rules, 1972. In para 4.2.2.1 of the G.O., first read above it is mentioned that Out Patient (O.P) treatment for pre-defined long-term (Chronic) diseases will be provided in notified hospitals and that orders on the modalities and provision of budget to the notified hospitals will be issued separately. In his letter 6th read above, the Chief Executive Officer, Aarogyasri Healthcare Trust had submitted proposals for issuing guidelines on ‘chronic OP treatment’.

2. Consequent on reorganization of Andhra Pradesh, Government have reviewed the implementation of the Employees Health Scheme and has decided that out patient treatment for chronic diseases, including consultation, medicines and diagnostics shall be provided in the notified Government Hospitals and the expenditure on this would be met from within 15% of the total estimated annual budget of Rs.220 crores.

3. Accordingly, after careful examination, Government hereby issue the following guidelines for Chronic Out-Patient treatment in notified Government Hospitals:

3.1. Out-Patient Treatment for Chronic Ailments:

- Chronic diseases that require OP treatment include those ailments like non communicable diseases (NCDS) such as Diabetes, Hypertension, Coronary Artery diseases, cerebro-vascular diseases, Cancers, Renal failure; communicable diseases such as Tuberculosis, Leprosy, etc., post-surgical, post-traumatic conditions, etc., all of which require longer-term sustained medical treatment.
- For chronic OP Treatment in the Area Hospital / District Hospital / Teaching Hospital, there will be exclusive special clinic for EHS patients from 2. PM to 4 PM on week days .
- During the special clinic time a consultant doctor , Pharmacy , Radiology services and clinical laboratories services along with sample collection will be available.
- A fee of Rs.50/- for broad specialty consultant and Rs.100/- for super specialty consultant will be paid for a every EHS OP case which is seen and registered in the online system.

- Commissioner, of APVVP in case of Area Hospitals / Superintendent of District Hospitals / Superintendent of the Teaching Hospital will provide the needed computer infrastructure, network connectivity and make arrangements for online registration of OP cases. HDS funds, including accruals from Aarogyasri revenues may be utilized for this purpose.
- Drugs will be supplied to the notified hospitals by APMSIDC, as per their indent and in turn APMSIDC will receive the budget from the EHS fund managed by the Aarogyasri Trust.

3.2 Yearly medical check-up

- All the employees above 40 years will be eligible for a free medical check up in any 'notified hospital' once in a year consisting of comprehensive services detailed instructions in this regard are being issued separately .

4. The expenditure towards 'chronic OP treatment', would be met from the EHS budget.

5. This order issues with the concurrence of Finance Department vide their U.O. No. 304/A1/EBS.V/2014, dated.29-10-2014

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

**L.V.SUBRAHMANYAM
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Principal Secretary to Government, General Administration
(Services &HRM), Department.

The Secretary to Government , Information Technology & Communications Department

The Commissioner, Civil Supplies, AP, Hyderabad.

The Commissioner, of Printing, Stationery & Stores (Printing wing), AP, Hyderabad
(with a request to furnish 500 copies of the G.O. to Government and Chief
Executive Officer, Aarogyasri Health Care Trust, Hyderabad .

The Chief Executive Officer, Aarogyasri, Health Care Trust, Hyderabad

All the District Collectors .

The Pay and Accounts Officers

All Heads of the Department.

Copy to:

The Principal Secretary to C.M

OSD to M (HM&FW)

All the Special Chief Secretaries to Government /Prl. Secretaries in secretariat,
Hyderabad

All the employees and pensioners associations through GA (Services Welfare)
Department , AP, Secretariat, Hyderabad.

The Accountant General (A&E), AP, Hyderabad

The Director of Treasuries and Accounts, AP, Hyderabad

The Commissioner of Information and Public Relations, Hyderabad

The Finance (EBS.V) Dept.,

PS to Principal Secretary to Governor .

SF/SC

// FORWARDED :: BY ORDER //

SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

PUBLIC SERVICES - STATE SERVICES - Andhra Pradesh Collegiate
Education Services Special Rules - Issued.

HIGHER EDUCATION (CE.I-1) DEPARTMENT

G.O.Ms.No. 47

Dated: 14.05.2007.

Read the following:-

1. From One Man Commission (SPF Services) General Administration Department, Lr. No. 380/OMC/(SPF.Ser)/90-1, dt:20.09.1990.
2. From the Director of Collegiate Education, A.P., Hyderabad, D.O.Lr. No. 1650/Ser.I-1/2000, dated: 26.10.2002.
3. From the Secretary (I/C), A.P. College Service Commission, Hyderabad Lr. No. 428/RR/2007, dated: 0,05.2007.

oOo

ORDER: -

The following notification shall 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 or Andhra Pradesh Collegiate Education Service in supercession of the Special and Adhoc Rules issued in the following G.Os from time to time, so far as they relate to the posts included in these Special Rules:

1. G.O.Ms.No. 259, G.A. (Rules) Department, dt:9.2.1962
2. G.O.Ms.No.258, Education dt:20.1.1971
3. G.O.Ms.No. 531, Education, dt:7.4.1975
4. G.O.Ms.No. 1196, Education, dt:27.12.1977
5. G.O.Ms.No.423, Education, dt:19.4.1979
6. G.O.Ms.No.843, Education, dt:19.9.1979
7. G.O.Ms.No.939, Education, dt:22.10.1979
8. G.O.Ms.No.399, Education, dt:21.5.1980
9. G.O.Ms.No.77, Education, dt:28.1.1981
10. G.O.Ms.No.1259, Education, dt:6.11.1981
11. G.O.Ms.No.491, Education, dt:16.11.1984
12. G.O.Ms.No.50, Education, dt:26.1.1986
13. G.O.Ms.No.158, Education, dt:10.6.1987
14. G.O.Ms.No.340, Education, dt:10.6.1987
15. G.O.Ms.No.131, Education, dt:29.5.1990
16. G.O.Ms.No.378, Education, dt:21.11.1991
17. G.O.Ms.No.37, Education, dt:5.2.1994

(P.T.O)

A.P.COLLEGIATE EDUCATION SERVICE RULES

1. Short Title

- i) These Rules may be called the Andhra Pradesh Collegiate Education Service Rules
- ii) they shall not be applicable to the teaching and non-teaching staff of Private Aided Colleges taken over by Government after 1982. In respect of teaching and non-teaching staff of Private Aided Colleges taken over by Government after 1982, separate rules shall be issued in accordance with the provisions of the Andhra Pradesh Education Act, 1982.

2. CONSTITUTION

The service shall consist of the following categories of posts.

Class A:

Category 1.	Director
Category 2.	Joint Director (H.O)/Regional Joint Director

Class B:

Category 1.	Principal, Government Degree College
Category 2.	Lecturer, Government Degree College

Class C:

Category 1.	Principal, Government Oriental College
Category 2.	Lecturer, Government Oriental College

Class D:

Category 1.

Class E:

Librarian

Category 1.

Class F:

Physical Director

Category 1.	Deputy Director
Category 2.	Assistant Director
Category 3.	Chief Auditor
Category 4.	Administrative Officer

Note: The Joint Director (H.O) promoted from the category of Principal will be inter-changeable with that of Regional Joint Director but a Joint Director (H.O) promoted from the category of Deputy Director will not be so inter-changeable.

3. Method of appointment and appointing authority:

Subject to the other provisions in these rules, the method of appointment and appointing authority for the several classes and categories of posts shall be as follows:

<u>Class & Category</u> (1)	<u>Method of Appointment</u> (2)	<u>Appointing Authority</u> (3)
<u>CLASS - A</u>		
1. Director	By promotion from Category 2 of Class A	Government
2. Joint Director (Head Office)	i) By promotion from Category 1 of Class B OR ii) By promotion from Category 1 of Class F	Government
Regional Joint Director	i) By promotion from Category 1 of Class B	Government
<u>Class - B</u>		
1. Principal, Government Degree College	i) By promotion from category 2 of Class B	Commissioner / Director of Collegiate Education.
2. Lecturer, Government College	i) Direct Recruitment ii) By recruitment by transfer from Junior Lecturer in the related subject in the Department of Intermediate Education.	Commissioner / Director of Collegiate Education. Commissioner / Director of Collegiate Education.
<u>Class - C</u>		
1. Principal, Government Oriental College	By promotion from Category 2 of Class C	Commissioner / Director of Collegiate Education.
2. Lecturer, Govt. Oriental College	i) By Direct Recruitment ii) By recruitment by transfer from Junior Lecturers in Sanskrit working in the Department of Intermediate Education	Commissioner / Director of Collegiate Education. Commissioner / Director of Collegiate Education.
<u>Class-D</u>		
1. Librarian	i) By Direct Recruitment ii) Recruitment by transfer from Graduate Librarian working in the Department of Intermediate Education	Commissioner / Director of Collegiate Education. Commissioner / Director of Collegiate Education.

Class E		
1. Physical Director	i) By Direct Recruitment	Commissioner / Director of Collegiate Education.
	ii) Recruitment by transfer from Physical Director working in the Department of Intermediate Education	Commissioner / Director of Collegiate Education.
Class - F		
1. Deputy Director	By promotion / transfer of Assistant Directors and Chief Auditors (Gazetted) working in the O/o in the Office of the Commissioner / Director of Collegiate Education and Administrative Officers in the mufassils.	Commissioner / Director of Collegiate Education.
2. Assistant Director	By recruitment by transfer from Superintendents and Auditors in the Office of the Commissioner / Director of Collegiate Education and Superintendents and Auditors in the offices of the Regional Joint Directors of Collegiate Education.	Commissioner / Director of Collegiate Education.
3. Chief Auditor	By recruitment by transfer from Superintendents and Auditors in the Office of the Commissioner / Director of Collegiate Education.	Commissioner / Director of Collegiate Education.
4. Administrative Officer	By recruitment by transfer from Superintendents / Auditors working in the Office of the Commissioner / Director of Collegiate Education and Superintendent working in the Offices of the Regional Director of Collegiate Education I Government Degree Colleges.	Commissioner I Director of Collegiate Education.

Note:

1. Promotion to the Post of Joint Directors in the Office of the Commissioner/Director of Collegiate Education, Andhra Pradesh, Hyderabad shall be made from the cadre of Principals of Government Degree Colleges and Deputy Directors working in the Office of the Commissioner/Director of Collegiate Education, Andhra Pradesh, Hyderabad, in the ratio of 1 : 1.

