

TELANGANA STATE **LEAVE RULES**

by

G.V.V. SUBBA RAO, *Senior Lecturer*
& Faculty Member
Dr. MCR HRDIT, Hyderabad

Telangana State Leave Rules 1933

- Came in to force w.e.f. 4th September 1933
- Contained in Annexure III to the Fundamental Rules
- General Service Conditions - FR 1 – 18
- General Provisions of Leaves - FR 55 to 104
- Leave cannot be claimed as a matter of right

Telangana State Leave Rules 1933

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

Telangana State Leave Rules 1933

- FR.81: Leave may be granted to a Govt. Servant at the discretion of the authority entitled to grant the leave
- FR.76: A leave account shall be maintained for each Govt. Servant
- FR.71: The application of leave should specify:-
 - *The period of leave, nature of leave, leave address, MC/ MC of fitness in the case of leave on health grounds*
- FR.18: A Govt. Servant shall not go on leave continuously more than 5 years.

KINDS OF LEAVES

- I. Leaves credited in advance
- II. Leaves credited after earning
- III. Other Leaves

KINDS OF LEAVES

I) Leaves credited in advance

1. Casual Leave (CL)
2. Optional Holidays (OH)
3. Earned Leave (EL)

KINDS OF LEAVES

II) Leaves credited after earning

1. Half Pay Leave (HPL)

2. Commuted Leave
(Full pay on Medical Grounds)

3. Compensatory Casual Leaves
(CCLs)

KINDS OF LEAVES

III) Other Leaves

- 1. Hospital Leave**
- 2. Extra Ordinary Leave (EOL)**
- 3. Leave not due on Medical Certificate**
- 4. Leave for Employment Abroad**
- 5. Paternity Leave**
- 6. Special Disability Leave**

KINDS OF LEAVES

III) Other Leaves

7. Study Leave

8. Special Leave for Hysterectomy Operation

9. Special Casual Leave

10. Child Care Leave

11. Maternity Leave

12. Miscarriage/ Abortion Leave

Casual Leave

A concession to Govt. Servant in special circumstances to be absent from duty for a short period.

Authority: *Instructions 1 to 6, Annexure VII (Executive instructions regarding Casual Leave) of T.S. Fundamental & Subsidiary Rules vide Ruling 4 of FR 85.*

Admissibility: *To all temp. / permanent employees.*

Crediting/Accounting: i) 15 days per calendar year

(G.O.Ms.No.52, GAD(Poll.B) Dept., Dt.04.02.81)

ii) If appointed in the middle of the year, CLs should be credited proportionately.

iii) A register of CL should be maintained.

5 Days Extra Casual Leave

- i) Government have permitted the woman teachers working under the control of School Education Department to avail (5) days Casual Leave extra in addition to the Casual Leaves and Optional Holidays being availed by them.

(G.O.Rt.No.374, Education (Ser.I) Dept., dt.16.03.1996)

- ii) Government have extended the benefit of availing of (5) days Casual Leave extra in addition to the Casual Leaves and Optional Holidays to the women Junior Lecturers working in the Government Junior Colleges in the State.

(G.O.Rt.No.3, H.E. Dept., dt.05.01.2011)

5 Days Extra Casual Leave

iii) Government recently extended the benefit of availing five (5) days Casual Leave extra in addition to the Casual Leaves and Optional Holidays to all the women employees working under the State Government.

(G.O.Ms.No.142, Fin (HRM-III) Dept., dt.01.09.2018)

Availing procedure:

1. By taking prior permission
2. In-charge arrangement should be made
3. HODs should intimate to the concerned Dept. in Govt.
4. Can be availed in combination with OH, PH & CCL
5. Cannot be availed in combination with other leave, vacation & joining time.
6. ½ day CL may be availed from 10.30 am to 1.30 pm (or) from 2.00 pm to 5.00 pm.
7. For temp. employees, sanction depends on discretion of sanctioning authority based on the length of service.
(*G.O.Ms.No.999, Fin.,Dt.30.05.1959*)
8. For every 3 late attendances - 1 CL will be deducted. If the CL account exhausted, debited from the next year CL account.

(*GoMsNo.156,GAD(ser-c)Dept., dt;6-2-61*).
7/19/2019

- Limitations :
 1. Total period of absence from duty should not exceed 10 days.
 2. Frequent availing of CLs / Holidays by an individual should be avoided.
 3. Balance will not be carry forwarded to the next calendar year
- Sanctioning Authority: Head of Office.
- Effect : Treated as duty for all purposes.

