

ANDHRA PRADESH STATE ELECTRICITY BOARD



Leave Regulations

(Re-printed during
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**Andhra Pradesh State
Electricity Board**

Leave Regulations

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Andhra Pradesh State Electricity Board Leave regulations

B.P.Ms.No.549, dt.21-8-67:- In exercise of the powers conferred by clause (C) of section 79 of the Electricity (Supply) Act, 1948 (Central Act LIV of 1948) the Andhra Pradesh State Electricity Board Leave Regulations annexed to this B.P.

2. These Regulations come into force w.e.f. 4-3-70 vide B.P.Ms.No. 199, dt.6-3-70.

APPENDIX

Andhra Pradesh State Electricity Board Leave regulations

1. Name and Commencement:- These regulations may be called the Andhra Pradesh State Electricity Board Leave Regulations and they shall come into force from 4-3-70.

2. Application:- These regulations with such amendments as may be effected by the Board from time to time shall apply to all the employees of the Board whether for the time-being in foreign service or not except to the holders of the posts to whom the leave rules under the Factories Act apply.

Provided that the employees of the Government whose services have been transferred to the Board and persons recruited to Board's service during the period from 1st April, 1959 to the date of issue of these regulations, shall have the option to be governed by the rules applicable to them prior to the date of issue of these regulations. Such option shall be exercised within six months from the above said date. In case an employee is on leave on that date the option must be exercised within six months from the date of return

from leave. The option once exercised is final. An employee who does not make such a declaration will automatically become subject to these regulations.

Note:- If there is a break in the service of an employee, who does not elect to come under these regulations, due to his resignation, he will, on re-employment, be eligible for leave only under these regulations.

3. Definitions:- In these regulations unless there is anything repugnant in the subject or context --

(a) “duty” does not include any period of absence on any leave admissible under these regulations but includes-

(i) any period of absence on casual leave during a continuous period spent on duty;

(ii) any period of absence on authorised holidays during a continuous period spent on duty;

(iii) any period of absence on authorised holidays when permitted to be prefixed or affixed to leave;

(iv) any period spent on foreign services, if contribution towards leave-salary is paid on account of such period;

(v) joining time; and

(vi) all periods declared to be duty during an authorised course of instruction or training.

(b)(i) ‘Employee’ means any person to whom these regulations apply;

(ii) ‘Permanent employee’ means an employee who holds substantively a permanent post or who holds a lien on such a post or would hold such a lien had it not been suspended;

(iii) 'Non-permanent employee' means an employee who is not a permanent employee.

(c)(i) 'Government means Government of Andhra Pradesh.

(ii) 'Board' means the Andhra Pradesh State Electricity Board.

(d) (i) pay means the greater of the amount specified below:

(a) the substantive pay (excluding special pay but including technical pay, personal pay, and any other emoluments classed as pay) on the date before the leave commences;
or

(b) the average monthly pay (excluding special pay by including technical pay, personal pay and other emoluments classed as pay) earned during the ten complete months preceding the month in which the leave commences.

Note:- 1) In the case of an employee who is reinstated after a period passed under suspension or removal or dismissal and who proceeds on leave shortly after or immediately on reinstatement, the leave salary has to be calculated on the basis of the pay actually drawn by or allowed to him during the 10 complete months receding the month in which the leave is taken if the period of suspension or absence due to dismissal or removal is treated as duty under Part I of Andhra Pradesh State Electricity Board Service Regulation 57. In other cases, the period of ten months, provided that if the leave is availed immediately after suspension/absence the leave salary should be calculated based on the pay drawn immediately before suspension/absence.

Note:- 2) The leave salary of an employee of the Board who is permanent employ and who has been continuously officiating in other post for more than three years (including period of leave, deputation foreign service, etc., during which he would have officiated in that post but for such leave, deputation, foreign service, etc., at the time he proceeds on leave shall be calculated as if he were the

substantive holder of the post in which he was so officiating or in which he would have so officiated but for his officiating appointment in an equivalent or a still higher post. In allowing the benefit of this note, the authority which is competent to fill the specified post in respect of which the benefit is proposed to be granted should furnish a certificate in the following form to enable audit to admit the claim.

CERTIFICATE

Certified that on * Shri/Shrimati/Kumari has been continuously officiating in the post ** for more than three years inclusive of the following periods which he/she would have officiated in the post but for the following events:-

From	To
------	----

- | | |
|---|--|
| 1. Period of officiating in the special post | |
| 2. Periods of officiation in equivalent or higher posts | |
| 3. Periods of deputation | |
| 4. Foreign Service | |
| 5. Periods of Leave | |

Signature.....

Designation.....

Note:-

*The date preceding the date of commencement of leave to be specified here.

** Designation of the post to be specified here.

(ii) 'Half' pay means half the substantive pay (excluding special pay but including technical pay, personal pay and any other emoluments classed as pay) on the day before the leave commence or half the amount specified in item (b) of the sub-clause (i) above, whichever is greater.

Note:- (1) For the purpose of sub-clause (i) and (ii) of this clause shorthand or typewriting special pay drawn by the typists or stenotypists will be treated as pay.

(2) The pay drawn by an employee in foreign service in excess of that admissible under the Board shall be classified as special pay.

(3) The term 'substantive pay', in clause (c) of this regulation includes the pay drawn by an employee in a post on which he holds a provisional lien under Regulation 24 (c) of the Service Regulations-- Part 1.

4. Earning of leave:- Leave is earned by duty only.

Note:- (1) The period of Joining time during which an employee on transfer is not entitled to be paid will not be count for purposes of leave.

(2) The period spent in foreign service counts as duty if contribution towards leave salary is paid on account of such period.

5. Counting of former service for leave:- (a) An employee who is dismissed or removed or compulsorily retired from service as a measure of discipline but is reinstated on appeal or revision, is entitled to count his former service for leave.

(b) If an employee, who is retired from service either due to reduction in permanent establishment or due to incapacity (physical or mental) for further service and is allowed to withdraw his provident

fund amount and granted compassionate gratuity, is re-employed and if his gratuity and provident fund amount is there-upon refunded, he may, at the discretion of the authority sanctioning his re-employment and to such extent as that authority may decide, count his former service towards leave.

Notes:- (1) In the case of an employee who resigned his post under the Board or is in receipt of pension if re-employed, the previous service will not count for purposes of leave.

(2) An employee of the Board who holds on lien on any other post except that which it is proposed to abolish, may be granted leave up to the amount which was admissible to immediately before the abolition of this post, but in that case the orders abolishing the post should state explicitly that the post is abolished from the date of which the leave so granted terminates.

(3) In the case of Board employees who are thrown out permanent posts but continue to hold temporary post or to official in other posts without a break, the leave earned by them while holding the permanent posts will not lapse and can be carried forward.

6.(a) The following are the kinds of leave to which an employee may be eligible:-

1. Earned leave.
2. Half-pay leave
3. Extraordinary leave.
4. Special disability leave.
5. Study leave.
6. maternity leave
7. Casual leave.

(b) Save in the case of casual leave and subject to the restriction in regulation 17 (a) (i) any kind of leave admissible under these regulations may be granted in combination with any other kind of leave so admissible or in continuation of leave already taken whether of the same or of any other kind.

7. Claiming of leave:- Leave cannot be claimed as of right. Discretion is reserved to the authority empowered to grant leave, to refuse or revoke leave at any time according to the exigencies of service.

Note:- (1) An employee of Board cannot be compelled against his wishes to take leave on half average pay when leave on full average pay is admissible to him. These orders must not be interpreted as interfering with the discretion entrusted to an authority competent to grant leave to determine whether leave should or should not be granted.

(2) When employees who have no casual leave to their credit, apply for leave for a day or two in advance they may be granted extraordinary leave without pay and allowances only when they are eligible for any other leave or on specific request by the employees. The provisions in this note will not apply to cases where periods of absence without leave or commuted retrospectively into extraordinary leave under regulation 19.

8. Authorities empowered to grant leave:- The authorities specified in Col.(1) of the table below are empowered to grant leave to the employees specified in the corresponding entry in Col.(2) thereof to the extent specified in this corresponding entry in Col.(3) of the said table.

TABLE

Authority empowered to grant leave	Employees to whom leave may be granted	Extent of powers
(1)	(2)	(3)
1. Andhra Pradesh State Electricity Board.	Chief Engineers	Full powers
2. Chariman, Andhra Pradesh State Electricity Board.	Superintending Engineers, Executive Engineer/Divisional Engineer, Chief Controller of Accounts, Secretary and Assistant Secretary and Secretaries to board.	If the sanction of leave involves promotion, emergency or otherwise, of a person not regularly selected for promotion the case shall go before the Board for orders. Leave involving transfers and postings and urgent cases of first appointments or promotions of persons already in a panel approved by the Board if the appointment or promotion is in the order of preference indicated in the panel, may be sanctioned subject to ratification by the Board.
3. Secretary, Andhra Pradesh State Electricity Board.	To all employees below including Section Officers in Andhra Pradesh State Electricity Board Secretariat Service.	Full powers subject to the condition that if the sanction of leave involves promotion emergency or otherwise, of a person not regularly selected for promotion the case shall be submitted to the Chairman orders.

(1)	(2)	(3)
4. a) Chief Engineer	All employees in Class I and Class II (other than Superintendent Engineers/ Executive Engineers Divisional Engineer and Chief Controller of Accounts) in his office and the offices under his control	If the sanction of leave to an employee involves promotion, emergency or regularly selected for such promotion or if a person whose first appointment on promotion has not been sanctioned by the Board, the case should be reported to the Board orders. The Chief Engineer shall not be competent to refuse leave preparatory to retirement but he shall forward to the Board for orders on his proposal to refuse leave.
b) Deputy Chief Engineer.	Superintendants, Clerks, Typists, Stenotypists, Record Assistants & Attenders in the office of the Chief Engineer.	Full powers
5. Appointing Authority	Employees in Class III and IV of any service	Full powers
6. a) Superintending Engineers	Asst. Engineers, A.A.E.s., Chief Store Keepers, Stock verifiers, Draughtsmen and Tracers	Can sanction leave upto one month subject to condition that no extra expenditure is involved. A copy of the leave sanction order should be sent to Chief Engineer.

(1)	(2)	(3)
b) Superintending Engineers	Accountants, U.D. Clerks, L.D. Clerks, Typists, Steno-typists and Class IV employees in his circle	Full powers
7. a) Chief Controller of Accounts	Accountants, Chief Store keeper and Stock Verifiers.	Can sanction leave upto one month subject to condition that no extra expenditure is involved. A copy of the leave sanction order should be sent to the Chief Engineer.
b) Chief Controller of Accounts	Accountants, U.D. or L.D. Clerks, Typists, Steno-typists and Class IV employees in the Chief Controller of Accounts	Full powers
8. Divisional Engineers/ Executive Engineers	U.D. or L.D. Clerks, Typists, Steno-typists, Record assistants and Attenders.	Can sanction leave upto one month subject to condition that no extra expenditure is involved. A copy of the leave sanction order should be sent to Superintending Engineer.

Note:- 1) Officiating employees in Class II Service who apply for leave during their officiating period may be granted leave from the date of their reversion to posts in Class III Service only by the authorities competent to grant leave to the holders of the posts in Class II Service

2) For calculation of 'extra cost or expense as referred to in column (3) of the above table, expenditure on transit pay and travelling allowances may be disregarded, but charges such as increased remuneration granted to an employee under regulations of the service regulations should be taken into account

9. Reckoning of leave:- Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed

10. a) Prefixing and affixing of holidays to leave:- When the day immediately preceding the day on which an employee's leave begins or immediately following the day on which his leave or joining time expires is a holiday or one of a series of holidays, the employee may leave his station at the close of the day before or return to it on the day following such holidays or series of holidays provided that -

1) his transfer or assumption of charges does not involve the handling or taking over of securities or of moneys other than a permanent advance;

2) his early departure does not entail a correspondingly early transfer from another station of an employee to perform his duties; and

3) the delay in his return does not involve a corresponding delay in the transfer to another station of the employee who was performing

his duties during his absence or in the discharge from service of a person temporarily appointed to it.

b) On condition that the departing employee remains responsible for the moneys in his charge, the Chief Engineer may declare the provision (1) under clause (a) is not applicable to any particular case.

c) Unless the authority sanctioning the leave or transfer in any case other directs-

1) If holidays are prefixed to leave, the leave, and any consequent re-arrangement of pay and allowances take effect from the first day of the holidays, and

2) If holidays are affixed to leave or joining time, the leave or joining time is treated as having terminated on, and any consequent re-arrangement of pay and allowances take effect from the day of which the leave on joining time would have ended holidays had not been affixed.

Explanation:- 1) In deciding whether the absence of an employee during holidays involves the transfer of an employee from another station for the purpose of this regulation, account should be taken only of the substitute who takes the place of the absent employee not of all the employees in the chain of arrangements arising from the employee's absence on leave.

2) The term 'holiday' used in Clauses (a) and (c) above should be held to mean:-

a) a holiday prescribed or notified by the Board, and

b) with reference to any particular office, a day on which such office is ordered, by notification of the Board to be closed for the transaction of public business without reserve or qualification.

The term does not include such local holidays as may be granted at the discretion of heads of offices not holidays which are merely permissible or discretionary.

Note:- 1) Optional religious holidays may be prefixed or affixed to leave.

2) Compensatory leave may be allowed to be prefixed or affixed to regular leave or Casual leave subject to the usual conditions.

Explanation:- 3) When holidays intervene between two spells of leave they should be treated as leave.

Explanation:- 4) Local holidays cannot be permitted to be prefixed or affixed to leave as such holidays cannot be regarded as holidays contemplated in explanation 2 above.

Explanation:- 5) The following procedure is prescribed when holidays are permitted to be prefixed or affixed to leave:-

i) When they are prefixed to leave, the Board employee proceeding on leave will report before leaving the station, or if for urgent reason the leave is granted during holidays, as soon as it is granted, that he will cease to discharge the duties of his post with effect from the end of the holidays. The relieving Board employee will then assume the duties of the post at the end of the holidays in the ordinary course.

ii) When holidays are affixed to leave, the officiating Board employee will be relieved in the ordinary way before the holidays and the officer on leave will return at the end of the holidays but will be regarded as having assumed the duties of the post with effect from the commencement of the holidays.

iii) Except in cases covered by (i) and (ii) above, instructions under Service Regulation 18 of Part I which requires transfer of

charge certificates to be signed by both the relieved and relieving employees on the day on which charge is transferred should be strictly followed.

11. Acceptance of employment while on leave:- 1) An employee on leave may not take service or accept any employment without obtaining the previous sanction of :-

a) the Board, if the proposed service or employment lies elsewhere than in India; and

b) the authority empowered to appoint him if the proposed service of employment lies in India

2) The leave salary of an employee who is permitted to take up employment under a private employer or any Government during leave, shall be subject to such restrictions as the Board may by order prescribe.

Note:- This regulation does not apply to casual literary work service as an examiner or similar employment.

3) No employee who immediately before going on leave preparatory to retirement held a post in Class I or Class II Service in a permanent or officiating capacity should be permitted, except for special reasons, to accept any employment, until such leave expires.

Note:- This regulation should not be construed as permitting an employee who avails himself of leave on medical certificate to undertake employment during such leave.

4) Employment during leave preparatory to retirement or during leave granted after the date of superannuation.

i) When an employee, who is on leave preparatory to retirement is re-employed in any post under the Board, he may continue to enjoy his leave concurrently with such re-employment but his leave salary which may be drawn in addition to the pay of the post in which he is re-employed, will be restricted to the amount of leave salary admissible in respect of leave on half pay.

ii) No leave will be earned in respect of such period of employment during leave. During such employment he may also be granted dearness and compensatory allowances, if any, admissible on the basis of pay. These allowances will neither be admissible on leave salary nor will the leave-salary be taken into account in calculating the allowances.

iii) When an employee of the Board is permitted, during leave preparatory to retirement before attaining the age of superannuation or during leave under Regulation 28(b) to take up employment under the Union Government or a State Government or under a private employer local body, his leave salary will also be restricted as in (ii) above.

iv) During re-employment after retirement from pensionable service an employee's pension is either held in abeyance or is allowed to be drawn separately, a suitable reduction being made in the re-employed pay wherever necessary. An employee whose pension is drawn separately during re-employment and who proceeds on earned leave or half pay leave or commuted leave, will be entitled to leave salary based on the net re-employed pay (i.e., exclusive of the pension and/or pension equivalent of gratuity) and will continue to draw the pension separately in addition. An employee whose pension has been held in abeyance will draw the leave salary based on the net re-employed pay (i.e., pay minus the amount of the un-commuted pension and/or pension equivalent of gratuity) and in addition an amount equivalent to the pension which was held in abeyance.