2. The post of Deputy Director in the O/o the CCE/DCE shall be filled up by promotion/transfer of Asst. Directors and Chief Auditor (Gazetted) working in the O/o the CCE/DCE and Administrative Officers in the ratio of 3 : 7. In a unit of (10) vacancies, the 1st, 4th and 7th vacancies shall be filled up from a combined cadre of Assistant Directors and Chief Auditor (G), while the remaining vacancies shall be filled up with Administrative Officers.
3. The post of Administrative Officer shall be filled up by recruitment by transfer of Superintendents and Auditors in the office of the Commissioner / Director of Collegiate Education and Superintendents working in the Offices of the Regional Joint Directors of Collegiate Education / Government Degree College and in a unit of 3 vacancies, the 2nd shall be filled by the Superintendents / Auditors working in the office of the Commissioner / Director of Collegiate Education and the 1st and 3rd vacancies shall be filled in by the Superintendents working in the offices of Regional Joint Directors of Collegiate Education / Government Degree Colleges.
4. The persons working as Assistant Lecturers, Tutors and Demonstrators and junior Lecturers who were allowed the Pay Scale of Rs. 700-1600 of Lecturers in the Revised Pay Scales of 1976, by virtue of the orders issued in G.O.Ms.No. 1072, Education dt.26th November, 1976 as amended in G.O.Ms.No. 719, Education, dt.03.07.1978 read with G.O.Ms.No. 423, Education, / G.O.Ms.No. 37, dt.19.04.1979 shall be deemed to have become Lecturers w.e.f. 01.04.1976 or on completion of the prescribed period of service, as the case may be.
5. The posts of Lecturer in Category 2 of Class B, in a particular subject or language in a Zone, shall be regarded as constituting one unit and out of every 4 vacancies in such unit, 2nd vacancy shall be filled by recruitment by transfer from among Junior Lecturers possessing the requisite qualification.
6. The posts of Lecturers in the subjects under restructured courses like Computer Sciences, Computer Applications, Biotechnology, Genetics, Tourism and Travel Management, Medical Lab Technician, Dairying etc., and in any other subject where no Junior Lecturer in the same subjects is available in Government Junior College, such posts shall be filled by direct recruitment only.
7. The persons working as Assistant Lecturers in Sanskrit and Junior Lecturers in Sanskrit who were allowed the Pay Scales of Rs. 700-1600 of Lecturers in the Revised Pay Scales of 1976, by virtue of the orders issued in G.O.Ms.No. 1072, Education, dt.26th November, 1976 as amended in G.O.Ms.No. 719, Education, dt. 03.07.1978 read with G.O.Ms.No. 23, Edn., dt.19.04.1979 shall be deemed to have become Lecturers w.e.f. 01.04.1976 or on completion of the prescribed period of service, as the case may be.
8. The posts of Lecturers in Category 2 of class C, in a particular subject or language in a Zone, shall be regarded as constituting one unit and out of every 4 vacancies in such unit, 2nd vacancy shall be filled up by direct recruitment and 1st, 3rd and 4th vacancies shall be filled by recruitment by transfer from among Junior Lecturers who acquired NET / SLET. If any vacancy is unfilled due to non-availability of suitable Junior Lecturer with NET/SLET qualification, such vacancy shall be filled up by direct recruitment.
9. In making appointments to the posts of Librarians, out of 4 vacancies, 2nd vacancy shall be filled by direct recruitment and the 1st, 3rd and 4th vacancies shall be filled by recruitment by transfer from the Graduate Librarian working in Government Junior Colleges in Intermediate Education Department. If any vacancy is unfilled due to non-availability of suitable Graduate Librarian with prescribed qualifications, such vacancy shall be filled up by direct recruitment.

10. In making appointments to the posts of Physical Directors, out of 4 vacancies, 2' vacancy shall be filled up by direct recruitment and the 1st, 2nd and 4th vacancies by recruitment by transfer from among the Physical Director working in Government Junior Colleges in Intermediate Education Department. If any vacancy is unfilled due to non-availability of suitable Physical Director with prescribed qualifications, such vacancy shall be filled up by direct recruitment.

4. Conditions of Appointment

- (i) Promotion to every post in the service shall be made on the grounds of seniority-cum-merit.
- (ii) In respect of teaching and non-teaching staff of private aided colleges taken over by the Government prior to 27.01.1982, the following procedure will be followed for absorption and seniority in Government.
 - la) In respect of teaching staff other than Principal and non-teaching staff, 50% weightage will be given for the past aided service rendered under the private management.
 - b) In respect of Principals, the aided service rendered by them as Lecturers will be given 50% weightage for absorption and seniority in the cadre of Principals only if he/she has completed 15 years of aided service as Lecturer on the date of absorption into Government Service. In case he/she has not completed 15 years of service, his/her absorption and seniority as Principal in Government service will be counted from the date he completes 15 years of total service in both aided and Government.

5. Reservation of Appointments

- (a) The Rule of Special Representation in General Rule 22 shall apply to all the appointments to be made by Direct Recruitment to the posts in this service.
- (b) In the matter of Direct Recruitment to any post in this service women shall be selected to an extent of at least 33 1/3% of the posts in each category of Open Competition, Backward Classes, Scheduled Castes, Scheduled Tribes and Physically Handicapped quota provided.

6. Age:

No person shall be eligible for appointment by direct recruitment to any post in the service if he has completed 33 years of age on the 1st day of July of the year in which notification for the selection is made (as per G.O.Ms.No. 336, GA (Ser.A) Dept., dt.30.7.2002. Relaxation of age in respect of SC/ST/BCs shall be provided as per Government rules prescribed in the Andhra Pradesh State and Subordinate Service Rules.

7. Minimum Service for promotion:

No member of the service shall be eligible for promotion to the next higher category of post or appointment by transfer unless he has put in 3 years of service in the category from which promotion or appointment by transfer is made.

8. Qualifications.

No person shall be eligible for appointment to the category of post in the class specified in column (1) of the Annexure to these rules by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entry in column 3 thereof.

9. Probation

- (a) Every person appointed by direct recruitment to any post in the service shall from the date on which he commences probation, be on probation for a period of 2 years on duty within a continuous period of 3 years.
- (b) Every person appointed by transfer or by promotion shall, from the date on which he commences probation, be on probation for a total period of one year on duty within a continuous period of 2 years.
- (c) The suspension, termination or extension of probation of a probationer shall be governed by the provisions of Rule 17 of A.P. State Et Subordinate Service Rules, 1996.

10. Tests:

A member of service shall pass the following Test / Tests for the purpose of promotion or for appointment by transfer or completion of probation as the case may be.

TABLE

Member of service (1)	Tests (2)	Purpose (3)
i) Lecturer in Government Degree College	Accounts Test for Executive Officers	For promotion as Principal of Government Degree College.
ii) Lecturer in Government Degree College appointed by Recruitment or Recruitment by transfer from category of Junior Lecturer in Government Junior College.	i) Special Language Test for Officers in Education Department (Higher Standard in Telugu)	For completion of probation.
iii) Lecturer in Government Oriental Colleges	Accounts Test for Executive Officers	For promotion as Principal of Government Oriental Degree College
iv) Lecturer in Government Oriental Colleges appointed by Direct Recruitment or recruitment by transfer from the category of Junior Lecturers in Sanskrit in Government Junior College.	i) Special Language Test for Officers in Education Department (Higher Standard in Telugu)	For completion of probation

v) Assistant Director! Chief Auditor / Administrative Officer.	Accounts Subordinate Part I and II	Test for Officers	For promotion as Deputy Director
vi) Superintendent Auditor	Accounts Subordinate Part I and II	Test for Officers	For appointment by transfer as Assistant Director / Chief Auditor / Administrative Officer.

Explanations:

- 1) In the cases of persons appointed by direct recruitment they shall pass the test prescribed within the period of probation and in case of persons for appointment by promotion/transfer, the passing of tests is prerequisite.
- 2) A person who has studied and passed Telugu as a subject either as second language or as a group subject at Intermediate Level shall be deemed to have been exempted from passing the Special Language Test for Officers in Education Department (Higher Standard in Telugu)

11. Unit of appointment:

For the purposes of recruitment, appointment, seniority, promotion, transfer and appointment as a full member, the units of appointment for the posts indicated in column (1) of the table below shall be a zone as specified in Column (2) thereof:

<u>Posts</u> (1)	<u>Unit of appointment</u> (2)
I) 1) Regional Joint Director	

- 2) Principals in Government Degree Colleges
- 3) Principals in Government Oriental Colleges
- 4) Administrative Officers in the Offices of Regional Joint Directors of Collegiate Education and Government Degree Colleges.

II)

- 1) Lecturer in Government Degree College
- 2) Lecturer in Government Oriental College.
- 3) Librarian in Government Degree College
- 4) Physical Director in Government Degree College

State wide post

Zone-I:

Comprising Srikakulam, Vizianagaram and Visakhapatnam Districts

Zone-II:

Comprising East-Godavari, West-Godavari and Krishna Districts

Zone-III:

Comprising Guntur, Prakasam and Nellore Districts

Zone-IV:

Comprising Chittoor, Cuddapah, Anantapur and Kurnool Districts

Zone-V:

Comprising Adilabad, Karimnagar, Warangal and Khammam Districts

Zone-VI:

Comprising Nizamabad, Medak, Mahabubnagar, Nalgonda and Ranga Reddy and Hyderabad districts, excluding City of Hyderabad

City cadre:

Comprising the City of Hyderabad

12. **Training.**

Every persons promoted from Category-2 of Class-B to Category 1 of Class B and from category 2 of Class C to Category 1 of Class C shall undergo administrative training that may be prescribed by the Government.