Optional Holidays

- Maximum OHs can be availed in a calendar year is only 5 days on festival occasions, which will be notified by the Govt., and may be combined with CLs or Sundays or other authorised PHs provided the resulting period of absence does not exceed 10 days.

Compensatory Holidays

i) Concept:

A Concession to a Govt. Servant in special circumstances to compensate the PH / OH which he has not availed due to called on to duty.

ii) Contexts:

1.attending to duty on a public holiday

(G.O.Ms.No.917,Madras Public Dept.,Dt.16.09.1902)

2.attending to duty on an optional holiday already sanctioned (G.O.Ms.No.528,G.A.D, Dt.26.04.1961)

3. attending to duty as turn duty

(G.O.Ms.No.2036,Madras Public(Pol-B)Dept., Dt.11.08.1952)

iii)Availing procedure:

1. by taking prior permission
2. Can be availed in combination with CL / Holiday
3. Not more than 10 such holidays in a calendar year
4. Should be availed within a period of 6 months from the duty attended on a holiday (G.O.Ms.No.942, Public, Dt.17.10.1903)
5. Can be availed by prefixing / suffixing (Memo No.2690/Pol-B/64-2, G.A.(P.O.B.)Dept., Dt.03.10.1964)

iv) Limitations:

1. Only 10 compensatory leaves should be availed in a calendar year.

2. If possible, if the holiday is related to religious purpose the servant belonging to that religion should not be called upon to duty. (G.O.Ms.No.917, Madras Public Dept.,Dt.16.09.1902)

3. 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).

v) Authority:

Annexure XII of A.P. Fundamental & Subsidiary Rules

vi) Admissibility:

To all temp. / permanent employees.

vii) Crediting / Accounting:

Max. of 7 days or lower no. may be fixed in discretion by Head of Office. (Memo. No.36/58-1, G.A.(Pol-B) Dept., Dt.06.01.1958)

viii) Effect:

Treated as duty for all purposes

EARNED LEAVE

(Rule 8,10 to 12,17 and 20 to 22 of LR)

- Earned Leave credit is an advance credit
- All employees (Temporary / Permanent) are eligible for Earned Leave
- EL credit will be given for leave periods also, except EOL
- Leave will be credited in two spells in one calendar year on 1st January and on 1st July
- The EL credit for temporary employees is 8 days for calendar half year
- The EL credit for permanent employees is 15 days for calendar half year

- For regular employees EL credit will be given @ 2 ½ days per month.
- If an employee joined in the middle of a month that month will not be considered.
- If an employee joined in the middle of a half year the month joined and previous period in that half year will not be considered.
- If an employee is due to retire during a middle of half year, the advance credit will be given for the number of months he is likely to be in service in that half year but not the entire half year.
- If an employee is on EOL during the preceding half year the advance credit for the present half year will be reduced by 1/10th of the period of EOL taken, subject to a maximum of 15 or 8 days, as the case may be.

- Maximum limit of accumulation of EL for regular employee is 300 days (w.e.f. 15.10.2005)
- Maximum limit of accumulation of EL for non-regular employee is 30 days
- Maximum availment of EL for regular employee is 180 days at a time
- Maximum availment of EL for temporary employee is 30 days
- Earned Leave at credit not exceeding 300 days can be encashed, in case of retirement or death.

For non-regular employees:

Advance Credit is 8 days for 6 months is as follows:

1st month - 1 day

2nd month - 1 day

3rd month - 2 days

4th month - 1 day

5th month - 1 day

6th month - 2 days

Total - 8 days

If the employee joined in the middle of a month that month will not be considered. EL will be calculated for the remaining months in that half year.

Recasting of EL Account

- When a Govt. servant appointed temporarily and service got regularized at a later date with retrospective effect, his EL Account should be recast with effect from the date of regularization of his service.
- The leave availed between the date from which his services regularized and date of issue of orders shall not be altered as a result of the additional leave that becomes due after recasting the leave account.

VACATION DEPARTMENTS (FR 82)

- Vacation Department means a department where vacation exceeds 15 days, like Colleges and Judiciary etc.
- Vacation is treated as duty for all purposes.
- Vacation may be availed in combination or in continuation of any other kind of leave.
- If earned leave is taken in combination of vacation, the total period of leave and vacation should not exceed 180 days.

