

Employees List

IFMIS Government of Telangana

Select Bill ID:

SNo	Designation	Joined Date	Unique Id	Employee Name	Bank AccountNo.	Bank PSC	Gross Amount (in Rs.)	IT Dedn Amount (in Rs.)	GST Dedn Amount (in Rs.)	PT Dedn Amount (in Rs.)	Net Amount (in Rs.)	
1	CONTRACT LECTURER	29-06-2002	10009606	G SANGAMESHWAR	62394485009	SBIN0021217	58850	0	0	0	58850	Remove
2	CONTRACT LECTURER	30-06-2013	10009705	Chelmeta Kishan	62032765315	SBIN0020130	58850	0	0	0	58850	Remove
3	CONTRACT LECTURER	31-12-2008	10009706	Mahender Reddy Sar	62046081186	SBIN0020064	58850	0	0	0	58850	Remove
4	CONTRACT LECTURER	15-09-2014	10009707	B Kalavathi	62406489682	SBIN0020035	58850	0	0	0	58850	Remove
5	CONTRACT LECTURER	09-06-2008	10009708	S. Laxman	62053026036	SBIN0020099	58850	0	0	0	58850	Remove
6	CONTRACT LECTURER	09-03-2013	10009711	Shaweta Mariani	62109025818	SBIN0020184	58850	0	0	0	58850	Remove
7	CONTRACT LECTURER	11-03-2005	10009712	S. Rampopal Reddy	62012443591	SBIN0015760	58850	0	0	0	58850	Remove
8	CONTRACT LECTURER	09-01-2008	10009713	V. Madhavi	62064384179	SBIN0020105	58850	0	0	0	58850	Remove
9	CONTRACT LECTURER	09-01-2009	10009714	Shukra Babu	62127145443	SBIN0020162	58850	0	0	0	58850	Remove
Total							5,29,650.00					

Enter Service Major Head*

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 Govt. Degree College
 Tandur, Vikarabad Dist.
 Pin Code: 501141.

IT Deductions Report

Employees IT Form

Month wise Empcode wise Bank account no. wise

DDCODE: 2495007054 (GOVERNMENT DEGREE COLLEGE TANDUR)

TAN Number: NYDG10463F

SNo.	Month	Employee ID	Employee Name	Slr ID	PAN No.	Gross	Amount Deducted
1	December	1442553	SYED ASFARUL HAQUE	1	CUEPS8819K	138214.00	13,000.00
2	December	1732987	MEDARD MEDARD RAVINDER	1	BLUPN206LJ	138277.00	29,800.00
3	December	1709462	DUREY VIVEK KUNWAR DUREY	1	BOAP06642N	118086.00	20,000.00
4	December	2569038	CHEPURU RAJU KUNWAR	2	AEZPC7433D	79129.00	7,100.00
IT Total						4,74,506.00	69,900.00

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FORM 47 - Salary Bills Other Bills Form 47 - Supplementary Bills

Employee Bills

Select Scale Type	State Scales
FORM No.	47
Bill Type	Salary Bill
Select Bill ID	2
Month	January
Year	2023
Total No of Days in this month	31
Total No of Employees	0

January 2023

Bill ID: 2

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*No Employees found in this cader

+ ADD TRANSFERRED EMPLOYEE

REMOVE SELECTED EMPLOYEES

- Today
- General Holiday
- Optional Holiday

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GOVERNMENT OF TELANGANA
GOVERNMENT DEGREE COLLEGE TANDUR

Pay Slip

(All amounts in Rs INR)
December-2022

EMP NAME **RAVI KUMAR**

DESIGNATION **RECORD ASSISTANT**

EMP CODE

2401885

GPF NO

110187879764

TSGLI NO

NEW

BANK A/C NO

xxxxxxx0761

DDOCODE

24050307004

DDO DESG

Administrative Officer

DDOREG

SGV140646E

BANK NAME

STATE BANK OF INDIA

PAN NO

XXXXXX643Q

CHQ NO

CHQ DATE

SCALE

22240.00-67300.00

EARNINGS		DEDUCTIONS		RECOVERIES	DETAILS
Basic	22,240.00	GIS Ins	30.00		
DA	3,845.00	PT	200.00		
HRA	2,891.00	CPS	2,609.00		
		TSGLI(S)	1,000.00		
		FF	100.00		
EARNINGS :	28,976.00	DEDUCTIONS :	3,939.00	-	NET : 25,037.00

TOKEN NO

48590430

BILL GROSS AMT

Rs.: 3,65,618.00

BILL DATE

21-12-2022

TOKEN DATE

22-12-2022

BILL NET AMT

Rs.: 3,11,024.00

DEDUCTION AMT

Rs.: 54,594.00

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Employee Salary Bill Preparation

The screenshot shows the IFMIS (Integrated Financial Management Information System) web application interface for the Government of Telangana. The browser address bar displays `ifmis.telangana.gov.in/ifs/payslip/monthwise`. The application header includes the IFMIS logo, navigation tabs for 'MODULES', 'Profile', and 'Logout', and a 'Last Login' timestamp of 25-Jan-2023 09:29 AM. A user profile dropdown shows 'WELCOME C. SURI SHANKAR'.

The main content area is titled 'PAYSリップ : DECEMBER-2022'. It features several form fields for data entry:

- Select Salary Type***: Set to 'Salary-Payslip'.
- Select Year***: Set to '2022'.
- Select Month***: Set to 'December'.
- Select Bill ID***: Set to '2'.
- Select Employee***: A dropdown menu is open, showing a list of employee names and IDs for selection.

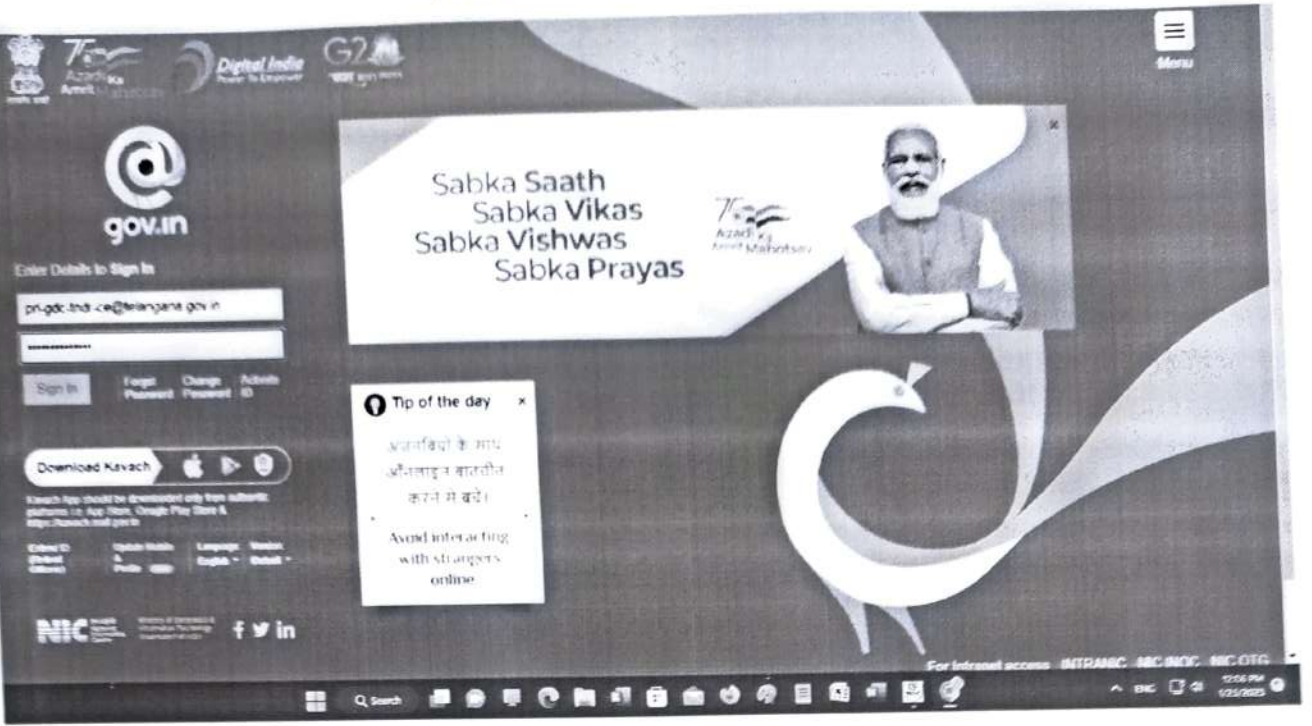
The employee list includes:

- ALL -
- NAGESHWAR PATLOLLA - 1409709
- RAMCHANDER MYATHARI - 2400503
- RAVI KUMAR CHEPURI - 2565038
- PRIYANKA Karthampally - 2400803
- RAVI KUMAR YAVI - 2700266
- VENKATAJAH null - 3401886
- BICHAMMA BECARI - 2400802
- RAVI KUMAR null - 2401685
- KDIBHARADAS PETHUN - 2400806

At the bottom of the application, there are buttons for 'BLOCKCHAIN' and 'HYPERLEDGER'. The Windows taskbar at the bottom shows the system clock as 12:29 on 25-01-2023.

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mail communication



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Pin Code: 501141.

Employee Salary Portal

TSTC FORM - 102
GRANTS IN AID BILL
BILL for GRANTS IN AID TOWARDS SALARIES
F.Y. 2021-22

Sl. No. _____ Date _____

Financial Year: 2021-22
Bill No: 2021/2022
Date: 20/05/2021
Token No: 2021/22

This is a temporary stamp. Not to be submitted. Only for viewing purpose.

Transfer/ AID CODE DDO CODE: 247601/004 DDO Designation: Assistant Officer DDO Office Name: GOVERNMENT ENGINEER COLLEGE TANDUR BANK BRANCH CODE: 20490111 BANK BRANCH NAME: TANDUR	Major Head: 247601/004 Sub Major Head: 247601/004/001 Minor Head: 247601/004/001/001 Group Sub Head: 247601/004/001/001/001 Sub Head: 247601/004/001/001/001/001 Detailed Head: 247601/004/001/001/001/001/001 Sub Detailed Head: 247601/004/001/001/001/001/001/001
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NGN PLAN: VCTED Non-contingency Fund (No Service Major Head: 200)

CBDS/Sl. No.: _____ PT. Deduction(Rs): _____ TDS(Rs): _____ CST: _____ Net(Br): 21741.00

Passed for Rs. 2,23,763.00 (Rupees TWO LAKH TWENTY THREE THOUSAND SEVEN HUNDRED SIXTY THREE AND 00 Paise ONLY) IN FULL PAYMENT OF GRANTS IN AID TOWARDS SALARIES.

IFMIS – Employee Salary particulars

IFMIS Government of Telangana

Home | Employee Master | Create Bill ID | Employee Approvals | Bill ID | Remove Bill ID | Leave | Transfer/ Depute/ For Set | Suspension | Retirement | Employee Acceptance | Foreign Emp Salary Days | Map Legal Help

KRUPAKARA REDDY N
Status: Working Approval: Approved

Employee Code: 2401881 Designation: Junior Assistant
 Cate: Non-Quartered Department: HIGHER EDUCATION SECRETARIAT DEPARTMENT
 Scale Type: State Scale DDO Code:
 BR ID: 12 BR ID HGA:

IMPORTANT NOTICE:
 1. All employees should be aware of the Government of Telangana's new policy on the subject of 'Grants in Aid' for the financial year 2021-22. For details, please refer to the attached document.

EARNINGS				DEDUCTIONS			
Description	Amount	W.E.F. Date	Action	Description	Amount p.m	Revised Inc.	Policy No.
State Pay	24,280.00						
Dearness Allowance @ 17.2600 %	4,196.00			PF Fund	30.00		
House Rent Allowance	2,136.00			Professional Tax	200.00		

Commissionerate of Collegiate Education, T.S.
 Government of Telangana
 College Administration and Information Management System
 Student Information Management
 (Certificate Management System)

Home | Admissions | Certificates | Utilities | UserManuals

Bonafide Certificate

Student Details

Admission No./Coar ID:	2191204055101	Roll No.:	2191204055101	Dist. Admission No.:	BT0219202416941
Student Name:	P. Venkatesh	Father:	P. Venkatesh	Mocker Name:	P. Venkatesh
Course Year:	2	Academic Year:	2022-2023	Year Of Class:	2
Enroling Year:	2021-2024	Course Semester:	II		

Student Bonafide Through www.caims.ccets.telangana.gov.in

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 Tandur, Vikarabad Dist.
 Pin Code: 501141.

CAIMS - Students Data

Cash Book

Govt. Degree College, TANDUR
 Primes of Govt. Degree college, TANDUR, Vikarabad Dist.

Cash Book Report for GOVERNMENT DEGREE COLLEGE 5816837798198 (HDFC)
 From the Period 01-04-2022 To 31-12-2022

S.No	Date	Voucher No.	Trans Id	Minor Head	Check No	Check Description	Voucher Narration	Debit Cr	Pay Cr	
1	01-04-2022	V0001	1	SPECIAL FEE			INTEREST	58,107.00	5.00	
								Total	58,107.00	5.00
								OB	6,202,982.73	OB 6,202,982.73
								Total	6,261,089.73	6,261,987.73
2	02-04-2022	V0001	2	SCHOLARSHIPS	000207	S MACHU	SCHOLARSHIP PAYMENT	5.00	1,000.00	
3	05-04-2022	V0002	3	SCHOLARSHIPS	000213	VEERAAH SWAMY	SCHOLARSHIP PAYMENT	5.00	1,000.00	

Online Cash Book Through www.caims.ccets.telangana.gov.in

Commissionerate of Collegiate Education, T.S
 Government of Telangana
 College Administration and Information Management System
 Accounts Management System

User Name: 12046 ACCTS
 Financial Year : [2022-2022]
 [Log out]

Welcome to Govt. Degree College, TANDUR

Home Masters Transactions Reports Utilities

Payment Details

New Update

Voucher No :
 Amount : 1800
 One Thousand Eight Hundred
 Default Narration : PURCHASE OF STATIONERY IT
 Narration : PURCHASE OF STATIONERY ITEMS

Voucher Date : 23/12/2022
 Transaction Type : Payment For Current Year
 Cheque in favour of: APPLE COMPUTERS

payment Entry Through www.caims.ccets.telangana.gov.in

M. RAY
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 Govt. Degree College
 Tandur, Vikarabad Dist.
 Pin Code: 501141.

Student nominal rolls

From	Subject	Sender Name	Priority	Date
Exam Branch			Medium	19-11-2018 16:53:00
Academic	NominalRoll Submission Approved Suc...	AcademicAudit	Medium	16-11-2018 17:12:00
Academic	Intake Submission Approved Suceesaf...	AcademicAudit	Medium	15-11-2018 16:15:00
Academic	18/11	test	Low	10-11-2018 16:49:00
Academic	Nominal Submission Was Requested	AcademicAudit	Medium	09-11-2018 15:46:00
Academic	14-05-2018- UG(CBCS) Practical Paper...	ACOE(CE)	High	11-05-2018 14:11:00
Academic	13-05-2018- UG(CBCS) Practical Paper...	ACOE(CE)	High	11-05-2018 13:34:00
Academic	12-05-2018- UG(CBCS) Practical Paper...	ACOE(CE)	High	11-05-2018 13:34:00
Academic	11-05-2018- UG(CBCS) Practical Paper...	ACOE(CE)	High	10-05-2018 17:04:00
Academic	10-05-2018- UG(CBCS) Practical Paper...	ACOE(CE)	High	09-05-2018 13:37:00
Academic	09-05-2018- UG(CBCS) Practical Paper...	ACOE(CE)	High	08-05-2018 13:38:00
Academic	08-05-2018- UG(CBCS) Practical Paper...	ACOE(CE)	High	07-05-2018 13:44:00
Academic	07-05-2018- UG(CBCS) Practical Paper...	ACOE(CE)	High	06-05-2018 18:04:00

Student Question Papers, Nominal Rolls through <https://osmania.ac.in/>

Scholarships

ePASS
Electronic Payment & Application System of Scholarships

Home-A | Services-B | Reports-C | General Services-D | FAQs-E | Logout-F

Welcome: GOVERNMENT DEGREE COLLEGE TANDUR

<- Back

Enter Application No. to know Status

Application No :

Scholarship History Status				
Application Number	Course	Course Year	Status/College	Amount Released (RTF/MTF)
201910778840	INTER (CEC)	1	Sent to Treasury /GOVT JR COLLEGE TANDUR	0.0 /5000.0
202010778840	INTER (CEC)	2	Pending at District officer for Sanction /GOVT JR COLLEGE TANDUR	0.0 /0.0
202110778840	B.Com(Computer Applications)	1	Sanctioned and Pending for Release of Amount /GOVERNMENT DEGREE COLLEGE TANDUR	0.0 /0.0
202210778840	B.Com(Computer Applications)	2	Pending at District officer for Sanction /GOVERNMENT DEGREE COLLEGE TANDUR	0.0 /0.0

Application Status of : 202210778840

student Scholarship Status

PRINCIPAL
 Govt. Degree College
 Tandur, Vikarabad Dist.
 Pin Code: 501141.



कर्मचारी भविष्य निधि योजना, 1952
EMPLOYEES' PROVIDENT FUND SCHEME, 1952
EMPLOYEES' Pension Scheme, 1995

UAN Based Combined Claim Form 19/10C WB/31 for Advances/PF Final Settlement/Pension Fund Withdrawal
(उन मामलो में लागू जहाँ फार्म 11(नया)में कर्मचारी का पूरा विवरण, अक्षार संख्या और बैंक खाता संख्या यू.ए.एन. पोर्टल और पर उपलब्ध है तथा यू.ए.एन. में सक्रिय है।)

(Applicable in cases where employee's complete details in Form 11(New), Aadhaar Number and Bank Accounts details are available on UAN Portal and UAN has been activated.)

		Mobile Number / मोबाइल नंबर -	9885284574
1.	I want to apply for	PF Advance	
2.	Universal Account Number(UAN) / यूनिवर्सल खाता संख्या	101373144043	
3.	Name of the member	RAVI KUMAR	
4.	Date of Joining	03-Jan-2018	
5.	Permanent Account number / स्थायी खाता संख्या	BLOPR2643Q	
6.a	Purpose of Advance	OUTBREAK OF PANDEMIC (COVID-19)	
6.b	Amount of Advance (In Rs)	43000	
7	In case of Advance for purpose of Site/House/Flat	Not Applicable	
8	Bankers details for Electronic Payment (Only for the Advance if payable to third party)	Not Applicable	
9.	Payee Address	4-9-39/1 Burudu Wadi, Near Vegetable Market, Narayanpet, MAHBUBNAGAR, TELANGANA-509210	
Father/Husband/Spouse Name: SURYA KANTH		Date Of Birth: 28-May-1982	
Bank Account Number	62268410761	Bank IFSC Code	SBIN0020186
Bank Details	STATE BANK OF INDIA, NARAYANPET		
Aadhaar	63XXXXXXXX57		
Member ID	APHYD14853190000010214		

*Certified that the particulars are true to the best of my knowledge, I certify that I have gone through the data seeded in UAN portal and found all data, including Form No 11 (New), Bank Account details and Aadhaar number to be correct. Please make the payment in the bank account mentioned in the UAN Portal. A cancelled cheque (containing member's name, bank account number and IFS Code) is attached herewith. In case the amount is used for any purpose other than stated in column (6) above, I am liable to return the entire amount with penal interest.