During the period of extraordinary leave an employee whose pension has been held in abeyance will be allowed to draw only an amount equivalent to the pension which was held in abeyance. Where the pension is drawn separately it will continue to be so drawn during the period of extraordinary leave also.

12. 1) Recall from leave:- All orders recalling an employee to duty before the expiry of his leave should state whether his return to duty is optional or compulsory. If the return is optional, the employee is entitled to no concession. If it is compulsory, he is entitled to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw travelling allowance under the regulations made in this behalf for the journey but to draw until he joins his post leave-salary only.

2) Term to be granted to employees on leave during leave preparatory to retirement:-

When an employee who has proceeded on leave preparatory to retirement is required for employment during such leave in any post under the Board and he is recalled to duty with his consent, such recall will be treated as optional for the purpose of this regulation.

13). Production of Medical Certificate:- No employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the form of prescribed in clause (c) below:

(b) The Authority by whom leave has been granted to an employee for reasons of health, though not on a medical certificate, has power to require the submission of medical certificate of fitness before he returns from leave.

c) An employee who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness in the following form:-

Signature of applicant:

We the members of a Medical Board/Civil Surgeon or a registered medical practioner of do hereby certify that We/I have carefully examined A.B.C of the whose signature is given above, and find that he has recovered from his illness and is now fit to resume duties in Board's service. We/I also certify that before arriving at this decision, We/I have examined the original medical certificates and statements of the case (or certified copies thereof, on which leave was granted or extended) and have taken these into consideration in arriving at our/my decision.

d) If the employee on leave is an employee in Class I or II Service who has taken leave on a certificate granted by a Medical Board, the certificate of fitness to return to duty should also be from a Medical Board except;

1) in case in which the leave is for not more than ninety days, or

2) in cases in which the leave is for more than 90 days or leave for 90 days or less is extended beyond 90 days but the Medical committee granting the original certificate or the certificate for extension state at the time of granting such certificate that the employee need not appear before another committee for obtaining the certificate of fitness to return to duty.

In the case in items (1) and (2) above, the certificate should be signed by a Commissioned Medical Officer or a Government Medical Officer incharge of a civil station.

e) If the employee on leave does not belong to Class I or Class II Service the authority under which the employee will be employed on return from leave may, in its discretion, accept a certificate signed by any registered medical practitioner.

14. Return to duty before expiry of leave:- 1) An employee on leave may not return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the authority which granted him leave.

2) Notwithstanding anything contained in sub-regulation (1) an employee on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty.

Note:- 1) An employee desiring to return to duty within the period of his leave should communicate his desire to the authority which sanctioned the leave sufficiently early to enable suitable arrangement to be made.

2) An employee returning to duty at a time other than that fixed for him by the authority which granted him leave has no claim to be appointed to any particular post and will be allowed to join only when suitable vacancy occurs.

3) No formal cancellation of the unexpired portion of leave is necessary when an employee returns to duty before the expiry of his leave.

15. Overstayal of leave:- 1) An employee who remains absent after the end of his leave, the period of such overstayal of leave should, unless the leave is extended by the competent authority, be treated as follows:-

a) If he is in Class I, Class II or Class III Service:-

i) as leave on private affairs to the extent such leave is due, unless the overstayal is supported by a medical certificate;

ii) as leave on medical certificate to the extent such leave is due if the overstayal is supported by a medical certificate;

iii) as extraordinary leave to the extent the period of leave due on private affairs or on medical certificate fall short of the period of overstayal.

b) If the employee is in Class IV Service as in Clause (a) (ii) and (iii) above Mutatis Mutandis.

2) If the employee is not entitled to leave salary during such overstayal of leave not covered by an extension of leave by the competent authority.

3) Willful absence from duty after the expiry of leave should be treated as misbehaviour and disciplinary proceedings should be initiated against the employee.

4) Unauthorised absence:- Leave for longer duration of more than a month shall be availed by the Board employee with prior sanction of the competent authority. Any absence without prior sanction shall be treated as unauthorised absence. If the period of unauthorised absence of a Board employee exceeds one month, the period of such unauthorised absence shall be treated as 'DIES-NON' and the employee shall also be liable for disciplinary action.

Note:- A temporary employee of the Board working under emergency provisions who remains absent from duty after applying for leave or extension of leave to which he is not entitled to under the regulations shall be deemed to have been discharged from duty with effect from the date from which he is not entitled to any leave unless the leave applied for is granted by the Board in relaxaton of relevant regulations.

16(1) Earned Leave Entitlement:- (i) (a) The account of leave of each regular Board Employee in Class I, II and III Service should be credited with 30 days Earned Leave in a year in two instalments of 15 days on the first of January and July every year.

b) The account of leave of each emergency Board employee and each Board Employee in Class IV service who has put in less than 15 years of regular service and whose earning capacity is 1/22nd of the period spent on duty should be credited with 16 days earned leave in a year in two instalments of 8 days on the first of January and July every year.

ii) The leave at the credit of the employees at the close of the previous half-year shall be carried forward to the next half year subject to the leave so carried forward plus the credit for that half year not exceeding the maximum limit of 240 days in respect of regular Board Employees in Class I, II and III Service and regular employees in Class IV service with more than 15 years service or permanent Class IV employees.

In respect of others, the limit of accumulation would be as follows:

(a) Class IV Board employees with less than 15 years of regular service.....50days

(b) Emergency Board Employees in Class IV/Class I, II and III Service.....30 days

(iii) The credit afforded under Clause (i) (a) & (b) above shall be reduced by 1/10th of the period of extra-ordinary leave only availed during the previous half-year, subject to maximum of 15 days.

(iv) (a) When a Board employee is appointed on or after 1-1-1978, earned leave should be credited to his leave account at the rate of 2 and 1/2 days for each completed month of service.

Which he is likely to render in the calendar half-year in which he is appointed e.g., if he is appointed on 13th March the number of complete months of his service in that half-year will be 3 and the credit will be $3 \times 5/2 = 7 \frac{1}{2}$ days rounded to 8 days. If he is appointed on 20th April, the number of complete months will be only 2 and the credit will be $2 \times 5/2 = 5$ days.

b) In respect of an emergency Board employee in Class I, II & III service and a Class-IV employee having less than 15 years of regular service, earned leave should be credited at the rate of one day for each completed month of service for the first 2 months in a quarter and 2 days for the 3rd month and so on for each completed month of service he is likely to render in the calendar half-year in which he is appointed e.g., if he is appointed on 13th March the number of completed months of his service in that half-year will be 3 and credit will be 4 days i.e., at the rate of 1 day credit for the first two months and 2 days credit for the 3rd month. If he is appointed on 20th January, the number of complete months will be 5 and the credit will be as follows:-

<u>Months</u>		<u>Leave admissible</u>
First 2 months	2X1	2 days
3rd month	1X2	2 days
4th & 5th month	2X1	2 days

	Total	6 days

c) The credit for the year in which a Board employee is due to retire or resigns from the service, shall be afforded only at the rate of $2 \frac{1}{2}$ days per completed month in that year upto the date of retirement/resignation. If in the case of a Board employee who resigns from service, the leave already availed of is more than the credit so due to him, necessary adjustment should be made in respect of leave salary overdrawn, if any.

d) When affording credit under the above method, fractions of a day will be rounded off to the nearest day.

e) From 1-1-1978 while the earned leave shall be credited in advance in the manner stated above, there will be no change in respect of other kinds of leave. The entire in respect of such leave shall be made as and when occasion for doing so arises. In the case of existing Board Employees, the old leave account has to be closed and the credit of leave as on 31-12-1977 will have to be carried forward new leave account. While doing so fractions of a day will be rounded off to the nearest day.

2) The amount of leave due to a permanent or non-permanent employee in any class of service is the amount of earned leave diminished by (i) the earned leave which has been taken, and (ii) one half of the amount of special disability leave taken on full pay under regulation 22 (7) (b).

(3) A permanent or non-permanent of any class may at any time be granted the whole or any part of the leave due to him. "Subject to a maximum of 120 days".

(4) If any interruption of duty other than leave occurs in the service of any non-permanent employee, the earned leave to his credit shall lapse.

(5) If at any time an approved probationer in any Class of Service ceased to be in employment for want of a vacancy and is subsequently re-appointed his leave account shall -

i) be credited with amount of earned leave due to him on the day when he last ceased to be in employment; and

ii) be debited with the amount of all half-pay leave taken by him prior to such date.

Note: 1) When a Board employee is appointed temporarily in the first instance and placed on probation at a subsequent date with retrospective

effect, his leave account shall be recast with effect from the date of retrospective regularisation of his services, but the leave already availed of between that date and the date of issue of orders regarding placing him on probation with retrospective effect (or the date of return from leave, if he was on leave on the latter date) shall not be altered in any manner and any additional leave that becomes due as a result of recasting of the leave account, should be availed of only after the later date.

2) The grant of any kind of leave to a non-permanent employee shall be subject to the condition that but for the grant of the leave, he would have continued to hold a post in Board's service until the expiry of the leave.

3) The Chairman/Chief Engineer is empowered to grant leave as follows to an employee in Class III and Class IV Service in the office/offices under his control who is on probation and whose probation has been terminated but who has been subsequently reinstated on appeal on appeal to cover the period of non-employment.

i) Earned leave at his credit on the day of termination of probation; and

ii) Extraordinary leave to the extent necessary.

17. a) i) Permanent employees are eligible for half-pay leave as below:-

Class of employee	Rate	Leave eligible
a) Permanent employees in Classes I, II and III Service	Twenty days	For each completed year of service
b) Permanent Class IV employees	Fifteen days Twenty days	For each completed year of service during the first twenty years of service; and Thereafter

ii) Notwithstanding the provision contained in regulation 4 the half pay leave is admissible in respect of period spent on duty and on leave including extraordinary leave.

iii) The half pay leave may be granted to a permanent employee of Board on medical certificate or on private affairs.

iv) Drawal of full pay to the extent of six months, in lieu of six months half pay leave, in all, if at credit, may be permitted in respect of all the regular employees suffering from Leprosy, Tuberculosis, Cancer, Mental illness, Heart diseases and Renal (kidney) failure.

Note: 1) The leave already taken as leave on private affairs or as leave on medical certificate in respect of classes I, II and III services shall be debited against the leave due or admissible under the regulations.

2) The leave already taken as leave on medical certificate in respect of Class IV employees shall be debited against the leave due or admissible under the regulation.

3) If the leave already taken exceeds the limit prescribed under this regulation no further leave shall be granted but the leave salary already granted shall not be affected.

4) An approved probationer in Classes I, II and III of any service may be granted half-pay leave on medical certificate for the treatment of tuberculosis or leprosy provided that a medical certificate from the employee authorised medical attendant or the Medical Officer in-charge of a recognised sanatorium in the cases of those undergoing treatment in a recognised sanatorium is produced.

5) The prospect of returning to duty on the expiry of the leave should be assessed on the basis of the medical certificate given by the appropriate medical authority.

b) Commuted leave not exceeding half amount of half pay leave due may be granted on medical certificate only to a permanent Board employee subject to the following conditions.

i) commuted leave during the entire service shall be limited to a maximum of Two hundred and forty days (240).

ii) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

Provided that no commuted leave may be granted under this regulation unless the authority competent to sanction leave has reasons to believe that the Board employee will return to duty on its expiry.

Note: When commuted leave is granted to an employee of the Board under this regulation and when the Board employee intends to retire or resign subsequently the commuted leave should be converted to half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave should be recovered from him an undertaking to this effect should therefore, be taken from the employee of the Board whenever commuted leave is sanctioned to him. IN all cases of resignation and voluntary retirement refund of decess leave salary should be enforced, while in cases where he is compulsorily retired by reasons of ill health incapacitating him for further service and in cases where he died while he was on commuted leave on medical certificate, no refund should be enforced.

18. 1) Non-permanent Employees in Class I, II or III Services:-

A Non-permanent employee in Class I, II or III Service who has served in a regular capacity for a continuous period of two years may be granted leave on medical certificate for six months in all and upto a limit of two months at any one time which he may commute into leave on full pay for three months in all and upto a limit of one month at any one time.

2) Non-permanent employee in Class IV Service:-

A non-permanent employee in class IV Service who has completed one year's continuous service, may be granted leave on medical certificate for a maximum period calculated at ten days for every completed year of his service less the amount of leave taken under this regulation. Such leave on medical certificate may be commuted into leave on full pay for one half of the period provided that not more than fifteen days shall be granted at any one time. If he is appointed substantively to a permanent post without interruption of his service, any leave so granted shall be reckoned as leave on medical certificate for the purpose of regulation 17 (a) (i) (b).

3) Notwithstanding anything contained in clause (1) above, an approved probationer in Class I, II or III service shall be eligible for such leave as would be admissible to him if he held his post substantively.

4) Service in respect of employees recruited under regulation 14 of Andhra Pradesh State Electricity Board Service Regulations, Part II to prior to the date of regulations, if any, should be ignored in reckoning the period of service.

5) An approved probationer in Class IV service may be granted half pay leave on medical certificate for the treatment of tuberculosis or leprosy:

Provided that medical certificate from the Board Employee authorised medical attendant or the medical officer in-charge of a recognised sanatorium in the case of those undergoing treatment in a recognised sanatorium is produced. The prospect of returning to duty on the expiry of the leave should be assessed on the basis of the certificate given by the appropriate medical authority.

19. Extraordinary Leave:- a) permanent employees:- Extraordinary leave may be granted to a permanent employee in any class of service in special circumstances:-

i) When no other leave is admissible under these regulations, or

ii) When other leave being admissible, the employee concerned applies in writing for the grant of extraordinary leave.

b) Non-permanent employees:- A non-permanent employee in any class of Service may be granted extraordinary leave upto a limit of six or twenty-four months at any one time.

Provided that the leave for the longer period shall be admissible only if the employee concerned has been in continuous service for a period exceeding one year and if he is undergoing treatment for pulmonary tuberculosis "Pleurisy of tubercular origin" or leprosy in a recognised sanatorium or Leprosy Institution or receives treatment at his residence under a tuberculosis or leprosy specialist, as the case may be, recognised as such by the State Administration Medical Officer concerned, and produces a certificate signed by the specialist to the effect that he is under treatment of such specialist and that he has reasonable chances of recovery on the expiry of the leave recommended.

Twelve months where the Board employee is undergoing treatment for cancer or for mental illness in an Institution recognised for the treatment of such disease or by a Civil Surgeon or a specialist in such disease.

Extraordinary leave is not debited against the leave account. Periods of absence without leave may be commuted retrospectively into extraordinary leave by the competent authority.

Note:- 1) When extraordinary leave is applied for by employees in continuation of an beyond a period of continuous absence on leave with allowances preparatory to retirement, it should be carefully examined with a view to seeing that the employees do not intend to derive the unintended benefit of counting a longer period of leave

with allowances for pension. If the authorities competent to sanction leave have reason to believe that an attempt is being made by the employee to derive the benefit of counting longer years of service for purpose of pension, they should refuse the extraordinary leave in such cases by exercising the discretion vested in them under regulation 7.

The grant of extraordinary leave to temporary employees undergoing treatment for tuberculosis, leprosy in a recognised sanatorium or leprosy institute is subject to the following condition.

i) the post from which the employee proceeds on leave is likely to last till his return to duty; and

ii) a certificate from the Medical officer in-charge of the sanatorium or leprosy institution specifying the period for which leave is recommended should be produced.

Extraordinary leave upto twelve months may be granted also to temporary employees suffering from tuberculosis of any part of the body on the production of a certificate by a qualified T.B. Specialist declared as such by the State Government or a Civil Surgeon.

Note: 2) The Chairman, Andhra Pradesh State Electricity Board empowered to sanction extra-ordinary leave to any employee without limit in relaxation of regulation 19(b) above.

20. Grant of leave of re-employed persons:- (a) A person who has retired from the service of the Board on re-employment earns leave at the rate of one-twentieth of the period spent on duty subject to a maximum of thirty days.

b) A re-employed person may be granted on the termination of his appointment the amount of leave earned by him during the period of re-employment, but subject to a maximum of thirty days provided that he had formally applied for the leave in sufficient time and been refused it on administrative grounds.

c) A re-employed person, who has been re-employed for more than one term may be permitted to carry forward the periods of leave earned in the earlier spells of re-employment to subsequent spells irrespective of the number of such extensions, subject to the provisions, of Note (2) under regulation 16 and clause (b) above provided the re-employment is continuous.