- EL credit for permanent employee in vacation dept. is 3 days in a calendar half year
- EL credit for temporary employees in vacation dept. is 2 days in a calendar half year
- 7 days Special C.L. for Vacation Department employees
- If vacation is not availed, by the order of competent authority, additional EL will be credited to the leave account of the employee

Surrender of Earned Leave

- All regular employees both superior and class IV are eligible to surrender earned leave of 15 days in each financial year and receive cash benefit
- Non-regular employees are eligible to surrender 15 days of earned leave after completing 24 months of service in the first instance and thereafter 15 days during alternate financial year.
- Calendar for surrender of EL is dispensed with w.e.f. 01.04.2009 and employees are permitted to surrender EL at any time in the year, after completion of 12 months from last surrender of EL.
- Employees who have a balance of more than 285 days EL as on 30th June / 31st Dec., they can surrender EL without waiting for completion of 12 months.
- No deductions will be made in surrender leave salary

Half Pay Leave

Authority :

Telangana Leave Rules, 1933 Rules 13-15, 18, 23,23(a)(i)

Crediting:

20 days for completed year. No max limit for accumulation

Availment :

No max limit. Can be availed on private affairs & medical purposes, can be combined with other leave. Temporary employees avail this after completion of two (sup.) or one (inf.) years of service

Temporary Govt. servants (Emergency) appointed under rule 10(a)(i) are not eligible (Memo No.20584/302/FR.I/74-1, F&P(FR.I),Dt.12.09.1974)

Leave Salary:

Half Basic Pay + Proportionate D.A., HRA& CCA in full up to 6 months. No compensatory allowances after that.

If a Govt. servant suffering from TB/Cancer/Mental illness/Leprosy/Heart disease/Renal failure(kidney), HIV/AIDS, he/ she may avail HPL up to 6 months with full pay. Compensatory allowances will be paid in full up to 8 months.

Leave Encashment

Encashment of EL & HPL shall be limited to 300 days. Superannuation pensioner, death cases, invalid pensioners are eligible. Amount will be paid as per formula stipulated in G.O.Ms.No.154, Fin(FR I)Dept.,Dt.04.05.2010)

Formula:

Half Pay admissible on the date of retirement + DA admissible on that date / 30 X No. of days of HPL at credit subject to the total earned and half pay leave at credit not exceeding 300 days.

Commuted Leave

Authority: Telangana Leave Rules 15-B, 18-B

Availment: On medical grounds (MC) only Temporary employees after two/one year of service.

Limitation: 240 days in entire service.

Effect: Twice the amount of HPL will be deducted.

Leave Salary: Double the half pay + all allowances in full

Conversion of Commuted leave to HPL: When a Govt. servant intends to resign/retire After availing commuted leave, it should be converted into HPL and HPL salary should be recovered. An undertaking should be taken from employee whenever it is sanctioned (G.O.Ms.No.300, Fin., Dt.18.11.65)

In case of Compulsory Retirement:

In cases Compulsory retirement is implemented due to ill-health or in the public interest or in case of his death before resuming to duty, no refund should be enforced.

Hospital Leave (FR 101-b)

- Temporary Govt. servants are not eligible
- Applicable to certain categories of sub-ordinate service staff and last grade employees who are vested with difficult jobs, such as Constables and Head Constables of Police department and Excise department, Jail Matrons, Duffedars, last grade employees in mental hospitals and last grade employees in Fire services department etc.
- Up to Six months Hospital leave at a time once in 3 years of service.
- This leave can be sanctioned when the employee is hospitalized (or) detained in hospital and receiving medical aid as out patient.
- It is not admissible when the treatment is necessitated by irregular habits of the employee.
- This leave is also not debitable to any leave account.
- Leave salary – Half Pay.

Extra Ordinary Leave

(Rule 5 A,16 ,19 and 23 of LR)

- When no other leave is available
- When leave is available, but the Govt. servant request for grant of EOL, in writing
- The sanctioning authority can treat the period of absence with out leave as EOL
- Only permanent employees in superior service are eligible and employees in last grade service are eligible in special circumstances
- Maximum period of EOL can be given (exclusively EOL or in combination with any other leave) at a time is 5 years.
- The EOL period will not be counted as qualifying service and no annual Increments during the period.

- EOL granted on medical certificate counts as qualifying service (counts for increment & pension)
- HOD can permit EOL on medical certificate for grant of Increment for the period not more than 6 months.
- In case of EOL on medical certificate exceeding 6 months Govt. is competent for grant of increment.
- Gazetted Officers are to submit medical certificate from a doctor not below the rank of Civil Surgeon.
- NGOs and Last Grade employees are to submit medical certificate from any registered medical practitioner.
- EOL on private affairs - not count for increment. But counts for pension up to 3 years.