ANNEXURE
(See Rule 8)

Class and Category of post	Method of	Educational Qualification
(1)	(2)	(3)
Class A Category 2 Joint Director/	Regional Joint Director By promotion	3 years of service in the cadre of Principal of Government Degree College / Deputy Director
Class B Category 1 Principal, Government Degree College	By promotion	<p>i) Must possessa Master's Degree with a minimum of 55% ofmarks or its equivalent degree or grade of B in the 7 points scale with letter grades O,A,B,C,D,E & F, obtained from the Universities recognized in India.</p> <p>ii) Must possess Ph.D or equivalent qualification</p> <p>iii) An experience of of teaching as a Lecturer in Government Degree College.</p> <p>Note:</p> <p>(a) Persons who were appointed as Lecturers on or before 01.01.86 are exempted from possessing the qualification at item (ii) above.</p> <p>(b) They are also exempted from possessing minimum of 55% of marks in Masters Degree. However, the percentage of marks should not be less than 50% marks in the relevant subject.</p>
Class B Category 2 Lecturer, Government Degree College	i) By Direct Recruitment	<p>i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades Q A B C D E & F at the master's Degree level, in the relevant subject, obtained from the Universities recognized in India.</p> <p>ii) Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC, CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>

	ii) Recruitment by transfer from Junior Lecturers in the relevant subject working in Government Junior College	<p>i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E or F at the Master's Degree level, obtained from the Universities recognized in India.</p> <p>ii) Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC, CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>
Class C Category 1 Principal, Government Oriental College	By promotion	<p>i) Must possess a Master's Degree with 55% and above or its equivalent degree or grade of B in the 7 point scale with letter grades 0, A,B,C,D,E & F, obtained from the Universities recognized in India.</p> <p>ii) Must possess Ph.D or equivalent qualification.</p> <p>iii) An experience of 15 years of teaching as a Lecturer in Government Oriental College.</p> <p>Note:</p> <p>(a) Persons who were appointed as Lecturers on or before 01.01.86 are exempted from possessing the qualification at item (ii) above.</p> <p>(b) They are also exempted from possessing minimum of 55% of marks in Masters Degree. However, the percentage of marks should not be less than 50% marks in the relevant subject.</p>
Class C Category 2 Lecturer, Government Oriental College	i) Direct Recruitment	<p>i) Good academic record with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E or F at the Master's Degree level, in the relevant subject, obtained from the Universities recognized in India.</p> <p>ii) They should have passed National Eligibility Test (NET) for Lecturers conducted by UGC,</p>

		CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.
	<p>ii) Recruitment by transfer from Junior Lecturer in the subject working in Government Junior College.</p>	<p>i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E Et F at the Mater's Degree Level, in the relevant subject, obtained from the Universities recognized in India.</p>
ii) Should have passed National Eligibility Test (NET) for lecturers conducted by UGC, CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.		
	i) Direct Recruitment	<p>i) Good academic record with a Master's Degree in Library Science with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E Et F or equivalent Degree, obtained from the Universities recognized in India.</p>
Class-D Category Librarian		<p>ii) Should have passed National Eligibility Test (NET) conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>
	i) Recruitment by transfer	<p>i) Good academic record in Master or Library Science with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades, 0, A, B. C, D, E Et F or an equivalent degree from an Indian University.</p> <p>ii) Should have passed National Eligibility Test (NET) conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>

Category 3 Chief Auditor	By recruitment by transfer	<p>Must possess a Bachelor Degree in Arts or Science or Commerce of any University in India established or incorporated by or under a State Act, Central Act, Provincial Act or an Institution recognized by the UGC or any other equivalent qualification</p> <p>Experience for a period of 3 years as Superintendent / Auditor in the Office of the Commissioner of Collegiate Education</p> <p>Must have 3 years of experience as Auditor in the Collegiate Education Department</p>
Category 4 Administrative Officer	By recruitment by transfer	<p>Must possess a Bachelor Degree in Arts or Science or Commerce of any University in India established or incorporated by or under a State Act, Central Act, Provincial Act or an Institution recognized by the UGC or any other equivalent qualification</p> <p>Experience for a period of 3 years as Superintendent / Auditor in the Office of the Commissioner of Collegiate Education.</p>

NOTE:

- 1) The minimum qualification for the post of Lecturer in the newly started subjects under restructured courses in Government Degree Colleges shall be as prescribed by the Commissioner of Collegiate Education from time to time in consultation with the Universities concerned.
- 2) A relaxation of 5% marks may be provided, (from 55% to 50% of the marks) at the Master's level for the SC/ST category.
- 3) A relaxation of 5% marks may be provided (from 55% to 50% of marks) to the Ph.D degree holders who have passed their Master Degree Prior to 19.09.1991.
- 4) NET/SLET shall remain the compulsory requirement for appointment as Lecturer. However, the candidates who have M.Phil degree in the concerned subject are exempted from passing NET/SLET for U.G. level teaching and those who have Ph.D Degree in the concerned subject are exempted from passing NET/SLET for both P.G. and U.G. level teaching.

- 5) B in the 7 point scale which is given hereunder with letter grades 0,A,B,C,D,E Et F shall be regarded as equivalent of 55% wherever the grading system is followed:

<u>SEVEN POINT SCALE</u>		
GRADE	GRADE POINT	% EQUIVALENT
0 = Outstanding	5.50 to 6.00	75-100
A = Very Good	4.50 to 5.49	65-74
B = Good	3.50 to 4.49	55-64
C = Average	2.50 to 3.49	45-54
0 = Below Average	1.50 to 2.49	35-44
E = Poor	0.50 to 1.49	25-34
F = Fail	0.00to 0.49	00-24

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

ASUTOSH MISRHA
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Commissioner of Collegiate Education, A.P., Hyderabad,
The Director of Printing Press, Chanchalguda, Hyderabad
for publication of the notification in the A.P. Gazette and
send 500 copies to the Govt.

The Commissioner of Intermediate Education, A.P., Hyderabad
The Commissioner of School Education, A.P., Hyderabad
The Secretary, A.P. Public Service Commission, Hyderabad,
The Accountant General, A.P., Hyderabad
The Director of Treasuries & Accounts, A.P., Hyderabad
The Pay & Accounts Officer, Hyderabad
The General Administration (Ser) Department
The Law Deptt.,
P.S to Special Secretary to Chief Minister
P.S. to Minister (Higher Education)
P.S. to Principal Secretary (Higher Education)
SF/SC

//FORWARDED BY ORDER//

Sd/- X X X
SECTION OFFICER

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GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

LOANS AND ADVANCES - Admissibility in Revised pay Scales, 2015 – Recommendation of Pay Revision Commission 2015- Orders – Issued.

FINANCE (HR.VI-A&L-TA) DEPARTMENT

G.O.Ms.No.167

Dated: 20-09-2017

Read the following:-

1. G.O.Ms.No.175, Finance (A&L) Department, Dt: 15-05-2010.
2. G.O.(P) No. 46, Fin (HRM-V) Department, dated. 30.04.2015.
3. From the Special Secretary to Hon'ble Chief Minister C.M.P.No.625/Spl. C.S/2017, Dt: 22-06-2017 enclosing the representation of the Andhra Pradesh Secretariat Association, Dt: 09-06-2017.

ORDER

In the Government Order 2nd read above, based on the recommendations of the Tenth Pay Revision Commission, Orders were issued implementing the Revised Pay Scales, 2015 to the State Government employees.

2. The Ninth Pay Revision Commission, among others, has recommended the enhancement of eligible ceiling for various existing advances for which Government employees are eligible as per Rules.

3. Government, after careful consideration of the Tenth Pay Revision Commission recommendations, and in modification of the existing orders in Government orders in the reference 1st read above, governing sanction of such advances to Government employees, here by enhance the ceiling as recommended by the Tenth Pay Revision Commission, as follows.

Motor Car Advance:

Existing				Revised			
Eligibility	Amount of Advance	No. of Instalments	Rate of Interest	Eligibility	Amount of Advance	No.of Instalments	Rate of Interest
Officers whose basic pay is Rs.27700/- and above	15 months' basic pay or Rs.4.50 lakhs or actual cost whichever is less	Principal – 135 Interest – 65	8.50% p.a.	Officers whose basic pay is Rs.37,100/- and above	15 months' basic pay or Rs.6.00 lakhs or actual cost whichever is less	Principal – 135 Interest – 65	a. For Class-IV -5.00% p.a. b. For Others - 5.50% p.a.

(P.T.O)

b. Motor Cycle / Scooter:

Existing				Revised			
Eligibility	Amount of Advance	No.of Instalments	Rate of Interest	Eligibility	Amount of Advance	No.of Instalments	Rate of Interest
Officers whose basic pay is Rs 11,530/- and above	07- months' basic pay or Rs.60,000/- or actual cost whichever is less.	Principal – 80 Interest –16	7.50% p.a.	Officers whose basic pay is Rs.22, 460/- and above .	07- months' basic pay or Rs..80,000/- or actual cost whichever is less.	Principal – 80 Interest –16	a.For Class-IV - 5.00% p.a. b.For Others - 5.50% p.a.

c. Moped Advance:

Existing				Revised			
Eligibility	Amount of Advance	No.of Instalments	Rate of Interest	Eligibility	Amount of Advance	No.of Instalments	Rate of Interest
Officers whose basic pay is Rs.11530/- and above. All Drivers who have completed two years of service irrespective of their basic pay.	07- months' basic pay or Rs.25,000/- or actual cost which-ever is less	Principal – 60 Interest –16	7.50% p.a.	Officers whose basic pay is Rs.16,400/- and above. All Drivers who have completed two years of service irrespective of their basic pay.	07- months' basic pay or Rs.35,000/- or actual cost whichever is less	Principal – 60 Interest –16	a. For Class-IV - 5.00% p.a. b. For Others - 5.50% p.a.

(P.T.O)

d. Bicycle Advance:

Existing				Revised			
Eligibility	Amount of Advance	No.of Instalments	Rate of Interest	Eligibility	Amount of Advance	No.of Instalments	Rate of Interest
All employees including Class-IV (except to those for whom advance for the purchase of Motor Car /Motor Cycle sanctioned earlier)	Rs.5,000/- or Actual Cost whichever is less.	Principal – 26 Interest –04	6.50% p.a.	All employees including Class-IV (except to those for whom advance for the purchase of Motor Car / Motor Cycle sanctioned earlier)	Rs.10,000/- or Actual Cost whichever is less.	Principal – 26 Interest –04	a. For Class-IV -5.00% p.a. b. For Others - 5.50% p.a.

(P.T.O)

2). MARRIAGE ADVANCE:

Existing				Revised			
Eligibility	Amount of Advance	No.of Instalments	Rate of Interest	Eligibility	Amount of Advance	No.of Instalments	Rate of Interest
For the marriage of male employees themselves or for the marriage of sons of the male / female employees.	a. For Class-IV : Either 15 months' pay or Rs.30,000/- whichever is less. b. For Others: Either 15 months pay or Rs.50,000/- whichever is less.	Principal – 70 Interest – 10	1. Gazetted Officers – 8.5% p.a. 2. Non-Gazetted Officers – 7.5% p.a. 3. Class-IV employees – 6.5% p.a.	For the marriage of male employees themselves or for the marriage of sons of the male / female employees.	a. For Class-IV Either 15 months pay or Rs.75,000/- whichever is less. b. For Others: Either 15 months pay or Rs. 1,25,000/- whichever is less.	Principal – 70 Interest – 10	a. For Class-IV -5.00% p.a. b. For Others - 5.50% p.a.
For the marriage of female employees them-selves or for the marriage of daughter of the male / female employees	a. For Class-IV : Either 15 months pay or Rs.50,000/- whichever is less. b. For Others: Either 15 months pay or Rs.75,000/- whichever is less.	Principal – 70 Interest – 10	1. Gazetted Officers – 8.5% p.a. 2. Non-Gazetted Officers – 7.5% p.a. 3. Class-IV employees – 6.5% p.a.	For the marriage of female employees themselves or for the marriage of daughter of the male / female employees	a. For Class-IV Either 15 months pay or Rs. 1,00,000/- whichever is less. b. For Others: Either 15 months pay or Rs. 2,00,000/- whichever is less.	Principal – 70 Interest – 10	a. For Class-IV -5.00% p.a. b. For Others - 5.50% p.a.