21. Calculation of leave admissible to an employee on promotion from Class IV Service:- An employee in Class IV service may become eligible for leave in accordance with the regulations applicable to permanent employees in Class I, Class II and Class III Service. In such a case, the earned leave due to the employee should be calculated at 1/20ths of the period spent on duty in Class IV Service subject to a maximum of 50 days and at 1/10ths of the period spent on duty in any other Class of service, subject to the condition that the total of the leave earned in Class IV Service and the higher Class and accumulated should not exceed 180 days. A non-permanent employee who has held without a break first a post other than in Class IV Service and again alternatively post in Class IV Service and posts other than in Class IV service should be allowed leave to the same extent as a person promoted from Class IV service to a higher class of service.

22. Special Disability Leave:- 1) Subject to the conditions hereinafter specified, the Chairman, Andhra Pradesh State Electricity Board in the case of employees in Board and the Chief Engineer in case of employees in his office and other subordinate offices under his control may grant special disability leave to an employee, who is disabled by injury intentionally inflicted or caused in or in consequence of the due performance of his official duties or in consequence of his official position.

2) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with the due promptitude

in bringing it to notice. But, the Chairman of the Board, if he is satisfied as to the cause of the disability, may permit such leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

3) The period of leave granted shall be such as is certified to be necessary by a Medical Board in respect of classes, I, II and a Civil Surgeon or any doctor with post graduate degree in respect of Class III and IV Service. It shall not be extended except on the certificate of a Medical Board or Civil Surgeon or Private Doctor with post-graduate degree and shall in no case exceed 24 months.

4) Such leave may be combined with leave of any other kind.

5) Such leave 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 consequence of any one disability.

6) Such leave shall be counted as duty in calculating service for working out the retiring benefits and shall not except as proved in regulation 16 (3) be debited against the leave account.

7) Leave salary during such leave shall be equal -

a) for the first 120 days in the case of permanent and approved probationers in Class I, II and III Service, 50 days in the case of such employees in Class IV service and 30 days in the case of probationers in Class I to IV service as the case may be of any period of such leave, including period of such leave granted under clause (5) of this regulation, to full pay, and

b) for the remaining period of any such leave to half pay or at the employee's option, for a period not exceeding the period of full pay which would otherwise be admissible to him, to full pay.

8) In the case of a person to whom the Workmen's Compensation Act, 1923, applies, the amount of leave salary payable under this regulation shall be reduced by the amount of compensation payable under section 4(1) (d) of the said Act.

23. The Board may extend the application of the provisions of regulations 22 to an employee, who is disabled by injury accidentally incurred in or in consequence of the due performance of his official duty or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds. The grant of this concession is subject to the further conditions:

i) that, if the employee has contracted such disability during service under the Board, it must be, in the opinion of the Board, so exceptional in character or in the circumstances of its concurrence as to justify such unusual treatment as the grant of this form of leave; and

ii) that, if the employee has contracted such disability during service under the Board, it must be, in the opinion of the Board, so exceptional in character or in the circumstances of its concurrence as to justify such unusual treatment as the grant of this form of leave; and

iii) that the period of absence recommended by the Medical Board may be covered in the part by leave under this regulation and in part by other leave and that the amount of special disability leave granted on full pay may be less than 120 days in the case of permanent and approved probationers in Class I, II and III service, 50 days in the case of such employees in Class IV service and 30 days in the case of probationers in Class I to IV service.

24. Maternity Leave:- (1) A competent authority may grant, in case of confinement maternity leave on full pay to all the married female Board employee including married temporary Female employees with less than two surviving children, for a period of 90 days from the date of confinement

Note: In case of employees who are confined during the period of their leave including extra-ordinary leave, the 90 days period referred to above shall be reckoned only from the date of confinement.

2) A competent authority may grant maternity leave on full pay to all the married female Board employees including married Temporary female employees with less than two surviving children for a period not exceeding six weeks in case of miscarriage including abortion subject to the condition that the application for such leave is supported by a Medical Certificate.

3) Leave of any other kind may be granted in continuation of maternity leave, if the request for its grant be supported by a medical certificate.

Note: Leave of any other kind in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the woman employee producing a medical certificate from the Government authorised medical attendant concerned 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.

4) The Chief Engineer and other competent authorities may grant maternity leave to women employees under their control subject to the restrictions laid down in regulation 8.

Note: 1) Maternity leave may be granted in continuation of other kind of leave.

2) There shall be no limit for combining earned leave with maternity leave.

3) A woman employee in Class I or II Service applying for leave under sub-regulation (3) above shall follow the procedure laid down in regulation 35-II

4. The Maternity leave is not debitable to leave account.

25. Study Leave: (a) The Board may grant leave to employees in the interests of Board's service to study scientific, technical or similar problem to undergo special course of instructions of training in or outside India on the following terms and conditions. Such leave is not debitable to leave account. This regulation relates to grant of study leave only to employees who undertake the study at their own cost or on scholarships granted by any Government or Institution and is not intended to meet the case of employees deputed to other countries at the instance of the Board either for the performance of special duties imposed on them or for the investigation of specific problems connected with their technical duties:-

1) Extra leave on half pay for the purpose of study leave may be taken either in or outside India. Provided that no pay shall be allowed in cases where the Government or Institutions with whose scholarship the study is undertaken grant a family allowance during the period of study.

2) a) Study leave shall not ordinarily be granted to employees of less than five years service or within three years of the date at which they will complete 25 years service or within 3 years before they retire on superannuation whichever is earlier. Nor shall it be granted to employees who are about to retire prematurely.

b) Before an employee is allowed to proceed on study leave an undertaking should be obtained from him to the effect that he would on return after the study leave serve the Board for at least a period of five years, that he would not either during the period of study leave or at any time within the period of five years mentioned above resign or retire from service and that if he fails to do so, he would agree to pay to the Board an amount equal to double the amount of the leave salary, allowances, etc., which will be paid to him, during the period of such leave or otherwise incurred on him by the Board together with interest thereon or that the Board might recover the amount by deduction from the amount standing to his

credit in the Contributory Provident Fund/General Provident Fund or otherwise.

3) The grant of study leave shall be made with due regard to the exigencies of the Boards's service. In no case shall the grant of this leave in combination with leave other than extraordinary leave or leave on medical certificate, involve an absence of over 28 months from an employee's regular duties, or exceed two years, including the period the period of vacation, if any, in the whole period of an employee's service, no shall it be granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave. A period of 12 months at one time shall ordinarily be regarded as suitable maximum, and shall not be exceeded save for exceptional reasons,. Extraordinary leave may be taken in conjunction with study leave without regard to the maximum prescribed above.

4) When an employee has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his absence from duty shall be reduced by the excess period of study leave unless he agrees to his taking it as ordinary leave.

5) All applications for study leave shall be submitted with the audit officer's certificate to the the Chief Engineer through the proper channel, in the case of the employees in the offices under his control and to the Chairman of the Board in the case of employees in the Board and the course of study contemplated and any examinations which the candidate proposes to undergo shall be clearly specified therein.

6) On completion of a course of study certificates of examinations passed or of special study which should show the dates of commencement and termination of the course, with any remarks of the instructor shall be submitted to the Board throught the Chief Engineer or the Chairman as the case may be.

7) Study leave will count as service for promotion and for retiring benefits but not for leave. It will not affect any leave which may already be due to an employee; it will count as extra leave on half-pay and will not be taken into account in reckoning the aggregate amount of half pay leave taken by the employee towards the maximum period admissible under the leave regulations.

NOTE: 1) The study leave regulations are not ordinarily applicable to employees in Class III and IV services. Any proposal for the grant of study leave to them should be sent to the Board for consideration only in very exceptional circumstances.

2) Study leave is not active service and it will not count as service for working out the share of the Board's contribution to the C.P.F payable to the employee on premature voluntary retirement or on compulsory retirement. It cannot count for proportionate pension also.

3) Study leave may be granted to an employee of less than five years service at the discretion of the authority competent to grant the leave

4) Scholarship or stipend received by an employee from a source other than the funds of the Board for the purpose of study during study, leave need not be credited to the Board.

b) The employee sponsored for higher studies or training abroad under the various training schemes shall be governed by the deputation terms that will be sanctioned to them in regard to matters relating to pay and allowances.

Note:- 1) Every employee deputed abroad for training shall execute before proceeding abroad, an indemnity bond in such form as may be prescribed by the Board irrespective of the period of training.

2) The employee whose period of deputation abroad is extended should also execute a supplementary bond in such form as may be prescribed by the Board.

Study allowance: (c) (1) A study allowance will be granted for the period of study leave at such rates as are allowed by the Government of Andhra Pradesh for their servants. In no case will subsistence allowance be allowed in addition to study allowance. Ordinary travelling expenses will not be paid, but in exceptional cases claims will be considered on their merits by the Board.

Note: 1) An employee of study leave, who is in receipt of scholarship or stipend (from whatever source granted), shall not ordinarily be granted any study allowance; but in special cases, where the net amount of the scholarship or stipend (that is to say the value of the scholarship or stipend minus any tuition fees paid) is less than the study allowance that would be admissible but for the scholarship or stipend, the difference between the value of the net scholarship or stipend and the usual study allowances may be granted by special sanction.

2) No course of study will be recognised as qualifying for the grant of study allowance unless it has been approved at least in outline by the board.

3) Study allowance will be admissible up to 14 days for any period of vacation. A period during which an employee interrupts his course for his own convenience cannot be considered a vacation. Study allowances may be given at the direction of the Board for any period up to fourteen days at one time during which the employee is prevented by sickness duly certified by a medical practitioner from pursuing the sanctioned course of study.

4) Employees granted study leave are ordinarily required to meet the cost of fees paid for course of study. In exceptional cases, the Board will be prepared to consider proposals that such fees should be paid by the Board.

Note: Where an employee on study leave is in receipt of a scholarship or stipend (from whatever source granted), the cost of the fees payable for the course of study may not be paid by the Board under this Clause.

Study Allowances for the period of private work during study leave:

5) The grant of study allowance is admissible for the period during study leave devoted to the collating and elaborating in the form of readable report of the notes made and literature collected during their tour of inspection.

In the case of an employee granted study leave with the object of taking a definite course of study or preparing for a specific examination, attendance at an institution or supervision by a responsible authority is the normal procedure. The Study Leave regulations should be more strictly adhered to in this case and private work at home is not therefore accepted for purposes of study leave.

26. Ordinary Casual Leave:- a) Casual leave is not recognised as leave due or earned under the leave regulations. It is a concession to enable employees in special circumstances to be absent for short periods. An employee on casual leave is not treated as absent from duty, provided that the employee (except on an occasion beyond his control) applies for and obtains prior sanction from the competent authority. It is open to the competent authority in case of absence from duty without obtaining prior sanction for casual leave to require the employee to furnish proof to show that his absence was for reasons beyond his control. If satisfied with such proof, the competent authority may grant the leave.

An employee may be granted casual leave for not more than 15 days in a calendar year. Casual leave may be combined with optional holidays or sundays or other holidays provided that the resulting period of absence does not exceed 10 days.

Note: 1) The fact that a maximum has been fixed for the amount of casual leave which may be taken within a year does not mean that an employee is entitled to take the full amount of casual leave as a matter of course.

2) Employees working in the agency areas are permitted to add to the amount of casual leave taken by them from time to time the length of time that is required to enable them to reach the nearest plains station and to return there from to their headquarters.

b) If in the opinion of the authority competent to sanction casual leave, an employee has either overstayed the period of casual leave sanctioned to him or has absented himself without prior permission without sufficiently satisfactory reasons or is found to be in the habit of absenting himself frequently from duty in spite of warning, such absence will not be treated as casual leave and will be treated as misconduct.

c) The Chief Engineer should intimate his intention of taking casual leave to the Chairman of the Board.

d) A register of casual leave taken should be maintained in every office.

e) Members of works establishment may be granted casual leave on full pay or on reduced wages.

f) In the case of employees appointed on a purely temporary basis and who are likely to be ousted at any time, their eligibility for casual leave shall be calculated with reference to the period actually spent on duty and shall be proportionately limited i.e., at the rate of one day for every month's service. It may be combined with holidays subject to the maximum prescribed under Regulation 26(a).

g) Menial servants paid from contingencies whose service is non-pensionable may be granted such casual leave as would be given to private servants, the ordinary limits of ten or fifteen days not being applicable.

27. Special Casual Leave:- (1) (a) Special Casual Leave not counting against ordinary casual leave may be granted to an employee in the following circumstances:-

i) When he is detained in a plague camp on the way to rejoin duty.

ii) When an employee is summoned to serve as a Junior or assessor or to give evidence before a Court in the Indian Union or Foreign Territory as a witness in Civil and Criminal cases in which his private interests are not in issue, the leave to cover the total period of absence necessary.

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iii) (A) (i) When an employee who undergoes Sterilisation Operation (Vasectomy or Salpingectomy) under Family Planning Scheme, grant of five days special casual leave on full pay. and

(ii) 50/- per person in cash

(B) When an employee gets his wife operated under the said scheme grant of six days Special Casual leave. In either case, the employee concerned should obtain and produce a certificate from the surgeon to regularise the period of absence from duty as aforesaid.

(C) In the event of failure of a Vasectomy/Tubectomy Operation, if a Board employee undergoes Vasectomy/Non-purperal

Tubectomy operation for the second time, he/she should be normally granted 5/6 days Special Casual Leave again respectively on production of a medical certificate from the prescribed Medical Authority to the effect that first operation was a failure and therefore the second was actually performed.

b) In the cases of coming under clauses 9(a) (i) to (iv) above when the absence from duty exceeds the period which may reasonably be treated as casual leave under the discretion vested in the head of the office, the employee may be granted for the entire period of absence such regular leave with leave salary as may be due to him and thereafter extraordinary leave.

c) (1) Special casual leave may be allowed to an employee participating in sporting events for period not exceeding 30 days in a calendar year. The period of absence, in excess of 30 days shall be treated as regular leave of the kind admissible under relevant rules applicable to the persons concerned. For this purpose employees may, as a special case, be permitted to combine special casual leave with regular leave but not with regular casual leave.

2) The special casual leave may be allowed only ---

a) for participating in sporting events of National or International importance; and

b) when the employee concerned is selected for such participation -

i) in respect of International sports events by any National Sports Federation/Association recognised by the All India Council of Sports and approved by the Ministry of Education, Government of India, and

ii) in respect of events of national importance when the sports event in which participation taken place, is held on an inter-state, inter-zonal or inter-circle basis, and the employee concerned taken part in the event in a team, as a duly nominated representative on behalf of the State Zone or Circle as the case may be.

3) The concession shall not be allowed for participation either in a national or international sports event in which such participation of the employee takes place in his personal capacity and not in representative capacity.

Note: The concession under sub-regulation (1) will also apply to employees of the Board recruited under emergency provisions provided the temporary employee of the Board would continue in service but for the special casual leave.

2) The concession under sub-regulation (1) will also be given to employees of the Board participating in the games/sporting events as managers of the teams.

d) The period of absence from duty of employees, occasioned by their interview, medical examination etc., in connection with their joining the Army, Air force Reserves, Indian Fleet Reserve, Territorial Army, Indian Navel Reserve and Indian Naval Volunteer Reserve, Auxillary Air Force or Air Defence Reserve as the case may be shall be treated as special casual leave.

Provided that in case the interview and/or medical examination is at the same place of duty of the employee this concession shall be admissible only in cases where it may not be possible for the employee concerned to attend to their duties after the said interview and/or medical examination, as the case may be.

Provided further that, if an employee withdraws his candidature at the interview or the medical examination aforesaid he shall not be entitled to any special casual leave.

Note: The temporary employees of the Board and persons on work-charged establishments should be treated in the same way as permanent employee of the Board, and the concession of special casual leave under sub-regulations (1) and (2) extended to them so long as the posts in which they were employed continue to exist. The posts held by temporary employees of the Board of persons on work-charged establishments are abolished while they are on Territorial Army or Air Force duty, they should on the abolition of the posts, be treated to have ceased to be in Board employment for the purposes of sub-regulations (1) and (2).

(e) Special Casual Leave of six days in a calendar year irrespective of the number of dramas enacted in a year may be granted to the artists and other office bearers of any Cultural Association belonging to the employees of the Board and recognised by the Board who actually visit muffasil stations in the State for purposes of enacting dramas under the auspices of the Associations.

(f) Special Casual Leave of 12 (twelve) days in a calendar year, may be granted to the office bearers, and members of the purchasing committee of the Board Employee's Co-operative Store in the State to enable them to go to the districts for making bulk purchases of various commodities for the Store and for attending to the other duties connected thereto.