EOL for Non Regular employees

- For a non regular Government servant EOL shall not exceed 3 months.
- Up to 6 months on production of medical certificate, if completed 3 years of service.
- Up to 12 months for treatment of Cancer or Mental illness
- Up to 18 months for undergoing treatment for TB or Leprosy
- Up to 24 months where the leave is required for the purpose of prosecuting studies certified to be in the public interest

Leave Not Due

(Rule 15 C and 18 C of LR)

- This leave will be considered when half pay leave is not at credit and the debit of this leave will be in the HPL account to be set off against future credit
- This leave will be sanctioned only on Medical Certificate
- The maximum limit of Leave not Due that an employee can take in entire service is 180 days only
- If any employee resigns or retires voluntarily after availing this leave and before adjustment of minus balance, the leave salary paid should be recovered.
- In case of medical invalidation / death, recovery will not be insisted

Leave Salary

Equal to half pay leave

Leave for Employment Abroad

(G.O.Ms.No. 214, Fin. & Plg.(FR-I) Dept., dated 3.9.96)

- Govt. servant having 5 years regular service is eligible
- This period will be treated as EOL
- No Govt. dues should be pending recovery
- No prosecution should be pending or contemplated in the court of law against the govt. servant
- The period will not effect the service of the employee (it will not be treated as break in service) and the period will be counted for Pension
- The period will not be counted for service benefits such as Increments etc.
- If the absence of the employee exceeds five years he/ she can be terminated from Govt. service

Paternity Leave

(G.O.Ms.No.231,Finance & Planning(FR-I),dated 16.9.2005)

- To be granted to married male permanent or temporary Govt. Employee up to two surviving children.
- 15 days on full pay
- Leave sanctioning authority is competent to sanction the leave
- It can be availed either before 15 days or within six months from the date of delivery of the wife.

Special Casual Leave

Special Casual Leave for Family Planning Operations:

- Male Govt. employees for Vasectomy Operation -(6 days)
- Male for Tubectomy of Wife -(7 days)
- Female Govt. employees for Tubectomy Operation -(14 days)
- Female - For Salpingectomy after Medical Termination of Pregnancy -(14 days)
- For Recanalisation Operation (both male & female) -(21 days)

Additional Special Casual Leave beyond the limits can be sanctioned on account of post operation complications subject to production of Medical Certificate.

Special Casual Leave

Special Casual Leave for other purposes:

- When summoned to serve as junior or assessor to give evidence and to stand as witness in civil and criminal cases - As per the attendance
- For donating blood - 1day
- For participating in Sporting events of National or International level - up to 30 days
- Principal Office Bearers of recognised Service Associations - up to 21 days
- To participate in Rallies, Camps etc. organised by Bharat Scouts and Guides - up to 10 days
- For participating in cultural activities selected by Govt. or cultural associations - up to 30 days

Special Disability Leave (FR 83)

- The sanctioning authority for this leave is Government only
- Both Temporary and Permanent employees are eligible.
- To be granted to the person who is disabled by injury in consequence of performance of duty.
- This leave can be sanctioned for a period not exceeding 24 months for any one disability
- This leave is granted on Medical Certificate issued by the competent medical authority
- This leave will be sanctioned without debit to any leave account

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.

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.

Special Leave for Hysterectomy Operation

(G.O.Ms.No.52, Fin(FR.I),Dt.01.04.2011)

- To undergo hysterectomy operation for female Govt. servant and hospitalization
- Period: 45 days
- Temp./Permanent employees
- On production of MC from Civil Surgeon
- Counts for increment, pension
- Salary on full pay
- Sanctioning Authority: H.O.O./ as delegated.

Study leave (FR- 84)

- The study must be relevant to the job requirement of the employee
- This leave should not exceed 2 years in entire service.
- Govt. servant less than 5 years of service and due to retire within 3 years are not eligible.
- This leave is sanctioned without debit to any leave account
- EOL may be taken in conjunction of this leave
- Leave salary - Equal to half pay leave

Half pay + DA corresponding to half pay + other compensatory allowances corresponding to full pay (first six months)

Child Care Leave

(G.O.Ms.No.209,Finance (HRM-III),dated 21.11.2016)

- To be granted to women employees of the State Govt. to look after two eldest children up to the age of 18 years (22 years in case of disabled children)
- For a period of (3) months, not exceeding 15 days in any spell, not less than 6 spells, in entire service
- Permitted only if the child is dependent on and residing with the Govt. Servant.
- Shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- Combined with leave of any kind due and admissible, except LTC.
- Admissible during the period of probation also. However, the period of probation shall be extended to that extent.