(P.T.O)

3). PERSONAL COMPUTER ADVNACE:

Existing				Revised			
Eligibility	Amount of Advance	No.of Instalments	Rate of Interest	Eligibility	Amount of Advance	No.of Instalments	Rate of Interest
Employees whose basic pay is Rs.22,430/- p.m., or more.	Rs.50,000/-	Principal-135 Interst-65	8.50%	Employees whose basic pay is Rs.16,400/- p.m., or more	Rs.50,000/-	Principal-135 Interst-65	a. For Class-IV - 5.00% p.a. b. For Others - 5.50% p.a.

4). FESTIVAL ADVANCE:

Existing			Revised		
Eligibility	Amount of Advance	No.of Instalments	Eligibility	Amount of Advance	No.of Instalments
a) Employees drawing pay in the scale of Rs.13,660 – 38,570 or below .	Rs.3,000/-	10	a) Employees drawing pay in the scale of Rs.26,600 – 77,030 or below	Rs.7,500/-	10
b.) For Class-IV:	Rs.2,000/-	10	b.) For Class-IV:	Rs.5,000/-	10

5). SPECIAL FESTIVAL ADVANCE FOR PURCHASE OF APCO CLOTH:

Existing			Revised		
Eligibility	Amount of Advance	No.of Instalments	Eligibility	Amount of Advance	No.of Instalments
a) Gazetted Officers	Rs.5,000/-	10	a) Gazetted Officers	Rs.7,500/-	10
b) Non-Gazetted Officers	Rs.4,000/-	10	b) Non-Gazetted Officers	Rs.6,000/-	10
b.) For Class-IV:	Rs.3,000/-	10	b.) For Class-IV:	Rs.4,500/-	10

(P.T.O)

6). EDUCATIONAL ADVANCE:

Existing			Revised		
Eligibility	Amount of Advance	No.of Instalments	Eligibility	Amount of Advance	No.of Instalments
Non-Gazetted Officers and Class-IV:	Rs.5,000/-	10	Non-Gazetted Officers and Class-IV:	Rs.7,500/-	10

4. In respect of all loans the penal interest will be charged at the double the rate of normal interest in case the advances are mis-utilized or not utilized at all and at 1.5 times the normal rates for non-compliance with formalities.

5. All other conditions governing the sanction of above advances under the existing Rules will continue.

6. These orders shall come into force from the date of issue of the G.O.

7. The G.O is available on the Internet and can be accessed at the address <http://www.aponline.gov.in> and <http://www.apfinance.gov.in>.

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

HEMA MUNIVENKATAPPA
SPECIAL SECRETARY TO GOVERNMENT

To

All the Secretariat Departments, Velagapudi, Amaravathi
The Principal Accounts General (G &SSA), A.P. and Telangana
The Accountant General (A&E) A.P., Hyderabad
The Director of Treasuries and Accounts, Ibrahimpatnam, Vijayawada
The Director of Works Accounts, Ibrahimpatnam, Vijayawada
The Pay and Accounts Office, Vijayawada
The Director of Insurance, A.P., Ibrahimpatnam
The Director of State Audit, A.P., Ibrahimpatnam
The Finance (Budget Computers) Department
All District Treasury Officers.
SF/SCs.

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GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES—Welfare – Insurance – A.P. State Employees Group Insurance Scheme, 1984 – Introduction – Orders – Issued.

FINANCE AND PLANNING (FINANCE WING – ACCTS.II) DEPARTMENT

G.O.Ms. No 293.

Dated 8 th October, 1984.

Read the following :-

1. G.O.Ms. No. 307, finance and Planning (Finance Wing – Pension-II) Department, Dated 9th November, 1974.
2. G.O. Ms. No. 155, finance and Planning (Finance Accts.II) Department, Dated 27 th April 1983.

ORDER

In the G.O. read above a Family Benefit Fund Scheme for employees was introduced with effect from 21 st October, 1974. Various Employees Associations have been representing for replacement of the existing Family Benefit Fund Scheme by a more beneficial scheme. This matter has been examined in consultation with the Joint Council of Associations and unions and Joint Staff Council and Government have now decided to implement a Group Insurance Scheme, generally on the pattern of the Government of India Scheme. Accordingly, Government hereby order that the Andhra Pradesh State Employee's Group Insurance Scheme, 1984, annexed to this order, be implemented in respect of all employees covered by the said scheme with effect from 1 st November, 1984.

2. As a result of introduction of the Group Insurance Scheme with effect from 1 st November, 1984 the membership of the existing Family Benefit Fund Scheme shall cease from that date. The amounts which would have been due to them under the said scheme had they ceased to be in service on the afternoon of 31 st October, 1984 shall continue to remain in the said fund and shall on and from 1 st November, 1984 be frozen. However, this balance shall carry interest at the rate envisaged in Family Benefit Fund Scheme. The balance in the individual account of the subscribers together with interest thereon shall become payable to the subscribers on their retirement or otherwise by demitting office earlier for any reason or to the person(s) who would have been entitled to receive the amount on account of Family Benefit Fund under Rule –9 of the Andhra Pradesh State Employees Family Benefit Fund Rules in the case of subscribers who die while in service.

3. Employees who are recruited for service under Government or any local authority like P.R. Institutions and Municipalities as also work charged employees who complete 10 years of service and become Government employees on or after 1 st November, 1984 will not be eligible to subscribe to the Family Benefit Fund Scheme ;

but they shall compulsorily become members of the Andhra Pradesh Employees Group Insurance Scheme, 1984.

4. The subscriptions to the Andhra Pradesh Employees Group Insurance Scheme, appropriate to the Group to which the employee belongs, will be deducted from the monthly salary regularly and the Drawing and Disbursing Officers concerned shall be responsible for ensuring recovery of the appropriate amount every month without fail and to account for them as per the procedure that may be prescribed in this regard, orders regarding which will be issued separately. The first subscription under this scheme shall be recoverable from the salary for November, 1984 paid on or after 30 th November, 1984.

5. The Heads of Offices should take action as laid down in para 15 of the scheme immediately the scheme comes into force, without fail.

6. Every employee shall ensure that necessary nomination form is completed in terms of para 17 of the scheme and is submitted to the Head of the office. He must also make sure that the nomination is pasted in the Service Book and that an entry of the nomination having been received is also made in the Service Book.

7. The accumulations in the Insurance Fund / Savings Fund shall be held by Government and shall be at their disposal. The bulk of these accumulations may be utilized for ownership housing scheme and other schemes for the benefit of the members of the scheme.

8. The Director of Insurance shall be the Administrator of the scheme. He will maintain consolidated accounts of receipts, payments and balances showing separately the Insurance Fund part of the scheme and Savings Fund part of the scheme. He will be responsible for adjustment of interest due on the credit / debit balances, as the case may be, of the Savings Fund / Insurance Fund and to furnish a report to Government in Finance Department at periodical intervals as may be prescribed for review of the working of the scheme.

9. The accumulations in the Savings Fund part and Insurance Fund part shall carry interest at the rates prescribed by Government from time to time. For the present and until further orders, the balances in the Savings Fund shall carry interest at the rate of 10% per annum compounded quarterly and the balances in the Insurance Fund part of the scheme shall carry interest payable on postal savings account i.e. 5 1/2 per annum.

10. The existing compulsory Insurance with the Andhra Pradesh Government Life Insurance Department shall continue to be in force and shall be in addition to membership of the Andhra Pradesh Employees Group Insurance Scheme.

11. As required under the scheme, the scheme may be notified to the employees by displaying a copy of the scheme on the notice board or, where no such board is provided, at a prominent place in the premises where the employees are working. A few copies of the scheme may also be supplied to the recognized unions / associations of the employees. The Director of Printing and Stationary shall publish this order along with the annexed scheme in the Andhra Pradesh Gazette.

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

D. SANKARA GURU SWAMY
Principal Secretary to Government.

ANDHRA PRADESH EMPLOYEES GROUP INSURANCE SCHEME, 1984.

1. Title and date of effect :

This scheme shall be called the Andhra Pradesh Employees Group Insurance Scheme, 1984.

The scheme shall come into force from 1 st November, 1984.

2. Objective :

The scheme is intended to provide for the Andhra Pradesh State Government Employees, Employees of Panchayat Raj Institutions and Municipalities, and work charged employees with 10 years of service or more, who have become Government Employees at a low cost and on wholly contributory and self – financing basis, the benefits of an insurance cover to help their families in the event of death in service and a lumpsum payment to augment their resources on retirement.

3. Application :

3.1 The “Scheme” shall apply to all Andhra Pradesh Government employees, employees of Panchayat Raj Institutions, Municipalities and Work charged employees with 10 years of service or more who have become Government employees.

3.2 Employees to whom the ‘Scheme’ applies will hereafter be referred to as ‘employee’

3.3 Government may extend the scheme to other categories of employees from time to time if they so decide, subject to such conditions as may be decided by Government

4. Membership :

The membership of the ‘Scheme’ shall be compulsory for all those employees :

- i) Who are in service as on 1 st November, 1984 and
- ii) Who join service on or after 1 st November, 1984 provided that they are medically examined and found fit for service, before they are allowed to join duty.

After the ‘Scheme’ has come into force all employees who enter service in a month other than November, 1984 shall be enrolled as members of the ‘Scheme’ on the next anniversary of the ‘Scheme’.

Every ‘employee’ enrolled as member of the ‘Scheme’ shall be informed by the Head of Office concerned the date of his enrolment and the subscription to be deducted from his salary in Form-1.

Employees shall be grouped into the following four categories for purposes of the scheme.

S.No	Description of post	Classification of post
1.	Employees drawing pay in a scale of pay the maximum of which is Rs.1700/- or above..	Group 'A'
2.	Employees drawing pay in a scale of pay the maximum of which is Rs.1200/- and above but below Rs.1700/-.....	Group 'B'
3.	Employees drawing pay in a scale of pay the maximum of which is Rs.800/- and above but below Rs.1200/-	Group 'C'
4.	Employees drawing pay in a scale of pay the maximum of which is below Rs.800/- ...	Group 'D'

5. Subscription for membership :

The subscription for the 'Scheme' shall be in Units of Rs.10/- per month.

A group D employee will subscribe for one unit;
A group C employee for two units;
A group B employee for four units; and
A group A employee for eight units.

Thus the rate of subscription for a member of the 'Scheme' shall be Rs. 10/-, Rs.20/-, Rs.40/-, and Rs.80/- for group D,C,B, and A employees respectively.

5.2 In the event of regular promotion / appointment of an employee involving change from one group to another, his subscription shall be raised from the next anniversary of the 'Scheme' to the level appropriate to the group to which he is promoted. Until the date of the next anniversary of the 'Scheme' he shall continue to be covered for insurance for the same amount for which he was eligible before such promotion / appointment.