Note: The office bearers and members of the purchasing Committee of the Co-operative Stores will not be eligible to any other Special Casual Leave granted to members participating in sporting events national or international importance, to the artists and other office bearers of any Cultural Association that is recognised by the Board for purpose of visiting muffasil stations in the State to enact dramas and to the principal office bearers of recognised Service Associations as are represented on the Andhra Pradesh State Electricity Board Joint Staff Council. The members in question of these Co-operative Stores shall choose in which sphere they would be active.

g) Special Casual leave not exceeding seven days in calendar year may be granted to the principal office bearers of the recognised Service Associations and two office bearers of their units in the districts that may be represented on the Andhra Pradesh State Electricity Board Services Joint Staff Council.

h) Casual Leave cannot ordinarily be taken in combination with any leave mentioned in regulation 6 or with joining time. The Chairman, Andhra Pradesh State Electricity Board in the case of employees in the Board Secretariat and the Chief Engineer in the case of employees in his office and other Offices under his control, may however, sanction such combination in special cases provided there is no evasion of the regulations, for instance when an employee, obliged to be absent owing to the prevalence of infectious disease in his house and placed on special casual leave, himself contracts the illness and has to be granted regular leave in continuation.

Note: When a period of special casual leave is recommended by the Health Officer and it intervenes two spells of leave under the leave regulations, special casual leave may be combined with the regular leave.

i) The competent authority shall have the discretion to withhold the grant of the Special Casual Leave if he considers so in the exigencies of the Board work.

j) The grant to an employee of casual leave other than special casual or of permission to avail himself of holidays should not ordinarily result in any appreciable extra expenditure to the Board. Care should be taken to see that no employee is allowed to proceed on casual leave or avail himself of holidays frequently if he has actually to be relieved on such occasions and the payment of travelling allowance to another officer thereby becomes necessary.

28. Lapsing of leave at credit:- (a) Leave admissible under these regulations shall lapse on the date on which an employee must compulsorily retire.

Refusal of leave Preparatory to retirement:

(b) If in sufficient time before the date of compulsory retirement, an employee other than in class IV Service, has been denied in whole or in part, on account of exigencies of Board's service, any leave applied for and due as preparatory to retirement, then he may be granted, after the date of compulsory retirement, the amount of earned leave which was denied subject to the maximum limit of 180 days, as prescribed in regulation 16(1) so long as the leave so granted, including the leave granted to him between the date from which the leave preparatory to retirement was to commence and the date of compulsory retirement does not exceed the amount of leave preparatory to retirement actually denied. The half pay leave if any applied for by an employee preparatory to retirement and denied in the exigencies of Board's service may be exchanged with earned leave to the extent such leave was earned between the day from which the leave preparatory to retirement was to commence and the date of compulsory retirement.

Note: (1) Leave which is not preparatory to retirement and which is refused by the competent authority in the interest of Board's service will not entitle an employee to the protection of this regulation after the date of superannuation.

(2) The authority other than the Board competent to grant leave preparatory to retirement shall not be competent to refuse under regulation 28 (b). Such leave shall be refused only by the Board. The leave so refused shall be granted by the Board.

(3) Compulsory recall of any employee from leave preparatory to retirement or leave sanctioned preparatory to retirement but which could not be enjoyed due to the exigencies of service should be deemed to be a constructive refusal of the balance of leave unenjoyed or a constructive refusal of leave for purposes of this regulation.

(4) When an employee who has proceeded on leave preparatory to retirement is required for employment during such leave in any post under the Board, he will be recalled to duty and the unexpired portion of his leave from the date of rejoining duty will be cancelled. The leave so cancelled will be treated as leave refused under this regulation and it may be granted from the date of compulsory retirement of the employee. Such recall will be treated as 'optional' for the purposes of regulation 12.

5) The grant, under regulation 28, of leave extending beyond the date on which an employee must compulsorily retire, or beyond the date upto which an employee has been permitted to remain in service, shall not be treated as sanctioning an extension of service for the purposes of pensionary and C.P.F. benefits or the retention of lien. The employee shall retire and become eligible for all pensionary benefits as due to him on the date compulsory retirement or such other later date if any extension of service is granted from the date of expiry of such leave.

6) Permission to accept private employment concurrently with leave preparatory to retirement shall not ordinarily be granted to an employee with a view to take up private employment during the period of such leave. The services of such an employee shall be placed at the disposal of the private employer only on the usual foreign service terms till he/she attains the age of superannuation. As the permission to take up private employment is only a concession to the employee, the balance of the leave preparatory to retirement not availed or by him/her as a result of cancellation in order to take up private employment shall not be deemed as constructive refusal of such leave for purposes of this regulation. The return to duty in such cases has to be treated as optional for purposes of regulation 12.

(7) Application for leave preparatory to retirement should be made at least two months before the date of commencement of the leave applied for. Proposals to refuse leave shall be forwarded to the Board and orders obtained on it 15 days before commencement of the leave applied for.

29. An employee is entitled to leave salary as follows:-

a) An employee in Class I, Class II or Class III Service.

While on earned leave, leave salary equal to the pay drawn immediately before proceeding on leave.

b) While on leave on private affairs or on leave on medical certificate:-

leave salary is equal to half the pay specified in clause (a) above.

i) Provided that House Rent Allowance and other allowances other than Dearness Allowances shall be paid in full;

ii) Provided further that house Rent Allowance, Dearness Allowance and other allowances shall be paid in full to the employees drawing pay in the scale of Rs.2410-4375 and below.

c) While on half pay leave on medical certificate commuted into leave on full pay:-

leave salary is equal to twice the pay prescribed in clause (b) above.

d) While on extraordinary leave, the employee is not entitled to any leave salary.

Note: 1) The leave salary of a non-permanent employee in Class I, II or III service, who has completed the period of probation should be regulated under sub-regulation (a) (ii) above though under regulation 16 (1) he is allowed concession to earn leave as admissible to a permanent employee.

2) If an employee in Class III and IV service is on leave which is not due to him, he shall draw leave salary equal to half average pay provided that his pay is less than Rs.300/- or the leave taken does not exceed one month, his average pay for the purpose of this rule may be taken to be the pay which he would draw in the permanent post held substantively by him at the time of taking leave if this pay be more than the average pay. The leave salary of an employee holding a post in Class III service substantively and proceeding on leave from a post under Class I or II service should be regulated by the main regulation.

3) The term 'pay' expressed in note 2 above should be interpreted according to the definition in regulation 10(17) of Andhra Pradesh State Electricity Board Service Regulation Part-I. An increment falling due during leave on average pay does not take immediate effect but only from the date of returning of the employee to duty. This does not however have the effect of postponing date of accrual of future increments.

4) The pay and status of an employee should be determined with reference to the post which he was holding whether in a substantive or in an officiating capacity before proceeding on leave.

5) When an employee in Class III Service is appointed to officiate in Class I or II service, the audit officer should at once call for his leave account and maintain it. When he takes leave he should be treated as continuing to hold the status of an employee under Class I or II service during his leave for all practical purposes (i.e., for purposes of issue of notifications, drawal of leave salary and other allowances, grant of leave or extension of leave on medical certificate etc.,) irrespective of whether the leave counts for increment or not, whether but for his going on leave, he would have continued to officiate in the post under Class I or II service or not and whether on the expiry of his leave he would return to his post under Class I or II service or not.

6) (1) (i) Board employees are permitted to surrender earned leave not exceeding 15/30 days at any time within a block period of one/two financial years respectively.

Note :- Employees may also avail the concession of surrender earned leave at the time of availing earned leave if they so desire subject to the above provision.

ii) The order sanctioning surrender leave should specifically indicate the date from which the employee is permitted to surrender leave so that necessary entries could be made in his service book.

iii) The rate per month of cash value of the leave surrendered by an employee shall be the sum total of the monthly rates of leave salary and allowances to which the employee is eligible on the date of the surrender. For this purpose, a month consists of 30 days irrespective of the month in which the leave is surrendered.

iv) The leave salary and allowances admissible for the leave surrendered will be equivalent to the leave salary and allowances to which the employee is eligible on the date of surrender.

v) The leave salary for the period of leave surrender will not be liable to any deductions on account of provident fund subscriptions and repayment of any advances etc., to Board and repayment of any dues to co-operative society etc.

vi) This concession shall also apply to board employees who are on foreign service or on deputation to Govt. of India or otherwise State Governments.

vii) The benefit of surrender of leave will be allowed in cases of leave preparatory to retirement but not in the cases of refused leave granted.

viii) In order to guard against omission to post a debit in the leave account in respect of the leave surrendered, in the case

of Class III and IV employees the details of the surrendered leave should be noted in the body of the service book and in the leave account when the leave salary is drawn. A Certificate to the effect that the necessary entries have been made in the Service Book and leave account should be furnished by the drawing officer in the bill in which the leave salary for the surrendered leave is drawn.

(2) The OSS employees who have 120 days earned leave to their credit will be eligible for encashment of surrendered leave without actually having to go on leave to receive leave salary and allowance in lieu of leave so surrendered for 15 days and 30 days subject to condition that interval between the date of expiry of the period of earned leave to which the previous surrender relates and the date from which the next period of earned leave to which the subsequent surrender leave shall not be less than 12 and 24 months respectively.

Note: 6 (2) (a) All the temporary Board employees shall also be eligible to surrender 15 days of earned leave at their credit as on the date of surrender of leave once at an interval of 24 months.

b) The O&M staff are allowed to encash earned leave on par with the office staff.

The A.P.S.E. Board further orders that all temporary/emergency Board employees will also be eligible to surrender 15 days of earned leave at their credit as on the date of surrender of leave once at an interval of 24 months i.e., 2 years.

Note: (7) (a) "A Board employee who retires on reaching the age of superannuation shall be allowed to encash earned leave at his credit subject to a maximum of 240 days by the authority competent to sanction pension. Leave salary for this period shall not be reduced from pension and pension equivalent of other retirement benefits which will be admissible on normal date of superannuation. The said period of leave shall not however constitute extension of service.

(b) A Board employee who dies while in service, the cash equivalent of leave salary that the deceased employee would have got, had he gone on earned leave on the date immediately following the date of such death, shall be paid in full to his family subject to a maximum leave salary for 240 days. The leave salary for this period shall not be reduced from pension and pension equivalent of other retirement benefits.

(c) The maximum limit of availment of Earned Leave preparatory to retirement shall be 180 days.

30. An employee in Class IV Service:- (a) While on earned leave or on leave on medical certificate commuted into leave on full pay leave salary is equal to the pay specified in regulation 29 (a) above.

(b) While on leave on medical certificate, leave salary shall be equal to the total of the following:

i) One half of the pay drawn immediately before proceeding on such leave.

ii) House Rent Allowance and Dearness Allowance and other allowances in full on the pay drawn immediately before proceeding on such leave.

Where, however, such leave is taken by a permanent employee for leprosy or tuberculosis treatment, leave salary equal to his pay as under sub-regulation (a) above may be allowed for six months in all, subject to the production of a certificate from the medical officer in-charge of a recognised leprosy or tuberculosis treatment during the period of such if leave, if however, medical leave is combined with earned leave, the total period during which leave salary equal to pay may be drawn should not exceed six months.

A permanent employee in Class IV Service suffering from tuberculosis, who is on the waiting list for admission to a recognised tuberculosis treatment centre shall be eligible for leave salary under the foregoing paragraph on the production of certificate from the official medical attendant or the Superintendent of the Government Head quarters Hospital in which he is kept, stating that he would have been treated as inpatient in such centre if accommodation had been available there.

Note: Grant of leave on average pay for six months to permanent employees in Class IV service suffering from tuberculosis. The regulation permits only the drawal or average pay for six months during earned leave or half-pay leave on medical certificate granted for the treatment of tuberculosis. It is not in addition to other kinds of leave with pay admissible under the regulations.

(c) While on extraordinary leave, the employee is not entitled to any leave salary.

31. Grant of ex-gratia allowance to employees on extraordinary leave undergoing treatment for tuberculosis:- While on extraordinary leave for treatment for tuberculosis an employee on pay not exceeding Rs. 150/- p.m is entitled to an ex-gratia allowance equal to half his pay, subject to maximum of Rs. 40/- p.m.

Note:- (1) The ex-gratia allowance will be admissible only when the employee is not eligible for any other leave with allowances.

(2) While granting an ex-gratia allowance, the competent authority should insist upon the production of a medical certificate before granting extraordinary leave for treatment of Tuberculosis. The ex-gratia allowance will be admissible only when the employee is not eligible for any other leave with allowances.

32. Leave salary of re-employed persons:- If a re-employed person is a pensioner and his pension is drawn separately during re-employment, he will, when he proceeds on earned leave, or half pay leave or commuted leave, be entitled to leave salary based on the net re-employed pay (exclusive of the pension and/or pension equivalent of gratuity) and will continue to draw the pension separately in addition. An employee whose pension has been held in abeyance will draw the leave salary based on the net re-employed pay (i.e., pay minus the amount of the uncounted pension and/or pension equivalent of gratuity) and in addition an amount equivalent to the pension which was held in abeyance.

An employee whose has been held in abeyance will be allowed to draw during the period of extraordinary leave, only an amount equivalent to the pension, which was held in abeyance. Where the pension is drawn separately, it will continued to be so drawn during the period of extraordinary leave also.

The leave salary in respect of earned leave, half pay leave and commuted leave of employees who were governed by the Contributory Provident Fund system prior to retirement will be based on their net employed pay. They will not draw any leave salary during the period of extraordinary leave.

33. Compensatory allowance - Admissibility during leave:- A compensatory allowance should ordinarily be drawn only by an employee actually on duty. But subject to the provisions of regulation 40 in Andhra Pradesh State Electricity Board Service Regulations - Part I, an employee on leave may continue to draw a compnesatory allowance or a portion thereof, in addition to leave salary, if the whole or a considrable part of the expense to meet which the allownaces was given continues during leave.

34. Leave Account:- (a) A leave account shall be maintained for each employee in the form prescribed below.

(b) (i) The leave account of an employee in Class I and Class II Service shall be maintained by, or under the direction of principal auditor responsible for the audit of his pay.

(ii) The leave account of an employee in Class III and IV Services shall be maintained and the entries therein attested by the Head of the Office in which he is employed.

(c) The leave account of every person who elect under regulation 2 shall -

(i) in regard to earned leave be credited with amount of privilege leave or leave on average pay or earned leave to his credit on the date on which he so elects, subject to the maximum prescribed in regulation in regulation 16 (1) as the case may be, and

(ii) in regard to half-pay leave, be debited with the amount of leave on half average pay whether with or without medical certificate and leave not due already taken by him before the said date, either as leave on private affairs or as leave on medical certificate, as the case may require.

FORM OF LEAVE ACCOUNT

Leave account of

Date of compulsory retirement

EARNED LEAVE

Date of commencement of service:

Date of contract, if any:

Place of recruitment:

<u>Duty</u> <u>Dates</u>		Period in days	Leave earned 1/10th or 1/20th of Column 2 Days	Leave at credit Column (3) Plus Column (7) Days
From	To			
(1)		(2)	(3)	(4)

Leave taken period			Balance on return from	Remarks
Dates			leave Columns (4) - (6)	
From	To	Days	Days	
(5)		(6)	(7)	(8)

Half pay (on private affairs and/or Medical Certificate including Commuted Leave)

LEAVE TAKEN

Length of service		Leave earned		Leave on private affairs or on medical certificate				Commuted leave on M.C on full pay (Limited to 180 days in on entire service)		
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)

From

To

No. of completed
years of service

Leave earned (in days)

Leave at credit

Cols. 22 plus 12

From

To

No. of days.

From

To

No. of days.

Commuted leave converted into half-pay leave	Total half-pay leave taken (Cols. 16+20)	Balance on re-turn from leave (Cols. 13-21)	Remarks
(20)	(21)	(22)	(23)

INSTRUCTIONS

1) Columns [1] to [4] should be filled in at the time an employee applies for proceeds on leave and columns [5] to [7] on return from leave.

2) The periods of duty in terms of days column [2] and of leave taken column [6] should be worked out with reference to the actual number of days in each months and not on the basis of 30 days a month.

3) Column [3] Leave earned- The fraction of columns [2] to be credited in the column is as below:

(a) One tenth in the case of permanent employees and approved probationers in Class I, Class II and Class III Service Regulation 16(1).

(b) One twentieth in the case of employees in Class IV Service and probationer employees in Class I, Class II and Class III Service (Regulation 16(1)).

(4) Column [4] Leave at Credit:- The entry in this column on any date Columns (3) plus (7) should be limited to:-

(i) One hundred and eighty days in the case employee coming under clause (a) above.

(ii) One hundred and eighty days in the case of permanent employee or approved probationers in Class IV Service, thirty days in the case of probationers in Class IV Service coming under clause (b).

(5) In the case of employees who elect to come under these regulations with reference to regulations 2, the first entry of leave on average a pay carried over under this regulation on the date election of these regulations should be made in column (4) with the words written across columns [1] to [3]. "Due on date of coming under the new regulations].