* कृपया यू.ए.एन.पोर्टल पर दर्शाए गए बैंक खाते में भुगतान करें।

* Please make payment in the bank account mentioned in the UAN portal .

M. R. S. H.
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Tandur, Vikarabad Dist.
Pin Code: 501141.

EPF - BALANCE SHEET

Welcome : KRUPAKAR REDDY N

UAN : 100246513046 | PAN : AJDPR9222M

- Please never respond to any call for sharing any personal details like Aadhaar, PAN, Bank
- EPFO never calls members/ pensioners to deposit any amount.
- Please do not make any payment based on any such call.

Select MEMBER
ID

APHYD14853190000010225

 View Passbook [NEW : YEARLY]

 View Claim Status

 View Passbook [OLD : FULL]

TOTAL EE BALANCE	<input type="checkbox"/> 168,857
TOTAL ER BALANCE	<input type="checkbox"/> 53,099
TOTAL BALANCE (as on date)	<input type="checkbox"/> 221,956

 Download Passbook

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Pin Code: 501141.

EPF Passbook



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : 1800 4853 3044 / KRIPIYAKAR KEDHI N
A A A A

Home View Manage Account Online Services

Error while AADHAAR authentication: Demographic information such as Name, Date of Birth, Gender or any combination of the same available with the UIDAI/AADHAAR system do not match with details available with EPFO. Kindly get it corrected at UIDAI or in the EPFO records through Basic details change functionality.

Contact Us FAQS

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This site is best viewed at 1920 x 1080 resolution in Mozilla Firefox 58.0+


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Pin Code: 501141.

GOVERNMENT DEGREE COLLEGE – TANDUR
VIKARABAD DIST. TELANGANA

(Estd:2008 Affiliated to Osmania University)

List of the Teaching Faculty Members for the Year 2017-18

S. No	Name of The Faculty	Designation
01	Dr. Rajender Reddy	Principal
02	Smt. GN Radhika	Asst. Prof. of. Zoology
03	D. Kumara Swamy	Asst. Prof. of. English
04	Tulja Bhavani	Asst. Prof. of. Commerce
05	CH. Venkat Reddy	Asst. Prof. of. Economics
06	K. Satyanna	Asst. Prof. of. Maths
07	S. Srinivas Rao	Asst. Prof. of. Physics
08	N. Muthyalu	Lecturer in Political Science
09	Renu Babu Goud	Lecturer in Telugu
10	G Aruna	Lecturer in Commerce
11	H. Lavanya	Lecturer in Commerce
12	Abdul Ali	Lecturer in Commerce
13	Zakeer	Lecturer in Commerce
14	Amjad Khan	Lecturer in Urdu
15	Taraka Chary	Lecturer in Botany
16	B. Bheemaiah	Lecturer in History
17	G. Naveen Kumar	Lecturer in Computer Science


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Pin Code: 501141.

GOVERNMENT DEGREE COLLEGE – TANDUR

VIKARABAD DIST. TELANGANA

(Estd:2008 Affiliated to Osmania University)

List of the Teaching Faculty Members for the Year 2018-19

S. No	Name of The Faculty	Designation
01	Vivek Kumar Dubey	Asst. Prof. of. Hindi
02	Renu Babu Goud	Lecturer in Telugu
03	N. Muthyalu	Lecturer in Political Science
04	V. Madhavi	Lecturer in Chemistry
05	K. Shailaja	Lecturer in Zoology
06	S. Mahender Reddy	Lecturer in Economics
07	A. Srilatha	Lecturer in Chemistry
08	B. Kalavathi	Lecturer in History
09	Shareefa Maryam	Lecturer in Commerce
10	CH. Kishan	Lecturer in Physics
11	T. Dhakanna	Lecturer in Telugu
12	K. Praveen Kumar	Lecturer in English
13	Smt. Gouthami	Lecturer in English
14	G. Aruna	Lecturer in Commerce
15	MD. Zakeer	Lecturer in Commerce
16	M. Jaipal Reddy	Lecturer in Commerce
17	B.Vinay Kumar	Lecturer in Commerce
18	C. Rajitha	Lecturer in Maths
19	M. Ragunandhan Reddy	Lecturer in Zoology
20	G. Naveen Kumar	Lecturer in CS/CA
21	Ramesh	Lecturer in Botany
22	Vijaya Ratna	Lecturer in Physics

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GOVERNMENT DEGREE COLLEGE – TANDUR
VIKARABAD DIST. TELANGANA

(Estd. 2008 Affiliated to Osmania University)

List of the Teaching Faculty Members for the Year 2019-20

S. No	Name of The Faculty	Designation
01	Vivek Kumar Dubey	Asst. Prof. of. Hindi
02	Renu Babu Goud	Lecturer in Telugu
03	N. Muthyalu	Lecturer in Political Science
04	V. Madhavi	Lecturer in Chemistry
05	S. Laxman	Lecturer In Chemistry
06	S. Mahender Reddy	Lecturer in Economics
07	S. Laxman	Lecturer in History
08	D. Kalavathi	Lecturer in History
09	Shareefa Maryam	Lecturer in Commerce
10	CH. Kishan	Lecturer in Physics
11	T. Dhakanna	Lecturer in Telugu
12	K. Praveen Kumar	Lecturer in English
13	Smt. Gouthami	Lecturer in English
14	G. Aruna	Lecturer in Commerce
15	MD. Zakeer	Lecturer in Commerce
16	M. Jaipal Reddy	Lecturer in Commerce
17	B.Vinay Kumar	Lecturer in Commerce
18	R. Sravanthi	Lecturer in Maths
19	M. Ragunandhan Reddy	Lecturer in Zoology
20	G. Naveen Kumar	Lecturer in CS/CA
21	N. Sathya Laxmi	Lecturer in CS/CA
22	Ramesh	Lecturer in Botany
23	J. Vijaya Ratna	Lecturer in Physics


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Tandur, Vikarabad Dist.
Pin Code: 501111

GOVERNMENT DEGREE COLLEGE – TANDUR
VIKARABAD DIST. TELANGANA

(Estd:2008 Affiliated to Osmania University)

List of the Teaching Faculty Members for the Year 2020-21

S. No	Name of The Faculty	Designation
01	Dr. M. Ravinder	Asst. Prof. of. Botany
02	Vivek Kumar Dubey	Asst. Prof. of. Hindi
03	T. Renubabu Goud	Lecturer in Telugu
04	N. Muthyalu	Lecturer in Political Science
05	Dr. V. Madhavi	Lecturer in Chemistry
06	S. Mahender Reddy	Lecturer in Economics
07	CH. Kishan	Lecturer in Physics
08	Shareefa Maryum	Lecturer in Commerce
09	B. Kalavathi	Lecturer in History
10	S. Ramgopal Reddy	Lecturer in Zoology
11	B. Babu	Lecturer in Chemistry
12	S. Laxman	Lecturer in History
13	P. Prakash	Lecturer in Telugu
14	J. Venkatappa	Lecturer in English
15	P. Kalpana	Lecturer in English
16	B. Vikram	Lecturer in English
17	Y. Naga Jyothi	Lecturer in Mathematics
18	G. Naveen Kumar	Lecturer in CA/CS
19	K. Vishala	Lecturer in CA/CS
20	G Venkatramulu	Lecturer in Commerce

GOVERNMENT DEGREE COLLEGE – TANDUR
VIKARABAD DIST. TELANGANA
(Estd:2008 Affiliated to Osmania University)

List of the Teaching Faculty Members for the Year 2021-22


S. No	Name of The Faculty	Designation
01	Dr. M. Ravinder	Asst. Prof. of. Botany
02	Dr. Vivek Kumar Dubey	Asst. Prof. of. Hindi
03	Dr. Syed Asrarul Haque	Asst. Prof. of. Urdu
04	G. Sangameshwar	Lecturer in Economics
05	Dr. V. Madhavi	Lecturer in Chemistry
06	S. Mahender Reddy	Lecturer in Economics
07	CH. Kishan	Lecturer in Physics
08	Shareefa Maryum	Lecturer in Commerce
09	B. Kalavathi	Lecturer in History
10	S. Ramgopal Reddy	Lecturer in Zoology
11	B. Babu	Lecturer in Chemistry
12	S. Laxman	Lecturer in History
13	A. Ragunath	Lecturer in Botany
14	N. Vijay Kumar	Lecturer in Telugu
15	A. Veeresham	Lecturer in Telugu
16	N. Sathyalaxmi	Lecturer in CA/CS
17	G. Naveen Kumar	Lecturer in CA/CS
18	M. Mamatha Sandil	Lecturer in English
19	Arunodaya	Lecturer in English
20	K. Prashu Kumar	Lecturer in Political Science
21	K. Manikyappa	Lecturer in Political Science
22	G. Venkatramulu	Lecturer in Commerce
23	Y. Nagajyothi	Lecturer in Maths
24	P. Saritha	Lecturer in Commerce

MRD
PRINCIPAL

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GOVERNMENT DEGREE COLLEGE, TANDUR
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Details of Contract Faculty 2022-2023

Sl No	Emp. ID	Name of the Employee / Father Name	Designation	Subject	Date of Birth	Qualification	Date of joining in the Job	Appointing Authority	Date of Joining in the Present College	Date of Retirement	Aadhar No	PAN No	Phone No.1	Phone No.2	Account Number & Bank Name
1	10009705	Chelimeela Kishan S/o Chelimeela	Contract Faculty	Physics	04.11.1988	M.Sc., B.Ed.	30.08.2013	RJD	13.11.2018	11/30/2049	920511336890	AKAPC0277G	9959511273	9491397053	62032765315 SBI Lurettipet
2	10009706	S Mahender Reddy S/o S.Damodhar Reddy	Contract Faculty	Economics	16.06.1981	MA APSET Bed	31.12.2008	RJD	17.07.2018	30.06.2042	453120158939	DWYP59818R	9885583452	9290528738	62046088186 SBI Tandur
3	10009606	G Sangameshwar S/o Ramkrishnaiah	Contract Faculty	Economics	02.03.1978	MA, APSET	28.08.2002	Three Men Committee	06.02.2022	31.03.2039	905594223331	ANBPG3765A	9949110244	NIL	62394985009 SBI Sangareddy
4	10009707	B Kalavathi D/o B Ramulu	Contract Faculty	History	10.08.1990	MA, B Ed	15.09.2014	RJD	19.07.2018	31.08.2051	848856156240	CCUPB8671G	8500114044	8500114381	62406989682 SBI Tandur
5	10009708	S Lakshmi S/o Rachannaiah	Contract Faculty	History	05.06.1976	M.A, APSET, B.Ed	06.09.2008	RJD	03.01.2020	30.06.2037	289674457835	FPGPS7264E	8461955905	9391877804	62053028036 SBI Sedashivpet
6	10009711	Shareefa Marvam D/o Habeeb Hasan	Contract Faculty	Commerce	20.04.1984	M.Com, Mphil. B.Ed	03.09.2013	RJD	19.09.2018	30.04.2045	761672076614	AVUPM6999H	9704759010	NIL	62109025818 SBI Mahabubnagar
7	10009712	S. Ramgopal Reddy S/o Aduri Reddy	Contract Faculty	Zoology	03.09.1966	MSC. B.Ed	03.11.2005	Three Men Committee	09.08.2019	30.09.2027	563411751663	ISIPS8853P	9963198528	9000917703	62012443591 SBI Sedashivpet
8	10009713	Dr. V. Madhavi D/o V.Prahlada	Contract Faculty	Chemistry	10.08.1984	M.Sc. Ph.D	01.09.2008	RJD	17.07.2018	31.08.2045	491453931612	AUVPV8422E	8977609293	9640976823	62094584176 SBI Narasapur
9	10009714	Bhukya Babu S/o Bhemudu	Contract Faculty	Chemistry	16.06.1985	M.Sc.	01.09.2009	RJD	04.01.2020	30.06.2046	684626294060	BHUKYABABU	9963699763	9652541966	62117145443 SBI Yellandu



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GOVERNMENT DEGREE COLLEGE, TANDUR

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Details of Contract Faculty 2022-2023

Sl No	Emp ID	Name of the Employee / Father Name	Designation	Subject	Date of Birth	Qualification	Date of joining in the Job	Appointing Authority	Date of joining in the Present College	Date of Retirement	Aadhar No.	PAN No.	Phone No. 1	Phone No. 2	Account Number & Bank Name
1	10009705	Chelimella Kishan S/o Chelimella	Contract Faculty	Physics	04.11.1988	M.Sc., B.Ed.	30.08.2013	RJD	13.11.2018	11/30/2049	970511336890	AKAPC0727G	9959531273	9491397051	62032765311 SBI Laxmipet
2	10009706	S. Mahender Reddy S/o S. Damodhar Reddy	Contract Faculty	Economics	16.06.1981	MA APSET, Bed	31.12.2008	RJD	17.07.2018	30.06.2042	453120158939	DWYPS9818B	9885583432	9230528738	62046088186 SBI Tandur
3	10009606	G. Sangameshwar S/o Ramakrishnaiah	Contract Faculty	Economics	02.03.1978	MA, APSET	28.08.2002	Three Men Committee	06.02.2022	31.03.2039	905594223331	ANBPG3765A	9949110244	NIL	62394985009 SBI Sangareddy
4	10009707	B. Kalavathi D/o B. Ramulu	Contract Faculty	History	10.08.1990	MA, B Ed	15.09.2014	RJD	19.07.2018	31.08.2051	848856156240	CCUPB8671G	8500114044	8500114381	61246599682 SBI Tandur
5	10009708	S. Lakshman S/o Rachaiah	Contract Faculty	History	05.06.1976	M.A, APSET, B.Ed	06.09.2008	RJD	03.01.2020	30.06.2037	289674457835	FPGPS7264E	8463955905	9391877804	62053028036 SBI Sadashivpet
6	10009711	Shareefa Maryam D/o Habeeb Hasan	Contract Faculty	Commerce	20.04.1984	MCom. Mphil. B Ed	03.09.2013	RJD	19.09.2018	30.04.2045	761672076614	AVUPM6999H	9704759010	NIL	62109015818 SBI Manabunagar
7	10009712	S. Ramgopal Reddy S/o Adivi Reddy	Contract Faculty	Zoology	03.09.1966	MSC. B Ed	03.11.2005	Three Men Committee	09.08.2019	30.09.2027	563411751663	ISIPS8853P	9963198528	9000917701	62012443591 SBI Sangareddy
8	10009713	Dr. V. Madhavi D/o V. Prahlada	Contract Faculty	Chemistry	10.08.1984	M SC, Ph D	01.09.2008	RJD	17.07.2018	31.08.2045	491453931612	AUVPV8422E	8977609293	9640976825	62094584176 SBI Narsapur
9	10009714	Bhukya Babu S/o Bheemudu	Contract Faculty	Chemistry	16.06.1985	M SC	01.09.2009	RJD	04.01.2020	30.06.2046	684626294060	BHUKYABABU	9963699763	9652541966	62127145443 SBI Yelandu


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List of the Non-Teaching Faculty Members for the Year 2021-22

S. No	Name of The Faculty	Designation
01	B. Ravi Kumar	Administrative Officer
02	Y. Ravi Kumar	Senior Assistant
03	R Amar	Junior Assistant
04	M Lalitha Devi	Record Assistant
05	S. Balram	Junior Assistant
06	G Susmitha	Senior Assistant
07	Nakka Ramesh	Store Keeper
08	Prem Kumar	Record Assistant
09	Parashuram	Herbarium Keeper
10	T Ananthram	Office Subordinate
11	J Prabhaker	Office Subordinate
12	M Ravi	Office Subordinate

M RAVI
PRINCIPAL

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GOVERNMENT DEGREE COLLEGE, TANDUR
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Details of Teaching 2022-2023

Sl. No	Emp. ID	Name of the Employee Father Name	Designation	Date of Birth	Qualification	Date of joining in the Job	Direct Recruitment / Redployed	Date of Joining in the Present College	Date of Retirement	Department Tests Passed	Aadhar No	PAN No	Phone No.1	Phone No.2	GPF/CPS/ PRAN NO.	Date of Appointment	Mode of Appointment	Account No& Bank Name
1.	1712987	Dr M Ravinder S/o Narasimha	Principal/FACV	29.12.1974	M.Sc.Ph.D	01.07.2018	Direct Recruitment	01.07.2018	31.12.2035	EOT & GOT Passed	394327453366	BLUPM2068J	9491269122	Nil	104807EDN	26.12.2011	Through APPSC	92-7914134 SBI Malachinagar
2.	1709452	Dr Veena Kumar Dabes S/o Virendra Nath Dabes	Asst. Prof. in Hindi	05.04.1985	M.A. M.Phil.Ph.D	02.07.2018	Direct Recruitment	02.07.2018	30.04.2046		917921412062	DDAPD6648N	9177216210	Nil	111007022767	01.01.2013	APPSC	9214127914 SBI Malachinagar
3.	1442553	Dr. Ineq Anamul Haque S/o Ineq Alan Ali Akbar	Asst. Prof. in Urdu	03.09.1972	M.A. Ph.D	10.01.2022	Promoted	10.01.2022	30.09.2033	Executive Gazetted Officer Paper Code 141	974655879725	CUEJN8819K	9346651710	7675880678	103150EDN	01.08.2014	APPSC AS Junior Lecturer	92-12451148 SBI S-0000


M. Ravi
Principal
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GOVERNMENT DEGREE COLLEGE, TANDUR

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Details of Guest Faculty Teaching 2022-2023