For example, if the 'Scheme' comes into force with effect from 1 st April, 1984 a Group D employee promoted / appointed on regular basis to Group C in May, 1984 shall continue to subscribe at the rate of Rs. 10/- per month up to March, 1985 and he is eligible for the insurance cover of Rs. 10,000/- only in addition to the benefits from the Savings Fund appropriate to his subscription. From April, 1985 his subscription will be raised to Rs.20/- per month and he will become

eligible for an insurance cover of Rs.20,000/- in addition to appropriate benefits from the Savings Fund.

- 5.3 On regular promotion / appointment from one Group to another every member shall be informed by the Head of Office concerned the month from which the subscription to be deducted from his salary is revised as in Form-2.

6. Premium and Insurance cover for Members :

An 'employee' entering service in a month other than November, falling after 30th November, 1984 shall be given the benefit of insurance cover applicable to the group to which he belongs from the date of joining Government Service to the date of his becoming member of the scheme on payment of a subscription of Rs. 3/- per month.

For example, if the 'Scheme' comes into force with effect from 1st April, 1984 a Group 'D' employee entering service on any day in May, 1984 shall pay a subscription of Rs.3/- per month as premium for an insurance cover of Rs.10,000/- for a period of 11 months until March, 1985 and from April, 1985 his subscription will be raised to Rs. 10/- per month and he shall become eligible for the benefits from Savings Fund in addition to the Insurance cover of Rs. 10,000/-. Similarly, a Group 'C' employee entering service in May, 1984 will pay a subscription of Rs. 6/- per month as the premium for an insurance cover of Rs.20,000/- for a period of 11 months up to March, 1985 and from April, 1985 his subscription will be raised to Rs. 20/- per month and he shall become eligible for the benefits from the Savings Fund in addition to insurance cover of Rs.20,000/-.

7. Insurance Fund and Insurance cover for members :

In order to provide an insurance cover to each member of the 'Scheme' a portion of the subscription shall be credited to an Insurance Fund to be held in the Public Account of the Andhra Pradesh Government. The amount of insurance cover will be Rs.10,000/- for each unit of subscription. It will be paid to the families of those 'Employees' who unfortunately diem due to any cause, while in service.

The positive or negative balance under the Insurance Fund shall be credited or debited, as the case may be, with the amount of interest calculated at the prevailing rate of interest on the Post Office Savings Bank deposits, which at present is 5 ½ per cent per annum.

8. Savings Fund :

The balance of the subscription shall be credited to the Savings Fund. The amount in the Savings Fund will be held by the Andhra Pradesh Government in Public Account. The total accumulation of savings together with the interest thereon will be payable to the member on his retirement after attaining the age of superannuation or on cessation of his employment (with the Andhra Pradesh Government or Panchayat Raj Institutions / Municipalities) or to his family on his death while in service.

The benefit admissible from the savings fund shall be as determined by Government from time to time and for the present, as per illustration table attached hereto. This benefit is illustrative and in practice could be a little more or less than the amount shown in the table which has been constructed on the basis of individual's subscription reduced by the cost of insurance at mortality rate of 3.75 per 1000 and compound interest at 10% thereon. If at any time the rate of interest changed and or the cost of insurance changes the benefit available from the savings fund will also changed correspondingly.

In the case of death of a member the payment of the amount of insurance will be in addition to the payment from the savings fund.

The positive balance under the savings fund shall be credited with the amount of interest calculated at the rate of interest notified by the Finance and Planning (Finance Wing) Department for the purpose.

Subject to the provisions of the preceding sub-para interest shall be allowed at 10% per annum compounded quarterly on the balances in the savings fund for a block of 5 years commencing from the date the 'Scheme' comes into force.

9. Recovery of subscription :

The subscription of a member for a month shall fall due at the commencement of the normal working hours on the first of every month.

The subscription as a premium for the insurance cover from the date of Joining Service to the date of membership of the 'Scheme' shall initially fall due from the date of joining service and subsequently from the commencement of normal working hours on the first of every month.

The subscription for a month shall be recovered by deduction from the salary of the 'employee' for that month irrespective of the date of actual payment of salary for that month.

The subscriptions shall be recovered every month including the month in which the 'employee' ceases to be in employment on account of retirement, death, resignation, removal from service, etc.,

The Drawing and Disbursing Officer shall recover the subscription from the 'employees' irrespective of their being on duty, leave or suspension.

No interest shall be levied on arrears of subscriptions if the non-recovery is due to delay in payments of salary.

If an 'employee' is on extraordinary leave as there is no payment of his salary for any period, subscriptions for the months for which no payment of salary are made to him shall be recovered with interest admissible under the 'Scheme' on the accretions to the Savings Fund in not more than three instalments commencing from his salary for the month following the month in which he resumes duty after leave. If an 'employee' dies while on extraordinary leave the subscriptions due from him shall be recovered with interest admissible under the 'scheme' on the accretions to the Savings Fund from the payments admissible to his family under the 'scheme'.

For example, if a Group D employee proceeds on ten months extraordinary leave from the 5th February, 1985 to 4th December, 1985 and no salary is paid to him for any day from March, 1985 to November, 1985, his subscriptions totaling to Rs.90/- will be recovered together with the interest calculated at the compound rate of interest of 10% per annum in not more than three instalments commencing from January, 1986.

If an 'employee' proceeds on deputation or on foreign service, the borrowing authority / foreign employer shall be requested to effect the recovery of the subscription and credit the same to the relevant head of account or to remit it to the concerned authority. It shall be ensured that necessary clause to this effect is included in the terms of deputation / foreign service in future. The recovery of this amount shall be watched in the same manner as applicable to leave salary and pension contribution. If at any time the recovery of subscription falls in arrears, the same shall be recovered with interest admissible under the 'scheme' on the accretions to the Savings Fund in not more than three instalments.

10. Payment from Insurance Fund / Savings Fund :

If an 'employee' retires on attaining the age of superannuation or otherwise ceases to be in service and his Service Book discloses that he has been a member of the 'scheme' the Head of Office shall issue a sanction for the payment of the member's accumulation in his Savings Fund after obtaining a simple application in Form No.3.

If an 'employee' dies while in service and his Service Book discloses that he was a member of the 'scheme' the Head of Office shall address the nominees / heirs of the Government servant concerned in Form No. 4 to submit an application in Form No.5, and on receipt thereof shall issue a sanction for the payment of the amount of insurance and the accumulation in the Savings Fund to him (them).

The amount payable to the nominees / heirs of a member of the scheme who dies while in service, shall be ;

- a) the amount of appropriate insurance to which he was entitled at the time of his death; plus
- b) the amount due to him out of the Savings Fund for the entire period of his membership in the lowest Group; and
- c) the amount or amounts due to him for the additional units by which his subscription was raised on each occasion due to appointment / promotion to higher Group for the period from which the rate of subscription was raised to the date of his death.

For example, if a Group 'D' employee, who is a member of the 'Scheme' acquires a membership in Group 'C' and in Group 'B' after 5 years and 15 years of service respectively and dies while in service after 30 years of total membership in all these Groups, his nominee or nominees shall be paid the sum of the following amounts :-

- i) the amount of insurance of Rs. 40,000/- due on a monthly subscription of Rs. 40/- ;
- ii) the amount due from Savings Fund on a monthly subscription of Rs.10 for 30 years ;
- iii) the amount due from Savings Fund on a monthly subscription of Rs.10 (Rs. 20-10) for 25 years; and
- iv) the amount due from Savings Fund on a monthly subscription of Rs. 20 (Rs. 40-20) for 15 years.

The amount payable to the 'employee' who ceases to be in employment on account of resignation, retirement, etc., shall be :-

- a) The amount due to him out of the Savings Fund for the entire period of his membership in the lowest Group; and
- b) The amount or amounts due to him for the additional units by which his subscription was raised on each occasion due to appointment / promotion to higher Group, for the period from which the rate of subscription was so raised to the date of cessation of his membership.

For example, if a Group 'D' employee who is a member of the 'Scheme' acquires a membership in Group 'C' and Group 'B' after 10 and 20 years of service respectively and retires on superannuation after 30 years of total membership in all these Groups, he shall be paid the sum of the following amounts :-

- i) The amount due to him from Savings Fund on a monthly subscription of Rs. 10 for 30 years;
- ii) The amount due to him from Savings Fund on a monthly subscription of Rs. 10 (Rs. 20-10) for 20 years; and
- iii) The amount due to him from Savings Fund on a monthly subscription of Rs. 20 (Rs. 40-20) for 10 years.

If an 'employee' dies during a month before the recovery of subscription for that month from him, his due shall be paid after deducting the subscription.

If any 'employee' joins later on All India Service his case shall be regulated in such a manner as may be decided by the Government.

11. Withdrawals from Insurance Fund / Savings Fund :

It will not be permissible for any member or other beneficiary of the 'scheme' to withdraw any amount out of the Insurance Fund to which he has been subscribing. The amount due from the Fund on the death of a member of the 'scheme' while in service, shall be worked out in accordance with para 10 and paid to his nominee(s) in accordance with the accounting procedure prescribed separately.

It will also not be permissible for any member or other beneficiary of the 'scheme' to withdraw any amount of the Savings Fund to which he has been subscribing. The amount due to him from the fund on his cessation of employment on account of resignation, retirement, etc., shall be worked out in accordance with para 10 and paid to him or his nominee(s) in accordance with the accounting procedure prescribed separately.

12. Loans / advances from or against accumulations, in Insurance Fund / Savings Fund :

No loans or advances shall be paid to any member or other beneficiary of the 'scheme' from or against his accumulations in the Insurance Fund / Savings Fund to which he has been subscribing.

13. Utilisation of accumulations in Insurance Fund / Savings Fund :

The accumulations in the Insurance Fund / Savings Fund shall be at the disposal of the State Government. Since the 'scheme' is wholly self-financing and self-supporting, the bulk of these accumulations may be utilized for ownership housing schemes and other schemes for the benefit of the members of the "scheme".

14. Mode of notification of the scheme :

The 'scheme' shall be notified to the 'employees' by displaying a copy thereof on the notice board or where no such notice board is provided, at a prominent place in the premises where the employees are working. A few copies of the 'Scheme' may also be supplied to the recognized unions / associations of the employees. The scheme shall also be published in the *Andhra Pradesh Gazette*.

15. Action on the 'Scheme' coming into force:

By the 10th of the month in which the 'scheme' comes into force, the Head of Office shall supply to the Drawing and Disbursing Officer a statement indicating the name, the Group and the date of birth of every 'employee' who is in service on the date of 'scheme' comes into force.

By the 10th of every month following the month in which the 'scheme' comes into force, the Head of Office shall supply the Drawing and Disbursing Officer, names, Group, dates of birth and date of appointment of persons:

- (i) Who may be appointed in any service or post during the proceeding month and who would be eligible for insurance membership, who have been enrolled as members of the 'scheme' in terms of para 6; and
- (ii) Who have been promoted / appointed from one Group to another and whose rate of subscription is revised in terms of para-5

Every member of the 'scheme' shall be informed in Form No-1 the date of his enrolment, the subscription to be deducted and the benefits to which he would be eligible. On his regular promotion from one Group to another he will be similarly informed in Form No.2.