Maternity leave (FR 101 a)

(G.O.Ms No. 152, Finance (FR. I) Dept., dated 4.5.2010)

- This leave is admissible to married women employees for a period not exceeding 180 days
- Maternity leave is sanctioned to a female government employee up to two children only
- This leave can be combined with other kinds of leave
- This leave is also not debitabile to any leave account
- The non-permanent/ temporary employees are also eligible
- In Vacation departments, if maternity leave falls during vacation, the leave and vacation put together should not exceed 180 days.

Leave salary: *Equal to full pay drawn before proceeding on leave*

Miscarriage/Abortion Leave

(FR 101(a) and G.O.Ms.No.129,Fin,Dt.13.08.85)

- Leave granted to female Govt. servant to take hospitalization for miscarriage / abortion.
- Maximum of 6 weeks.
- Temp./Permanent employees
- On production of MC from Registered Medical Practitioner
- Counts for increments and pension
- Salary on full pay
- Sanctioning Authority: H.O.O./ as delegated.

THANK YOU

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.

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).

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 form 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-

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)

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)
---	-------------------------------	--	---------	---

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.

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)).		

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)

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

- 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.

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

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

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

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.
--	---	---	---	--

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.

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

- 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)

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 debit 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.

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).

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).

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.

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 availing 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 availing 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.

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 devises	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(FWFRI) 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)

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.

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).

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.

**GOVERNMENT OF TELANGANA
FINANCE (HRM.V) DEPARTMENT
&&&**

Cir.Memo.No.178/42/A2/HRM.V/2017

Date.20.04.2017

Sub: Contributory Pension Scheme- instructions to all the Departments - reg.

Ref:1. Cir.Memo.No.6336.A/58/A2/Pen.I/2013, Dt.12.03.2013.

2. OM.No. I (2)/EV/2008 Dt.19-01-2008 of Ministry of Finance, Department of Expenditure, Government of India.

@@@

002004

Attention of Secretariat Departments and Head of the Departments is invited to the reference 1st cited.

2. In the reference 2nd cited, Government of India had issued instructions on the issue of monthly subscription to the NPS while in Foreign Service, Suspension, HPL, EOL.

3. After careful examination, Government hereby direct that following instructions of Government of India on the issue of monthly subscription to the NPS while in Foreign Service, Suspension, HPL, EOL shall be followed by all DDoS in State Government in respect of State government employees.

Sl.No.	Category	Clarification
1.	Suspension Cases	<ul style="list-style-type: none">• Every subscriber shall subscribe monthly to the NPS when on duty or Foreign Service but not during a period of suspension.• On exoneration or otherwise, the amount of subscription shall be usual contributions on the emoluments to which he was entitled on the first day after his return to duty.• If a subscriber elects to pay arrears of subscriptions in respect of the period of suspension, the emoluments or portion of emoluments, which may be allowed for that period on reinstatement, shall deemed to be emoluments drawn on duty.
2.	HPL Cases	The subscription of the employer and government would be restricted to that proportionate to leave salary.
3.	EOL cases (including on medical grounds)	Since no salary is drawn during this period no contributions either from Government employee or government would be payable.

//2//

4. All the Departments of Secretariat and all Heads of Departments are requested to ensure that all DDOs of their control comply with the above instructions scrupulously.

N.SIVA SANKAR
SECRETARY TO GOVERNMENT

To
All the Departments of Secretariat.
All the HODs concerned.
The DTA, Telanngana., Hyderabad.
The PAO, Telangana., Hyderabad,
The Joint Director, PPO Telangana, Hyderabad.
The Director of Stated Audit, Telangana., Hyderabad.
The Director of Works Accounts, Telangana, Hyderabad,
Copy to Prl. AG (A&E), Telangana., Hyderabad.

SF/SC

//FORWARDED:BY ORDER//


SECTION OFFICER

Sl.No.	Category	Classification
1.	Suspension Cases	Every subscriber shall subscribe monthly to the NPS when on duty or Foreign Service but not during a period of suspension. On re-employment or otherwise, the amount of subscription shall be usual contributions on the emoluments at which he was entitled on the first day after his return to duty. If a subscriber elects to pay arrears of subscriptions in respect of the period of suspension, the amount of emoluments or portion of emoluments which may be allowed for that period on re-employment, shall be deemed to be emoluments drawn on duty.
2.	HPL Cases	The subscription of the employer and government would be restricted to that proportionate to leave salary.
3.	FOL cases (including of medical grounds)	Since no salary is drawn during this period no contributions either from Government employee or government would be payable.