Sl.No	Name of the Employee / Father Name	Designation	Subject	Date of Birth	Qualification	Date of joining in the Job	Appointin g Authority	Date of Joining in the Present College	Aadhar No	PAN No	Phone No.1	Phone No.2	Account Number & Bank Name
1	S.Arunodaya D/o S Bhaskar	Guest Faculty	English	14.10.1982	M.A., B.Ed	24.04.2022		24.04.2022	212034370821	CBHPA3536P	8790274880	8309575238	56510100169780 Union Bank IFSC CODE UBIN0805653
2	P.Ambaiiah S/o P.Dasharatham	Guest Faculty	English	15.08.1995	M.A., B.Ed	02.02.2021		05.11.2022	646541997297	EMFPP1975N	8106767383	6302154500	62481971438 SBI & ifsc Code SBIIN0020094
3	Manikyappa K S/o Basappa	Guest Faculty	Political Science	06.08.1982	M.A., B.Ed	21.08.2018		05.11.2022	362808268811	EFFPK5506F	9000595618	9493225618	62183012302 SBI
4	K.Jagadeeshwar D/o Shamalaiah	Guest Faculty	Political Science	26.01.1990	M.A., B.Ed	19.08.2022		19.08.2022	866272183770	BXSPJ2004D	9505452905	9985570545	62510315884 SBI
5	P.Mamtha D/o Ramulu	Guest Faculty	Commerce	10.10.1996	M.com., B.Ed	24.11.2022		24.11.2022	374953107651	HTHPM7791D	9908669665	7995573416	62250570085 SBI IFSC CODE SBIIN0020417
6	M.Jaijal Reddy	Guest Faculty	Commerce	05.05.1980	M.Com., SET, B.Ed	21.08.2018		17.08.22	486552752811	ECRPM0788N	9985325623	8555825910	62016964784 SBI, ifsc Code SBIIN0020417
7	Afreen Begum D/o Mohd. Khaja	Guest Faculty	Commerce	11.03.1995	M.Com., Ph.D	05.11.2022		05.11.2022	863130383099	Nil	9515797792	9032434403	187901000007118 Indian Overseas Bank, Gachibowli, Hyderabad IFSC Code : IOBA0001879
8	A.Veeresham S/o Ramulu	Guest Faculty	Telugu	12.07.1996	M.A., NET, SET	20.11.2021		20.11.2021	231488025618	RQY1468933	9948989536	9908981964	62210333654 SBI, VKB IFSC Code : SBI9N0020094
9	N.Vijay Kumar S/o Nagappa	Guest Faculty	Telugu	10.02.1978	M.A., B.Ed	07.09.2022		02.07.2022	776935967156	Nil	8008406090	Nil	62034049978 SBI, IFSC Code: SBIIN0020086
10	K.Vishala D/o K.Venkat Reddy	Guest Faculty	Computers	09.03.1987	M.C.A., B.Ed	20.02.2021		17.08.2022	379015359822	EMTPK3981B	9502577107	9000097263	62258671509 SBI, IFSC CODE SBIIN0020086


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11	N Sathyalaxmi D/o Ramchander	Guest Faculty	Computers	21.01.1987	M.C.A., B.Ed	20.02.2021	18.08.2022	995780401102	AOGPN9797P	9000533580	9000533458	62413647709 SBI, IFSC Code: SBIIN0020086
12	Y.Nagayothi D/o Venkataiah	Guest Faculty	Mathematics	13.07.1987	M.Sc., B.Ed	12.07.2021	17.08.2022	759192104415	ANBPY5330K	7989602950	Nil	66280100016588 IFSC Code 501012004

M.R.G.
Principal

GOVERNMENT DEGREE COLLEGE, TANDUR
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Details of Non-Teaching 2022-2023

Sl No	Emp. ID	Name of the Employee / Father Name	Designation	Date of Birth	Qualification	Date of Joining in the Job	Direct Recruitment / Redployed	Date of Joining in the Present College	Date of Retirement	Department Tests Passed	Aadhar No	PAN No	Phone No.1	Phone No.2	GPF/EPF/PRAN NO	Account No.& Bank Name
1	2565038	Sri C. Ravikumar Sri C. Pandu	Administrative Officer	30.08.1972	M.B.A	20.02.2020	Direct Recruitment	20.02.2020	8/31/2033	Deputy Inspector Test Code:02.012.020 Account Test for Subordinate Officers Code:Part-I-000 Account Test for Subordinate Officers Code:Part-II-000	889585312627	AEZPC7400D	9704303056	Nil	110671270923	054310011020559 Union Bank of India, Sri Nagar Colony, Hyderabad.
2	2730266	Sri V. Ravikumar Sri V. Krishnaiah	Senior Assistant	20.09.2077	M.Sc. M.S.W B.Ed	10.01.2022 AN	Direct Recruitment	10.01.2022 AN	31.03.2038	Deputy Inspector Test Code:02.012.020 Account Test for Subordinate Officers Code:Part-I-000 Account Test for Subordinate Officers Code:Part-II-000 Account Test for Executive Officers Paper Code 141 Department Test for General Officers of Education Department Code:001-007	984280445906	AEZPY5914Q	8639636857	9490046204	110162494381	62078562786 SBI, Tandur
3	9240940	Sri R. Amar Sri R. Chandrashekar	Junior Assistant	24.12.1988	B.Com	03.11.2011	Redeployed	15.09.2021	31.02.2049	Nil	418576338586	BDUPR7471N	9849432029	9581091331	Nil	62144688027 SBI Tandur
4	2401884	Sri N. Krupakar Reddy Sri N. V. Prathapa Reddy	Store Keeper	20.06.1971	M.Com FIC (MA), PGDCA	05.08.2022	Regularised / Observed	05.08.2022	30.06.2038	Deputy Inspector Test Code:No. 020 Account Test for Subordinate Officers (Part-I)-008	984967498298	AJBR99232M	9441162369	9441162369	111107879763	62093819699 SBI Tandur
5	2401883	Sri Ravi Kumar Sri Surya kanti	Museum Keeper	28.05.1982	M.Li.Sc. PGDCA	05.08.2022	Regularised / Observed	05.08.2022	31.05.2043	Deputy Inspector Test Code No. 012	637117187257	BLOPR2643Q	9885284574	7780228719	110187879764	62268410761 SBI Narayanpet
6	2401886	Sri Venkatesh Sri Sarathu	Helium Keeper	03.06.1983	B.A	05.08.2022	Regularised / Observed	05.08.2022	30.06.2044	Nil	970599676181	IBRGPV0821D	8466866791	8466866791	110187879765	37786235518 SBI Narayanpet
7	9240245	Smt. M. Lalitha Devi W/o. Ashok	Record Assistant	05.05.1974	B.A	15.09.2020	Redeployed	15.09.2020	31.05.2035	Nil	462163493162	COCPM5961E	9908678028	7793918364	Nil	52127961545 SBI Tandur
8	2400803	K.Priyanka D/o K. Prasad	Junior Assistant	15.03.1990	M.A	04.08.2022	Direct Recruitment	04.08.2022	31.03.2051	Nil	786950760997	IVRPK9971C	9908134468	9912833406	111104135273	62328750213 SBI Nawabpet
9	2400802	D/o B. Lingiah	Typist	29.11.1973	Intermediate	04.08.2022	Direct Recruitment	04.08.2022	30.11.2034	Nil	857954848115	GDDB9759G	6303804160	9908940122	110114135274	62041801252 SBI Nanapur
10	1409709	P. Nagarshwar S/o P. Raja Lingam	Record Assistant	21.05.1963	Intermediate	04.08.2022	Direct Recruitment	04.08.2022	31.05.2024	Nil	642401983598	BDSFN6547N	9949850273	Nil	110080883034	62098150484 SBI Nawabpet
11	2400503	Sri M. Ramchander S/o M. Shakarappa	Record Assistant	05.06.1990	B.Sc. B.Ed	04.08.2022	Direct Recruitment	04.08.2022	30.06.2051	Nil	642020728260	EHWPR2426C	9652570068	8639049588	110183862079	62413625571 SBI Yatala

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23/06/2020

In exercise of the powers conferred by Section 6A of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (19 of 1952), the Central Government hereby makes the following Scheme, namely : -

- 1. **Short title, commencement and application.** - (1) This Scheme may be called the Employees' Pension Scheme, 1995.
- (2) (a) This Scheme shall come into force on 16th day of November, 1995 ;
- (b) Subject to the provisions of this Scheme the employees have an option to become the members of the Scheme with effect from the 1st April, 1993.
- (3) Subject to the provisions of Section 16 of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, this Scheme shall apply to the employees of all factories and other establishments to which the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 applies or is applied under sub-section (3) or sub-section (4) of Section 1 or Section 3 thereof.


- 2. **Definitions.** - (1) In this Scheme unless the context otherwise requires : -
 - (i) " Act " means the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (19 of 1952).
 - (ii) " actual service " means the aggregate of period of service rendered from the 16th November, 1995 or from the date of joining any establishment whichever is later to the date of exit from the employment of the establishment covered under the Act ;
 - (iii) " Commissioner " means a Commissioner for Employees' Provident Funds appointed under Section 5D of the Act ;
 - (iv) " contributory service " means the period of ' actual service ' rendered by a member for which the contributions to the fund have been received or are receivable ;
 - (v) " eligible member " means an employee who is eligible to join the " Employees' Pension Scheme";
 - (vi) " Existing Member " means an existing employee who is a "Member of the Employees' Family Pension Scheme, 1971 "
 - (vii) " Family " means –
 - (i) wife in the case of male member of the Employees' Pension Fund ;
 - (ii) husband in the case of a female member of the Employees' Pension Fund ; and
 - (iii) sons and daughters of a member of the Employees' Pension Fund ;

Explanation- The expression " sons " and " daughters " shall include children legally adopted by the member.

- (viii) " Pension " means 'the pension payable under the Employees' Pension Scheme and also includes the family pension admissible and payable under the Employees' Family Pension Scheme, 1971 immediately preceding the commencement of the Employees' Pension Scheme, 1995 with effect from the 16th November, 1995 ;
- (ix) " Member " means an employee who becomes a member of the Employees' Pension Fund in accordance with the provisions of this Scheme.

Explanation. - An employee shall cease to be the member of Pension Fund from the date of attaining 58 years of age or from the date of vesting admissible benefits under the Scheme, whichever is earlier.

- (x) " Non-Contributory Service " is the period of " actual service " rendered by a member for which no contribution to the " Employees' Pension fund " has been received or are receivable ;
- (xi) " orphan " means a person, none of whose parents is alive;
- (xii) " past service " means the period of service rendered by an existing member from the date of joining Employees' Family Pension Fund till the 15th November, 1995;
- (xiii) " Pay " means basic wages, with dearness allowance, retaining allowance and cash value of food concessions admissible, if any ;
- (xiv) " Pension Fund " means the Employees' Pension Fund set up under sub-section (2) of Section 6A of the Act;
- (xv) " pensionable service " means the service rendered by the member for which contributions have been received or are receivable ;


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- (xvi) " Permanent total disablement " means such disablement of permanent nature as incapacitates an employee for all work which he/she was capable of performing at the time of disablement, regardless whether such disablement is sustained in the course of employment or otherwise;
- (xvii) " Table " means Table appended to this Scheme ;
- (xviii) The words and expressions defined in the Act but not defined in this Scheme shall have the same meaning as assigned to them in the Act.

3. Employees' Pension Fund. - (1) From and out of the contributions payable by the employer in each month under Section 6 of the Act or under the rules of the Provident Fund of the establishment which is exempted either under clauses (a) and (b) of sub-section (1) of Section 17 of the Act or whose employees are exempted under either paragraph 27 or paragraph 27-A of the Employees' Provident Fund Scheme, 1952, a part of contribution representing 8.33 per cent. of the Employee's pay shall be remitted by the employer to the Employees' Pension Fund within 15 days of the close of every month by a separate bank draft or cheque on account of the Employees' Pension Fund contribution in such manner as may be specified in this behalf by the Commissioner. The cost of the remittance, if any, shall be borne by the employer.

- (2) The Central Government shall also contribute at the rate of 1.16 per cent. of the pay of the members of the Employees' Pension Scheme and credit the contribution to the Employees' Pension Fund :

Provided that where the pay of the member exceeds fifteen thousand rupees per month the contribution payable by the employer and the Central Government be limited to the amount payable on his pay of fifteen thousand rupees only.

- (3) Each contribution payable under sub-paragraphs (1) and (2) shall be calculated to the nearest rupee, fifty paise or more to be counted as the next higher rupee and fraction of a rupee less than fifty paise to be ignored.
- (4) The net assets of the Family Pension Scheme, 1971 shall vest in and stand transferred to the Employees' Pension Fund.

4. Payment of contribution. - (1) The employer shall pay the contribution payable to the Employees' Pension Fund in respect of each member of the Employees' Pension Fund employed by him directly or by or through a contractor.

- (2) It shall be the responsibility of the principal employer to pay the contributions payable to the Employees' Pension Fund by himself in respect of the employees directly employed by him and also in respect of the employees employed by or through a contractor.

Provided that the Central Government shall pay the contribution payable to the Employees' Pension Fund in respect of an employee who is a person with disability under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) and under the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 (44 of 1999) respectively, upto a maximum of three years from the date of commencement of membership of the Fund.

5. Recovery of damages for default in payment of any contributions. - (1) Where a employer makes default in the payment of any contribution to the Employees' Pension Fund, or in the payment of any charges payable under any other provisions of the Act or the Scheme, the Central Provident Fund Commissioner or such officer as may be authorised by the Central Government by notification in the Official Gazette in this behalf, may recover from the employer by way of penalty, damages at the rates given in the table below :-

TABLE

Sl. No.	Period of default	Rates of Damages (percentage of arrears per annum)
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(1)	(2)	(3)
(a)	Less than two months	Five
(b)	Two months and above but less than four months	Ten
(c)	Four months and above but less than six months	Fifteen
(d)	Six months and above	Twenty Five.

- (2) The damages shall be calculated to the nearest rupee, 50 paise or more to be counted as the nearest higher rupee and fraction of a rupee less than 50 paise to be ignored.

6. Membership of the Employees' Pension Scheme. - Subject to sub-paragraph (3) of paragraph 1, the Scheme shall apply to every employee –

- (a) who on or after the 16th November, 1995, becomes a member of the Employees' Provident Fund Scheme, 1952, or of the Provident Funds of the factories and other establishments exempted by the appropriate Government under section 17 of the Act, or in whose case exemption has been granted under paragraph 27 or 27-A of the Employees' Provident Fund Scheme, 1952 and whose pay on such date is less than or equal to fifteen thousand rupees, from the date of such membership ;
- (b) who has been a member of the ceased Employees' Family Pension Scheme, 1971 before the commencement of this Scheme from 16th November, 1995 ;
- (c) who ceased to be a member of the Employees' Family Pension Scheme, 1971 between 1st April, 1993 and 15th November, 1995 and opts to exercise his option under Paragraph 7 ;
- (d) who has been a member of the Employees' Provident Fund or of Provident Funds of factories and other establishments exempted by the appropriate Government under section 17 of the Act or in whose case exemption has been granted under Paragraph 27 or 27 A of the Employees' Provident Fund Scheme, 1952, on 15th November, 1995 but not being a member of the ceased Employees' Family Pension Scheme, 1971 opts to exercise his option under paragraph 7.

Explanation.- An employee shall cease to be the member of Pension Fund from the date of attaining 58 years of age or from the date of vesting admissible benefits under the Scheme, whichever is earlier.

6A. Retention of membership. - A member of the Employees' Pension Fund shall continue to be such member till he attains the age of 58 years or he avails the withdrawal benefit to which he is entitled under para 14 of the Scheme, or dies, or the pension is vested in him in terms of para 12 of the Scheme whichever is earlier.

7. Option for joining the Scheme. - (1) Members referred to under sub-para (c) of Paragraph 6 who have died between 1st April, 1993 and 15th November, 1995 shall be deemed to have exercised the option of joining the Scheme on the date of his death.

- (2) Members referred to in sub-paragraph (c) of paragraph 6 who are alive shall have the option to join the Scheme as per the provisions of paragraph 17 from the date of exit from the employment.
- (3) Members referred to in sub-paragraph (d) of paragraph 6 shall have the option to join the Scheme as per the provisions of Paragraph 17 from 16th November, 1995.

8. Resolution of doubts. - If any doubt arises whether an employee is entitled to become a member of the Employees' Pension Fund, the same shall be referred to the Regional Provident Fund Commissioner who shall decide the same :

Provided that both the employer and the employee shall be heard before passing final order in the matter.

9. Determination of eligible service. The eligible service shall be determined as follows

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- (a) In the case of "new entrant" the "contributory service" shall be treated as eligible service. The total contributory service shall be rounded off to the nearest year. The fraction of service for six months or more shall be treated as one year and the service less than six months shall be ignored.

Explanation. - In the case of employees employed seasonally any establishment the period of "contributory service" in any year, notwithstanding that such service is less than a year shall be treated as a full year.

- (b) In the case of the "existing member" the aggregate of contributory service and the 'past service' shall be treated as eligible service.

Provided that if there is any period in the "past service" for which the contributions towards the Family Pension Scheme, 1971 has not been received, the said period shall count as eligible service only if the contributions thereof have been received in the Employees' Pension Fund.

Explanation. - For the purpose of this sub-paragraph, the aggregate of contributory service and past service for less than six months shall be ignored and six months and above shall be rounded to a year.

10. Determination of Pensionable Service. - (1) The pensionable service of the member shall be determined with reference to the contributions received or are receivable on his behalf in the Employees' Pension Fund.

- (2) In the case of the member who superannuates on attaining the age of 58 years, and who has rendered 20 years pensionable service or more, his pensionable service shall be increased by adding a weightage of 2 years.

11. Determination of Pensionable Salary. - (1) The pensionable salary shall be the average monthly pay drawn in any manner including on piece rate basis during contributory period of service in the span of sixty months preceding the date of exit from the membership of the Pension Fund and the pensionable salary shall be determined on pro-rata basis for the pensionable service up to the 1st day of September, 2014, subject to a maximum of six thousand and five hundred rupees per month, and for the period thereafter at the maximum of fifteen thousand rupees per month :

Provided that if a member was not in receipt of full pay during the period of sixty months preceding the day he ceased to be the member of the Pension Fund, the average of previous sixty months full pay drawn by him during the period for which contribution to the pension fund was recovered, shall be taken into account as pensionable salary for calculating pension.

- (2) If during the said span of 60 months there are non-contributory periods of service including cases where the member has drawn salary for a part of the month, the total wages during the 60 months span shall be divided by the actual number of days for which salary has been drawn and the amount so derived shall be multiplied by 30 to work out the average monthly pay.
- (3) The maximum pensionable salary shall be limited to fifteen thousand rupees per month.
- (4) The existing members as on the 1st day of September, 2014, who at the option of the employer and employee, had been contributing on salary exceeding six thousand and five hundred rupees per month, may on a fresh option to be exercised jointly by the employer and employee continue to contribute on salary exceeding fifteen thousand rupees per month and the pensionable salary for the existing members who prefer such fresh option shall be based on the higher salary :

Provided that the aforesaid members have to contribute at the rate of 1.16 per cent. on salary exceeding fifteen thousand rupees as an additional contribution from and out of the contributions payable by the employees for each month under the provisions of the Act or the rules made thereunder :

Provided further that the fresh option shall be exercised by the member within a period of six months from the 1st day of September, 2014:

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Provided also that the period specified in the second proviso may, on sufficient cause being shown by the member, be extended by the Regional Provident Fund Commissioner for a further period not exceeding six months :

Provided also if no option is exercised by the member within such period (including the extended period), it shall be deemed that the member has not opted for contribution over wage ceiling and the contributions to the Pension Fund made over the wage ceiling in respect of the member shall be diverted to the Provident Fund account of the member along with interest as declared under the Employees' Provident Funds Scheme from time to time.

12. Monthly Member's Pension. - (1) A member shall be entitled to : -

- (a) superannuation pension if he has rendered eligible service of 10 years or more and retires on attaining the age of 58 years ;
 - (b) early pension, if he has rendered eligible service of 10 years or more and retires or otherwise ceases to be in the employment before attaining the age of 58 years.
- (2) In the case of a new entrant, the amount of monthly superannuation pension or early pension, as the case may be, shall be computed in accordance with the following factors, namely : -

$$\text{Monthly member's pension} = \frac{\text{Pensionable salary} \times \text{Pensionable service}}{70}$$

Provided that the members' monthly pension shall be determined on a pro-rata basis for the pensionable service upto the 1st day of September, 2014 at the maximum pensionable salary of six thousand and five hundred rupees per month and for the period thereafter at the maximum pensionable salary of fifteen thousand rupees per month.