(6) Periods of extraordinary leave should be noted in red ink in Column 23 for remarks.

(7) The entries in columns 9 and 10 should indicate only the beginning and end of completed years of service at the time of half pay leave commences. In cases where an employee of the Board completed another year of service while on half-pay leave the extra credit should be shown in Column 9 to 13 by making suitable entries and this should be taken into account when completing column 22.

(8) In making entries in column [3], fractions of half and over should be rounded as one day and fractions less than half omitted.

35. Procedure to be followed in making application for leave etc.

I. APPLICATION FOR LEAVE

Every application for leave or for an extension of leave should be sent to the competent authority through the immediate superior, if any, of the employee applying for leave. In the case of employees in Class I and Class II Service, the application should also be sent through the principal auditor responsible for the audit of his pay. The application of an employee in foreign employ should also be sent through the officer who accounts for the contribution recovered from the foreign employer.

FORM OF APPLICATION FOR LEAVE

Note: Items 1 to 10 must be filled by in all applicants belonging to any class of services:-

1. Name of applicant:
2. Leave Rules applicable:
3. Post held:
4. Office and Section:
5. Pay:
6. House rent allowance, city allowance, conveyance allowance other compensatory allowances drawn in the present post:
7. Nature and period of leave applied for and date from which required:

8. Sundays and holidays, if any
proposed to be prefixed/
suffixed to leave:

9. Ground on which leave is
applied for:

10. Date of return from last leave, and
the nature and period of that leave:

Signature of Applicant
(with date)

11. Remarks and recommendation
of the Controlling Officer:

Signature (with date)
Designation

Certificate regarding admissibility of leave

(By Pay Officer in case of employees under
Class I and Class II Service)

12. Certified that (nature of leave) for
..... (period)..... From..... To.....
is admissible under regulation of the
..... regulation.

Signature (with date)
Designation

If the applicant is drawing any Compensatory Allowance, the sanctioning
authority should state whether on the expiry of leave he is likely to return
to the same post or to another post carrying a similar allowance

II. MEDICAL CERTIFICATE

Procedure in the case of employees in Class I and Class II Services:-(1) Before an employee can be granted leave, or an extension of leave on medical certificate, he must obtain a certificate in the following form.

FORM

Statement of the case of :

Name

(to be filled in by the applicant in the presence of the Civil Surgeon or official medical attendant)

Appointment:

Age

Total Service:

Previous period of leave of absence on medical certificate:

Habits:

Disease:

I, Surgeon of.....~~Medical Officer~~ at or of.....after careful personal examination of the case hereby certify that according to the best of my judgement a period of absence from duty is essentially necessary for the recovery of his health and recommended that he may be granted days leave with effect from.....

I consider that there ^{is a}~~is no~~ reasonable prospect that the employee will be fit to resume his duties.
will ever be

Dated the

Civil Surgeon
Official Medical Attendant

Note: (1) This form should be adhered to as closely as possible and should be filled in after the signature of the applicant has been taken. The certifying officer is not at liberty to certify that the applicant requires a change from or to a particular locality or that he is no fit to proceed to a particular locality. Such certificates should only be give at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such ground has been made to him, whether the applicant should go before a Medical Board to decide the question of his fitness to service.

If the medical officer considers that there is no reasonable prospect of an employee over becoming fit to resume his duties he should certify accordingly and not recommend any leave.

Honarary Medical Officer not below the rank of Civil Surgeon are also competent to issue medical certificate under this regulation.

(2) The authority competent to grant the leave may in the discretion either accept the certificate or if it has reason to suspend the bonafide of the application for leave, send the employee to medical examination before a Medical Committee constituted under the orders of the Director of Medical committee constituted under the orders of the Director of Medical Services, Andhra Pradesh. The Comittee will be assembled either at the headquarters of the State or at such other place as may be required by the Board and the employee will present himself with 3 copies of the statement of the case before the Committee.

Provided that the fee for second medical opinion is required to be paid to the Medical Board or Committee shall be reimbursed to the employee if the second opinion confirms that the first.

(3) The required leave or extension of leave can be granted only if the Committee furnishes a certificate to the following effect:-

“We do hereby certify that, according to the best of our professional judgement, after careful personal examination of Sri/ Smt..... we consider that he/she is suffering from and that his health is such as to render leave of absence for a period of month with effect from absolutely necessary for his recovery.

(4) Before deciding whether to grant or refuse the certificate recommending leave, the Committee may in a doubtful case, detain the employee under professional observation for a period not exceeding 14 days. In that case, it should grant him a certificate to the following effect.

“C.D having been sent to us for a medical examination in connection with his application for medical leave, we consider it expedient before expressing our opinion to detain him under professional observation for days.

(5) If the state of health of the employee is certified by a commissioned Medical Officer of Government or by a Government medical Officer in-charge of a Civil Station to be such as to make it inconvenient for the employee to present himself at any place in which a committee can be assembled, the authority competent to grant the leave may accept, in lieu of the certificate prescribed in item (3) above, either-

(a) a certificate signed by any two medical officers, being commissioned medical officers or medical officers in-charge of civil stations; or

(b) if the authority considers it unnecessary to require the production of two medical opinions, a certificate signed by an officer in medical charge of a Civil Station and counter-signed by the Collector of the district.

For the purposes of this clause the Medical Superintendent, Union Mission Tuberculosis Sanatorium, Madanapalle, and the Chief Medical Officer of any leprosy hospital recognised by Andhra Pradesh Government will be deemed to be medical officers in-charge of civil stations for the purposes specified against each, provided that they are registered under the Madras Medical Registration Act, 1914 as adopted by Andhra Pradesh State and the certificate given by them are counter-signed by the Director of Medical Services.

Medical Superintendent, Union Mission Tuberculosis Sanatorium, Madanapalle in respect of tuberculosis patients under the treatment.

Chief Medical Officer of any leprosy hospital recognised by Andhra Pradesh Government.

(6) The grant of a certificate under item (1), (3) or (5) does not in itself confer upon the employee concerned any right to leave. The orders of the authority competent to grant the leave should be awaited.

(7) Procedure in the case of employees in Class II Service:-
An application by an employee in Class III service for leave, or for extension of leave on medical certificate must be accompanied by a certificate issued by the authorised medical attendant or by the applicant's own medical attendant who should be a registered medical practitioner. Such certificate should distinctly state the nature of the illness, its symptoms, probable causes and duration, the period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health and the date from which such

absence should take effect. In case where the employee produces a certificate from his own medical attendant the authority competent to grant the leave may in its discretion either accept the certificate or secure a second medical opinion by sending the applicant for medical examination either to the District Medical Officer or to the nearest gazetted-Government Medical Officer available. Should it decide to secure a second medical opinion, it must arrange for the Medical examination to be made on the earliest possible date after the date on which the first medical opinion was given. It will be the duty of the District Medical Officer or the other Medical Officer, as the case may be, to make an independent examination of the applicant and on the basis of such examination to express an opinion both as regards the facts of the illness and as regards the amount of leave required.

Note: The possession of a certificate as prescribed in this regulation does not itself confer upon the employee concerned any right to leave.

(8) No certificate should be submitted for countersignature without the cognizance of the head of the office in which the applicant is serving.

(9) The countersigning officer may, in his discretion, require the applicant to appear before him, unless it appears from the certificate of his medical attendant that he is too ill to bear the journey. In the later case, the officer may, after careful investigation of the case, either countersign the certificate or refuse to do so, as he thinks fit.

(10) Procedure in the case of employees in Class IV Service:-

In support of an application for leave or for an extension of leave on medical certificate the authority competent to grant the leave may accept such medical certificates as it may deem sufficient.

III. CERTIFICATE OF ADMISSIBILITY

(11) **Employees in Class I and Class II Service:-** Leave will be sanctioned only after its admissibility has been certified by the Audit Officer who has been auditing his pay.

(12) **Employees in Class III and Class IV Services:-** Before leave is sanctioned the authority competent to grant the leave should either confirm the leave account and satisfy himself that the leave is admissible, or obtain certificate to that effect from the officer entrusted with the attestation of the entries in the leave account.

(13) **Employees in Foreign Service:-** In the case of an employee on foreign service, leave should not be sanctioned until the Audit Officer who is responsible for the recovery of the leave/contributory Provident Fund contribution has certified the amount of leave and the leave salary admissible.

IV. GRANT OF LEAVE

GENERAL

14. (i) **Priority of claims to leave:-** The grant of leave at a particular time cannot be claimed as a right by an employee. In exercising their discretion under these regulations, authorities competent to grant leave shall have regard to the following considerations.

(a) the exigencies of the service;

(b) the employees who can, for the time being best be spared.

(c) the amount of leave due to the various applicants.

(d) the amount and character of the service rendered by each applicant since he last returned from leave.

(e) the fact that any such applicant was compulsorily recalled from his last leave.

(f) the fact that any such applicant has been refused leave in the interestes of the Board.

14 (ii) Terminal leave benefits to temporary Board employees:-

The grant of leave as a terminal benefit to temporary Board employee governed by these Regulationas, is permissible subject to the following conditions.

(1) The Earned leave to the extent due and admissible at the time may be sanctioned to temporary Board employees (other than those employed on contract basis) at the discretion of the sanctioning authority on the termination of service.

(2) Such leave will be admissible when the terminatin of services is on account of retrenchment or on the abolition of posts before attaining the age of superannuation even when the leave has not been applied for and refused in public interest.

(3) Such leave will not be admissible in the following circumstances.

(a) where the employee concerned has been dismissed or removed from service; ·

OR

(b) Where the services of the employees concerned have been terminated under the A.P.S.E.Board Service Regulations.

(c) Where the employee concerned resigns the post of his own violation unless the resignation is for the reasons of ill health.

or for other reasons beyond his control provided that the sanctioning authority may in such cases grant at its discretion terminal leave not exceeding half the amount of earned leave to the credit of the Board employee concerned.

(4) In case where any notice of termination of service is required to be given under the terms of employment of temporary Board employees concerned and where he is relieved before expiry of the notice, such period of notice or un-expired portion thereof should run concurrently with the leave granted.

(5) These benefits are not applicable to apprentices and persons in non-continue employment of Board who will continue to be governed by the normal regulations applicable to them.

Explanation:- For the purpose of this note the following are also treated as Temporary Board employees.

(a) Re-employed pensioners, who are as “New entrants” in the matter of leave subject to the condition that such pensioners will not be entitled to draw their pension during the terminal leave if the pension has been held in abeyance during the period of re-employment.

(b) Persons employed on contract basis for a period exceeding one year.

(c) Unqualified persons who may have to vacate their temporary posts to make room for qualified candidate and

(d) Persons whose service may have to be dispensed with as a matter of administrative convenience as an alternative to the initiation of disciplinary proceedings against them.

15. Grant of leave to an employee who is unlikely to be fit to return to duty:-

When a medical committee has reported that there is no reasonable prospect that a particular employee will ever be fit to return to duty, leave should not necessarily be refused to such employee. It may, if due, be granted on the following conditions by the Board in the case of employees in Class I and II Service and by the Chairman of the Board or Chief Engineer, as the case may be, in the case of other employees.

(a) If the medical committee is unable to say with certainty that the employee will never be fit for service again, leave, not exceeding 12 months in all may be granted. Such leave should not be extended without a further reference to a medical committee.

(b) If the medical committee declares the employee to be completely and permanently incapacitated for further service, the employee should, accept as provided in Class 9(c) below, be invalidated for the service, either on the expiration of the leave already granted to him, if he is on leave when examined by the committee, or if he is not on leave from the date of relief of his duties which should be arranged without delay on receipt of valid Medical Certificate from approved authority.

(c) An employee declared by the committee to be completely and permanently incapacitated may, in special cases, be granted leave or an extension of leave, not exceeding six months as debited against the leave account, if such leave be due to him. Special circumstances justifying such treatment may be held to exist when the employee's breakdown in health has been caused in and by Board's Service, or when the employee has taken a comparatively small amount of leave during his service or will complete at an early date an additional years service for pension.

16. Grant of leave to an employee who ought to be dismissed:- Leave should not be granted to an employee who ought at once to be dismissed or removed or compulsorily retired from service for misconduct or general incapacity.

V. PAYMENT OF LEAVE SALARY (a)

LEAVE IN INDIA

(17) Leave salary is payable in India after the end of each calander month.

(18) Employees in Class I and II Services:- An employee in Class I or Class II Service signs on leave in India may draw his leave salary in India; but he cannot begin to draw it without producing a leave salary certificate from the Audit Officer who audited his pay before he proceeded on leave. If during leave he desires to change the place at which he receives the payment of his leave salary he would obtain a new certificate from the Audit Officer.

(19) If an employee in Class I or Class II Service signs his bill himself, he must either appear in person at the place of payment or furnish a life certificate signed by a responsible officer of Government or of the Electricity Board or some other well-known and trustworthy person. If he drawn his leave salary through an authorised agen, the agent, whether he has or has not the power of attorney must either furnish a life certificate as aforesaid, or execute a bond to refund overpayment. A life certificate may be given periodically a bond being given to cover intermediate payment no supported by the life certificate.

(20) Employees in Class III and IV Services:- The leave salary of an employee in Class III or IV service on leave cannot be drawn, except over the signature of the Head of his Office, and the latter is responsible for any overchange.

The leave salary of an employee holding a permanant post in one office and officiating in a post in another office may be drawn at the office from which he proceeded on leave, if he would have continued in that office but for his leave is expected to return to it.

on its expiry. No last pay certificate should be issued in such cases but the fact of the employee having gone on leave should, however be intimated to the Head of the first office so that he can show the necessary arrangements in the absentee statements of his office. The bills in which leave salary is drawn should also indicate the permanent post on which the absentee holds a lien to facilitate correct classification his leave salary.

VI. (21) LEAVE TRAVEL CONCESSION

(1) Description:- Leave Travel Concession is reimbursement of expenditure incurred by the employee of the Board and his family members to travel from head quarters station to home town and back during the period of regular leave taken by the Board employee under these regulations.

(2) Eligibility:- (a) All Board employees including those appointed on temporary basis who have put in a continuous service of not less than five years are eligible for the concession.

(b) Officers re-employed for a period of not less than one year in continuation of superannuation from Board service are eligible for the concession and the period of re-employment shall be treated as continuous with previous service for this purpose. Officer re-employed after a break from the date of superannuation will however, be treated as those appointed on temporary basis for the purpose of these rules.

(c) Persons appointed on a contract basis are also eligible for the concession, if the period of contract is five years or more. Where the initial contract is for less than five years and it is later extended to five years or more than the total duration of the service shall be taken into account for the purpose.

(d) The concession is not applicable to the following persons:-

- i) Who are not whole time employees.
- ii) Who are paid from contingencies
- iii) Who are borne on workcharged establishments.
- iv) Who are industrial employees.

(3) Amount of Reimbursement:- The journey from Home town outside the State shall be treated to have commenced from the last point within the State. The expenditure for the distance within the limits of the State shall be reimbursed by the Board.

(4) Frequency:- The concession shall be availed by the Board employees and his family members once in two year commencing from the 4 year block period of 1989-92. The Board also extends the concession to Board employees and their families to travel to any place in Andhra Pradesh in a block period of 4 years in lieu of normal LTC in the second two year block period otherwise available to travel to Home town subject to all conditions laid down in the existing scheme.

(5) Sanctioning Authority:- The authority competent to sanction leave shall be authority to permit the availment of leave concession.

(6) Leave required to be taken:- (a) Board employees are eligible to avail L.T.C when the journeys are performed during any kind of leave and also casual leave. The employees may also avail L.T.C during Holidays including optional Holiday clubbed with casual leave. But the sanctioning authority shall satisfy itself before sanctioning L.T.C whether the leave period applied for by the Board employee is sufficient to come to and fro journeys.

(7) Family:- The word 'Family' shall have the same meaning as defined in Rule 2 (iii) of the Andhra Pradesh Travelling Allowances Rules and in the case of Class III and IV it also includes their parents who are wholly dependent on them.

(8) Home Town:- (a) the word 'HOME TOWN' means the place which is declared by the Board employee duly supported by reasons such as, native place being the permanent residence of his parents or grand parents or owner ship of immovable property.

(b) (i) Every Board employee is required to give declaration of his home town. (ii) Class III and IV employees of the Board shall submit their declaration to the officer, who has been declared as the controlling officer in respect of the travelling allowance claims of the Board employees.

After the declarations are approved by the controlling officer shall communicated to the Heads of Offices in which the Class III and IV employees are working. The Heads of offices shall record the particulars of the 'Home Town' in the service books of the employees. Every controlling officer shall maintain a list of the home towns of all the Board employees whose travelling allowance claims are countersigned by him.

iii) Class I and II employees of the Board shall submit their declarations to the concerned Heads of Departments who shall after acceptance, communicate the same to the Pay Officer for record in his office. The Heads of Departments shall communicate their declarations direct to the Pay Officer, Andhra Pradesh State Electricity Board for record in his office.