FR

**GOVERNMENT OF TELANGANA
ABSTRACT**

Public Services- Employees Welfare Scheme - Telangana State Government Employees Group Insurance Scheme-1984- Communication of Table of Benefits for Saving Fund for the period from 01.04.2019 to 30.06.2019 - Revised Table - Orders - Issued.

FINANCE (ADMN-I) DEPARTMENT

G.O.Ms.No.43

Dated.20-06-2019

Read the followings:

- JDA/ATOK*
By Communicate
initially
DOS/DIS
FTP
we are
1. G.O.Ms.No.293, Finance & Planning (FW.Accts.II) Deptt., dt: 08.10.1984.
 2. G.O.Ms.No.312, Finance & Planning (FW.Admn.II) Deptt.,dt: 06.11.1984.
 3. G.O.Ms.No.367, Finance & Planning (FW.Admn.II) Deptt.,dt: 15.11.1994.
 4. G.O.Ms.No.381, Finance & Planning (FW.Admn.II) Deptt.,dt: 05.12.1994.
 5. G.O.Ms.No.382, Finance & Planning (FW.Admn.II) Deptt.,dt: 05.12.1994.
 6. G.O.Ms.No.54, Finance & Planning (FW.Admn.II) Deptt.,dt: 06.04.2011.
 7. G.O.Rt.No.2425, Finance (Pen.II) Deptt.,dt: 06.04.2011.
 8. G.O.Ms.No.148, Finance (Admn.II) Deptt.,dt: 10.05.2012.
 9. G.O.Rt.No.2735, Finance (Pen-II) Deptt., dt: 16.06.2012.
 10. Government of India Office Memorandum No. 7(2)EV/2012 Ministry of Finance Department of Expenditure, dt:15.01.2013.
 11. Dy.Accountant General (Funds) O/ o the Principal Accountant General (A&E), AP & T.S., Hyderabad FM/GUI/9-3/2013-14/109, dated.25.04.2013.
 12. G.O.Rt.No.2142, Finance (Pen-II) Department, dated.30.04.2013.
 13. G.O.Ms.No.126, Finance (Admn.II) Department dated.29.05.2013.
 14. G.O.Ms.No.90, Finance (Admn.II) Department, dated.01.05.2014.
 15. G.O.Ms.No.112, Finance (Admn.I) Department, dated.22.08.2015.
 16. G.O.Ms.No.179, Finance (Admn.I) Department, dated.17.10.2016.
 17. G.O.Ms.No.5, Finance (Admn.I) Department, dated.30.01.2018
 18. G.O.Ms.No.171, Finance (HRM.V) Department, dated.18.12.2018
 19. G.O.Ms.No.2, Finance (Admn.I) Department, dated.04.01.2019
 20. G.O.Rt.No.44, Finance (HRM.V) Department, dated.04.02.2019
 21. G.O.Ms.No.26, Finance (Admn.I) Department, dated.15.04.2019
 22. GOI, Resolution No.F.No.5(2)-B (PD)/2019, Ministry of Finance, Department of Economic Affairs (Budget Division), dated.03.04.2019.
 23. Letter No.F.M-TS/GL.II/2019-20/87, dated.26.04.2019 of Dy.AG (A&E), Telangana, Hyderabad.
 24. G.O.Rt.No.895, Finance (HRM.V) Department, dated.09.05.2019
 25. Letter No.2/GIS-1/2018-2019, dated.17.05.2019 of Director of Insurance (FAC), Telangana, Hyderabad

ORDER:

In the reference 25th read above, the Director of Insurance (FAC), Telangana, Hyderabad has stated that the Government of India have issued tables of benefits for the Saving Funds under Central Government employees Group Insurance Scheme for the period from 01.04.2019 to 30.06.2019 @ 8% and also based on the Government of India instructions issued vide references 22nd and 23rd read above, per annum compounded quarterly and requested to issue necessary orders in the matter.

2. Government, after careful examination of the proposal of the Director of Insurance (FAC), Telangana, Hyderabad, hereby order that, in supersession of the

(PTO)

::2::

Orders issued in the reference 21st read above, the Revised Rates of Interest on the Telangana Group Insurance Saving Funds shall be allowed @ 8% per Annum from 01.04.2019 to 30.06.2019.