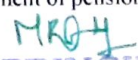
- (3) In the case of an existing member in respect of whom the date of commencement of pension is after the 16th November, 2005, -
- (i) superannuation or early pension shall be equal to the aggregate of : -
 - (a) pension as determined under sub-paragraph (2) for the period of pensionable service rendered from the 16th November, 1995 or Rs. 635/- per month whichever is more ;
 - (b) past service pension shall be as given below : -

The past service pension payable on completion of 58 years of age on the 16th November, 1995

Years of past service	Salary upto Rs 2500/- per month	Salary more than Rs 2500/- per month
(1)	(2)	(3)
(i) Upto 11 years	80	85
(ii) More than 11 years but upto 15 years	95	105
(iii) More than 15 years but less than 20 years	120	135
(iv) Beyond 20 years	150	170

The amount under column (2) or (3) above, as the case may be, shall be multiplied by the factor given in Table 'B' corresponding to the period between the 16th November, 1995 and the date of exit to arrive at past service pension payable.

- (ii) The aggregate of (a) and (b) calculated as above shall be subject to a minimum of Rs. 800/- per month, provided the eligible service is 24 years. Provided further, if it is less than 24 years, the pension as computed above shall be reduced proportionately subject to a minimum of Rs. 450/- per month.
- (4) In the case of an existing member and in respect of whom the date of commencement of pension is between the 16th November, 2000 and the 16th November, 2005, -
- (i) superannuation or early pension shall be equal to the aggregate of : -


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- (a) pension as determined under sub-paragraph (2) for the period of service rendered from the 16th November, 1995 or Rs. 438/- per month whichever is more ;
- (b) past service pension as provided in sub-paragraph (3).
- (ii) The aggregate of (a) and (b) calculated as above shall be subject to a minimum of Rs. 600/- per month, provided the eligible service is 24 years. Provided further, if it is less than 24 years, the pension shall be proportionately less subject to the minimum of Rs. 325/- per month.
- (5) In the case of an existing member and in respect of whom the date of commencement of pension is before the 16th November, 2000, -
- (i) The superannuation or early pension shall be equal to the aggregate of : -
- (a) pension as determined under sub-paragraph (2) for the period of service rendered from the 16th November, 1995 or Rs. 335/- per month whichever is more ;
- (b) past service pension as provided in sub-paragraph (3).
- (ii) The aggregate of (a) and (b) calculated as above shall be subject to the minimum of Rs. 500/- per month, provided the eligible service is 24 years. Provided further, if it is less than 24 years the, pension shall be proportionately lesser but subject to the minimum of Rs. 265/- per month
- (6) Except as otherwise expressly provided hereinafter the monthly member's pension under sub-paragraphs (2) to (5) mentioned hereinabove, as the case may be, shall be payable from a date immediately following the date of completion of 58 years of age notwithstanding that the member has retired or ceased to be in the employment before that date.
- (7) A member if he so desires, may be allowed to draw an early pension from a date earlier than 58 years of age but not earlier than 50 years of age. In such cases, the amount of pension shall be reduced at the rate of four per cent, for every year the age falls short of 58 years.
- (7A) monthly members pension including any relief payable to any existing or future member under this paragraph shall not be less than one thousand rupees.
- Provided that, on and from the first day of September, 2014, the minimum pension of one thousand rupees payable under this subparagraph shall be subject to -
- (i) deductions on account of benefits of commutation and return of capital taken by members under the extant provisions of this scheme prior to 26th September, 2008; and
- (ii) deductions on account of early pension under subparagraph (7).
- (7B) (a) a member who has attained the age of fifty-eight years and is otherwise eligible for pension under clause (a) of sub-paragraph (1) of this paragraph, if he so desires, may be allowed to defer the age of drawing pension later than fifty-eight years but not beyond sixty years of age.
- (b) In such cases as is referred to in clause (a), -
- (i) the amount of pension shall be increased at the rate of four per cent. for every completed year after the age of fifty-eight years which shall be restricted to the wage ceiling given under the proviso to sub-paragraph (2) of paragraph 3 ;
- (ii) the member, at his or her option, may also be allowed to continue contributions under paragraph 3 to the Employees' Pension Fund for the period for which the drawal of pension has been deferred, if the member is continuing in employment after the age of fifty-eight years, and the pensionable service and pensionable salary for the purpose of determination of pension under sub-paragraph (2) will be reckoned taking into account the period for which contributions were made after the age of fifty-eight years but not beyond the age of sixty years ;
- (iii) in the event of death of the member, who has opted for deferring the age of drawing pension under this sub-paragraph, after attaining the age of fifty-eight years and before the commencement of the pension so deferred, the family of the member will be entitled to pension under clause (c) of sub-paragraph (1) of paragraph 16 from the date following the date of death of the member as if the member monthly pension had commenced on the date of death of the member.

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- (8) If a member ceases to be in the employment by way of retirement or otherwise earlier than the date of superannuation from which pension can be drawn, the member may, on his option, either be paid pension as admissible under this Scheme on attaining the age exceeding 50 years or he may be issued a scheme certificate by the Commissioner indicating the pensionable service, the pensionable salary and the amount of pension due on the date of exit from the employment. If he/she is subsequently employed in an establishment coverable under this Scheme, his/her earlier service as per the scheme certificate shall be reckoned for pension along with the fresh spell of pensionable service. The member postponing the commencement of payment of pension under this paragraph shall also be entitled to additional relief sanctioned under this Scheme from time to time :

Provided that if the member does not take up an employment coverable under this Scheme and has rendered less than ten years eligible service on the date of exit, but dies before attaining the age of fifty-eight years and before a continuous period of thirty-six months has elapsed during which contributions have not been received in respect of the member in the Pension Fund, the amount of contributions received in his case shall be converted into a monthly widow pension or children pension and the widow pension in such cases shall be calculated at the scale laid down in Table ' C ' and the children pension at 25 per cent thereof for each child (upto two) :

Provided further that if there is no widow, then the orphan pension shall be payable at the rate of 75 per cent of the amount which would have been payable as a widow pension subject to the provisions of the paragraph 16 :

Provided also that if the member does not take up an employment coverable under this Scheme and has rendered less than ten years eligible service on the date of exit; but dies before attaining the age of fifty-eight years after a continuous period of thirty-six months has elapsed during which contributions have not been received in respect of the member in the Pension Fund, the family shall be entitled to benefits under paragraph 14.

- 14. Benefits on leaving service before being eligible for monthly member's pension.** - If a member has not rendered the eligible service specified in sub-paragraph (1) of paragraph 12 on the date of exit, or on attaining the 58 years of age, whichever is earlier, such member shall be entitled to a withdrawal benefit as laid down in Table ' D ' or may opt to receive the Scheme certificate provided on the date he has not attained 58 years of age :

Provided that for calculating such withdrawal benefit, the wages at exit shall be the weighted average of his wages at the end of every wage ceiling period :

Provided further that an existing member shall receive additional return of contributions for his past service under the Employees' Family Pension Scheme, 1971, computed as withdrawal-cum-retirement benefits as per Table ' A ' multiplied by the factor given in Table ' B '.

- 15. Benefits on permanent and total disablement during the service.** - (1) A member, who is permanently and totally disabled during the employment shall be entitled to pension as admissible under paragraph 12 subject to a minimum of Rs. 250/- per month notwithstanding the fact that he/she has not rendered the pensionable service entitling him/her to pension under paragraph 12 provided that she/he has made at least one month's contribution to the Pension Fund.

- (2) The monthly member's pension in such cases shall be payable from the date following the date of permanent total disablement and shall be tenable for the life-time of the member.
- (3) A member applying for benefits under this paragraph shall be required to undergo such medical examination as may be prescribed by the Central Board to determine whether or not he or she is permanently and totally unfit for the employment which he or she was doing at the time of such disablement.

- 16. Benefits to the family on the death of a member.** - (1) Pension to the family shall be admissible from the date following the date of death of the member if the member dies -

- (a) while in service, provided that at least one month's contribution has been paid into the Employees' Pension Fund, or
- (b) after the date of exit but before attaining the age of 58, from the employment having rendered service entitling him/her to monthly member's pension but before the commencement of pension payment or
- (c) after commencement of payment of the monthly member's pension.

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Note :- The cases where a member has rendered less than 10 years eligible service on the date of exit but has retained the membership of the Pension Fund, and dies before attaining the age of 58 years, shall be regulated under sub-paragraph (8) of paragraph 12.

(2) (a) The monthly widow pension shall be :-

- (i) in the cases covered by clause (a) of sub-paragraph (1), equal to the monthly member's pension which would have been admissible as if the member had retired on the date of death or Rs. 450/- or the amount indicated in Table ' C ' whichever is more.
- (ii) in the cases covered by clause (b) of sub-paragraph (1), equal to the monthly member's pension which would have been admissible as if the member had retired on the date of exit or Rs. 450/- per month or the amount indicated in Table ' C ' whichever is more.
- (iii) in the cases covered by clause (c) of sub-paragraph (1), equal to 50 per cent. of the monthly member's pension payable to the member on the date of his death subject to a minimum of Rs. 450/- per month.
- (iv) in all the cases, where the amount of family pension sanctioned under the ceased Family Pension Scheme, 1971 and is paid/payable under this scheme is less than Rs. 450 per month the amount of family pension in such cases shall be enhanced to Rs. 450/- per month.
- (v) in all the cases, where the monthly widow pension including relief, if any, is less than one thousand rupees per month, the amount of monthly widow pension in such cases shall be enhanced to one thousand rupees per month.
- (b) the monthly widow pension shall be payable upto the date of death of the widow or remarriage whichever is earlier.

Note :- In cases where there are 2 or more widows, family pension shall be payable to the eldest surviving widow. On her death it shall be payable to the next surviving widow, if any. The term "eldest" would mean seniority with reference to the date of marriage.

(3) Monthly children pension :-

- (a) If there are any surviving children of the deceased member, falling within the definition of family, they shall be entitled to a monthly children pension in addition to the monthly widow/widower pension.
- (b) Monthly children pension for each child shall be equal to 25 per cent. of the amount admissible to the widow of the deceased member as monthly widow pension payable under clause (a) of sub- paragraph (2) :


Provided that the minimum monthly children pension including relief, if any, for each child of the deceased member shall not be less than two hundred and fifty rupees per month.

- (c) Monthly children pension shall be payable until the child attains the age of 25 years.
- (d) The monthly children pension shall be admissible to maximum of two children at a time and will run from the oldest to the youngest child in that order.
- (e) If a member dies leaving behind a family having son or daughter who is permanently and totally disabled, such son or daughter shall be entitled to payment of monthly children pension or orphan pension, as the case may be, irrespective of age and number of children in the family in addition to the pension provided under clause (d).

(4)(a) If the deceased member is not survived by any widow, but is survived by children falling within the definition of family or if the widow pension is not payable, the children shall be entitled to a monthly orphan pension equal to 75 percent of the amount of the monthly widow pension as payable under clause (a) of subparagraph (2) :

Provided that the minimum monthly orphan pension including relief, if any, for each orphan shall not be less than seven hundred and fifty rupees per month.

(aa) The monthly orphan pension shall be payable to each orphan till such orphan attains the age of twenty-five years :


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Provided that the monthly orphan pension shall be payable to an orphan beyond the age of twenty-five years, if such orphan is suffering from disorder or disability of mind or who is physically crippled or disabled.

- (b) In the event of death or remarriage of the widow/ widower after sanctioning of widow/widower pension the children shall be entitled in lieu of the monthly children pension, to a monthly orphan pension from the date following the date of death/remarriage of the widow/widower.
- (c) The monthly orphan pension shall be admissible to a maximum of 2 orphans at a time and shall run in order from the oldest to the youngest orphan.
- (5) (a) A member who is not married or who does not have any living spouse and/or an eligible child may nominate a person to receive benefits as laid down hereinafter provided that in the event of his/her acquiring a family subsequently, the nomination so made shall become void. In the event of death of the member such a nominee shall be entitled to receive a monthly pension equal to the monthly widow pension, as admissible under sub-clauses (i) and (ii) of clause (a) of sub-paragraph (2).
- (aa) If a member dies leaving behind no spouse and/or an eligible child falling within the definition of family and no nomination / by such deceased member exists, the widow pension shall be paid under sub-clauses (i) and (ii) of clause (a) of subparagraph 2 either to dependant father or dependent mother as the case may be. On grant of pension to such dependant father and in the event of death of the father pensioner, the admissible pension shall be extended to the surviving mother lifelong.
- (b) If the deceased member had not rendered pensionable service on the date of exit from the employment which would have made him entitled to a monthly members pension under paragraph 12, but had opted to retain the membership of his Scheme under sub- paragraph (8) of paragraph 12, the nominee or the dependant father or the dependant mother, as the case may be, shall be entitled to a withdrawal benefit as provided in paragraph 14.

16-A. Guarantee of pensionary benefits. - None of the pensionary benefits under the Scheme shall be denied to any member or beneficiary for want of compliance of the requirement by the employer under sub-paragraph (1) of paragraph 3 provided, however, that the employer shall not be absolved of his liabilities under the Scheme.

17. Payments on exercise of option. - (1) Beneficiaries of the deceased members of Employees' Family Pension Scheme, referred to in sub-para (1) of paragraph 7, shall receive higher of the benefits available under the Employees' Family Pension Scheme, 1971 and under this Scheme.

- (2) Members referred to in sub-paragraph (2) of Paragraph 7 shall have the option to join the Scheme by returning the amount of withdrawal benefit received, if any, together with interest at the rate of 8.5% per annum from the date of payment of such withdrawal benefits and date of exercise of the option, to receive monthly pension as per the provisions of this Scheme.
- (3) Members referred to in sub-paragraph (3) of paragraph 7 shall be deemed to have joined the ceased Employees' Family Pension Scheme, 1971, with effect from 1-3-1971 on remittance of past period contribution with interest thereon.

17-A. Payment of Pension. - The claims, complete in all respects submitted along with the requisite documents shall be settled and benefit amount paid to the beneficiaries within twenty days from the date of its receipt by the Commissioner. If there is any deficiency in the claim, the same shall be recorded in writing and communicated to the applicant within twenty days from the date of receipt of such application. In case the Commissioner fails without sufficient cause to settle a claim complete in all respects within twenty days, the Commissioner shall be liable for the delay beyond the said period and penal interest at the rate of 12 per cent. per annum may be charged on the benefit amount and the same may be deducted from the salary of the Commissioner.

18. Particulars to be supplied by the employees already employed at the time of commencement of the Employees' Pension Scheme. - Every person who is entitled to become a member of the Employees' Pension Fund shall be asked forthwith by his employer to furnish and that person shall, on such demand, furnish to him for communication to the Commissioner particulars concerning himself and his family in the form prescribed by the Central Provident Fund Commissioner.

19. Preparation of Contribution Cards. - The employer shall prepare an Employees' Pension Fund Contribution Card in respect of each employee who has become a member of the Employees' Pension Fund.

20. Duties of Employers. - (1) Every employer shall send to the Commissioner within three months of the commencement of this Scheme, a consolidated return of the employees entitled to become members of the Employees' Pension Fund showing the basic wage, retaining allowance, if any, and dearness allowance including the cash value of any food concession paid to each of such employees :

Provided that if there is no employee who is entitled to become a member of the Employees' Pension Fund, the employer, shall send a ' Nil ' return.

(2) Every employer shall send to the Commissioner within fifteen days of the close of each month a return in respect of the employees leaving service of the employer during the preceding month:

Provided that if there is no employee leaving service of the employer during the preceding month the employer shall send a ' NIL ' return.

(3) Every employer shall maintain such accounts in relation to the amounts contributed by him to the Employees' Pension Fund as the Central Board may, from time to time, direct and it shall be the duty of every employer to assist the Central Board in making such payments from the Employees' Pension Fund to his employees as are sanctioned by or under the authority of the Central Board.

(4) Notwithstanding anything contained in this paragraph, the Central Board may issue such directions to the employers generally, as it may consider necessary or expedient, for the purpose of implementing the Scheme, and it shall be the duty of every employer to carry out such directions.

(5) Every employer shall send to the Commissioner, an electronic format of the returns referred to in sub-paragraphs (1) and (2), in such form and manner as may be specified by the Commissioner.

21. Employer to furnish particulars of ownership. - Every employer in relation to a factory or other establishment to which the Act applies or is applied hereafter shall furnish to the Commissioner particulars of all the branches and departments, owners, occupiers, directors, partners, managers or any other person or persons who have the ultimate control over the affairs of such factory or establishment and also send intimation of any change in such particulars, within fifteen days of such change, to the Commissioner by registered post.

22. Duties of contractors:- Every contractor shall, within seven days of the close of every month, submit to the principal employer a statement showing the particulars in respect of employees employed by or through him in respect of whom contributions to the Employees' Pension Fund are payable and shall also furnish to him such information as the principal employer is required to furnish under the provisions of this Scheme to the Commissioner.

23. Allotment of Account Numbers.- (1) For purposes of this Scheme, where the member has already been allotted or is allotted hereafter an account number under the Employees Provident Fund Scheme, 1952, he shall retain the same account number.

(2) In the case of employees of the establishments exempted from the Employees' provident Fund Scheme, 1952, under Section 17 of the Act, who are members of the Employees' Family Pension Fund the account number already allotted shall be retained by them.

(3) In the case of employees of the establishments exempted from the Employees' Provident Fund Scheme, 1952, under Section 17 of the Act, who are not members of the Employees' Family Pension Fund but opt to become members of the Employees' Pension Fund and in case of new employees of such establishments, fresh account numbers shall be allotted by the Commissioner.

24. Declaration by persons taking up employment after the Fund has been established. - The employer shall before taking any person into employment, ask him/her to state in writing whether or not he is a member of the Employees' Pension Fund and, if he/she is, also ask him/her to furnish a copy of the Scheme Certificate issued by the Commissioner him/her in respect of the past employment in terms of paragraph 12 as the case may be. If the person concerned was not in employment previously or had availed of return of contribution in respect of his/her previous employment, he/she shall, on demand by the employer, furnish to him, for communication to the Commissioner particulars concerning him/herself and his/her family in the Form prescribed by the Central Provident Fund Commissioner :

Provided that if such person is a person with disability, the aforesaid Form shall further contain such particulars as are necessary for such person.