(c) The declaration shall be in the following form:-

DECLARATION FORM

To

The

Sir,

I declare that Village in the Taluk of
..... District of State is my
'HOME TOWN'.

as it is my native place being the permanent residence of my parents/
grand parents.....

As I own immovable properties in that place.

Yours faithfully,

Signature:

Name in block letters.

Designation & Office

(Strike out the clause which is not applicable)

(d) to permit every fresh entrant to Board service to declare his 'Home Town' at any time before he avails the Leave Travel Concession for the first time and also to allow all employees in service and eligible for Leave Travel Concession and who have not declared their 'Home Town' so far to declare it before they avail Leave Travel Concession for the First Time and

(e) to permit the Board Employee who desire to change the declaration of 'Home Town' in exceptional circumstances provided that the change shall not be made more than once during the entire service of a Board Employee after a detailed check following the criteria as indicated below;

(i) Whether the place declared by the Board employee is the one which requires his physical presence at intervals for discharging various domestic and social obligations, and if so, whether after his entry into service, the Board employee had been visiting that place frequently.

(ii) Whether the Board employee owns residential property in that place or whether he is a member of a joint family having such property there.

iii) Whether his near relations are permanently residing in that place.

iv) Whether prior to his entry into Board Service, the Board Employee had been living there for some years.

The criteria, one after the other need be applied only in cases where the immediately preceding criterion is not satisfied.

Where property is owned in more than one place, the Board employee may choose any one place, giving reasons for the choice, but the decision of the controlling officer whether or not to except such a place as the Home Town of the Board Employee shall be final.

Where the presence of near relations at a particular place is to be the determining criterion for the acceptance of the revised declaration of 'Home Town' the presence of near relations should be of a more or less permanent nature.

(9) Journeys:- (a) The Leave Travel concession shall be calculated on the basis of the distance by the shortest route between headquarters and home town.

(b) The journeys may be performed by the Board employees and the family members together or separately. Some of the family members may perform the journeys along with Board employee, and the remaining members may perform the journeys separately. Then Journeys are performed separately, the outward journey of the second group should commence within 6 months from the date of commencement of the Journey by the first group.

(c) The journeys may be performed by any route with or without halts on the way. It is essential that the journey should cover the home town. The period of halt at the home town is not prescribed, this being left to the convenience of the individuals.

(d) When an officer is on training with change of headquarters, leave travel concession will be for the journey from the place of training to the home town. In cases of training, where there is no change of headquarters of the Board employee shall be for the journeys between the place of training and the home town, and for the family members for the journey between the headquarters of the Board employee and the home town.

(e) The concession can be availed of in combination with journeys on transfer when a Board employee and his family members proceed from the place to old headquarters. In such cases, it is necessary for the Board employee to take the required leave on relieve from the old station. The claim for such journeys shall be from the place of old headquarters to the home town and from the home town to the place of new headquarters by the shortest route, after deducting there from the following distance.

(i) The distance for which the transfer travel allowance from the old station to the new stations admissible and

(ii) 150 K.Ms (being the total of the initial distance either way) as laid down in rule 3 above.

(f) The return journey in each case should be complete within a period of six months from the date of the out ward journeys from head quarters.

(10) Regulation of Claim:- (a) The expenditure on the first 75 K.Ms of the journey either way as laid down in Regulation 3 above, is not reimbursable.

(b) For the remaining distance of the journey, the claim is to be regulated as follows:

(i) For the distance connected by train, the Railway fares actually paid or the Railway fares of the class by which the persons are authorised to travel under the travelling allowance rules, which ever may be less is permissible. Persons entitled to travel by first and second class may travel by third class sleeper coach and claim the fare charged by the sleeper coach.

(ii) When the journeys between places connected by train are performed by road in public transport, actual bus fares not exceeding the Railway fares by the entitled class are permissible. The road journey may be by ordinary bus or by Delux service.

(iii) When concessional circular trip tickets issued by the Railways are availed off, the claim for the distance covered by train, shall be calculated at the rate charged by the Railways for the entitled class or at the rate charged by the Railways of the class, in which the journey is actually performed, whichever may be less.

(iv) For the distance not connected by train, but connected by recognised public transport, the actual bus fares can be claimed. In respect of Board employees of Grade V and above, the fares by the higher class or Deluxe service can be claimed. In respect of Board employees of Grade VI and below, the claim should be limited to the bus fares of ordinary class.

(v) For the distance not connected by train as well as recognised public transport, one mileage allowance as prescribed in the travelling Allowance Rules, is permissible for a group not exceeding two persons. When the group exceeds two persons, two mileage are permissible.

(vi) The class by which the Board employee and his family members are eligible to travel and the rate of mileage admissible depends on the grade to which the Board employee belongs under the Travelling Allowance Rules, as at the commencement of the Journeys in question the onward and return journey being considered as separate.

(vii) When a journey is performed by a longer route, partly by the eligible class and partly by the lower class, the claim by the entitled class shall be for the corresponding proportion of the shortest route and for the balance of the distance by the shortest route at the lower class rate.

(viii) Journeys may be performed by air but the claim shall be restricted to the amount otherwise admissible by the normal means of conveyance that is by train, road etc.

(c) Board Employees who claim reimbursement of expenditure under these regulations are required to produce vouchers such as cash receipts, but tickets etc. in support of their claims.

11. General: [a] (i) When both husband and wife are Board Employees and he/she avails the concessions as a family members of the other, it is not necessary for he/she to comply with the condition of going on regular leave for a maximum period of 15 days. When they avail the travel concession as Board employees independently the condition of regular leave for the minimum period shall apply to each of them.

(ii) When both husband and wife are Board employees, the concession for the other family members can be claimed only once in block period either as the family members of the father or as the family member of the mother.

(b) When the family of a Board employee is living away from him and the concession is not being availed by the family in any block period of two years the Board employee on making a declaration to that effect, is eligible to avail the travel concession of visiting the home town once in each calendar year instead of once in the block period of two years. A Board employee having no family is not however eligible to avail the concession once in every calendar year.

(c) in the following cases the concession is admissible for the outward journey only.

(i) Board employee and family/members performing the journey to home town during leave preparatory to retirement, refused leave, and terminal leave for not less than 15 days.

(ii) Family/members having performed the journey to home town have no intention of completing the return journey or performing the return journey after a period of six months from the date of commencement of the outward journey.

(iii) The dependent son getting employment after going to home town or dependent daughters getting married or employment after going to home town.

(d) In the following cases the concession is admissible for the return journey only:-

(i) A newly married husband/wife of the Board employee coming from home town to headquarters station.

(ii) A child leagally adopted by a Board employee while staying in the home town.

(iii) Any member of the family of the Board employee living for long time at the home town and for whom the concession in respect of the outward journey has not been availed of during that block period of two years.

(e) The travel concession is not admissible when a Board employee proceeds on regular leave and then resigns his post without returning to duty.

(f) The claims for reimbursement of the cost of the journey should be preferred within one month of the completion of the return journey. Where the concessin is admissible only for the outward journey the claim should be preferred within one month of completion of the outward journey. When the journeys are performed separately by the Board employee and his family member the claim can be preferred separately.

(g) The claims should be preferred in the travelling allowance bill forms and they should be countersigned by the controlling officer prescribed under the Andhra Pradesh Travelling Allowance Rules, before the bills are presented to the Paying Officer for drawal of the amounts.

(h) A record of all assistance granted under these rules should be maintained, in the case of Class I and II employees, the record shall be maintained by the Pay Officer. In the case of Class III and IV employees the record shall be in the form of entries in the Service Books/ Service Rolls of the employees. The entries should indicate the dates of journeys of the Board employee and his family members together with the particulars of amount reimbursed as Travel Allowance.

(12) Advances:- (a) When permission is given to avail the leave travel concession advance may be sanctioned to meet the expenditure on the journeys.

(b) In respect of Class III and IV employees, Officers competent to grant advance for travel allowance on tour may sanction these advances. In respect of Class I and II employees, these advances may be sanctioned by the officers countersigning their T.A. bills. Officers who are their own controlling officers under the Travelling Allowance Rules, may sanction these advances to themselves.

(c) The amount of advance shall be limited to 80% of the estimate cost, which is reimbursable to the Board employee under these rule for the journeys.

(d) The advance may be granted for both the outward and return journey, when a Board employee gives a declaration that the return journey will be performed withing 90 days of the outward journey. In cases, where advances are drawn for both outward and return journeys, and the return journey is not performed within 90 days of the outward journey, 50% of the amount of advance should be refunded forth with to Board.

(e) When family members, or part of the family are to perform the journey separately, the advance for their journey can be sanctioned separately.

(f) The advance drawn, should be refunded in full if the outward journey is not commenced within 30 days of the drawal of the advance.

(g) The advance drawn under these rules should be adjusted in the T.A. bills for the journeys which have to be presented within 30 days of the completion of the return journey.

(h) These advances may be granted to Board employees who are approved probationers in any post. Advances to Board employees who are not approved probationers in any category may be sanctioned, if a personal security bond is furnished in Form-II of the Financial Code Volume-I, duly executed by the borrower together with a Board employee who is an approved probationer and drawing a pay not less than the of the borrower as surety guaranteeing the repayment of the advance.

(i) The advance sanctioned and drawn under these rules should be entered in the register of advances of travelling allowance on tour, maintained in each office, and the adjustment of recoveries of these advances should be watched by the Pay Drawing Officers. This work will in respect of Class-I and II employees shall be attending to by the Paying Officer.

(j) Penalties by misuse/abuse of advance drawn for Leave Travel Concession.

In cases where, as a result of departmental enquiry, misuse/abuse or delay in refunding the un-utilised portion of the advance drawn under these Regulations is provided the departmental authorities shall take action as indicated below.

(a) The entire amount of the unutilised advance for Leave Travel Concession along with penal interest at 18% per annum shall be recovered in one lumpsum.

(b) The right of the employee for availment of Leave Travel Concession shall be forfeited for the rest of the service.

(c) Apart from the recovery of the unutilised advance drawn under these Regulations and the forfeiture of the right to avail Leave Travel Concession for the rest of his service, the competent authority shall take disciplinary action as per the A.P.S.E.B

Employees Revised Conduct Regulations/A.P.S.E.B. Employees Discipline And Appeal Regulations for breach of fiduciary trust.

“Each one of the above penalties is not mutually exclusive”

13. Classification:- (a) The expenditure of the Leave Travel Concession of Board employee shall be debited to the detailed head “Travelling Allowance” under the relevant head of Account to which the pay of the Board employee is debited.

(b) The advance of travelling allowance sanctioned under the rules is also debitabale to the detailed head of Account mentioned in sub-rule (a) above.

(c) When the advance is refunded, it should be credited under the same head of account as abatement of charges if it is in the same financial year of drawal. Otherwise it shall be credited as a Miscellaneous receipt of the the Department.

14. Certificates:- The following certificates are prescribed:-

(i) Certified that the block period of 19 - 19 , I have not submitted any claim so far for Leave Travel Concession in respect of the persons for whom travelling allowances is claimed in this bill.

(ii) Certified that the advance of travelling allowances for the Leave Travel Concession has been fully adjusted in this bill.

(ii) Certified that the persons for whose journeys the claim is preferred in this bill have performed the journeys to and from the home-town viz.....

(iv) Certified that my wife/husband is not a Board employee and that the concession has not been availed of by her/him

seperately for herself/himself, or for any of the family members covered by this claim for the block period.

(b) Certificate to be furnished by the drawing officer in respect of Class III and IV employees.

*Certified that necessary entries as required by Rule 11 (h) of the Leave Travel Concession Rules have been made in the Service book/ Roll of the Board employee.

VII. RETURN FROM LEAVE

22. An employee in Class I or II service, on return from leave must report his return to the Board.

23. An employee returning from leave is not entitled, in the absence of specific orders to that effect, to resume as a matter of course the post which he held before going on leave. He must report his return to duty, and await orders. He must, if necessary, also submit to such delay as may be required in the interest of the Board's service.

Note:- Controlling officers should provide for the expected return of employee from leave by seeing that the employee to be relieved are at headquarters in due time to give over charge.

24. Before returning to duty an employee in Class I or II service who has drawn his leave salary should obtain a last pay certificate from the Audit Officer within whose jurisdiction his leave salary was last paid, and deliver it to the Audit Officer, who audits his pay without such a certificate, he cannot obtain payment of any arrears of leave salary or pay due to him.

The admissibility of leave in the case of an employee officiating in a post of Class I or II service should be certified by the Audit Officer. It makes no difference whether he is substantive or officiating.

When an employee is appointed to officiate in a post in Class I or II Service, the Audit Officer shall call for his leave account and maintain it. During leave, such an employee shall be deemed to hold the status of Class I or II employee for purposes of drawal of leave salary, grant of extension of leave, issue of notification, etc., irrespective of the fact whether, on the expiry of his leave he would return to his post in Class I or II service or not. The Audit Officer will intimate the rate of leave-salary admissible to the officer direct, and the officer will draw his pay accordingly. Any extension of leave will also be certified by the audit Officer.

In the case of an employee who is granted leave under item (16) (a) the leave should initially be treated as leave preparatory to retirement but if he returns to duty subsequently, the leave should be treated as leave on medical certificate.

The discretion allowed by item (16) (c) may be exercised in the case of employees who are sent before a competent medical authority either for grant of leave or for report as to their fitness for further service and the latter certifies them to be completely and permanently incapacitated for further service.

Items (1) to (6) regulating the grant of leave on medical certificate to employees in Class I or II services should applied also to employees who are holding posts in Class I or II service in a Officiating capacity prior to their going on leave.

MAINTANANCE OF RECORDS OF SERVICE

36. Employees in Class I and II services:- (1) A record of the service of each employee in Class I or II service is maintained by the Audit Officer who usually audits his pay or who accounts for the contribution recovered from the foreign employer in the case of an employee lent to foreign service.

(2) Employees in Class III and IV service duty of the head of the office:- A service book as in Annexure-I should be opened for every employee in Class III and IV service at his own cost, as soon as he is regarded as selected for admission to Board's service and as on probation for that service. It should be kept in the custody of the head of the office in which he may be serving and transferred with him from office to office. It is the duty of the head of office to see that all entries are duly made and attested.

Note:- Such service books should also be opened in respect of persons who are appointed on a purely temporary basis under the emergency provision and are likely to be retained in service for over one year.

(3) Duty of employees in Class III and IV services:- It is the duty of every employee to see that his service book is properly maintained and that all erasures in it are attested. The head of the office will allow an employee to examine his service book, should he at any time desire to do so.

(4) Certificate of character not to be entered:- Personal certificates of character should not be entered in a service book.

(5) Kind of punishments:- When the probation of an employee is terminated or when an employee is reduced to a lower post, dismissed or removed or compulsorily retired from service or suspended from employment, the reason for the termination of the probation, reduction, dismissal, removal, compulsory retirement or suspension, as the case may be, should always be briefly stated thus:

Probation terminated on the ground of 'unfitness', Reduced for inefficiency' etc., the head of the office should make efficient arrangements for these entries being made with regularity. The duty should not be left to the employee in Class III or IV service concerned.

Copies of all orders regarding reduction, dismissal, removal compulsory retirement, or suspension should be filed with the service book.

(6) The maintenance of service books:- In the service book, every step in an employees official life, including temporary and officiating promotions at all kinds, the date on which the period of probation is satisfactorily completed, increments and transfers and leave of absence taken, should be regularly and concurrently recorded, each entry being duly verified with reference to office orders, pay bill and leave statements and attested by the head of the office. If the head of the office has an assistant belonging to Class I or II service, he may delegate the duty of attesting the entries to such an assistant. If the employee is himself the head of an office, the attestation should be made by his immediate superior. Any special test examination passed by the employees should be entered in the service book, together with reference to the number and date of notification directing the publication of the names of the successful candidates in that test, and the part and date of the Andhra Pradesh Gazette, in which the notification was published. Officiating and temporary service and leave taken prior to first substantive appointment to a permanent post should also be recorded in the service book and duly attested after verification in the case of officiating service, the nature of the vacancy in which the employee post was subsequently made permanent, should be stated. In the case of employees selected by the Board, the date of birth should be verified with reference to the entries in the S.S.L.C Register or other equivalent school or college record. In the case of an employee be treated as the date of birth. When both the year and the month of birth are known but not the exact date, the 16th of the month should be treated as the date of birth.

Note:- The date of births entered in the service book can be altered only under the orders of the Board.