3. The Director of Insurance (FAC), Telangana, Hyderabad shall issue the revised Tables for the period covering from 01.04.2019 to 30.06.2019 and take necessary further action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

**K. RAMAKRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Principal Accountant General (Audit-I), Telangana, Hyderabad

The Principal Accountant General (Audit-II), Telangana, Hyderabad

The Accountant General (A&E), Telangana, Hyderabad.

The Director of Insurance (FAC), Telangana, Hyderabad

The Pay and Accounts Officer (I/c), Telangana, Hyderabad

The Director of Treasuries and Accounts, Telangana, Hyderabad

The Director of State Audit (I/c), Telangana, Hyderabad

The Director of Works Accounts, Telangana, Hyderabad

The Principal Secretary to Governor of Telangana, Hyderabad

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

All Special Chief Secretaries / Principal Secretaries / Secretaries to Government with a request to communicate to all concerned.

All the Departments of Secretariat

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

The Register, High Court, Andhra Pradesh and Telangana.

The Register, Telangana State Public Service Commission, Hyderabad.

The Chairman, Tribunal for Disciplinary Proceedings, Hyderabad

All the Joint Director of Works Projects.

All the District Treasury Officers / All Sub Treasury Officers.

All the Chief Executive Officers of all Zilla Parishads.

All the District Educational Officers

All the District Panchayat Officers.

All the Mandal Development Officers.

All the Mandal Educational Officers.

All the Commissioner / Special Officers of the Municipalities / Corporations.

The Registrar, all Universities, Telangana.

All Recognized Service Associations.

The Finance (HRM-V) Department.

SF/SCs.

//FORWARDED BY:: ORDER//


SECTION OFFICER

ANNEXURE - I

ILLUSTRATIONS:

I. GIS benefit payable to the employees on cessation from service

Date of entry into services 11/1984

Exit from service March, 2020.

Employee retires in Mar, 2020 service particulars	Calculation of total benefits under GIS saving	
From 11/1984 to 10/1989 Rs.10 per month (one unit)	One unit from 11/1984 upto 3/2020 = 1 x 25583	25,583.00
From 11/1989 to 10/1994 Rs.20 per month (two units)	One extra unit from 11/1989 up to 3 / 2020 = 16861	16861.00
From 11/1994 to 10/2006 Rs:30 per month (2 units)	No extra units (i.e., no newly added units)	
From 11/2006 to 3/2020 Rs. 60 per month (4 units)	Two extra units from 11/2006 upto 3/2020 = 2 x 2,729.00	5,458.00
TOTAL no of units and net GIS BENEFIT TO THE EMPLOYEE =		44,288.00

Note: In case of death of the employee on Mar, 2020 then the nominee gets Rs 60000 + Rs.47,902= Rs.1,07902/-

2. If the employee Date of entry into service: Nov' 1986 and exit from service March, 2020.

Employee retires March, 2020 service particulars	Calculation of total benefits under GIS saving	
From 11/1986 to 10/1994 Rs.20 per month (2 units)	One unit from 11/1984 upto Mar, 2020 = 2 x 21536	43,072.00
From 11/1994 to 10/2004 Rs. 30 per month (two units)	no extra unit	
From 11/2004 to 10/2013 Rs. 60 per month (4 units)	2 extra units from 11/2004 up to Mar, 2019 = 2x 3441	6,882.00
From 11/2013 to 03/2020 Rs. 120 per month (8 units)	4 extra units from 11/2013 upto Mar, 2020= 4 x 867	3,468.00
TOTAL no of units and net GIS BENEFIT TO THE EMPLOYEE =		53,422.00

3. Entry into service (GIS): November, 1986 and Date of exit from service March 2020

Employee retires 31-03-2020 service particulars	Calculation of total benefits under GIS saving	
From 11/1986 to 10/1994 Rs.80 per month (8 units)	8 units from 11/1986 upto 3 / 2020 = 8 x 21,536	1,72,288.00
From 11/1994 to 03/2020 Rs.120 per month (8 units)	No extra unit	
TOTAL no of units and net GIS BENEFIT TO THE EMPLOYEE =		1,72,288.00