- 25. Employees' Pension Fund Account.** - The account called the "Employees' Pension Fund Account" shall be opened by the Commissioner in such manner as may be specified by the Central Board with the approval of Central Government.
- 26. Investment of the Employees' Pension Fund.** - (1) All moneys accruing to Employees' Pension Fund Account except the contributions of the Central Government shall be invested in accordance with the provisions of paragraph 52 of the Employees' Provident Funds Scheme, 1952.
- (2) Net assets of the Family Pension Fund as on the 16.11.1995 shall merge in the Pension Fund and remain invested in the Public Account of the Government of India. The future Central Government's contribution accruing to the Pension Fund from 17th November, 1995 onwards shall also be invested in the Public Account of the Government of India.
- 27. Disposal of the Fund.** - (1) Subject to the provisions of the Act and this Scheme, the Fund shall not, except with the prior sanction of the Central Government be expended for any purpose other than the payments envisaged in this Scheme, for continued payment of Family Pension, life assurance benefit and retirement-cum-withdrawal benefits sanctioned under the Employees' Family Pension Scheme, 1971, prior to the date of introduction of this Scheme or which may be sanctioned under that Scheme after the 16th November, 1995 in respect of cases arising before that date.
- (2) All administrative expenses shall be met from the 'Central Administration Account' as specified in paragraph 49 of the Employees' Provident Funds Scheme, 1952. However, the cost of remittance of Pension shall be charged on the Pension Fund.
- 29. Forms of Accounts.** -The accounts of the Employees' Pension Fund as also the Employees' Pension Administration Account shall be maintained by the Commissioner in such form and in such manner as may be specified by the Central Board with the approval of the Central Government.
- 30. Audit.** -The accounts of the Employees' Pension Fund including the administrative expenses incurred in running this Scheme shall be audited in accordance with the instructions issued by the Central Government in consultation with Comptroller and Auditor-General of India.
- 31. Rounding up of the Benefits.** - All items of benefits shall be calculated to the nearest rupee, 50 paise or more to be counted as the next higher rupee and fraction of a rupee less than 50 paise shall be ignored.
- 32. Valuation of the Employees' Pension Fund and review of the rates of contributions and quantum of the pension and other benefits.** - (1) The Central Government shall have an annual valuation of the Employees' Pension Fund made by a Valuer appointed by it.
- (2) At any time, when the Employees' Pension Fund so permits the Central Government may alter the rate of contributions payable under this Scheme or the scale of any benefit admissible under this Scheme or the period for which such benefit may be given.
- 33. Disbursement of Pension and other benefits.** - The Commissioner shall with the approval of the Central Board, enter into arrangement for the disbursement of pension and other benefits under this Scheme with disbursing agencies like Post Office or Nationalised Banks or Treasuries or Scheduled Commercial banks including Regional Rural banks or Co-operative Banks. The Commission payable to the disbursing agencies and other charges incidental thereto shall be met as provided in paragraph 27 of this Scheme.
- 34. Registers, Records, etc.** - The Commissioner shall, with the approval of the Central Board, prescribe the registers and records to be maintained in respect of the employees, the form or design of any identity card, token or disc for the purpose of identifying any employee or his nominee or a member of a family entitled to receive the pension and such other forms/formalities as have to be completed in connection with the grant of pension and other benefits or for the continuance thereof subject to such periodical verification as may be considered necessary.
- 35. Power to issue directions.** - The Central Government may issue, such directions as may be deemed just and proper by it for resolving any difficulty in the disbursement of pension and other benefits or for resolving any difficulty in implementation of this Scheme.
- 36. Regional Committee.** - The Regional Committee set up under paragraph 4 of the Employees' Provident Funds Scheme, 1952, shall advise the Central Board, on such matters, in relation to the

administration of this Scheme as the Central Board may refer to it from time to time and in particular, on -

- (a) progress of recovery of contributions under this Scheme both from factories and establishments exempted under Section 17 of the Act and other factories and establishments covered under the Act.
- (b) expeditious disposal of prosecutions.
- (c) speedy settlement of claims relating to pension and other benefits under this Scheme.

37. Annual Report. - The Central Board shall cause to be included in the Annual Report on the working of the Scheme prepared under paragraph 74 of the Employees' Provident Fund Scheme, 1952, a report on the working of this Scheme during the previous financial year.

38. Application of the provisions of the Employees' Provident Funds Scheme, 1952. - In regard to matters for which either there is no provision or there is inadequate provisions in this Scheme the corresponding provisions in the Employees' Provident Funds Scheme, 1952, shall apply.

39. Exemption from the operation of the Pension Scheme. - The appropriate Government may grant exemption to any establishment or class of establishments from the operation of this Scheme, if the employees of the establishments are either members of any other pension scheme or proposed to be members of a pension scheme wherein the pensionary benefits are at par or more favourable than the benefits provided under this Scheme. Where exemption is granted to any establishment or class of establishments under this paragraph, withdrawal benefits available to the credit of the employees of such establishment(s) under the ceased Family Pension Scheme, 1971, shall be paid, subject to the consent of the employees, to the pension fund of the establishment(s) so exempted. An application for exemption under this paragraph shall be presented to the Regional Provident Fund Commissioner having jurisdiction by the establishment or class of establishments, together with a copy of the pension scheme of the establishment(s) and other relevant documents, as may be called for by him. On receipt of such an application, the Regional Provident Fund Commissioner shall scrutinise it, obtain the recommendations of the Central Provident Fund Commissioner and submit the same to the appropriate Government for decision, pending disposal of application for exemption under this paragraph employers' share of the contribution shall not be remitted to the pension fund as envisaged in sub-paragraph (1) of paragraph 3. An application for exemption presented under this paragraph shall be disposed of within a period of six months from the date of its receipt or such further time as may be extended for reasons to be recorded in writing. If the application for exemption is not disposed of within the period so specified, the exemption applied for shall be deemed to have been granted.

Explanation. - For the purpose of this paragraph, the period of six months will count from the date on which the application for exemption is given in complete form to the satisfaction of the Regional Provident Fund Commissioner.

39-A. Submission of Return. - The employer of the exempted establishment or class of establishments and/or the Board of Trustees of the exempted establishment or class of establishments shall submit a monthly return to the Commissioner in Form - 1 and such return shall also be submitted in electronic format in such form and manner as may be specified by the Commissioner.

FORM 1

(See paragraph 39 A)

Monthly Return to be submitted by the exempted establishments/class of establishments/Board of Trustees.

I.	DETAILS OF ESTABLISHMENT	:	
(a)	Name of the establishment with the full address	:	
(b)	Code No. allotted by the Employees Provident Fund Organization	:	

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2. DETAILS OF EMPLOYEES (INCLUDE ALL BRANCHES/UNITS ETC.)		:	
(a)	No. of employees as at the end of previous month	:	
(b)	No. of employees who joined during the month	:	
(c)	No. of employees who left service during the month	:	
(d)	No. of employees as at the end of the month [(a) +(b) -(c)]	:	
(e)	Out of (d) above no. of excluded employees	:	
(f)	No. of Pension Fund members as at the end of the month [Please furnish the above mentioned details unitwise situated as different places. Attach separate sheet, if necessary]	:	
3. CONSTITUTION OF BOARD OF TRUSTEES		:	
(a)	Date on which the present Board was constituted	:	DD MM YYYY
(b)	Its term	:	YEARS
(c)	Total number of Trustees	:	
(i)	Employees' Representatives	:	
(ii)	Employer's Representatives	:	
4. WAGES, CONTRIBUTIONS ETC.		:	
(a)	Amount of gross wages liable to Pension Contribution	:	Rs.
(b)	Rate of contribution to Pension Fund	:	%
(c)	Amount of Pension contribution to be transferred for the current month	:	Rs.
(d)	Amount of arrears due, if any, for transfer to the Board of Trustees at the end of the previous month	:	Rs.
(e)	Total of (c) & (d)	:	Rs.

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(f)	Amount actually transferred to the Board of Trustees	:	Rs.
(g)	Balance due, if any, for transfer to the Board of Trustees [(e)-(f)]	:	Rs.
(h)	Whether the interest payable under Section 7Q of the Act for the belated transfer of Funds, if any, has been paid?	:	YES NO
(i)	Amount of interest still payable at the end of the month	:	Rs.
5. DETAILS OF PENSIONERS			
(a)	No. of Pensioners at the end of the month	:	
(i)	Member (Self) Pensioners	:	
	—Superannuation Pension	:	
	—Early Pension	:	
	—Disablement Pension	:	
(ii)	Spouse Pensioners	:	
	—Death in service	:	
	—Death away from service	:	
	—Death as pensioner	:	
(iii)	Children Pensioner	:	
	—Normal Children	:	
	—Disabled Children (Life-long pension)	:	
(iv)	Orphan Pensioner	:	
(v)	Nominee Pensioner	:	
(vi)	Dependent Parents Pensioner	:	
(b)	Total amount of Pension paid during the month	:	Rs.
6. DETAILS OF EXIT CASES			
(a)	No. of Persons who have taken Withdrawal benefit during the month.	:	
(b)	Amount paid during the month	:	Rs.
	No. of exit cases where Scheme certificate has been issued.	:	
7. DETAILS OF INVESTMENT			

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(a)	Amount lying invested in the Pension Fund in the beginning of the month	:	
(b)	Amount received during the month	:	
(i)	By away of Contribution from the employer	:	Rs.
	Current month	:	Rs.
	Arrears, if any	:	Rs.
(ii)	Encashment of matured securities/deposits	:	Rs.
(iii)	Interest/dividend on investments	:	Rs.
(iv)	Other transfer-in-cases	:	Rs.
(v)	Damages, if any	:	Rs.
(vi)	Interest on belated payments, if any	:	Rs.
(vii)	Miscellaneous, if any (Please specify)	:	Rs.
(C)	Payments made during the month	:	Rs.
(d)	Amount invested during the month	:	Rs.
	Securities		
	--Central Government	:	Rs.
	--State Governments	:	Rs.
	--Others, if any	:	Rs.
	Deposits		
	--Public Financial Institutions/Banks	:	Rs.
(e)	Whether pattern of investment followed?	:	YES NO
(f)	If so, classify the percentage		
(i)	Securities		
	--Central Government	:	%
	--State Government	:	%
	--Others	:	%
(ii)	Deposits		
	--Public Financial Institutions/Banks	:	Rs.

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(iii)	Annuity purchased from Life Insurance Corporation	:	Rs.
(g)	Amount lying un-invested in Cash Bank	:	Rs.
8. MODE OF DISBURSEMENT (Tick one)			
	<input type="checkbox"/> Through Bank	:	
	<input type="checkbox"/> Through Post Offices	:	
	<input type="checkbox"/> Through LIC by purchase of Annuity	:	
	<input type="checkbox"/> Others, if any, (please specify)	:	
9. RULES OF ESTABLISHMENT'S PENSION FUND			
Details of amendment, if any carried out during the month to make the Rules at par with the Statutory Pension Scheme (Employees' Pension Scheme, 1995)			

Date

Signature with official seal of the Employer/Trustees of the Board

39-B. Transfer Value. -In case exemption is granted to any establishment or in the case of a member being transferred from pension fund of one exempted establishment to another pension fund of exempted establishment or statutory pension fund or *vice-versa*, a transfer value payment will be made which will consist of the following:-

- Withdrawal benefit relating to past service period upto 15-11-1995 as per Table-A multiplied by Table-B factor for the period between 16-11-1995 to the date of exemption/transfer, and
- Transfer value for pensionable service as per Table-E for the service rendered from 16-11-1995 or from the date of joining the establishment to the date of exemption/transfer as the case may be.
- In the event of cancellation of exemption granted under Para 39, transfer of fund will be made as per the conditions mentioned in the exemption notification.

40. Information to the Central Government. - The Central Board shall furnish such information to the Central Government from time to time in respect of the income and expenditure from the Employees' Pension fund account in such manner as may be directed by the Central Government.

41. Interpretation. - Where any doubt arises with regard to the interpretation of the provisions of this Scheme, it shall be referred to the Central Government who shall decided the same.

42. Punishment for failure to submit return, etc. - If any person,

- deducts or attempts to deduct from the wages or other remuneration of the member, the whole or any part of the employer's contribution ; or
- fails or refuses to submit any return, statement or other documents required by this Scheme or submits a false returns, statement or other documents, or makes a false declaration; or
- obstructs any Inspector or other official appointed under the Act or this Scheme in the discharge of his duties or fails to produce any record for inspection by such inspector or other officials; or

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- (d) is guilty of contravention of or non-compliance with any other requirement of this Scheme, he shall be punishable with imprisonment which may extend to one year or with fine which may extend to five thousand rupees or with both.

43. Payment of pension in the case of a person charged with the offence of murder. – (1) If a person, who in the event of the death of a member of the Pension Fund is eligible to receive pension of the deceased under paragraph 12 or paragraph 16, is charged with the offence of murdering the member or for abetting the commission of such an offence, his claims to receive pension shall remain suspended till the conclusion of the criminal proceedings instituted against him for such offence.

- (2) If on the conclusion of the criminal proceedings referred to in sub-paragraph (1), the person concerned is:
- (a) convicted for the murder or abetting in the murder of the member, he shall be debarred from receiving pension which shall be payable to other eligible members if any, of the family of the member; or
- (b) acquitted of the charge of murder or abetting the murder of the member, pension benefit shall be payable to him.

43A. Special provisions in respect of International Workers. - The Scheme shall, in its application to International Workers as defined in this paragraph, be subject to the following modifications, namely:

- (1) After clause (vii) of paragraph 2, the following clause shall be inserted, namely:

(viii) "International Worker" means, -

- (a) an Indian employee having worked or going to work in a foreign country with which India has entered into a social security agreement and being eligible to avail the benefits under a social security programme of that country, by virtue of the eligibility gained or going to gain, under the said agreement ;
- (b) an employee other than an Indian employee, holding other than an Indian passport, working for an establishment in India to which the Act applies.

Provided that the worker who is a Nepalese national on account of Treaty of Peace and Friendship of 1950 and the worker who is a Bhutanese national on account of India-Bhutan Friendship Treaty of 2007, shall be deemed to be an Indian Worker.

- (2) For clause (xv) of paragraph 2, the following clause shall be substituted, namely:-

(xv) ***

- (3) Sub- paragraphs (2), (3) and (4) of paragraph 3, shall be omitted.

- (4) Proviso to sub-paragraph (2) of paragraph 4, shall be omitted.

- (4A) For paragraph 9 of the principal Scheme, the following paragraph shall be substituted, namely :

"9. Determination of eligible service in respect of International Workers. - The eligible service shall be determined as follows:

- (i) In the case of "existing member" or the "new entrant", the "actual service" shall be treated as eligible service.
- (ii) in the case of the member covered by a social security agreement, the period of coverage under relevant social security programme in another country shall be added to actual service and the aggregate thereof shall be treated as eligible service as may be provided in the social security agreement."

- (5) For sub-paragraph (1) of paragraph 10, the following sub-paragraph shall be substituted, namely:

(1) ***

(6) For paragraph 11, the following paragraph shall be substituted namely:-

11. Determination of pensionable salary:- The pensionable salary shall be the average monthly pay drawn in any manner including on piece-rate basis during the contributory period of service of the membership of the Employees' Pension Fund."

(7) For paragraph 14, the following paragraph shall be substituted, namely:-

14. Benefits on leaving service before being eligible for monthly members' pension:- (1) An International Worker covered under a social security agreement entered into between India and another country who has not rendered the eligible service prescribed in paragraph 9 on the date of exit, or on attaining the age of 58 years, whichever is earlier, shall be entitled to a totalisation benefit as may be provided in the said social security agreement :

Provided that if the International worker covered under the provisions of the said agreement has not rendered the eligible service even after including the totalisation benefit as may be provided in the said agreement, then such International Worker shall be entitled to a withdrawal benefit as laid down under Table 'D'."

(8) After paragraph 33, the following proviso shall be inserted, namely :-

Provided that if the beneficiary under the scheme is covered under a social security agreement between India and another country, the pension and other benefits under the Scheme shall be disbursed in the manner and as per the terms and conditions specified in the said agreement.

(9) After paragraph 35, the following paragraph shall be inserted, namely :-

35.A. Performing certain functions under the social security agreement.- The Commissioner shall perform all such functions as are assigned to the Employees' Provident Fund Organisation under a social security agreement entered into between the Government of India and any other country, in a manner and as per the terms and conditions specified therein."

43-B. Special provision in respect of Employees' Enrolment Campaign, 2017. - The exceptions and modifications subject to which the provisions of this Scheme shall apply, in relation to the employees whose membership have been declared under paragraph 82A of the Employees' Provident Fund Scheme, 1952, in accordance with the Employees' Enrolment Campaign, 2017, shall be as follows, namely :-

In paragraph 5, in sub-paragraph (1), for the Table, the following Table shall be substituted, namely:-

TABLE**(Applicable for remittances in respect of valid declarations under Employees' Enrolment Campaign, 2017)**

Period of default	Rate of damages
Between the 1st day of April, 2009 to the 31st day of December, 2016	One rupee per annum.

44. Repeal and savings. – On commencement of this Scheme, the Employees' Family Pension Scheme, 1971, in force immediately before such commencement shall cease to operate with effect from the 16th November, 1995.

(2) Notwithstanding anything contained in sub-paragraph (1) every nomination made under the Employees' Family Pension Scheme, 1971, and every form regarding the details of Family of an employee for the purposes of the Employees' Family Pension Scheme, 1971, shall be deemed to have been made under the provisions of this Scheme.

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- (3) All orders/authorisations/Pension Payment Orders issued under the Family Pension Scheme, shall be deemed to have been made under this Scheme.