(7) Transfer to another office:- When an employee in Class III or IV service is transferred, whether permanently or temporarily, from one office to another the necessary entry of the nature and reason of the transfer should be made in his service book in the office from which the employee is transferred and the book, after being duly verified to date and attested by the head of that office should be transmitted to the head of the office to which the employee has been transferred, who will thence forward, have the book maintained in his office. If he should find any error or omission in the book on receipt, he should return to the forwarding officer for the purpose of having the error rectified or the omission supplied before the book is taken over by him. The service book should not be made over to the employee who has been transferred.

(8) Transfer to foreign service:- If an employee in Class I and IV service transferred to foreign service, the head of the office or Chief Engineer should send his service book to the Audit Officer who will return it after noting therein, under his signature, the order sanctioning the transfer and other necessary particulars in connection with the transfer. On the employee's proceeding on leave from foreign service or on his re-transfer to service under the Board, his service book should again be sent to the Audit Officer for recording all necessary particulars connecting with the leave or re-transfer to service under the Board including the fact of recovery of leave and Provident Fund contribution.

(9) Transfer to a post in Class I or II service:- When an employee in Class III or IV service is officiating in a post in Class I or II service, his service, his service book should be kept by the head of the office to which he permanently belongs, but when he is confirmed in such a post, his service book should be forwarded to the Audit Officer who maintains the record of his service under item (1) above.

(10) Where the date of birth of an employee in Class IV service cannot be correctly ascertained, the age as estimated by the

medical officer when granting certificate of physical fitness to the employee should be entered in the service book.

(11) Annual Verification:- The service books in each office should be taken up for verification in January of every year by the head of the office who, after satisfying himself that the services of the employee concerned are correctly recorded in his service book in conformity with the above instructing should record therein certificate in the following words over his signature:-

“Services verified upto (date) from (pay bills, acquittance rolls and similar records to be specified by reference to which the verification was made).”

The head of the office in recording the annual certificate of verification should, in the case of any portion of service that cannot be verified from office records, distinctly state that, for the excepted period (naming them), a statement in writing by the employee as well as a record of the evidence of his contemporary employees is attached to the book. Heads of offices may delegate the duties imposed upon them to their assistants in Class I or II service, if any. They should however, inspect atleast 10% of the service books and initial them in taken of having done so, unless the Board specially fixes a lower percentage in any case.

Note:- The verification of service referred to above should be in respect of all service whether permanent, provisional, temporary or officiating.

(12) Periodical inspection:- It is the duty of officers inspecting subordinate officers to inspect the service books maintained there. They should see that they are maintained up to date, that entries are properly made and attested, that verification has been properly carried out and the necessary statement and evidence secured and verification certificates have been properly recorded by the head of the offices.

When an employee's service is terminated by dismissal, his service book should be retained for a period of five years or until the employee's decease, whichever is earlier, after which it will be destroyed. A similar procedure should be followed in the case of an employee whose probation is terminated. The head of the office in which he was last employed should retain the service book in such cases.

When an employee's service is terminated by resignation or discharge without fault his service book should be retained for a period of five years from the date of his resignation or discharge. In the event of his death within the period of five years, the service book should be retained for a period of six months only from the date of his death.

The service book of an employee who has been dismissed and who is afterwards reinstated should, on requisition, be returned to the head of the office in which he is re-employed.

A similar course should be adopted when an employee has been discharged without fault or resigns and is subsequently re-employed.

13. Verification of entries made in Service Books:- The verification of entries made by clerk in service books may be entrusted to his immediate departmental superior if the head of the office fits the responsibility as to their accuracy will rest with the latter officer who has to attest them.

14. If the employee of the Board asks for a copy of his service book on quitting Board's service by retirement, discharge or resignation, the same may be furnished to him on payment of copying fee of Rs. 5/-.

ANNEXURE -I
See Regulation 36 (2)

SERVICE BOOK

I. Space should be provided on the title page of the service book to record entries of the Board employee in respect of whom the service book has opened under the following headings:-

1. Name
2. Mother tongue
3. Left hand thumb and finger impressions of the illiterate Board employee.

Certified that the above finger prints have been taken in my presence and under my personal superintendence from the left hand of Sri/Smt/Kumari whose services are entered in the book.

Name of the Officer.

Signature and designation of the
Head of Office of the Attesting Officer

Station:

Date:

II. The opening page of the service book should contain the following entries:-

1. Name
2. Residence
3. Father's name and also husband's name in the case of a female Board employee and residence.
4. Date of birth by the Christian era as nearly as can be ascertained

5. Educational qualifications
6. Exact height by measurement
7. Personal marks for identification
8. Signature of Board Employee
9. Signature and designation of the Head of the Office or other Attesting Officer.

Note:- (1) The entries in this page should be renewed or re-attested atleast every five year, and the signature in lines (8) and (9) should be dated.

III. The remaining folios of the service book should be divided into fifteen columns, viz.

1. Name of post and scale of pay.
2. Whether substantive or officiating and whether permanent or temporary.
3. If officiating state:-
 - (i) Substantive appointment or
 - (ii) Whether service counts for pension?
4. Pay in substantive post.
5. Pay in the officiating post.
6. Other emoluments falling under the term 'Pay'.
7. Date of appointment.
8. Signature of Board employee.
9. Signature and designation of the head of the Office or other attesting officer in attestation of column (1) (8)
10. Date of termination of appointment

11. Reason of termination
(such as promotion, transfer, dismissal, etc.)
12. Signature of the head of office or other Attesting Officer.
13. Leave
 - (i) Nature and duration of leave taken.
 - (ii) Allocation of periods of leave on average pay upto 180 days for which leave salary is debitable to another Department.
 - (a) Period.
 - (b) Department to which debitable.
14. Signature of the head office or other Attesting Officer.
15. Reference to any recorded punishment or censure or reward given to the Board Employees.

ANNEXURE - II

Ready Reckoner for Calculating Leave of Persons Governed by the Andhra Pradesh State Electricity Board Leave regulations

TABLE

	January	February	March	April	May	June	July	August	September	October	November	December
93	1	32	60	91	121	152	182	213	244	274	305	335
	2	33	61	92	122	153	183	214	245	275	306	336
	3	34	62	93	123	154	184	215	246	276	307	337
	4	35	63	94	124	155	185	216	247	277	308	338
	5	36	64	95	125	156	186	217	248	278	309	339
	6	37	65	96	126	157	187	218	249	279	310	340
	7	38	66	97	127	158	188	219	250	280	311	341
	8	39	67	98	128	159	189	220	251	281	312	342
	9	40	68	99	129	160	190	221	252	282	313	343
	10	41	69	100	130	161	191	222	253	283	314	344

N.B.:- In a leap year for any period beginning in and ending after February add 1.

January	February	March	April	May	June	July	August	September	October	November	December
11	42	70	101	131	162	192	223	254	284	315	345
12	43	71	102	132	163	193	224	255	285	316	346
13	44	72	103	133	164	194	225	256	286	317	347
14	45	73	104	134	165	195	226	257	287	318	348
15	46	74	105	135	166	196	227	258	288	319	349
16	47	75	106	136	167	197	228	259	289	320	350
17	48	76	107	137	168	198	229	260	290	321	351
18	49	77	108	138	169	199	230	261	291	322	352
19	50	78	109	139	170	200	231	262	292	323	353
20	51	79	110	140	171	201	232	263	293	324	354
21	52	80	111	141	172	202	233	264	294	325	355
22	53	81	112	142	173	203	234	265	295	326	356
23	54	82	113	143	174	204	235	266	296	327	357
24	55	83	114	144	175	205	236	267	297	328	358
25	56	84	115	145	176	206	237	268	298	329	359
26	57	85	116	146	177	207	238	269	299	330	360
27	58	86	117	147	178	208	239	270	300	331	361
28	59	87	118	148	179	209	240	271	301	332	362
29	...	88	119	149	180	210	241	272	302	333	363
30	...	89	120	150	181	211	242	273	303	334	364
31	...	90	...	151	...	212	243	...	304	...	365

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Andhra Pradesh Leave Rules - Extension of leave benefits available to employee suffering from Tuberculosis and Leprosy to employees suffering from Cancer etc. - Orders- issued by Government - Adopted.

B.P.Ms.No.594

Dated: 1-10-1973

READ the following:

G.O.Ms.No. 188, Finance (F.R.I&L) Dept.,
dated 30-7-1973

PROCEEDINGS:

The Andhra Pradesh State Electricity Board adopts the orders issued in G.O.Ms.No.188, Finance (F.R. I&L) Department dated 30-7-1973 (copy enclosed).

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELECTRICITY BOARD)

K. UMAPATHY,
SECRETARY

To,
The Secretary, Andhra Pradesh State Electricity Board etc.

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Andhra Pradesh Leave Rules - Extension of leave benefits available to employee suffering from Tuberculosis and Leprosy to employees suffering from Cancer etc. - Orders- issued by Government - Adopted.

G.O.Ms.No.188

Dated: 30th July, 1973

FINANCE (F.R. I&L) DEPARTMENT

ORDER:

According to rule 29 (b) of Andhra Pradesh Leave Rules a permanent Government servant in last grade service on half pay for treatment of leprosy or tuberculosis, is entitled to leave salary equal to his pay for a period of six months in all subject to the production of a certificate from a medical officer in-charge of a recognised leprosy or tuberculosis treatment centre, of his having undergone regular pay leave on medical certificate is combined with earned leave the total period during which leave salary equal to pay may be drawn should not exceed six months.

2. The Government have considered the extension of the provisions of Rule 29(b) of Andhra Pradesh Leave Rules to the employees, suffering from cancer, mental illness etc., which also need similar costly and prolonged treatment and have accordingly decided to extend the benefit of full leave salary to the employees of the last grade service suffering from cancer or mental illness, subject to the other conditions laid down in the above rule.

3. These orders are also applicable to the employees governed by the three sets of leave rules contained in Hyderabad Civil Services Rules Volume-II.

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

N.RAMESAN
SECRETARY TO GOVERNMENT

:: TRUE COPY ::

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

LEAVE RULES - Accumulation and Availment of Privilage/Earned Leave
by las grade Government Servants. - Orders- Issued by Government -
Adopted.

B.P.Ms.No.617

Dated: 17-10-1973

READ the following:

G.O.Ms.No. 181, Finance (F.R.I&L) Dept.,
dated 16-7-1973.

PROCEEDINGS:

The Andhra Pradesh State Electricity Board adopts the orders issued in
G.O.Ms.No.181, Finance (F.R. I&L) Department dated 16-7-1973 (copy enclosed).

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELELCTRICTIY BOARD)

N.RADHAKRISHNA MURTHY
JOINT SECRETRARY(INCHARGE)

To,
The Secretary, A.P.S.E.Board, Hyderabad.
All Chief Engineer.
The Chief Controller of Accounts.

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

LEAVE RULES - Accumulation and availment of Privilage/Earned
Leave by last grade government Servents - Orders- Issued.

G.O.Ms.No. 181

Dated: 30th July, 1973

FINANCE (F.R. I&L) DEPARTMENT

ORDER:

Government have had under consideration for some time past the question of liberalising the leave facilities available for the Class IV employees at present and issue the following orders:-

- (i) Earned leave shall accrue at the rate of 1/11th of the period spent on duty in the case of Government employees belonging to last grade service whose services has been regularised (i.e., probationers and approved probationers) and who have put in 15 years of service. The maximum accumulation of earned leave will be 180 days. Out of this, 20 days can be availed of at any one time.
- (ii) Other last grade Government servants who have put in less than 15 years of service shall continue to earn leave at the rate of only 1/22nd of the period spent on duty as at present. There shall also be no change in the existing provisions regarding limits for accumulation of leave or availment of leave at a time, in respect of these employees.
- (iii) If a regular Government Servant in the last grade service i.e. probationer or approved probationer, is in a vacation Department, his earned leave shall be reduced by 15 days for each year of duty in which he availed himself of the vacation. If, however, he has availed of only a part of the vacation in any year, the period by which the earned leave shall be reduced shall be a fraction of 15 days equal to the proportion which the part of the vacation taken bears to the full period of the vacation.

2. The above orders will apply to the Government servants in last grade service governed by Andhra Pradesh Leave Rules 1933 and three sets of Leave Rules contained in Hyderabad Civil Services Rules.

3. Necessary amendments to Andhra Pradesh Leave Rules 1933 and Hyderabad Civil Services will be issued in due course.

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

N.RAMESAN
SECRETARY TO GOVERNMENT

:: TRUE COPY ::

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Regulations - Andhra Pradesh State Electricity Board Leave Regulations -
Benefit of encashment leave to the Board employees retired prematurely -
Orders - Issued.

B.P.Ms.No.275

Dated: 13-4-1976

READ the following:

1. B.P.Ms.No. 652, dated 8-9-1975.
2. B.P.Ms.No. 800, dated 27-10-1975.
3. B.P.Ms.No. 77, dated 27-1-1976.

PROCEEDINGS:

In the B.P. second cited, it was ordered, among other things, the Board employees shall be allowed to encash earned leave at their credit on the date of superannuation, subject to a maximum of 120 days by the authority competent to sanction pension. It was also ordered that leave salary for this period will not be reduced from pension equivalent of other retirement benefits which will be admissible on the normal date of retirement. The benefit of encashment of leave is, thus, confined to cases of retirement on superannuation pension.

2. The question of extending the said benefit to the Board employee retired prematurely has been considered and it has been decided that the benefit of encashment of leave as contemplated in clause (ii) of para 2 of the B.P. second cited shall also be extended to the Board employees retired prematurely subject to the condition that such encashment of leave shall not, however, constitute extension in Service.

3. The above orders shall come into force with effect from 1-6-1975.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELECTRICITY BOARD)

G.VENKATESWARLU
MANAGER
(General Services)

To,
The Secretary, A.P.State Electricity Board, Hyderabad.
All Chief Engineers.
The Financial Adviser & Chief Controller of Accounts.
The Manager (Personnel Services)

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

REGULATIONS - Andhra Pradesh State Electricity Board Leave Regulations - Benefit of encashment leave to the Board employees retiring voluntarily - Orders - Issued.

B.P.Ms.No.747

Dated: 18-7-1977

READ the following:

1. B.P.Ms.No. 652, dated 8-9-75.
2. B.P.Ms.No. 800, dated 27-10-75.
3. B.P.Ms.No. 77, dated 27-1-76.
4. B.P.Ms.No.275, dated 13-4-76.
5. B.P.Ms.No.809, dated 20-10-76

PROCEEDINGS:

In the B.P. second cited, it was ordered, inter-alia, the Board employees shall be allowed to encash earned leave at their credit on the date of superannuation, subject to a maximum of 120 days by the authority competent to sanction pension. It was also ordered that leave salary for this period will not be reduced from pension and pension equivalent of other retirement benefits which will be admissible on the normal date of superannuation. The benefit of encashment of leave is, thus, confined to cases of retirement on superannuation pension.

2. Subsequently, in the B.P. 4th cited, the said benefit was extended to the Board employee retired prematurely subject to the condition that such encashment of leave shall not, however constitute extension in service.
3. The orders referred to in paras 1-2 above were give effect from 1-8-1975.

4. The question of extending the said benefit to the Board employees retiring voluntarily has been considered and it has been decided that the benefit of encashment of leave as contemplated in clause (ii) of para 2 of the B.P second cited shall be extended to the Board employees retiring voluntarily also subject to the condition that such encashment of leave shall not, however constitute extension in service.

5. The above orders shall come into force with effect from 1-6-1975.

6. This order issues with concurrence of Member (A) vide his U.O.No. 2175/MA/77, dt 2-6-1977.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELELCTRICTIY BOARD)

M.B.BALRAJ
SECRETARY

To,
The Secretary,
A.P.State Electricity Board,
Hyderabad.

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Grant of leave to the employees of the Board belonging to the S.Cs and S.Ts for getting coaching at the Pre-Examination Training Centres set up by the Government - Orders - Issued.

B.P.Ms.No.175

Dated: 17-2-1978

READ the following:

G.O.Ms.No.378, SW Department dated 3rd October, 1977.

.....

PROCEEDINGS:

In the G.O. cited, Government have ordered that Government employees belonging to S.Cs and S.Ts may be allowed to join the Pre-examination Training Course at the centres notified by the Government of India or by the State Government from time to time and be granted leave including extraordinary leave by Heads of Departments in relaxation of provisions of the leave rules by which they governed. The orders have been issued based on the suggestion of the Government of India to extend the said facilities to State Government Servants also.

2. The question of extending the same to the Board employees belonging to S.C.s and S.Ts has been under consideration of the Board for some time past. The Andhra Pradesh State Electricity Board after careful consideration directs that Board employees belonging to S.Cs and S.Ts shall be allowed to join the pre-examination training course at the centres notified by the Government of India or by the State Government from time to time and be granted leave including extraordinary leave by the Heads of Departments in relaxation of provisions of the leave regulations by which they are governed. The S.Cs and S.Ts employees of the Board would be allowed the above facility only once.