16. *Register of Members :*

The Head of Office shall ensure that Group-wise register of members is maintained in Form No.8 and kept up-to-date. This register shall be sent to the Drawing and Disbursing Officer concerned once a year to verify whether appropriate subscriptions are being recovered from all employees who have joined the Insurance Fund and the Savings Fund under the 'scheme' and to record a certificate to the effect.

17. *Nominations :*

The Head of office shall obtain from every employee who is a member of the 'scheme' a nomination conferring on one or more persons, the right to receive the amount that may become payable under this 'scheme' in the event of his death before attaining the age of superannuation. In the case of 'employees' who are already in service on the date the 'scheme' comes into force such nominations should be obtained immediately and in any case within two months and in the case of employees who become eligible for membership of the scheme after the date on which the 'scheme' comes into force such nomination shall be obtained within two months of such date.

If an employee or a member of the 'scheme' has a family at the time of his making the nomination he shall make such nomination only in favour of a member or members of his family. For the purpose, family will have the same meaning as assigned to it in the General Provident Fund Rules.

If an employee or a member nominates more than one person under para 17, he should specify the nomination, the amount of share payable to each of the nominees in such a manner as to cover the whole of the amount payable under the 'scheme' failing which the amount payable under the 'scheme' shall be equally distributed among the nominees.

The nomination shall be made in Form No.6 or Form No.7 as is appropriate in the circumstances.

The nominations received from the members shall be countersigned by the Head of Office and pasted in their Service Books. The Head of Office shall also make an entry in the Service Book that the nomination has been duly received.

18. *The existing Family Benefit Fund Scheme :*

All employees who are in service as on 1 st November, 1984 and who are governed by this 'scheme' shall with effect from the said date cease to be subscribers to the Family Benefit Fund Scheme established in Government Order

No. 307, Finance and Planning (Pension.II) Department, dated 9th November, 1974. The amount which would have been due to them under this Fund had they ceased to be in employment on the afternoon of 31st October, 1984 shall continue to remain in the said Fund. This amount shall carry interest at the rates envisaged in the said scheme. The amount together with interest thereon shall be payable to the employees on their retirement or to the person(s) who would have been entitled to receive Family Benefit under Rule-9 of the Family Benefit Fund Rules.

For 'employees' who join service on or after 1st November, 1984 membership of the Family Benefit Fund shall not be admissible.

19. *Accounting :*

The transactions relating to the 'Scheme' shall be accounted for in accordance with the procedure laid down by Government in this behalf.

20. *Interpretation and clarification :*

In the actual implementation of the 'scheme' if any doubt arises in regard to the interpretation of any of the provisions of this 'scheme' or if any point requires clarification, the matter may be referred to Government, whose decision shall be final.

21. *Review of the 'scheme' :*

The working of the 'scheme' will be reviewed every three years to ensure that the 'scheme' remains self-financing and self-supporting.

22. *Administration :*

The Director, Andhra Pradesh Government Life Insurance Department is nominated as Administrator of the 'scheme'

T A B L E

ANDHRA PRADESH STATE EMPLOYEE'S GROUP INSURANCE SCHEME-1984.

The amounts credited to the Savings Fund if the rate of interest is 10% per annum.

No. of years Contribution Paid	Net annual Savings Rs. 82.50 (corresponding to Rs.10 per month contri- butions)	Net annual Saving Rs.165.00 (corresponding to Rs.20 per month contri- butions)	Net annual Savings Rs.330.00 (corresponding to Rs.40 per month contri- butions)	Net annual Savings Rs.660.00 (corresponding to Rs.80 per month Contributions)
(1)	(2)	(3)	(4)	(5)
5	528	1,056	2,112	4,224
10	1,380	2,760	5,520	11,040
15	2,750	5,500	11,000	22,000
20	4,958	9,916	19,832	39,664
25	8,513	17,026	34,052	68,104
30	14,239	28,478	56,956	1,13,912
35	23,460	46,920	93,840	1,87,680
40	38,311	76,622	1,53,244	3,06,488

Form No.1

GOVERNMENT OF ANDHRA PRADESH

DEPARTMENT / OFFICE-----

Dated-----

MEMORANDUM

*Shri----- a Group----- employee has been enrolled as a member of the Andhra Pradesh State Government Employees Group Insurance Scheme, with effect from -----. His / Her monthly subscription of Rs. ----- (Rupees-----) shall be deducted from his / her salary / wage commencing from the month of ----- and he / she will be eligible to the benefits of the scheme appropriate to Group ----- with effect from -----.

To

Head of Office

*Shri -----

* Name and designation of the employee.

Form No. 2.

GOVERNMENT OF ANDHRA PRADESH

DEPARTMENT / OFFICE -----

Dated. -----

MEMORANDUM

*Shri ----- has been promoted on a regular basis, from Group ----- to Group ----- with effect from -----.
His / Her monthly subscription for the Andhra Pradesh State Employees Group Insurance Scheme, shall be raised from Rs. ----- to Rs. ----- from the month of ----- and he / she will be eligible to the benefits of the scheme appropriate to Group -----
With effect from -----.

To

Head of Office.

*Shri. -----

*Name and designation of the employee.

Form No. 3

To

The-----

-----*

Sub :- Application for payment of accumulation under Andhra Pradesh State
Employees Group Insurance Ascheme.

Sir,

I have been a member of the Andhra Pradesh State Employees Group Insurance Scheme, since -----** I have retired from service after attaining the age of ----- years / I have ceased to be in employment (with the Andhra Pradesh Government/----- / Municipality with effect from ----- I was holding the post of ----- before retirement / cessation of employment (with the State Government / -----/ Municipality). I request that the amount due to me under the Andhra Pradesh State Employees Group Insurance Scheme may be paid to me.

Yours faithfully,

()

* Designation and address of the Head of Office.

** Month and the year of becoming a member of the Scheme may be indicated here.

Form No. 4.

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT / OFFICE. -----
Dated .-----

To

*The -----

Sub :- Payment of the amount due under the Andhra Pradesh State Employee's
Group Insurance Scheme.

Dear Sir / Madam,

I am directed to state that the late Shri.-----
has nominated you for payment of full / ----- per cent of amounts due under the
Andhra Pradesh State Employee's Group Insurance Scheme, 1984. You are therefore
requested to submit an application in the enclosed Form No. 5 for arranging payment.

Yours faithfully,

()

*Name and address of the nominee.

Form No.5.

To

*The -----

Sub :- Application for payment of amount due to late Shri -----
Under the Andhra Pradesh State Employee's Group Insurance Scheme,
1984.

Sir,

With reference to your letter No.----- Dated.-----
I here by request that the full / ----- per cent of amount due to late Shri.-----
----- under the Andhra Pradesh State Employee's Group
Insurance Scheme, may be paid to me.

Yours faithfully,

()

*Name and address of the Office from where Form No.4 is received.

Form No. 6.

**NOMINATION FOR BENEFITS UNDER THE ANDHRA PRADESH STATE
EMPLOYEE'S GROUP INSURANCE SCHEME, 1984.**

When the Government employee has no family and wishes to nominate one person or more than one person.

I, having no family, hereby nominate the person / persons mentioned below and confer on him / them the right to receive to the extent specified below any amount that may be sanctioned by the Andhra Pradesh Government under the Andhra Pradesh State Employee's Group Insurance Scheme, 1984 in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death.

Name and address of Nominee/Nominees	Relationship With Govt., Employee	Age	*Share of amount to be paid to each	**Contingencies on the happening of which the nomination shall become invalid	Name, address And relation-Ship of the Person, if any To whom the Right of the Nominee shall pass in the event Of his predeceasing the Govt., Employee
(1)	(2)	(3)	(4)	(5)	(6)

1.

2.

Dated, this day of 198 at

Signature of two witnesses :

1.

2.

Signature of Government Employee

N.B:-- The employee should draw line across the blank space below his last entry to prevent the insertion of any names after he has signed.

* This column should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.

** Where a Government employee who has no family makes a nomination, shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

Form No. 7.

**NOMINATION FOR BENEFITS UNDER THE ANDHRA PRADESH STATE
EMPLOYEE'S GROUP INSURANCE SCHEME, 1984.**

When the Government employee has a family and wishes to nominate one member or more than one member thereof.

I, hereby nominate the person(s) mentioned below, who is / are member(s) of my family, and confer on him / them the right to receive to the extent specified below any amount that may be sanctioned by the Andhra Pradesh Government under the Andhra Pradesh State Employee's Group Insurance Scheme, 1984 in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death.

Name and address of Nominee/Nominees	Relationship With Govt., Employee	Age	*Share of amount to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address And relation-Ship of the Person, if any To whom the Right of the Nominee shall pass in the event Of his predece-Asing the Govt., Employee
(1)	(2)	(3)	(4)	(5)	(6)

1.

2.

3.

Dated, this day of 198 at

Signature of two witnesses :

1.

2.

Signature of Government Employee

N.B:-- The employee should draw line across the blank space below his last entry to prevent the insertion of any names after he has signed.

* This column should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.

FORM NO. 8

ANHRA PRADESH STATE EMPLOYEES GROUP INSURANCE SCHEME

**REGISTER OF MEMBERS
GROUP**

SECTION - I: Particulars of employees subscribing to the **Insurance Fund** only

Sl. No.	Name	Designation	Date of birth	Date of appointment.	Date of commencement of subscription	Date of promotion to higher Group / Date of transfer to other department(s)	Date of death	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

SECTION - II: Particulars of employees subscribing to both **Insurance Fund** and **Savings Fund.**

Sl. No.	Name	Designation	Date of birth	Date of appointment.	Date of commencement of subscription	Date of promotion to higher Group / Date of transfer to other department(s)	Date of death	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

A.P. LEAVE RULES, 1933
[ANNEXURE-III OF FUNDAMENTAL RULES]

- 1] Leave salary shall be claimed in A.P.T.C. Form 47 in regular salary head of account
- 2] Ink signed copy of leave sanction proceedings should be enclosed to the Bill.
- 3] A certificate to the effect that the necessary entries have been made in the SR of the Individual should be appended on the Bill.