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TABLE - A

(See Paragraph 14)

(WITHDRAWAL BENEFIT)

No. of full years' contribution paid	Proportion of pay payable at cessation of membership	No. of full years' contribution paid	Proportion of pay payable at cessation of membership
(1)	(2)	(1)	(2)
1	0.2	21	5.21
2	0.41	22	5.52
3	0.62	23	5.83
4	0.84	24	6.14
5	1.06	25	6.46
6	1.29	26	6.79
7	1.51	27	7.12
8	1.75	28	7.46
9	1.98	29	7.81
10	2.23	30	8.16
11	2.47	31	8.52
12	2.72	32	8.89
13	2.98	33	9.26
14	3.24	34	9.64
15	3.51	35	10.03
16	3.78	36	10.43
17	4.05	37	10.83
18	4.34	38	11.24
19	4.62	39	11.66
20	4.92	40	12.08



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TABLE - B

(See Paragraphs 12 and 14)

(FACTOR FOR COMPUTATION OF PAST SERVICE BENEFIT UNDER THE CEASED FAMILY PENSION SCHEME FOR EXISTING MEMBERS ON EXIT FROM THE EMPLOYMENT)

YEARS	FACTOR
(1)	(2)
Less than 1	1.039
Less than 2	1.122
Less than 3	1.212
Less than 4	1.309
Less than 5	1.413
Less than 6	1.526
Less than 7	1.649
Less than 8	1.781
Less than 9	1.923
Less than 10	2.077
Less than 11	2.243
Less than 12	2.423
Less than 13	2.616
Less than 14	2.826
Less than 15	3.052
Less than 16	3.296
Less than 17	3.560
Less than 18	3.845
Less than 19	4.152
Less than 20	4.485
Less than 21	4.843
Less than 22	5.231
Less than 23	5.649
Less than 24	6.101
Less than 25	6.589

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Less than 26	7.117
Less than 27	7.686
Less than 28	8.301
Less than 29	8.965
Less than 30	9.682
Less than 31	10.457
Less than 32	11.294
Less than 33	12.197
Less than 34	13.173

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TABLE - C

(See Paragraph 16)

(EQUIVALENT WIDOW PENSION)

Salary at day of death not more than	Equivalent widow pension	Salary at day of death not more than	Equivalent widow pension
(Rupees)	(Rupees)	(Rupees)	(Rupees)
Upto 300	250	1300	646
350	327	1350	664
400	343	1400	682
450	359	1450	700
500	375	1500	718
550	391	1550	736
600	408	1600	754
650	425	1650	772
700	442	1700	797
750	459	1750	808
800	476	1800	826
850	493	1850	844
900	510	1900	862
950	527	1950	880
1000	544	2000	898
1050	561	2050	916
1100	578	2100	935
1150	595	2150	954

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1200	612	2200	973
1250	629	2250	992


Salary at day of death not more than	Equivalent pension widow	Salary at day of death not more than	Equivalent pension widow
(Rupees)	(Rupees)	(Rupees)	(Rupees)
2300	1011	3400	1441
2350	1030	3450	1461
2400	1049	3500	1481
2450	1068	3550	1501
2500	1087	3600	1521
2550	1106	3650	1541
2600	1125	3700	1561
2650	1144	3750	1581
2700	1163	3800	1601
2750	1182	3850	1621
2800	1201	3900	1641
2850	1221	3950	1661
2900	1241	4000	1681
2950	1261	4050	1701
3000	1281	4100	1721
3050	1301	4150	1741
3100	1321	4200	1751
3150	1341	4250	1761

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3200	1361	4300	1771
3250	1381	4350	1781
3300	1401	4400	1791
3350	1421	4450	1801


Salary at day of death not more than	Equivalent pension widow	Salary at day of death not more than	Equivalent pension widow
(Rupees)	(Rupees)	(Rupees)	(Rupees)
4500	1811	5550	1956
4550	1821	5600	1961
4600	1831	5650	1966
4650	1841	5700	1971
4700	1851	5750	1976
4750	1861	5800	1981
4800	1871	5850	1986
4850	1881	5900	1991
4900	1891	5950	1996
4950	1896	6000	2001
5000	1901	6050	2006
5050	1906	6100	2011
5100	1911	6150	2016
5150	1916	6200	2021
5200	1921	6250	2026


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5250	1926	6300	2031
5300	1931	6350	2036
5350	1936	6400	2041
5400	1941	6450	2046
5450	1946	6500	2051.
5500	1951		

Salary at day of death not more than	Equivalent widow pension	Salary at day of death not more than	Equivalent widow pension
(Rupees)	(Rupees)	(Rupees)	(Rupees)
6,550	2,056	7,650	2,166
6,600	2,061	7,700	2,171
6,650	2,066	7,750	2,176
6,700	2,071	7,800	2,181
6,750	2,076	7,850	2,186
6,800	2,081	7,900	2,191
6,850	2,086	7,950	2,196
6,900	2,091	8,000	2,201
6,950	2,096	8,050	2,206
7,000	2,101	8,100	2,211
7,050	2,106	8,150	2,216
7,100	2,111	8,200	2,221


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7,150	2,116	8,250	2,226
7,200	2,121	8,300	2,231
7,250	2,126	8,350	2,236
7,300	2,131	8,400	2,241
7,350	2,136	8,450	2,246
7,400	2,141	8,500	2,251
7,450	2,146	8,550	2,256
7,500	2,151	8,600	2,261
7,550	2,156	8,650	2,266
7,600	2,161	8,700	2,271

Salary at day of death not more than	Equivalent pension widow	Salary at day of death not more than	Equivalent pension widow
(Rupees)	(Rupees)	(Rupees)	(Rupees)
8,750	2,276	9,900	2,391
8,800	2,281	9,950	2,396
8,850	2,286	10,000	2,401
8,900	2,291	10,050	2,406
8,950	2,296	10,100	2,411
9,000	2,301	10,150	2,416
9,050	2,306	10,200	2,421
9,100	2,311	10,250	2,426
9,150	2,316	10,300	2,431
9,200	2,321	10,350	2,436
9,250	2,326	10,400	2,441

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9,300	2,331	10,450	2,446
9,350	2,336	10,500	2,451
9,400	2,341	10,550	2,456
9,450	2,346	10,600	2,461
9,500	2,351	10,650	2,466
9,550	2,356	10,700	2,471
9,600	2,361	10,750	2,476
9,650	2,366	10,800	2,481
9,700	2,371	10,850	2,486
9,750	2,376	10,900	2,491
9,800	2,381	10,950	2,496
9,850	2,386	11,000	2,501

Salary at day of death not more than	Equivalent widow pension	Salary at day of death not more than	Equivalent widow pension
(Rupees)	(Rupees)	(Rupees)	(Rupees)
11,050	2,506	12,200	2,621
11,100	2,511	12,250	2,626
11,150	2,516	12,300	2,631
11,200	2,521	12,350	2,636
11,250	2,526	12,400	2,641
11,300	2,531	12,450	2,646
11,350	2,536	12,500	2,651
11,400	2,541	12,550	2,656

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11,450	2,546	12,600	2,661
11,500	2,551	12,650	2,666
11,550	2,556	12,700	2,671
11,600	2,561	12,750	2,676
11,650	2,566	12,800	2,681
11,700	2,571	12,850	2,686
11,750	2,576	12,900	2,691
11,800	2,581	12,950	2,696
11,850	2,586	13,000	2,701
11,900	2,591	13,050	2,706
11,950	2,596	13,100	2,711
12,000	2,601	13,150	2,716
12,050	2,606	13,200	2,721
12,100	2,611	13,250	2,726
12,150	2,616	13,300	2,731

Salary at day of death not more than	Equivalent pension widow	Salary at day of death not more than	Equivalent pension widow
(Rupees)	(Rupees)	(Rupees)	(Rupees)
13,350	2,736	14,200	2,821
13,400	2,741	14,250	2,826
13,450	2,746	14,300	2,831
13,500	2,751	14,350	2,836

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13,550	2,756	14,400	2,841
13,600	2,761	14,450	2,846
13,650	2,766	14,500	2,851
13,700	2,771	14,550	2,856
13,750	2,776	14,600	2,861
13,800	2,781	14,650	2,866
13,850	2,786	14,700	2,871
13,900	2,791	14,750	2,876
13,950	2,796	14,800	2,881
14,000	2,801	14,850	2,886
14,050	2,806	14,900	2,891
14,100	2,811	14,950	2,896
14,150	2,816	15,000 or more	2,901.

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TABLE D

(See Paragraph 14)

Return of contribution on exit from the employment

Year of Service	Proportion of wages at exit
1	1.02
2	1.99
3	2.98
4	3.99
5	5.02
6	6.07
7	7.13
8	8.22
9	9.33

Note:- Above table is based on a flat addition in benefit.

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TABLE -E

(See Paragraph 39-B)

**(TRANSFER OF CONTRIBUTION FROM EMPLOYEES' PENSION SCHEME, 1995 TO EXEMPTED
OR OTHER PENSION FUND OR VICE -VERSA)**

Number of full year's contribution period	Proportion of pay payable on last contribution month	Number of full year's contribution period	Proportion of pay payable on last contribution month
1	0.987	13	14.841
2	1.998	14	16.182
3	3.033	15	17.554
4	4.093	16	18.96
5	5.178	17	20.399
6	6.289	18	21.872
7	7.426	19	23.38
8	8.59	20	24.924
9	9.782	21	26.505
10	11.003	22	28.123
11	12.252	23	29.78
12	13.531	24	31.477

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Examination: B.SC I Sem

Subject: **ZOOLOGY.I PR** Max: 50

Center: 2040-Government Degree College, Tandur, Vikarabad.

S.No	Roll No	Marks
1	204022614001	47
2	204022614002	47
3	204022614003	46
4	204022614004	43
5	204022614005	41
6	204022614006	43
7	204022614008	34
8	204022614009	36
9	204022614010	42
10	204022614011	45
11	204022614012	46
12	204022614014	45
13	204022614015	44
14	204022614016	44
15	204022614017	46
16	204022614018	44

S.No	Roll No	Marks
Signature of the Internal examiner with date		
Name and Address (IN BLOCK LETTERS)		S RAMGOPAL REDDY

Signature of the External examiner with date	
Name and Address (IN BLOCK LETTERS)	S RAMGOPAL REDDY,2040-Govt Degree College,

* Data is changed College Seal

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Govt. Degree College,
Tandur, V.
Pin Code: 204111.



Examination: B.SC I Sem

Subject: **ZOOLOGY.1 PR** Max: 50

Center: 2040-Government Degree College, Tandur, Vikarabad.

S.No	Roll No	Marks
1	204022614001	47
2	204022614002	47
3	204022614003	46
4	204022614004	43
5	204022614005	41
6	204022614006	43
7	204022614008	34
8	204022614009	36
9	204022614010	42
10	204022614011	45
11	204022614012	46
12	204022614014	45
13	204022614015	44
14	204022614016	44
15	204022614017	46
16	204022614018	44

Signature of the External examiner with date	
Name and Address (IN BLOCK LETTERS)	S RAMGOPAL REDDY,2040- Govt Degree College,

S.No	Roll No	Marks
Signature of the Internal examiner with date		
Name and Address (IN BLOCK LETTERS)		S RAMGOPAL REDDY

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LEAVE RULES

Compiled by

**Bh. Pandu Ranga Sarma,
Asst. Director (Treasuries & Accounts)**

➤ Introduction:

The A.P. Leave Rules 1933 adopted to Telangana State are laid down in Annexure - III of Fundamental Rules & Subsidiary Rules. They are applicable to those who are recruited to services on or after 04.09.1933. They are applicable to all State Govt. employees and not applicable to the contingent establishment and persons appointed on daily wages.

The Leave Rules 1933 are silent on certain matters like sanction of special kinds of leave viz., Maternity Leave, Study Leave, Hospital Leave, Special Disability Leave etc., and conditions for the grant of leave etc., For such matters which are silent in Leave Rules 1933, the provisions of Leave Rules in Fundamental Rules & Subsidiary Rules have to be followed.

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

➤ Definitions:

1. **Duty:** Duty includes (APLR 4(a))


- (i) Any period of absence on casual leave during a continuous period spent on duty
- (ii) Any period of absence on gazetted holidays or other days declared to be holidays by a competent authority, during a continuous period spent on duty
- (iii) Any period of absence on gazetted holidays when permitted to be prefixed or affixed to leave
- (iv) Any period of absence during the vacation either during a continuous period spent on duty or when permitted to be prefixed or affixed to leave
- (v) Any period spent on foreign service if contribution towards leave salary is paid on account of such period
- (vi) Joining time and
- (vii) All periods declared to be on duty under FR 9(6)(b)

2. **Permanent Government Servant:** A Govt. servant who holds substantively a permanent post in superior or last grade service or who hold a lien on such a post or would hold such a lien had it not been suspended. (APLR 4(b)(i)).

3. **Non-Permanent Government Servant:** A Govt. servant who is not a permanent Govt. servant. (APLR 4(b)(ii)).

Provisions of Leave Rules in Fundamental Rules & Subsidiary Rules:

FR 60: Leave is earned by duty only. A period spent in Foreign Service counts as duty if contribution towards leave salary is paid on account of such period.


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FR 65: Carry Forward of Leave

Leave shall be carry forwarded for the former employees of local bodies who are appointed later through APPSC/DSC into Govt. service upto 31.12.13 vide G.O.Ms.No.46, Fin.(FR.I) Dept., Dt.19.02.14.

FR 66: The authorities competent to grant other than special disability leave to the Govt. servants working in each department.

FR 67: Leave cannot be claimed as a matter of right. When exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved with the sanctioning authority. But at the same time the competent authority cannot compel a Govt. servant to take leave on half pay when leave on full pay is permissible to him.

FR 68: Leave ordinarily begins on the day on which transfer of charge is affected and ends on the day on which the charge is resumed. Holidays can be prefixed or suffixed to leave subject to the conditions.

When public holidays have been allowed to be prefixed to HPL or EOL, if the competent authority is satisfied about its justification, he may allow salary during public holidays at the rates prevailing on the previous day. When the public holidays are allowed to be suffixed, as the leave would terminate before the public holidays, full salary as on duty may be allowed during public holidays suffixed. (Govt. Circular Memo No. 86595/1210/FR.I/7, Dt.29.05.81).

When a Govt. servant is certified medically fit for joining duty, holiday(s), if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any proceeding the day he is so certified shall be treated as part of the leave. When the certificate is of a date intervening the holidays, the entire period of holidays may be treated as part of leave. (G.O.Ms.No.319, Fin. & Plg., Dt.18.12.81)

Local holidays notified in the district gazettes cannot be permitted to be prefixed to leave. (AG orders, Dt.13.09.40)

Public holidays allowed to be prefixed or suffixed, although they are treated as duty, postpone the period of probation, if availed during the period of probation. (Govt. Memo No.1688/64/GA/Services (A) Dept., Dt.04.07.1964).

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

FR 69: A Govt. servant on leave cannot take up any service or setting up of private practice etc., except with the permission of competent authority.

FR 70: All orders recalling a Govt. servant to duty before the expiry of his leave shall state, whether return to duty is optional or compulsory. If the return to duty is optional, the Govt. servant is entitled to 'No Concession'.

If it is compulsory, the period from the date on which he starts from the station to which he is ordered to join duty shall be treated as 'duty', but he shall draw leave salary until he joins his post, provided the leave that has been curtailed on account of such compulsory recall from leave is one month and above. He is also entitled to travelling allowance (Rule 87 TA Rules).

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FR 71: No Govt. servant who has been granted leave on Medical Certificate may return to duty without first producing a medical certificate of fitness in such for as the Govt. may by order prescribe.

FR 72: A Govt. servant returning to duty before the expiry of leave should apply for permission to cancel the unexpired portion of leave.

FR 73: (Over-stayed of Leave) A Govt. servant who remains absent after the end of his leave is entitled to no leave salary for the period of such absence, and that period will be debited against his leave account as though it is leave on half pay unless extension of leave is granted by the competent authority (LR 6A).

FR 74: The application for grant of leave should specify the period of leave, nature of leave, leave address and in the case of leave on medical certificate, and the Medical certificates should be enclosed. (Rule 3 Annexure II).

If the leave required is on medical grounds, the application for the grant of leave shall be supported by a Medical Certificate (Rule 9 Annexure II).

No leave shall be granted to a Govt. servant when a competent punishing authority has decided to dismiss.

FR 76: A leave account shall be maintained for each Govt. servant.

FR 77: Fraction of a day should not appear in the leave account. Fractions below half should be ignored and those of half and more should be reckoned as one day (Ruling under FR 77)

FR 80: The amount of leave due to a Govt. servant is the balance of leave at his credit in the leave account.

FR 81: Leave may be granted to a Govt. servant at the discretion of the authority entitled to grant the leave.

The maximum period of continuous absence from duty on leave granted otherwise than on MC is 28 months. This period shall in no circumstances be exceeded by a Govt. servant who is on leave preparatory to retirement. (Ruling (d)).

FR 82:

Vacation is treated as duty for all purposes (FR 82(b)).

Any period of recess which exceeds 15 days in duration shall be treated as a vacation (SR2 FR 82)

If an employee enjoys not more than 15 days of vacation, he shall be considered to have availed himself of no portion of it. (SR6 FR 82)

If a Govt. servant of vacation department does duties during vacation and separately remunerated, he should not be considered as having been deprived of vacation. (SR 15 FR 82)

An employee transferred from vacation to non-vacation department is treated as in non-vacation department from the close of last vacation enjoyed; and on transfer from non-

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vacation to vacation department is treated as in vacation department from the date of expiry of last vacation previous to such transfer (SR 7 and 18 of FR 82).

If earned leave is taken in combination of vacation, the total period of leave & vacation should not exceed 180 days (Ruling 11 under FR 82).

FR 18: Unless the Govt. servant in view of the exceptional circumstances of the case otherwise determine, no Govt. servant shall be granted leave of any kind for a continuous period exceeding five years (LR 5A)

A temporary Govt. servant working under emergency provisions who remains absent from duty after applying for leave or extension of leave to which he is not entitled to any leave unless the leave applied for is granted by Govt. in relaxation of relevant rules, he should be deemed to have been discharged from service (G.O.Ms.No.436, Finance, Dt.11.06.1957).

Wilful absence from duty not covered by the grant of any leave will be treated as Dies-Non for all purposes, viz. increment, leave, and pension (Note1 under LR 5).

Any kind of leave admissible under these rules may be granted in combination with any other kind of leave so admissible or in continuation with any other kind of leave so admissible or in continuation with any other kind of leave admissible or in continuation of leave already taken whether the same or of any kind (LR 6)

FR 18A: A Govt. servant shall be deemed to have resigned from the service if he


- a) Is absent without authorization for a period of exceeding 'one year'; or
- b) Remains absent from duty for a continuous period of exceeding 5 years, with or without leave; or
- c) Continues on Foreign Service beyond the period approved by the State Govt.

A reasonable opportunity to explain the reason for such absence or continuation on Foreign Service shall be given to the Govt. servant before the provisions of this sub rule are invoked. (G.O.Ms.No.129, Fin.(FR.I), Dt.01.06.2007).

FR 55: Leave may not be granted to Govt. servant under suspension.

1. Earned Leave:
(Annexure-III, FR&SR, LR 8-12,17-18 & 20-22)

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


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2	Others (Non-Permanent)	Advance credit of 8 days per half year on 1 st Jan & 1 st July	30 days	Leave at credit to a maximum of 30days (LR 22)
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Method of Crediting the EL in EL account:

Regular:

If a Govt. servant is appointed regularly, month in which he has been appointed should be ignored if it is after 1st, and for the number of completed months in that half year, advance credit should be given at the rate of 2 ½ days for each month in that half year. The credit to be given should be rounded to nearest day, 0.5 should be taken as one day and less than 0.5 should be ignored.

If a Govt. servant is due to retire during a middle of half year, the fact of which is known either on 1st January or 1st July, advance credit should be given for the number of months he is likely to be in service in that half year but not for the entire half year.

After giving advance credit either on 1st January or on 1st July for the entire half year, if a Govt. servant has quit the service during the middle of half year, due to resignation or voluntary retirement or death or medical invalidation or compulsory retirement, the last credit entry already recorded either on 1st January or 1st July should be revised taking into consideration of the number of completed months of his service in that half year.

As a result of such revision in cases of types mentioned in above sub paragraph, if the leave account runs into minus balance, the leave salary already paid equivalent to minus balance should be recovered if he has quit the service on his own accord, like resignation or voluntary retirement. But such recovery need not be made in case of an event beyond his control like Death, Medical Invalidation or compulsory retirement.

Effect of EOL on EL account:

If any Govt. servant has availed EOL or any period of unauthorised absence treated as Dies Non or Suspension treated as not on duty during half year for which advance credit has been given either on 1st January or 1st July, in the succeeding half year, while giving advance credit, 1/10th of EOL so availed in the previous half year, not exceeding the earning capacity should be deducted, and the balance only should be given as an advance credit. (Govt. Memo No.4068/109/A/21/FR.I, Fin.&Plg., Dt.02.06.80)

If the EOL or period treated as Dies-Non, or suspension period treated as not on duty, is spread over in two half years, the leave account should be settled for each half year.

