

GOVERNMENT OF ANDHRA PRADESH
FINANCE (FR-I) DEPARTMENT

Cir.Memo.No.34005-A/870/FR-I/12

Dated 14-12-2012

Sub : Earned Leave – Surrender of Earned Leave – Instructions regarding encashment of Earned Leave – Clarification - Issued.

Ref : 1.Cir.Memo.No.15744-C/324/FR-I/2010, Finance(FR-I)Department, dated 15-06-2010.
2.Cir.Memo.No.14781-C/278/FR-I/2011, Finance(FR-I)Department, dated 22-06-2011.

Government issued orders in the reference 2nd cited, continuing the instructions issued for the financial year 2010-11 vide Circular Memo.No.15744-C/324/FR-I/2010, dated 15-06-2010 for the Financial year 2011-12 and also made said orders applicable for every year until further orders in respect of encashment of Earned Leave.

2. Therein, inter-alia, it was ordered permitting the employees to surrender Earned Leave at any time in one financial year, provided if there is 12 months gap for one year surrender to another surrender, and 30 days if there is gap 24 months for two financial years and also permitting the employees who are having 286 days and above earned leave to their credit as on 30th June of every year, to surrender without following the gap of 12 months. But, it was not mentioned therein about the surrender of 30 days by the employees who have not availed surrender of Earned Leave for two financial years.

3. Therefore, Government hereby clarify as follows:

- (a) The employees be permitted to surrender Earned Leave at any time in one financial year, provided if there is 12 months gap from one surrender to another surrender, and 30 days if there is gap of 24 months from one surrender to another 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.

4. The employees shall be permitted to surrender Earned Leave only either under clause (a) or under clause (b) in Para 3 above 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 hold good.

5. The Departments of Secretariat / Heads of departments shall keep these instructions in view while sanctioning the surrender of earned leave for purpose of encashment.

6. All the Treasury officers / State Audit Authorities / Pay and Accounts officer, Hyderabad and APAOs / PAOs of works Accounts shall follow these instructions scrupulously while dealing with the bills for encashment of earned leave.

D. SAMBA SIVA RAO,
Principal Secretary to Government