4] Kinds of leaves:

- [a] Earned Leave
- [b] Half pay leave
- [c] Commuted leave on full pay on Medical Grounds
- [d] Leave not due on M.C.
- [e] Surrender leave
- [f] Leave Preparatory to retirement
- [g] Extra Ordinary Leave[EOL]
- [h] Maternity leave
- [i] Hospital leave
- [j] Special disability leave
- [k] Study leave

- 5] Leave cannot be claimed as a matter of right
[Authority: FR 67]
- 6] Nature of leave already sanctioned cannot be altered by the sanctioning authority
- 7] A Govt Servant returning to duty before expiry of leave should apply for permission to cancel the un-expired portion of leave [Authority : FR. 72]
- 8] If any employee recall to duty before expiry of leave, he is entitled for T.A.FR 70 Rule 76 of APTA Rules
- 9] The individual should specify the clear address in his leave application in prescribed proforma Authority: Rule 3 Annexure II FR 74
- 10] If Medical leave, Medical certificate should be enclosed to the application. Authority: Rule 9 Annexure II FR 74
- 11] A Govt. servant after completion of medical leave should produce fitness certificate to join duty (authority: FR 72)
- 12] For issue of MC for NGOs - Civil Asst. Surgeon and for Gazetted Officers - Civil Surgeon is competent to issue M.C.
[Authority: SR 10 in Annexure II of FR 74 and Circular Memo.No.21102-B/371/A2/FR-1/98 of 07-08-1998 of F & P (FW FR-1) Dept.
- 13] No leave shall be granted to a Govt. servant when a disciplinary authority has to decide to dismiss, remove or compulsorily retired from service
[Authority: Rule 25 Annexure II of FR 74]

- 14] The orders of sanctioning EL/HPL shall indicate the balance of such leave at his credit [Authority: G.O.Ms.NO.384, F & P (FW FR-1) Dept.dt.5-11-75]
- 15] A Govt. servant cannot be compelled against his wishes to take leave of half pay when EL on full pay is admissible to him.
- 16] No employment should be undertaken during leave
- 17] While sanctioning the commuted leave on MC, the sanctioning authority should mention the commuted leave already availed on MC in the proceedings. In the entire service the Govt. Servant is eligible to avail commuted leave on MC is 240 days only. It should be sanctioned on Medical Certificate only and cannot be sanctioned on private affairs. [Rule 15(B) of AP Leave Rules 1933]
- 18] Will full absence from duty not covered by the grant of any kind of leave will be treated as dies-non.[Authority: Rule 5 note 1 and FR 18]
- 19] Leave may not be granted to a Govt. servant under suspension.
[Authority: FR 55]
- 20] Compulsory wait on leave for want of posting orders shall be treated as duty by the Govt. only [Authority: Rule 9(6)(a) ruling 13]
- 21] Accumulation of EL is 15 days for every six months i.e., Advance credit is allowed on 1st January and 1st July with a maximum of 300 days
[G.O.Ms.NO.232 Finance (FR 1)Dept.dt.16-9-2005]
- 22] 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)]
- 23] During the Half Pay leave a Govt. employee is entitled to half of pay + half DA only irrespective of time scale of pay.
[Memo No.3220/87/A1/PC1/05.dt.19-2-2005 of Finance (PC I)Dept.
- 24] HRA /CCA should be in full during leave upto 120 days. No compensatory allowance shall be allowed beyond 120 days.
- 25] If a Govt. servant suffering from TB/Cancer/Mental illness/ Leprosy/ Heart disease and Renal failure[kidney], compensatory allowances are payable for 8 months.
- 26] The validity for sanction of surrender leave is 90 days from the date of order. If the bill is not preferred within 90 days; the sanction order should be deemed to have been lapsed.
[Authority: Govt.Memo.No.27/423/a2/FR-1/97-1.dt.18-8-97]
- 27] For claiming HRA/CCA during leave the certificate prescribed in FR 44 should be furnished.
- 28] The maximum EL that may be granted at a time to a Govt. servant in Superior service shall be 120 days
[Authority: Rule 11 of A P Leave Rules 1933]
- 29] The total duration of EL and commuted leave taken in conjunction shall not exceed 180 days [Authority: Rule 15 B]
- 30] The public holidays are allowed to be suffixed or prefixed to the leave applied
[Authority: Govt. Cir. Memo.No.86595/1210/FR.1/7.dt.25-9-81.]
- 31] Local holidays cannot be suffixed or prefixed to that leave.
[Authority: Explanation 2 of SR 3 under FR 68]

32] NO Govt. employee shall be granted leave of any kind for a continuous period of exceeding 5 years.

33] If a Govt. servant suffering from TB/ cancer/ Mental illness/ leprosy/ heat diseases and renal failure(kidney), avial 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

LEAVE NOT DUE [RULE 15(C),25(1,2) G.O.Ms.No.519,F & P Dept.dt.20-12-79.]

1. Leave not due should be granted when the Half Pay Leave account has become NIL and it should be adjusted by the later accumulation of Half pay leave
2. Leave not due shall be granted on MC only.
3. For entire service 180 days of leave not due shall be allowed.
4. While sanctioning leave not due, left over service for retirement shall be taken into consideration for further accumulation of Half Pay leave.
5. Temporary Govt. servant are not eligible for sanction of leave not due.

EXTRA ORDINARY LEAVE [SR 16,18 & 23]

- 1] EOL can be granted when no other leave is admissible, but it can also be granted other leave being admissible
[Authority: Rule 16 (ii)]
- 2] While on EOL the Govt servant is not entitled to any leave salary [**Authority: Rule 28(c)]**
- 3] Permanent Govt servant in superior service can remain absent on any kind of leave for 5 years.
[Authority: Rule 5 (a) & 19]
- 4] Period of absence can be regulated as EOL
[Authority: Rule 16 (iii)]
- 5] If a Govt. servant is under going treatment for TB in recognized sanitarium, he is eligible up to 12 months and if treatment taken at his residence is eligible up to 18 months
- 6] In case of a Govt Servant is under going treatment for cancer, he is eligible up to 12 months
- 7] For the purpose of prosecuting higher studies for the public interest, the employee is eligible up to 24 months.

E.O.L ON MEDICAL CERTIFICATE COUNTS FOR INCREMENTS

Upto 6 months--Head of Department is competent for sanction of increments for the period of E.O.L on M.C.

above 6 months-- Government is competent for sanction of increments for the period of E.O.L. on M.C.

[FR 26 (b)(ii) and Cir.Memo.No. 21102-B/371/A2/FR.I/98 dt. 7-8-98 and Memo.No. 4392-B/124/Admn.II/02 dt. 4-2-2002 of Finance(Admn.II) dept]

ADDITIONAL CREDIT OF EL TO THE POLICE PERSONNEL

[GO MS NO 187 F&P DT 29-6-79, GO MS NO 323 F&P DT 11-11-80, GO MS NO 355 F&P DT 17-12-80]

- 1] 30 Days of additional credit of EL should be given in 2 installments at the rate of 15 days on 1st January and 1st July to the police personnel of the rank of Inspectors and below.

MATERNITY LEAVE [FR 101] [GO MS NO 254 F&P(FW FR I)DEPT DT 10-11-95]

- 1] A regular female Govt servant is entitled to maternity leave on full pay for 120 days subject to the condition that it shall be granted to those who are having less than two surviving children.
- 2] In case of abortion the leave shall not exceed 6 weeks when supported by medical certificate.
[[Authority: GO MS NO 762 F&P DT 11-8-76]
- 3] Maternity leave may be combined with any kind of leave.

HOSPITAL LEAVE

- 1] All employees specified in SR 2 under FR 101 (b) are eligible for Hospital leave[Risk born duties]
- 2] Hospital leave on half average pay may be granted for a period of not exceeding 6 months in every 3 years of service
- 3] It may be combined with any kind of leave

STUDY LEAVE [FR 84]

- 1] It may be granted to study in scientific, technical or similar programmes, it should serve public interest.
- 2] Not to be granted to non gazetted officers
- 3] It may be granted up to 12 months at a time and 2 years in entire service
- 4] This leave may be combined with any kind of leave
- 5] During study leave, a Govt servant is eligible for HPL on half pay.

SPECIAL DISABILITY LEAVE [FR 83]

- 1] A Govt servant who is disabled /injured while on duty may be granted this leave by the Government.
- 2] Necessary Medical certificate to be issued by the Medical Board to the Gazetted Officers and Civil Surgeons to the others.
- 3] Such leave shall not exceed 24 months.
- 4] For 1st 120 days full pay is given, and for remaining period half pay may be given.
- 5] It may be combined with any kind of leave.
- 6] It may be granted more than once in service.
- 7] It may be granted to sustain injuries and road accidents while proceeding on Official Duty from the office to another office, or Court or a work spot on the field. But not road Accident while going to office from residence and vice a versa.
[Authority:GOMS NO 133 F&P FW FR-I]DEPT DT 10-6-81.]

ABROAD LEAVE [GOMS NO 214 F&P DT 3-9-96 AND UO NOTE NO 13127-A/113/FR-I/98 DT 10-5-98.]

- 1] A Govt servant who desires to work at abroad is eligible for 5 years as EOL with a permission from Govt irrespective of category.
- 2] The period of absence is treated as EOL.
- 3] The benefit of the scheme shall be given to Government employee at a single stretch or in different spells, but for a period not exceeding 5 years in all spells during entire Service
[G.O.Ms.No. 756 Finance (FR.I) Dept dt. 7-8-2002]

SURRENDER LEAVE /ENCASHMENT OF EL ON RETIREMENT

- 1] A Govt servant is eligible for Encashment of EL at the time of retirement or death subject to maximum of 300 days.Leave salary with DA, HRA,CCA and Addl HRA is eligible for entire 300 days.
- 2] A Govt servant who completed two years of service is eligible to surrender 15 days of EL in every Financial Year and receive cash in lieu of leave so surrendered.
[Authority:[Govt Memo No 84957-2175-FR-I/78-1 dated 14-12-78] and [GOMS NO 294 F&P FW FR-I DEPT DT 16-11-88]

- 3] If a Govt servant retired from service while under suspension, or when any disciplinary or criminal cases are pending against him, the competent authority shall grant the leave after conclusion of the final proceedings, and the amount so withheld after adjustment of the Govt dues if any.

[Authority: GO MS NO 11 F & P FW FR-I DEPT DT 15-1-97]

ENCASHMENT OF HPL AT THE TIME OF RETIREMENT

[GO MS NO 420 F&P(FR-I)DEPT DT 3-12-90 & GO MS NO 342 F&P FW FR-I DEPT DT 30-9-91 AND GO MS NO 234 F&P FW FR-I DEPT DT 27-10-98]

- 1] A Govt servant who retires from Govt service on superanuation is eligible for encashment of HPL at his credit. Death cases and invalidated pensioners are also eligible.
- 2] No compensatory allowances are admissible.
- 3] DA has to be calculated proportionately.
- 4] DA is admissible up to 300 days for both EL + HPL put together. And for remaining days of HPL at his credit no DA is admissible on Half pay.
- 5] Compensation pensioners, compulsory retired pensioners and contingent employees are not eligible for this benefit.