Advance credit of EL in the account can be given on 1st January / 1st July although the employee is on leave on that day and if he wants to avail the leave so credited, it can be granted if the authority is so pleased to sanction.

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Temporary:

The earning capacity of Govt. servants in superior service and inferior service appointed temporarily is 8 days on 1st January and 8 days on 1st July subject to the maximum accumulation of 30 days.

If one is appointed during the middle of the half year or quit the service during the middle of half year, the leave to be credited should be in 1,1,2... series for each completed months.

The leave account should be recast after regularisation. It is only for the purpose of bringing forward the additional credit given. The periods of leave including EOL already sanctioned should not be reopened.

Additional Credit to Police Personnel: In addition to the credit of Earned Leave in EL account, 30 days of additional credit should be given in two instalments at the rate of 15 days on 1st January & 15 days on 1st July to the Police Personnel of the rank of Inspectors and below including those working in intelligence, crime branch, Armed Reserve, AP Special Police, Police Communications, Police Transport Organisation, Tester, Sub Inspector of Finger Printer Bureau and service reporters and shorthand bureau. (G.O.Ms.No.187, Fin. & Plg. Dept., Dt.29.06.79, G.O.Ms.No.323, Fin. & Plg. Dept., Dt.11.11.80, G.O.Ms.No.355, Fin.&Plg. Dt.17.12.80)

VACATION DEPARTMENT (LR 9 and 10)

Sl. No.	Type of employees	Earning Capacity	Accumulation	Availment
1	Regular employees in superior services	1/11 th of duty minus 30 days or a portion of 30 days equal to the vacation taken and full period of vacation. From Dt.01.11.89 the reduction is 28 days instead of 30 days in respect of teachers (G.O.Ms.No.354, Edn., Dt.20.11.89)	As in non-vacation department	As in non-Vacation department
2	Non-permanent in Superior services and permanent and regular employees in LGS	1/22 nd 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 LGS	Not eligible for earned leave (APLR 20(1)).		

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Credit of ELs for Staff working in Schools:

All regular teaching and non-teaching staff in the educational institutions who are availing summer vacations were credited 3 days of EL upto 31.10.1989 and 5 days of EL upto 15.09.94. Now they shall be eligible for 6 days earned leave per annum, subject to the provision of FR 82. The earned leave shall be credit in advance in two instalments of 3days each on first of January / July of every year. (G.O.Ms.No.317, Education (Ser.V) Dept., Dt.15.09.94).

Earned Leave Preservation for Teachers:

Government delegated the powers to the Heads of Departments concerned to reserve proportionate leave to the extent the teachers under their control are prevented from utilization summer vacations due to attending Enumeration, Preparation or Revision of Electoral Rolls and Census etc., based on the certificate issued by the appropriate appointing authority, and that EL need not be given if they are asked simply to be available at Headquarters. (G.O.Ms.No.161, Education (Ser.V) Dept., Dt.14.11.2000)

EL to be Preserved = $[365/11 - (27 \times \text{Vacation availed} / \text{total vacation})] - 6]$
(LR 9(a), 17(1) and Note 1 of LR 20(ii)).

Earned Leave at credit will lapse if interruption in service other than leave occurs in the service of a non-permanent Govt. servant.(APLR 24).

From 01.01.1978, the order sanctioning Earned Leave, Half Pay Leave to Govt. Servant shall indicate the balance of such leave at his credit. (G.O.Ms.No.384, Fin. & Plg. (FW.FR.I) Dept., Dt.05.11.77).

Encashment of Earned Leave:

Leave at credit shall lapse on the date of retirement, death or resignation. However, earned leave at credit not exceeding 300 days can be encashed in case of retirement or death (APLR 7 & G.O.Ms.No.420, F&P (FWFR.I), Dt.03.12.90 and G.O.Ms.No.253, F&P (FWFR.I), Dt.16.09.91), G.O.Ms.No:232,Fin.(FR.I) Dept.,Dt.16.09.2005, G.O.Ms.No.234,Fin(FR.I) Dept.,Dt.11.08.06 w.e.f.16.09.05 (died while in service).

Surrender Leave:

The scheme of Encashment of Earned Leave to all the Govt. servants (both Gazetted and Non-Gazetted) was introduced. (G.O.Ms.No.238, Fin.(FR.I) Dept., Dt.13.08.1969)

Govt. employees are permitted to surrender earned leave not exceeding 15 days once in a year without actually going on leave and to receive leave salary in lieu of the leave so surrendered. (G.O.Ms.No.172, Fin. & Plg. (FW.FR.I) Dept., Dt.01.07.74).

Temporary Govt. servants appointed under Rule 10(a)(i) of the State and Subordinate Service Rules will also be eligible to surrender 15 days of EL when the earned leave at their credit is 30 days as on the date of surrender of leave, once at an interval of 24 months. (G.O.Ms.No.221, Fin.&Plg. (FW.FR.I) Dept., Dt.23.08.74)

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Govt. employees are permitted to surrender leave at any time not exceeding 15/30 days within a block period of one/two calendar years respectively with effect from 01.01.77 (G.O.Ms.No.334, Fin.(FR.I) Dept., Dt.28.09.77)

Encashment of Leave was allowed to the employees once in a financial year w.e.f. 01.04.1989 instead of calendar year as budget is formulated with reference to the financial year. (G.O.Ms.No.294, Fin.(FR.I) Dept., Dt.16.11.88)

A calendar for surrender category wise i.e. Class IV, Non-Gazetted and Gazetted Officers was introduced, reviewed and renewed every year upto the financial year 2008-09 (Memo No.8672-A/305/FR.I/89-1, dated 13.04.89)

The issue of Calendar every year is dispensed w.e.f. 01.04.2009 and the following instructions are issued vide Cir.Memo No.10472/C/199/FR.I/2009, dated 29.04.2009.

- i. Employees are permitted to surrender earned leave at any time not exceeding 15/30 days within a block period of one/two financial years w.e.f. 01.04.2009. All the conditions prevailing before 01.04.89 and other amendments issued on the subject till will hold good.
- ii. Govt. permits the employees who have a balance of more than 285 days of EL as on 30th June, 2009 to surrender EL without waiting for completion of 12 months.
- iii. In the case of employees who surrender earned leave as on 1st January or 1st July in any year, the number of days of EL so surrendered should, in the first instance, be deducted from the EL account and thereafter the advance credit of EL as per eligibility due for that half year be added as on 1st January / 1st July. (Memo No.50798/1063/FR.I/79-1, Fin.(FR.I) Dept., Dt.22.11.1979)

Instructions are issued to follow the above policy from the financial year 2011-12 onwards until it is changed (Cir.Memo No.14781-C/278/FR.I/2011, Fin.(FR.I) Dept., Dt.22.06.2011)

The following Clarifications are issued regarding Surrender Leave vide Cir. Memo No.34005-A/870/FR.I/12, Fin.(FR.I), Dt.14.12.12

- a) The employees are permitted to surrender Earned Leave at any time in one financial year, provided if there is 12 months gap from one surrender to surrender, and 30 days if there is gap of 24 months from one surrender to surrender.
- b) In respect of employees who are having 286 days and above Earned Leave to their credit on the date of application, they shall be permitted to surrender 15 days Earned Leave without following the gap of 12 months. In respect of employees who have not availed surrender of Earned Leave in previous financial year and are having 286 days and above Earned Leave to their credit on the date of application, they shall be permitted to surrender 30 days Earned Leave without following gap of 24 months.
- c) The employees shall be permitted to surrender Earned Leave only either under clause (a) or under clause (b) in a financial year. The other conditions issued in Circular Memo.No.14781-C/278/FR-I/2011, dated 22-6-2011, Finance (FR-I) Department holds good.

Further the following Clarifications are issued by the Govt. vide Cir.Memo No.4338-A/95/FR.I/12, Finance (FR.I) Department, Dated 18.02.2013


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- The encashment of Earned Leave is permissible only once in a financial year, either under clause (a) or under clause (b) mentioned in the Cir. Memo No.34005-A/870/FR.I/12, Fin.(FR.I), Dt.14.12.12 i.e. in case of employees who are having 286 days and above Earned Leave to their credit as on 30th June of a year, 15 days/30 days (if they surrender in the previous year) of Earned Leave can be surrendered without following the gap of 12/24 months respectively. Surrender of Earned Leave more than once in a financial year exceeding the above limits of 15/30 days, and under both clauses, is not permissible under any circumstances.

With a view to ensure that the surrender of leave has not been permitted more than once during the block period, instructions were issued to the authority competent to grant leave should append the following certificate to the sanctioning order in every case:-

“Certified that the surrender of leave now permitted of one or two calendar year(s) has not been sanctioned and availed by the Govt. Servant earlier”

(Memo No.106288/1893/FR.I/77-1, Fin. & Plg. (FW.FR.I) Dept., Dt.30.05.1978)

Note: the word “calendar” may be replaced as “financial”.

The Claims(Bills) relating to the leave salary in lieu of the EL surrendered by Govt. employee while in service shall be preferred within a period of 90 days from the date of issue of the order permitting the employees to surrender Earned Leave. If the claims (bills) are not preferred within the period of 90 days the sanction orders issued will stand automatically lapsed. (Memo No.27/423/A2/FR.I/97-1, Fin. & Plg. (FW.FR.I) Dept., Dt.18.08.97)

The surrender leave salary shall be claimed by considering a month consists of 30 days irrespective of the month in which the leave is surrendered. (G.O.Ms.No.306, Fin. & Plg. (FR.I) Dept., Dt.08.11.1974).


House Rent Allowance at the rates admissible to the places of duty shall be allowed to the State Govt. employees who are residing in Govt. Quarters, earmarked quarters and quarters provided under rent free accommodation when they are permitted to surrender Earned Leave while in service and also during encashment of leave at the time of retirement / death while in service. (G.O.Ms.No.337, Fin. & Plg. (FW.PC.II) Dept., Dt.29.09.94)

Additional House Rent Allowance besides HRA admissible shall also be allowed to the State Govt. employees who are residing in Govt. quarters provided under rent free accommodation when they are permitted to surrender Earned Leave while in service and also during encashment of leave at the time of retirement / death while in service with effect from 01.09.94. (G.O.Ms.No.25, Fin. & Plg. (FW.PC.IV) Dept., Dt.05.02.96)

The Interim Relief is not termed as pay or wage or allowance. As such it does not count for encashment of leave including encashment of earned leave (surrender leave during the service. (Memo No.31948/398/PC.I/98-1, Fin.&Plg. Dept., Dt.12.08.98).

2. HALF PAY LEAVE (both non-vacation and vacation – Regular and temporary rules 13,18 and 23)

Every Govt. servant whether superior or inferior appointed regularly earns 20 days of Half Pay Leave for every completed year of service. The service includes EOL.


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

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

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

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

- (i) To be granted on Medical Certificate Only
 - (ii) The Superior Govt. Servant should have completed 2 years of regular service
 - (iii) An Inferior Govt. servant should have completed 1 year of regular service.
- (LR 23(a)(i)).

Encashment of Half Pay Leave:

Half pay leaves may be encashed at the time of retirement / death in the case of State Employees subject to the condition that the total number of days of earned leave + leave on half pay put together should not exceed 300 days for encashment. (G.O.Ms.No.154, Fin.(FR.I) Dept, Dt.04.05.2010)

Formula:

Cash payment in lieu of half pay leave component	=	(Half pay leave salary admissible on the date of retirement plus D.A. admissible on that date / 30)	*	No. of day of half pay leave at credit subject to the total of earned leave and half pay leave at credit not exceeding 300 days.
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The half pay leave encashment orders were extended to all the employees, teaching as well as non-teaching staff of aided institutions and local bodies i.e, Aided Junior Colleges/Degree Colleges/Oriental Colleges and also for Non-teaching staff of Aided Schools and the employees of Panchayat Raj and Municipal Institutions w.e.f date of issue of the G.O.Ms.No.154, Fin.(FR.I) Dept, Dt.04.05.2010 (G.O.Ms.No.109, Fin.(HRM.III) Dept., Dt.29.07.2015)

3. Half Pay Leave Commuted to Full Pay: (Rules 15-B,18-B,19-B,23(a)).

Sanctioned on MC only. Half of half pay leave at credit can be commuted to leave on full pay to an extent of 240 days in entire service. The debit in the half pay leave account will be double the period of commuted leave taken. This can be granted although there is EL at his credit.

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Not admissible to temporary Govt. servant as he does not earn HPL. Not to be granted to an employee who is not like to return back to duty on the expiry of leave. For example, if an employee is due to retire on superannuation, on 31.12.16 AN, commuted leave should not be granted upto & inclusive of 31.12.16.

If a Govt. servant quits while on commuted leave like resignation, voluntary retirement, death, invalidation or compulsory retirement, the entire commuted leave should be re-regularised as HPL & excess leave salary paid should be recovered in case of resignation or voluntary retirement. Such recovery need not be made in case of death, invalidation or compulsory retirement as it is an event beyond the control of Govt. servant.

Hence the employee in his leave application seeking sanction of a commuted leave should give a declaration that in the event of quitting service while on commuted leave he is agreeable for the recovery of leave salary paid to him.

4. LEAVE NOT DUE:

When half pay leave is not at his credit, leave not due to an extent of 180 days during entire service can be granted on MC only, the debit will be in the half pay leave account to be set off against further credit. This can be sanctioned although there is EL at credit. The Leave Not Due granted should be debited in HPL account as minus balance. The minus balance should be adjusted against future earnings.

Not admissible to temporary Govt. servant as he does not earn HPL.

For the grant of leave the service still, remaining upto the due date of retirement should be taken into consideration. For example if an employee is going to retire in 3 years, his request for the grant of Leave Not due should be upto 60 days as his earning capacity of HPL in next 3 years is only 60 days i.e. @ 20 days per year.

If any employee resigns or retires voluntarily after availing this leave and before wiping off the minus balance, the leave salary paid for the minus balance should be recovered. However, if it is on medical invalidation or death, recovery will not be insisted (Rule 15-C and 18-C).

5. EXTRA ORDINARY LEAVE (Rules 5-A, 16,19 and 23)

Extra Ordinary Leave can be granted when no other leave is admissible. It can also be granted when other leave being admissible, if the Govt. Servant concerned applied in writing for the grant of EOL (LR 16(ii)). Period of absence can be commuted as EOL by the competent authority. (LR 16(iii)).

- (i) **Permanent and approved probationers:** Not exceeding 5 years including other kinds of leave.
- (ii) **Probationers 23(a)(ii):** The duration of EOL on any one occasion shall not exceed the following limits:
 - a) 3 months ordinarily
 - b) 6 months if it is supported by medical certificate and the employee has completed 3 years of service

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- c) 18 months for treatment of T.B., or Leprosy either as inpatient and or outpatient on a certificate issued by the authorised medical officer and the employee has put in a service extending 1 year.
- d) 12 months for treatment of cancer, mental illness on the certificate from the recognised Institute or Doctor, and
- e) 24 months for prosecuting studies certified to be in public interest and to employees of SC & ST to join examination, training course at the centre notified by Govt. to the extent necessary, provided the Govt. servant has completed not less than 1 year of continuous service before proceeding on leave. The grant of EOL in item (b) to (e) is by Govt.

A temporary Govt. Servant in Superior service and Inferior service appointed in emergency provisions is not entitled to EOL.

LEAVE SALARY (LR 27)

1. **Earned Leave:** Equal to full pay drawn before proceeding on leave.
2. **Leave on Half Pay:** Equal to half of the pay drawn before proceeding on leave and full pay for a period of 6 months in entire service, if the leave is on MC for treatment of TB, Leprosy, Cancer, Mental Illness or Heart Diseases and Renal (Kidney) Failure (G.O.Ms.No.268, F&P (FWFR.I), Dt.28.10.91).
3. **Leave not Due:** Equal to half pay
4. **Commuted Leave:** Twice the amount admissible under (2) above
5. **EOL:** No leave salary.


Exgratia Allowance for the Govt. servants who have sanctioned EOL for treatment of Tuberculosis/Leprosy/Cancer/Mental illness/Heart diseases and Renal (Kidney) Failure:

A Non Gazetted Government Servant on a pay not exceeding Rs.26600/- per month in the Revised Pay Scale 2015 is entitled to an ex-gratia allowance equal to half of his pay subject to a minimum of Rs.9460/-per month and maximum of Rs. 13000/- per month.

A Government Servant in the Last Grade Service drawing pay in the Revised Pay Scales 2015, is entitled to an ex-gratia allowance equal to Half of his pay subject to a minimum of Rs.6500/- per month and a maximum of Rs. 10500/- p.m., w.e.f. Dt.17.08.2015. (G.O.Ms.No.111, Finance (HRM.III) Dept., Dt.17.08.2015)

Payment of HRA & CCA during Leave:

The payment of HRA and CCA shall be allowed to State Govt. employees upto 180 days during leave of all kinds. (G.O.Ms.No.28, Fin.(FR.I) Dept., Dt.09.03.11)


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

1. SPECIAL DISABILITY LEAVE - Rule 83, 83-A:

Granted by the Govt. only. This leave is admissible to permanent and temporary Govt. servants who is disabled by injury intentionally inflicted or caused or in consequence of due performance of official duties or in consequence of his official position.

It shall not be granted unless the disability manifested itself, is brought to notice within three months from the date of occurrence.

The grant of such leave is subject to the issue of medical certificate to be issued by the Medical Board in respect of Gazetted Officers and Civil Surgeons in case of others.

Such leave shall not exceed 24 months. It may be combined with leave of any other kind.

It may be granted more than once, if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequent of any one disability

Leave salary equal to leave on full pay is payable for the first 120 days in respect of permanent employees and 30 days in respect of the temporary employees and half pay for the remaining period **without debit to any leave account.**


Ruling: The disability does not include the disability caused in the road accidents while going to office from residence and vice versa, but includes road accident while proceeding on official duty from office to office, or court or a work spot on the field. (G.O.Ms.No.133, F&P, Dt.10.06.81).

The powers to sanction of special disability leave to the Police Personnel for a period not exceeding 12 months subject to fulfilment of the conditions referred to under FR 83(1)(2)(3) are delegated to the Director General and Inspector General of Police. (G.O.Ms.No.232, Home (Police.C) Dept., Dt.22.08.1998)

The powers to sanction of special disability leave to the Police Personnel for a period not exceeding 12 months are further re-delegated to the Additional Director General (Personnel). (G.O.Ms.No.179, Home (Ser.I) Dept., Dt.11.07.2011).

2. STUDY LEAVE: F.R.84 (not debitable to leave account)

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


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SC/ST employees:

(G.O.Ms.No.342, Social Welfare (B3) Dept., Dt.30.08.1977)

In cases where the acquiring of higher educational qualifications is pre-requisite for further promotion according to the rules, the scheduled caste and scheduled tribe employees should be deputed for higher studies within the country with full pay and allowances. This facility will however, be subject to the following conditions:

- a. This facility will be available only to first generation scheduled caste and scheduled tribe candidates in employment and non-gazetted categories only.
- b. The period of study shall be two years or less according to for payment of full salary without loss of leave.
- c. In case there is any qualifying examinations, tests, etc., attached to the causes, only two chances will be allowed to the candidates.
- d. The candidate will sign a bond that he will come back and conveyance of the department which had given him this facility for shall carry a penalty of Rs. 10,000/- (Rupees Ten thousand only) for fore failure:
- e. The facility will be given only to the candidates who have agreed record with a sense of discipline and responsibility towards work.
- f. The candidate should have put in at least five years of service in the category from which he is being deducted and
- g. This facility will be available for only one such training programme in a career span of an employee.