INTEREST RATES

From	To	%
01-11-1984	31-10-1994	10.00
01-11-1994	31-03-2000	12.00
01-04-2000	31-03-2001	11.00
01-04-2001	31-03-2002	9.50
01-04-2002	31-10-2004	9.00
01-11-2004	31-12-2011	8.00
01-12-2011	31-03-2012	8.60
01-04-2012	31-03-2013	8.80
01-04-2013	31-03-2016	8.70
01-04-2016	31-12-2016	8.10
01-01-2017	31-03-2017	8.00
01-04-2017	31-06-2017	7.90
01-01-2018	31-03-2018	7.60
01-04-2018	30-06-2018	7.60
01-07-2018	30-09-2018	7.60
01.10.2018	31.12.2018	8.00
01.01.2019	31.03.2019	8.00
01.04.2019	31.03.2020	8.00

SAVINGS FUND from 1-4-19 to 30-9-19 @ 8%

Table- 1	Years	April, 19	May, 19	June, 19	July, 19	Aug. 19	Sept. 19	Oct. 19	Nov. 19	Dec-19	Jan. 20	Feb. 20	March, 20
1	1984	23683	23850	24017	24188	24358	24529	24703	24877	25051	25228	25406	25583
1	1985	21708	21862	22016	22173	22331	22488	22648	22808	22969	23132	23296	23459
2	1986	19919	20061	20203	20348	20494	20639	20787	19945	21083	21234	21385	21536
3	1987	18333	18465	18597	18731	18866	19000	19137	19274	19411	19551	19691	19831
4	1988	16882	17005	17127	17251	17376	17501	17628	17755	17882	18012	18141	18271
5	1989	15571	15685	15798	15914	16030	16146	16264	16382	16500	16620	16741	16861
6	1990	14360	14465	14571	14678	14786	14893	15003	15113	15223	15335	15447	15559
7	1991	13263	13361	13459	13559	13660	13760	13862	13964	14066	14171	14275	14379
8	1992	12266	12357	12449	12542	12636	12729	12825	12920	13015	13113	13210	13307
9	1993	11368	11454	11540	11627	11715	11802	11891	11981	12070	12161	12252	12343
10	1994	11468	11383	11298	11213	11129	11045	10962	10880	10798	10716	10636	10555
A	1995	10259	10182	10105	10027	9951	9876	9800	9725	9651	9577	9504	9431
B	1996	9190	9119	9049	8979	8910	8841	8772	8704	8636	8569	8502	8436
C	1997	8238	8174	8110	8046	7983	7920	7857	7795	7734	7672	7612	7551
D	1998	7389	7330	7272	7213	7156	7098	7041	6984	6928	6872	6816	6761
E	1999	6641	6588	6534	6480	6427	6375	6322	6270	6219	6167	6117	6066
F	2000	5970	5921	5872	5822	5774	5726	5677	5630	5582	5535	5488	5442
G	2001	5369	5324	5278	5233	5188	5144	5099	5055	5012	4968	4925	4883
H	2002	4822	4780	4738	4696	4655	4614	4573	4533	4492	4452	4413	4373
I	2003	4321	4283	4244	4205	4168	4130	4092	4055	4018	3981	3944	3908
J	2004	3863	3827	3791	3756	3721	3686	3651	3617	3583	3549	3515	3482
K	2005	3442	3409	3376	3344	3311	3279	3247	3215	3184	3152	3121	3090
L	2006	3054	3024	2993	2963	2933	2904	2874	2845	2816	2786	2758	2729
M	2007	2694	2666	2638	2610	2583	2556	2528	2501	2474	2448	2421	2395
N	2008	2363	2337	2311	2285	2260	2235	2209	2185	2160	2135	2111	2086
O	2009	2056	2033	2009	1985	1962	1938	1915	1892	1869	1846	1824	1802
P	2010	1774	1752	1730	1708	1686	1665	1643	1622	1601	1580	1559	1539
Q	2011	1512	1492	1472	1452	1432	1412	1392	1373	1353	1334	1315	1296

S	2012	1272	1253	1235	1216	1198	1179	1161	1143	1125	1107	1090	1072
T	2013	1051	1034	1017	999	982	966	949	932	916	899	883	867
U	2014	849	833	817	801	785	770	754	739	723	708	693	678
V	2015	663	648	633	619	604	590	575	561	547	533	519	505
W	2016	492	478	465	451	438	425	411	398	385	372	359	346
X	2017	334	322	309	297	284	272	260	248	236	224	212	200
Y	2018	188	177	165	154	142	131	119	108	97	86	75	64
Z	2019	53	42	32	21	11	0	0	0	0	0	0	0