OTHER ITEMS ON LEAVE

- [1] At the time of retirement/death, the encashment of Earned Leave, the leave salary consisting of pay with DA, HRA, Addl H.R.A., CCA in full for entire period of leave so surrendered.
[G.O.Ms.No. 38 Finance dt/ 26-2-96]
- [2] The Surrender leave proceedings is valid for 90 days from the date of sanction only.
[Authority: Memo.No. 27/423/A2/FR.I/97-1 dt. 18-8-97]

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1. **Introduction**

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Abstract

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GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

ALLOWANCES - Andhra Pradesh Civil Services (Travelling Allowance) Rules – Leave Travel Concession to Government servants- Permission to travel anywhere in India on LTC once in entire service – Orders - Issued.

FINANCE (TA) DEPARTMENT

G.O.Ms.No. 98

Dated: 21-05-2011.
Read the following:-

1. Rule 92, (Annexure VII), of APCS(TA) Rules,1996.
2. G.O. Ms. No.151, Finance (TA) Department, dated:04.05.2010.
3. U.O.Note.No.7354-A/68/PC.-I/A2/2011, of Finance (PC.I) Department, Dated:06-05-2011.

ORDER :

1. In the reference first read above, the Government employees are permitted to avail Leave Travel Concession in a Block Period of 4 years to visit ' Home Town' during the first block of two consecutive calendar years and may avail this concession to visit any place within the state during the second Block.
2. Orders were issued in the Government order second read above, based on the recommendations of Ninth Pay Revision Commission employees were permitted to avail Leave Travel concession to go to any place outside the State also but within the country, together with eligible family members during the second Block period of two years subject to the condition that their claim shall be restricted to the last point in that direction within the state.
3. The Joint Action Committee of Employees, Teachers, Workers and Pensioners, A.P.Hyderabad and the Co-ordination Committee of Andhra Pradesh Secretariat Employees has represented to the Government that all the Government employees of Andhra Pradesh may be permitted to travel any where in India on LTC once in entire service.
4. Government have carefully examined the above request and have decided to permit all the Government employees of Andhra Pradesh to travel anywhere in India on Leave Travel Concession once in entire service, during second part of the Block period, upto a maximum distance of 3,500 Kms to and fro, and subject to restricting the claim to Rs.12,500/-. The other terms and conditions shall remain same as mentioned in the reference 2nd cited.
5. These orders shall come into force with effect from the date of issue of this G.O.

Contd..2

6. Necessary amendments to the Andhra Pradesh Civil Services (Travelling Allowance) Rules, 1996 shall be issued in due course.

7. The G.O. is available on internet and can be accessed at the address <http://www.aponline.gov.in> and <http://www.apfinance.gov.in>

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

**L.V.SUBRAHMANYAM
PRINCIPAL SECRETARY TO GOVERNMENT (FP)**

To

All the Departments of Secretariat (10 copies each).

All the Heads of Departments (including Collectors and District Judges).

The Principal Secretary to Governor, Andhra Pradesh, Hyderabad.

All Special Chief Secretaries / Principal Secretaries / Secretaries to Govt.

The Prl. Secretary to the Chief Minister and Private Secretaries to all Ministers.

The Accountant General, Andhra Pradesh, Hyderabad(20 copies).

The Accountant General, Andhra Pradesh, Hyderabad (By name).

The Director of Treasuries and Accounts, A.P., Hyderabad.

The Pay and Accounts Officer, Hyderabad.

The Registrar, High Court of Andhra Pradesh, Hyderabad (with covering letter).

The Secretary, Andhra Pradesh Public Service Commission (with covering letter).

The Managing Director, Andhra Pradesh TRANSCO/GENCO, Hyderabad (with covering letter).

The Managing Director, Andhra Pradesh State Road Transport Corporation, Hyderabad (with covering letter).

All District Treasury Officers (with copies for Sub-Treasury Offices).

All District Educational Officers/All Principals of Junior Colleges.

All the Secretaries of Zilla Praja Parishads.

All District Panchayat Officers.

All Mandal Development Officers.

All Secretaries of Zilla Grandhalaya Samsthas through Director of Public Libraries, Hyderabad.

All Secretaries of Agricultural Market Committees through Commissioner and Director of Agriculture, Andhra Pradesh, Hyderabad.

All Commissioners / Special Officers of the Municipal Corporations / Municipalities.

All Recognised Service Associations.

The Commissioner, Government Printing Press, Andhra Pradesh, Hyderabad for publication in the Andhra Pradesh Gazette.

Copy to the General Administration (Cabinet) Department.

Copy to the General Administration (Spl.A) Department.

Copy to the General Administration (Spl.B) Department.

Copy to the General Administration (SW) Department.

Copy to the JAC of Employees Teachers, Workers and Pensioners A.P. Hyd.

Copy to the A.P. Secretariat Employees Co-ordination Committee, A.P. Hyd.

Copy to Finance (PC-I) Department.

Copy to Finance (OP-I) Department.

Copy to Finance (OP-II) Department.

Copy to Finance (claims) Department.

Copy to SF/SCs.

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SECTION OFFICER

7 Days Spl casual leave for PH Employees
GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services – Implementation of 11th PRC - Comprehensive Leave benefits – Child Adoption Leave/ Child Care Leave/ Special Causal Leave to orthopedically challenged/ Ex-gratia on EOL for certain deceases – Orders – Issued.

FINANCE (HR.IV- FR&LR) DEPARTMENT

G.O.Ms.No.33

Date:08.03.2022

Read the following:-

1. Report of the Committee of Secretaries on 11th Pay Revision Commission.
2. Minutes of the meeting of Ministers Committee and representatives of the Employee Associations, dt.05.02.2022.
3. O.M.No.13018/4/2004-Estt.(L), Govt of India, dt.31.03.2006.
4. G.O.Ms.No.132, Finance (HR.IV FR&LR) Dept., dt.06.07.2016.
5. G.O.Ms.No.155, Finance (FR.I) Department, dt.04.05.2010.

ORDER:

The Government of Andhra Pradesh has constituted the 11th Pay Revision Commission (PRC) vide G.O.Ms.No.75 GA (SC.A) Department, dt. 28.05.2018.

2. Government after careful examination of the Report of 11th PRC and the Report of the Committee of Secretaries headed by the Chief Secretary, hereby orders the following leave benefits to the State Government employees:

3. Child Adoption Leave:

Government hereby orders to sanction Child Adoption Leave up to 180 days to female Government Servants having less than two surviving children; if she legally adopts a child up to one year of age. Subject to the same conditions, Government hereby sanctions paternity leave up to 15 days to 'single' male employees (unmarried/widower/divorcee) within a period of 6 months of child adoption.

3.1 The conditions, in the reference 3rd read above are applicable for availing child adoption leave.

(i) During the period of child adoption leave, he/she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(ii) Child adoption leave may be combined with leave of any other kind.

3.2 In continuation of the child adoption leave granted the adoptive mothers may also be granted, if applied for, leave of the kind due and admissible (including Leave not due and Commuted leave not exceeding 60 (sixty) days without production of Medical certificate) for a period upto one year reduced by the age of the adopted child on the date of legal adoption, without taking into account the period of child adoption leave.

3.3 This facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption.

3.4 The maximum period of one year leave of the kind due and admissible (including Leave not due and Commuted leave upto 60 days without production of Medical certificate) will be reduced by the age of the child on the date of adoption without taking into account Child Adoption leave as in the following illustrations:

- If the age of the adopted child is less than one month on the date of adoption leave upto one year may be allowed.
- If the age of the child is six months and above but less than seven months, leave upto 6 months may be allowed.
- If the age of the child is 9 months and above but less than ten months, leave upto 3 months may be allowed.

3.5 Child adoption leave shall not be debited against the leave account.

4. **Child Care Leave:**

4.1 Government hereby orders to enhance the Child Care leave facility from 60 days to 180 days in the entire service in respect of the women employees.

4.2 Further, the same facility is extended to 'single' male employees (unmarried/widower/divorcee).

4.3 The conditions mentioned in the reference 4th read above are applicable for availing the Child Care Leave.

5. **Special Causal Leave to orthopedically challenged and Nursing Staff:**

Government hereby orders to sanction Special Casual Leave upto seven (7) days in a year for Orthopedically Challenged employees needing to change prosthetic aids. Same duration of Special Casual Leave has also been sanctioned for Nursing staff working in high risk ward.

6. **Ex-gratia on EOL for certain deceases:**

6.1 Government as per the recommendations of the PRC, from time to time, enhancing the limits of ex-gratia allowance in respect of Non-Gazetted Government Servants and Government Servants in Last Grade Service, while on extraordinary leave for treatment for Tuberculosis/Leprosy/ Cancer/Mental illness/Heart diseases and Renal (Kidney) failure, by issuing necessary amendment to Note (4) under Rule 28 and to Note (4) under Rule 29 of A.P. Leave Rules, 1933. The ex-gratia allowance is *equal to half of the pay, subject to the minimum and maximum limits specified from time to time.*

6.2 Government, after careful examination of report of 11th Pay Revision Commission and the report of Committee of Secretaries headed by the Chief Secretary, hereby orders to revise the limits for grant of ex-gratia allowance in the revised pay scales 2022 as mentioned hereunder.

(In Rupees)

Category	Basic Pay limit	Ex-gratia amount payable per month	
		Minimum	Maximum
Non-Gazetted Employees	35,570	11,560	17,780
Last Grade Employee	-	10,000	15,000

6.3 It is further to state that Extra Ordinary Leave for the above purpose may be allowed only after exhausting the Earned Leave and Half Pay Leave at credit.

7. These orders shall come into effect from 01.01.2022.

8. This order is available on online and can be accessed at <http://apegazette.cgg.gov.in>.

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

SHAMSHER SINGH RAWAT
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To

All Special Chief Secretaries / Principal Secretaries / Secretaries to Government.

(with a request to communicate to all concerned Departments of Secretariat.
The Principal Secretary to Governor of Andhra Pradesh, Vijayawada.
The Principal Secretary / Secretary to the Chief Minister & Private Secretaries to all Ministers.

The A.G (A&E) / Prl. A.G. (G&SSA) / A.G.(E&RSA), A.P., Vijayawada.

The Director of Treasuries & Accounts, AP, Ibrahimpatnam.

The Director of State Audit, A.P., Ibrahimpatnam.

The Pay & Accounts Officer, A.P., Ibrahimpatnam.

The Director of Works Accounts, A.P., Ibrahimpatnam.

All Heads of Departments including Collectors, Superintendents of Police and District Judges.

The Registrar, High Court of Andhra Pradesh, Vijayawada.

The Secretary, A.P. Public Service Commission, Vijayawada.

All the Joint Directors of Works Projects.

All the District Treasury Officers.

All the Chief Executive Officers of all Zilla Parishads.

All the Recognized Service Associations.

The General Administration (Cabinet) Department.

S.F. /S.Cs. (Computer. No.1641157).

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SECTION OFFICER