3. MATERNITY LEAVE (Rule 101 (a)):

A regular superior and inferior female Govt. servant is entitled to Maternity leave on full pay for 90 days for maternity purposes. This may granted outside the earned leave account and not to be accounted for in earned leave account. This shall be for a period of 90 days from the date of its commencement in all cases. (SR 1 under FR 101, G.O.Ms.No.384, Fin. & Plg. (FW.FR.I) Dept., Dt.05.11.1977).

Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only if the request be supported by a medical certificate.

Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female Govt. servant producing a medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary. (G.O.Ms.No.2391, Fin., Dt.03.10.1960).

All HODs and other competent authorities may grant maternity leave to women Govt. servants under their control subject to the restrictions laid down in SR under FR 66.

Maternity leave may be granted in continuation of other kinds of leave (Ruling 2 under FR 101).

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The female teachers working in educational institutions under local bodies i.e. Zilla Parishads, Panchayat Samithis and Municipal Councils, and Aided managements, shall also be granted Maternity leave for a period of 90 days from the date of commencement the period being regulated as follows:

- i. If it falls during the working period of the school year, 90 days may be sanctioned as maternity leave
- ii. If it falls during the vacation period 90 days leave may be granted subject to the condition that after enjoying the vacation the residuary period if any, shall be treated as maternity leave subject to a maximum of 3 months.

(G.O.Ms.No.463, P&SE (H) Dept., Dt.04.05.1979)

The same facility was extended to the female teachers in Govt. educational institutions. (G.O.Ms.No.562, Edn.(H) Dept., Dt.23.06.1981).

A temporary female Govt. servant in superior or inferior service may be granted earned leave standing at her credit and balance to make up 90 days may be granted as Maternity Leave for maternity purpose. This position held well till 24.06.1984. From 25.06.1984 the temporary female Govt. servants are also entitled to 90 days of Maternity leave on par with regular Govt. servants without need to exhaust their Earned Leave. The provisions shall apply to the grant of maternity leave in cases of confinement also. G.O.Ms.No.219, Fin.& Plg. (FW.FR.I) Dept., Dt.25.06.1984).

The maternity leave in cases of confinement shall be granted to female Govt. Servants with less than two surviving children w.e.f. 18.03.92 (G.O.Ms.No.38, Fin. & Plg. (FW.FR.I) Dept., Dt.18.03.1992). This means that maternity leave should not be granted if a Govt. servant is having two living children.

The competent authority may grant maternity leave on full pay to married female Govt. servants for a period of 120 days subject to the condition that it shall be granted to than with less than two surviving children. (G.O.Ms.No.254, Fin.& Plg. (FW.FR.I) Dept., Dt.10.11.95). The enhancement of 120 days shall extend to those who are already on maternity leave on the date of issue of the above orders. (G.O.Ms.No.283, Fin. & Plg. (FW.FR.I) Dept., Dt.27.12.92)

It is clarified that irrespective of the fact whether a single child was born or twins were born on the second or subsequent confinements a female Govt. servant shall be eligible for the grant of Maternity leave if only one child born earlier is alive. (G.O.Ms.No.37, Fin. & Plg. (FW.FR.I) Dept., Dt.26.02.1996).

The benefit for enhancement of Maternity Leave from 90 days to 120 days was extended to the female teachers working in Aided Institutions on par with female Govt. servants, subject to the condition that it shall be provided to those with less than two surviving children. (G.O.Ms.No.69, SE (PS.1) Dept., Dt.06.06.2003).

Govt. permitted the Managing Director, AP Women's Cooperative Finance Corporation Limited and the Director, Women Development and Child Welfare to make a special provision in the contract agreement in respect of women employees providing for 45 days maternity leave and payment of consolidated amount equal to 45 days of salary during the maternity leave period. (G.O.Rt.No.197, WDCW &DW (Estt.) Dept., dt.14.05.03).

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The competent authorities may sanction of 120 days maternity leave without remuneration to the married female Panchayat Secretaries appointed on contract basis. (G.O.Ms.No.254, PR&RD (Mdl.II) Dept., Dt.31.05.2007)

The grant of Maternity Leave on full pay to married women employees of State Govt. is enhanced from 120 days to 180 days on par with the employees of the Govt. of India subject to the condition that it shall be granted to those with less than two surviving children only. (G.O.Ms.No.152, Fin.(FR.I) Dept., Dt.04.05.2010).

4. Miscarriage/ Abortion Leave:

In case of miscarriage including abortion subject to the following conditions, maternity leave may be granted

- a. That the leave does not exceed 6 weeks
- b. That the application for the leave is supported by a certificate from a registered medical practitioner. (SR 1 under FR 101)

Abortion includes under the medical termination of pregnancy Act 1971 is a case of abortion for granting the leave not exceeding 6 weeks when supported by Medical Certificate. (G.O.Ms.No.762, Fin.&Plg. Dept., Dt.11.08.76)

The Abortion leave has to be granted by the competent authority to the married female Govt. servants to those with less than two surviving children. (Cir. Memo No.2415/401/PR.I/2006, Fin.(FR.I) Dept., Dt.01.07.2006).

5. HOSPITAL LEAVE (FR 101 B) (Not debitible to leave account):

Applicable to certain staff detailed in SR (2) under FR 101 (B). This leave is on half pay for a period not exceeding 6 months in every 3 years of service when detained in hospital and receiving medical aid as outpatient. It is not admissible when the treatment is necessitated by intemperance of an irregular habit.

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

6. Leave for Hysterectomy Operation:

Special Leave to a maximum of 45 days for women employees who undergo Hysterectomy Operation as recommended by Civil Surgeon may be sanctioned without debiting the same to the regular leave account of the individual and on payment of full pay and allowances. (G.O.Ms.No.52, Fin.(FR.I) Dept., Dt.01.04.2011)

7. Leave for Employment Abroad:

- i. Govt. employees desirous of seeking jobs abroad, irrespective of categories to which they belong technical, non-technical, or clerical be permitted to apply and secure employment abroad without applying for voluntary retirement or resigning from service. However, such of those scarce categories of staff/officers whose services are considered essential to this Govt. shall not be permitted to secure job abroad.

- ii. The period of absence during employment abroad will be treated as EOL without allowances but shall not be treated as a break in service. It will not be counted for service benefits such as increments, pay, leave etc. However, if contribution towards pension is paid by the foreign employer or employee, such periods will count for pension.
- iii. Other Conditions:
 - a) No Govt. dues are pending recovery from the Govt. servant.
 - b) No prosecution is pending or contemplated in the court of law against the Govt. servant.
 - c) Govt. servants with five years regular service only shall be eligible to avail the scheme
 - d) Govt. servant should obtain specific permission from the Govt. before he undertakes any employment abroad.
 - e) No Objection Certificate (to obtain Passport for seeking employment abroad) shall be obtained from the Govt.
- iv. This leave should not be utilised to secure job abroad, but should be utilised for undertaking employment abroad. (U.O.Note No.13127-A/113/FR.I/98, Fin. & Plg. (FW.FR.I) Dept., Dt.13.05.98).
- v. The benefit of the scheme shall be given to Govt. employees at a single stretch or in different spells, but for a period not exceeding five years in all during the entire service. (G.O.Ms.No.756, Fin. (FR.I) Dept., Dt.07.08.02).

8. Paternity Leave:

The competent authority may grant paternity leave on full pay to married male Govt. employees, temporary or permanent, for a period of 15 days subject to the condition that it shall be granted to those with less than two surviving children with effect from 16.09.2005. (G.O.Ms.No.231, Finance (FR.I) Dept., Dt.16.09.2005).

This can be availed either before 15 days or within a period of 6 months from the date of delivery (Memo No.20129-C/454/FR.I/2010, Fin.(FR.I) Dept., Dt.21.07.2010)

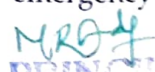
9. CASUAL LEAVE

Authority: Instructions 1 - 6, Annexure VII of FR & SR and District Office Manual.

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

Maximum period of casual leave that can be availed of in a calendar year is only 15 days. The un-availed part of leave lapses at the close of the calendar year.

Casual leave may be combined with optional holidays or Sundays or other authorised public holidays provided the resulting period of absence does not exceed 10 days. In the case of Casual leave to purely temporary and emergency Govt.


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servants the sanctioning authority will use its discretion having regard to the length of service put in by such Govt. servant.

A Govt. servant may be granted casual leave for half a day either from 10.30 to 1.30 p.m, or from 2.00 p.m. to 5.00 p.m.

Every Govt. servant is expected to attend punctually by 10.30 am. If there is late attendance beyond 10 min., late attendance should be marked and recorded in late attendance register. For every three late attendance, one day CL should be forfeited.

The balance of late attendance in a year can be brought forward to next calendar year for forfeiting CL if there is no CL available in the previous year.

The Head of the Office is competent to sanction leave. HODs should intimate their intention of availment of CL or OH to Govt. in the concerned Administrative Department.

A Register of CLs availed by every Govt. servant showing the CLs availed, purpose of availment and balance should be maintained.

CL cannot be combined with the regular leave / joining time, vacation.

The Commissioner of Intermediate Education / Commissioner of Collegiate Education were permitted to allow 1 day CL per month of actual contractual service on full remuneration with a facility of accumulating and availing a maximum of 3 days CL at a time to the Contract Junior Lecturers / Lecturers working in the Govt. Junior / Degree Colleges in the State. (Memo No. 12754/I.E.I/A1/2007-2, Higher Education (I.E.I/A1) Dept, Dt.27.02.2008).


Women Teachers can avail 5 days CL extra in addition to the CLs, OHs being availed of at present. (G.O.Rt.No.374, Edn.(Ser.V) Dept., Dt.16.03.96),

The benefit of availing of 5 days CL extra in addition to the CLs and OHs being availed, to the Women Instructors (i.e. Technical Assistants, ATOs, DTOs & TOs) working in Govt. it is / DLTCs in the state. (G.O.Ms.No.59, Labour Employment Trg. & Factories (Emp.) Dept., Dt.22.07.2008)

The benefit of availing of 5 days CL extra in addition to the CLs and OHs being availed to the Women Junior Lecturers working in the Govt. Junior Colleges in the State. (G.O.Rt.No.3, Higher Education (IE.I) Dept., Dt.05.01.2001).

**10. SPECIAL CASUAL LEAVE:
(Instructions 7 - 10, Annexure VII, FR & SR)**

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


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Family Planning Operations:

Sl. No.	Occasion	Amount of leave
1	Male - Vasectomy	6 Working days
2	2 nd Operation	-do-
3	Female - Tubectomy	14 days
4	Male - for Tubectomy of wife	7 days
5	2 nd Operation	7 days
6	Insertion of intrauterine contraceptive devices	1 day on the day of IUD
7	Recanalization (Male & Female) (having less than 2 children or lost all male / female children after family planning operation).	21 days or the actual period as per the certificate whichever is less plus to and fro journey days, if the operation is necessary


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

Additional Special CL for the same period beyond above limits can be given on account of post operation complications subject to production of MC

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


OTHERS

Sl. No.	Occasion	Amount of Leave
1	Summons to give witness in a court in which his private interest are not in issue	As per the certificate of attendance
2	For participating in sporting events of national or international importance When selected by the All India Sporting Federation and also as Manager of the team	Not exceeding 30 days in a calendar year. Excess to be treated as regular leave (Go Ms.No.358 F&P(FWFR I) Dept. dt.26-12-84).
3	Elected as President or Secretary of National Sports Bodies (G.O.Ms. No.270 F& P FWFR-I Dept., Dt.30-06-1976)	Not exceeding 15 days in a calendar year
4	Participating in Trekking expeditions approved by India Mountaineering Foundation	Not exceeding 30 days in a calendar year. Overall limit shall not exceed 30 days including this as a sport. (G.O.Ms.No.263, Fin.&Plg. (FW.FR.I) Dept., Dt.22.06.93)
5	Disabled Ex-service men re-employed as Civilian in State Govt. services for appearing before Medical resurvey board for the reassessment of disability and to go to hospital for treatment	Not exceeding 15 days in a calendar year. (G.O.Ms. No.407 F&P FW FR-I Dept.dt.18-09-76)


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6	Secretariat Cultural Association members for dramas enacted in mufassil	Not exceeding 6 days in a calendar year
7	Office bearers and members on the purchasing committee of the Govt., employees Consumers Co-op stores to districts for making bulk purchases of various commodities for stores	12 days in a calendar year + 2 days for each trip of journey
8	Principal office bearers (viz. President / Secretary of all recognised Service Associations at State level/Dist. Level on roll of Civil Services Joint Staff Council, Departmental Joint Staff Councils, Gazetted Joint Staff Councils	Not exceeding 21 days in a calendar year (G.O.Ms. No.470, GA (Ser. Wel.) Dept., Dt.16-09-1994 and G.O.Ms.No.1036, G.A.(Ser.Wel.) Dept., Dt.29.11.96)
9	Employees who participate in the rallies, camps etc., of the A.P. Bharat Scouts & Guides	Not exceeding 10 days in a calendar year (G.O.MsNo.112 Fin,dt.22-07-69)
10	Members of Institution Engineers a) For attending annual meeting, Hyd. b) For attending annual convention to any part of the country	7 days in a calendar year 10 days in a calendar year (G.O.Ms No.44 F&P FR-I,dt.05-02-06)
11	Employees of Vacation Dept.	7 days in a calendar year. (G.O.Ms.No.47, Fin., dt.12-02-65)
12	An Officer enrolled in territorial army and deputed to undergo training parades etc.	Not exceeding 30 days in a calendar year
13	Blood Donation	1 day on the date on which blood is donated subject to the production of certificate. (G.O.Ms.No.137, M&H (EL), dated 23.02.1984)
14	Govt. Servant participating in the cultural events in the National and International importance when he is selected by service /cultural associations recognized by Govt.	Not exceeding 30 days in a calendar year. (G.O.Ms.No.360, F&P, Dt.24.12.1980)
15	Women Government Servants for the celebration of International Women's day on March 8 th (G.O. Ms. No.433 GAD(SW-II)Dept.dt.04-08-10 and Govt. Memo No.3400/SW/A2/2016, GA(SW,Wel.), dt.05.03.16)	1 day
16	Govt. employees to cast vote in MLC (Graduate / Teachers) elections (G.O.Ms.No.82, GA (Ele.B) Dept., Dt.03.02.11)	1 day on the day of poll if it is working day

Special Casual Leave can intervene between two spells of leave if certified by Doctor.


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Special Casual Leave for Infectious Diseases (Rescinded or Cancelled):

According to the instruction 7(a)(i) (ii) of Annexure VII, FR&SR, special leave for a period not exceeding 21 days but in exceptional cases upto 30 days, may be sanctioned to a Govt. servant when he is ordered by the Head of his office to be absent himself from duty on the certificate of Medical Officer / Health Officer as the case may be on account of the presence of the following infectious diseases in his house.

1. Small Pox
2. Plague
3. Cholera
4. Typhoid
5. Acute Influenza Pneumonia
6. Cerebra spinal meningitis
7. Measles
8. Diphtheria

Govt. having felt that due to improvement in medical treatment in eradicating the above infectious diseases ordered that no special casual leave should be sanctioned to the Govt. servant if the Govt. servant himself or any of his family members suffers from the diseases mentioned above. (G.O.Ms.No.10, Fin. & Plg. (F.W.F.R.I) Dept., Dt.24.01.92).

11. Compensatory Holidays (CCLs): (Annexure XII, FR&SR)

A Govt. servant who is called upon to attend office on a public authorised holiday except as punishment should be allowed another holiday on any working day in its place. For this, a register of Compensatory Holidays earned and availed should be maintained.

If he has himself attended office on his own accord to clear off the arrears of work in his branch, compensatory holiday is not admissible.

It is also not admissible to Gazetted Officers in the Offices of State Govt. whether independent charge or in subordinate offices, when he has attended office either on his own accord or under the direction of superior officer. (G.O.Ms.No.605, GA (Pol.B) Dept., dated 20.05.1972).

Compensatory holiday in lieu of a holiday's turn duty will be admissible to Ministerial Staff ranking below Superintendents and all Govt. servants in the inferior service including peons. Govt. servants like Watchman, Chowkidars, etc., are by the very nature of their duties excluded from the admissibility of this concession. (Govt. Memo No.6176/52-2, Govt. of Madras, Dt.15.10.52).

Compensatory Holidays earned should be availed within 6 months from the date of earning, otherwise it will lapse. Not more than 10 compensatory holidays may be availed in a year, but not more than 7 days may be accumulated. Compensatory Holidays earned more than this limit will lapse. (G.O.Ms.No.942, Public, Dt.17.10.1903).

Compensatory Holidays can be combined with casual leave or other authorised holidays or optional holidays, provided the total absence should not exceed 10 days. Compensatory Holidays can be allowed to be prefixed or suffixed to regular leave subject to the total absence exceeds 10 days. (Govt. Memo No.2690/Pol.B/64-2, G.A.(P.O.B.) Dept., Dt.03.10.1964).

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If a Govt. Servant is called on to attend office on an optional holiday, which he wants to avail himself of and which is refused in the exigencies of Govt. work, such a Govt. servant is entitled to a compensatory holiday in the lieu of optional holiday so refused. However the total number of holidays availed of, by an individual towards optional holidays, whether by way of optional holiday or compensatory holiday in lieu thereof, shall not exceed the limit (5 days) for a calendar year. (G.O.Ms.No.528, GA (Pol.B) Dept., Dt.26.04.1961).


Govt. servant touring on public holidays in connection with the performance of his duties is not eligible for this concession.

(Memo No.13112, Accts / 67-2, Dt.01.03.1958).

12. Child Care Leave:

Government have issued orders vide G.O.Ms.No.209, Fin. (HRM.III) Dept., Dt. 21.11.2016, for Child Care Leave for women employees for a period of 3 months, not exceeding 15 days in any spell in the entire service to look after two eldest children upto the age of 18 years (22 years in case of disabled children) for any of their needs like examinations, sickness etc. subject to the following conditions:

- i) It shall be permitted only if the child is dependent on and residing with the Govt. servant.
- ii) LTC cannot be availed during this leave
- iii) The leave account for child care shall be maintained in the prescribed proforma and it shall be kept along with SB of the employee.
- iv) The Head of Office shall ensure that the availment of child care leave to an employee will not affect the functioning of the office.
- v) It requires prior sanction of competent authority.
- vi) It may be combined of any kind of leave eligible including Maternity Leave, except with CL or SCL.
- vii) It is admissible during the period of probation also. The period of probation shall be extended to that extent.
- viii) The Leave Salary shall be paid on the pay drawn immediately before proceeding on leave.


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