3. This order issues with the concurrence of Member (Accounts) vide his U.O.No.666/MA/78, dt. 7-2-1978.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELELCTRICTIY BOARD)

E.A.S.SARMA
SECRETARY

To,
The Secretary,
A.P.S.E Board

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

LEAVE RULES - A.P.S.E Board Leave Rules - Simplification of applicability to regular Board Employees - Orders - Issued.

B.P.Ms.No.452

Dated: 28-4-1984

READ the following:

1. B.P.Ms.No. 542, dated 19-5-78.
2. G.O.Ms.No. 10 F&P (F.W.F.R.I) Department
Dated 10-1-1983

PROCEEDINGS:

The Andhra Pradesh State Electricity Board directs that the orders contained in the G.O. 2nd cited read above (copy enclosed) shall be made applicable to all regular Board Employees governed by the A.P.S.E.Board Leave Regulations.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELELCTRICTIY BOARD)

A. RADHAKRISHNA MURTHY
SECRETARY

To,
The Secretary,
A.P.S.E Board,
Vidyut Soudha,
Hyderabad - 49.

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

LEAVE RULES - Simplification of - Orders - Issued.
FINANCE AND PLANING(FIN-WING FR.I) DEPARMENT

G.O.Ms.No. 10

Dated: 10-1-1983

READ the following:

1. G.O.Ms.No. 384, Finance & Plg. (Fin.Wing. FR.I) Depat. dated 5-11-1977.
2. G.O.Ms.No. 34, Finance & Plg. (Fin.Wing. FR.I) Depat. dated 27-1-1979.
3. Representation from Telengana Non-Gazetted Officers Union.
4. Representation from Confederation of A.P.Government Employees and workers Organisation

ORDER:

Representations have been made that the existing limit of accumulation of earned leave/privilege leave by Government employees may be enhanced from 180 days to 240 days.

2. The Government after careful consideration have decided to allow all regular Government employees to accumulate earned leave/privilege leave upto a maximum limit of 240 days.
3. Necessary amendments to the relevant Rules will be issued separately.

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

K.MADHAVA RAO
SECRETARY TO GOVERNMENT

To,
All the Department of Secretariat.
The Secretary, A.P.S.E.Board, Vidyut Soudha, Hyderabad.

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

A.P.S.E.Board Leave Regulations - Surrender of Earned Leave - Amendment to A.P.S.E.Board Leave Regulation - Issued.

B.P.Ms.No.172

Dated: 12-3-1985

READ the following:

G.O.Ms.No.80, dated 1-2-82.

G.O.Ms.No.81, dated 1-2-82.

PROCEEDINGS:

the existing Leave Regulations, all the Board should have a minimum of 60 days of earned leave at before they apply for encashment of Earned Leave. employees Union have requested that the above condition drawn so that the employee may encash earned leave they accumulate minimum of 15 days of Earned Leave.

2. matter has been examined and the A.P.S.E.Board here by above stipulation that all the Board employeee should return of 60 days earned leave at their credit befor encashment of earned leave, be with drawn.

3. A.P.S.E.Board further orders that all temporary/permanent Board employees will also be eligible to surrender 15 days leave at their credit as on the date of surrender of an interval of 24 months i.e., 2 years.

4. The A.P.S.E.Board Leave Regulations shall stand the extent as in paras 2 and 3 above from the date of order.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELELCTRICTIY BOARD)

B.V.RA
M E M B E R
SSECRETARY

To,
The Member Secretary,
A.P.S.E Board, Hyderabad.

All the Chief Engineers,
Finance Adviser & Chief Controller of Accounts, Hyd.

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Leave Regulations - A.P.S.E.Board Leave Regulations - Encashment of Earned Leave - Changing the Calender Year as Financial Year - Orders - Issued.

PERSONNEL SERVICES

B.P.Ms.No.9

Dated: 5-1-1989

READ the following:

.....

PROCEEDINGS:

The Andhra Pradesh State Electricity Board considered that the Budget for the Board is formulated with reference to the financial year, it will be convenient to formulate the estimates and incur expenditure if the Encashment of leave is allowed to the employee once in a financial year instead of Calender Year.

2. The Andhra Pradesh State Electricity Board after careful consideration and in view of the above, hereby order that the encashment of leave shall be allowed once in every financial year instead of calender year. The employees who encash the leave in the financial year 1980-89 will be again eligible for encashment facility only in the financial year 1989-90.

3. The other instructions and clarification issued from time to time regarding Encashment of Leave shall continue to be operative.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELECTRICTIY BOARD)

J.HARI NARAYAN
MEMBER SECRETARY

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Establishment - A.P.S.E.Board - Sanction of duty leave to Board Employees for prosecuting Higher Studies - Instructions - Issued.

B.P.(P&G-Per) Ms.No. 310

Dated: 15-9-1990

READ the following:

PROCEEDINGS:

Several representations are being received by the Board from the employees both permanent and temporary for sanction of leave including Extraordinary leave for long duration to enable them to complete the higher studies proposed to be prosecuted or already undertaken by them before their entry into Board service on first appointment. No doubt the prosecution of higher studies by the employees will enhance the usefulness of their services to the Organisation for which the employees are being rewarded by sanction of advance increments for certain advanced courses of study like M.Tech, in Engineering and C.A in Accounts Service etc., by way of encouragement vide B.P.Ms.No. 1288 dt. 8-12-1989. But the liberalisation of the treatment of absence of the employees in connection with their studying higher specialised courses as leave eligible, including E.O.L in relaxation of the provisions in the Leave Regulations, is resulting in the concerned employees after successful completion of the course of studies deserting the employment under Board, securing employment elsewhere. Thereby the Board virtually had become a training centre for such employees.

2. To check the tendency of the employees to desert employment under Board after their successful completion of higher studies, the Board issues the following orders:-

In case any employee applies for sanction of leave including E.O.L for longer duration exceeding one period of completion of academic course in the respective faculties for undertaking higher studies, he may be required to make cash deposit of Rs.10,000/- (Rupees ten thousand only) with Board, which

will not bear interest, as long as the employee continues to be on leave and his/her shadow lien and seniority rights are maintained in the Board Service as result of the leave for longer duration granted. If the employee does not resume duty in the Board Service after completion of course of study and on expiry of leave sanctioned, the deposit will be forfeited and no refund is made. Such forfeiture will be without prejudice to the claims of the Board to institute appropriate legal proceedings against the employee concerned for the amounts recoverable towards other dues to Board including Bond amount in name of direct recruits besides losses caused to the Board if any.

3. These orders will come into force with immediate effect and shall apply to all cases of leave sanctions for longer duration for study purposes. Any omission in implementation of the orders will render the concerned Officer sanctioning the leave liable for disciplinary action.

4. The receipt of the B.P. should be acknowledged early.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELECTRICITY BOARD)

A.P.V.N. SARMA
MEMBER SECRETARY

To,
All Superintending Engineers,
All the Chief Engineers,
including all Zonal Chief Engineers Elec.
The Chief Engineers Elec.

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Establishment - Andhra Pradesh State Electricity Board Grant of Special Casual Leave to employees in O&M and W.C establishment, undergo sterilisation operation - Revised orders - ISSUED.

B.P.Ms.No.344

Dated: 13-4-1977

READ the following:

1. B.P.Ms.No. 240, dated 19-3-1968.
2. Boards Memo No. 17586-J2/68-3, dated 20-5-1968

PROCEEDINGS:

In partial modification of orders issued in the B.P. first cited, the Andhra Pradesh State Electricity Board directs that when an employee in O&M and work charged establishment undergoes sterilisation operation (Vasectomy or Salpingectomy) under the Family Planning Scheme, 5 days special leave on full pay shall granted

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELECTRICITY BOARD)

M.B.BALRAJ
SECRETARY

To,
The Secretary, A.P.S.E Board, Hyderabad.

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

ESTABLISHMENT - Construction Staff - Extension of benefits enjoyed by O&M staff to those construction staff in O&M Circles, T.L.C circles and Projects who have put in 10 years service - Orders -Issued.

B.P.Ms.No. 181

Dated: 18-2-1978

ORDER:

After careful consideration, the Andhra Pradesh State Electricity Board accords approval for extension of the following benefits enjoyed by O&M staff to the Construction staff in O&M circles, T.L.C circles and Projects who have put in more than 10 years of service:-

- i) Earned leave encashment benefit of 15 days per annum.
- ii) Earned leave at 1/11 of duty period upto a maximum of 120 days as against 45 days as at present.
- iii) Leave on half pay for a total period of One year during the entire service as against 12 days per year.

The above orders will come into force with effect from 1.1.1978.

2. This order issues with the concurrence of Member (Accounts) vide U.O.No.nill, dated 16.2.1978.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELELCTRICTIY BOARD)

E.A.S.SARMA
SECRETARY

To,
All Superintending Engineers.
All Divisional Engineers/Executive Engineers.

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Establishment - Andhra Pradesh State Electricity Board - Leave Rules - Simplification of orders issued - Applicability to Operation & Maintenance staff and Construction staff who have completed 10 years of service - orders - Issued.

B.P.Ms.No. 370

Dated: 12-5-1980

READ the following:

1. G.O.Ms.No. 384, Finance & Plg (Fin Wing - FR-I) Dept., dt. 5-11-1977.
2. B.P.Ms.No. 542, dt. 19-5-1978.

PROCEEDINGS:

In the G.O. cited orders were issued regarding crediting of 30 days Earned leave in two instalments at the rate of 15 days on the first January & July every year.

2. In the B.P. cited the orders contained in the above G.O. were made applicable to all Board employees viz., non-workmen and office staff.
3. The workers have represented that the above facility may be considered for Operation & Maintenance Staff and Construction staff also.
4. After careful consideration the Andhra Pradesh State Electricity Board hereby extends the orders issued in B.P.Ms.No. 542, dated 19-5-1978 to Operation and Maintenance staff and Construction staff who have completed 10 years of service.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELECTRICITY BOARD)

N.RADHAKRISHNA MURTHY
SECRETARY

To,
All the Chief Engineers,

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

ESTABLISHMENT - O&M and Construction Staff- Maximum accumulation of earned leave upto 240 days - Extension to O&M and Construction Staff- Orders - Issued

B.P.Ms.No. 361

Dated: 25-4-1988

READ the following:

1. B.P.Ms.No. 181, dated 18-2-78.
2. B.P.Ms.No. 452, dated 28-4-84.
3. B D's MEMO NO.DM(IR) P.O.2.1/550/87-1, Dt.27-5-87

ORDER:

The Andhra Pradesh State Electricity Board directs that the maximum limit of accumulation of earned leave shall be enhanced from 180 days to 240 days in respect of O&M Staff and also such Construction Staff as have completed two years of service in Operation and T.L.C Circles and 10 years of service in other Construction Projects etc.

2. This order issues with concurrence of Member (Accounts) vide his U.O.No. 850/MA/88, dated 25-3-1988.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELECTRICITY BOARD)

J.K.SARMA

MEMBER SECRETARY (A/C)

To,
All the Chief Engineers,
Finance Adviser & Chief Controller of Accounts, Hyd.
All Superintending Engineers.
All Divisional Engineers/Executive Engineers.

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

ESTABLISHMENT - A.P.S.E.Board Construction Staff - Extension of Benfits enjoyed by O&M Staff to the Construction Staff in Operation and T.L.C Circles who have put in more than 2 years of Service - Orders - Issued.

B.P.Ms.No. 390

Dated: 27-4-1988

READ the following:

1. B.P.Ms.No. 867, dated 8-8-1977.
2. B.P.Ms.No. 527, dated 16-5-1978.
3. B.P.Ms.No. 62, dated 5-2-1980.
4. B.P.Ms.No. 63, dated 5-2-1980.
5. B.P.Ms.No. 64, dated 5-2-1980.
6. B.P.Ms.No. 65, dated 5-2-1980.
7. B.P.Ms.No. 370, dated 12-5-1980.
8. Memo.No. DM (IR)/PO-1, 3/1625/81-1, dated 2-12-1981.
9. B.P.Ms.No. 746, dated 12-5-1983.
10. Memo.No. DM (IR)/PO-2, 1/550/87-1, dated 27-5-1987.

The Andhra Pradesh State Electricity Board hereby extends all the benefits ordered in the B.P.s/Memo's referred to above to the Construction Staff in Operation and T.L.C circles, who have put in more than two years of service.

2. The orders in para 1 above should be made applicable to the employees only from the date completion of the period of two years or 27-5-1987 i.e., the date of Board's Memo last cited, whichever is later.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELELCTRICTIY BOARD)

J.K.SARMA
MEMBER SECRETARY (A/C)

To,
All Members of the Board/D.P.
All the Chief Engineers.

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

ESTABLISHMENT - O&M Staff - Construction staff and N.M.R. Staff -
Sanction of special Disability leave in respect of those who are injured due to
accidents while on duty - Orders -Issued.

PERSONNEL SERVICES

B.P. Ms.No. 434

Dated: 27-5-1988.

PROCEEDINGS:

READ the following:

All the three recognised employees Unions (viz.) A.P.E.E Union 1104, A.P.S.E.Board Employees Union 327 and T.N.V.K.S. B-1245, have requested to consider the question relating to sanction of full pay for the period of treatment for injury caused due to accidents to O&M Staff/construction staff and N.M.R staff on par with other employees of Board and this is under examination of the Board for some time.

2. After careful consideration, the A.P.State Elec.y.Board directs that the benefit of Regulation 22 of the A.P.S.E.Board Leave Regulation be extended to O&M Staff, construction staff and N.M.R. Staff, who met with accidents while on duty, provided that the injury caused by the accident is not due to the carelessness of the employee i.e., under influence of alcohol, drugs or wilful disobedience of orders or wilful removal or safety devices.

3. For the purpose of classification of O&M staff, construction staff and N.M.R staff for the purpose of regulation 22(7) (a) of the A.P.S.E.Board Leave Regulations, the employees coming under the categories of Helper and below shall be treated as equal to class IV and the employees coming under categories above that of Helper shall be treated as equal to Class-III.

4. The Chief Engineer Elec.y., concerned shall divide these cases upto all levels and send a copy of the order in each case

to Board for information and statistical purpose. The Director Personnel shall put up are view of such orders, once in an year to the Board for information.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADÉSH
STATE ELELCTRICTIY BOARD)

K.SWAMINATHAN
MEMBER SECRETARY

To,
All the Chief Engineers,
F.A. &C.C.A./A.P.S.E.Board
All Superintending Engineers.
All Divisional Engineers/Executive Engineers.

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Delegations - Delegation of Powers to the Chairman, for extension of benefit of full pay leave in lieu of half pay leave in terms of B.P.Ms.No. 1333 of Dt13-12-1978 to O&M staff and Construction staff with more than 10 years of service in individual cases - Orders - Issued.

B.P.Ms.No. 746

Dated: 1-9-1983

READ the following:

1. B.P.Ms.No. 1333, dated 13-12-1978.

PROCEEDINGS:

The Andhra Pradesh State Electricity Board hereby delegates powers to its Chairman, for sanction of the full pay leave in lieu of half pay leave in terms of B.P.Ms.No. 1333, dt. 13-12-1978 to O&M staff and Construction staff with more than 10 years of service in individual cases.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELELCTRICTIY BOARD)

N.Radhakrishna Murthy
Secretary

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Andhra Pradesh State Electricity Board - Grant of leave on average pay for 6 months to Board Employees affected by Leprosy, Tuberculosis, Cancer, Mental illness and Heart diseases - Orders - Issued.

B.P.Ms.No. 1333

Dated: 13-12-1978

READ the following:

1. G.O.Ms.No. 234, Finance & Plg. (Fin.Wing. FR.I) Depat. dated 29-8-1975 (copy enclosed).
2. G.O.Ms.No. 386, Finance & Plg. (Fin.Wing. FR.I) Depat. dated 6-9-1975 (copy enclosed).
3. G.O.Ms.No. 449, Finance & Plg. (Fin.Wing. FR.I) Depat. dated 28-10-1976 (copy enclosed).

The Andhra Pradesh State Electricity Board directs that the orders issued in G.O.s (1) to (3) read above shall be extended to all the regular Board employees who are affected by leprosy, Tuberculosis, Cancer, Mental illness and Heart diseases.

Necessary amendments to the Andhra Pradesh State Electricity Board Leave Regulations will be issued separately.

(BY ORDER AND IN THE NAME OF THE A.P.S.E.BOARD)

E.A.S.Sarma
Secretary

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Andhra Pradesh Leave Rules - Extension of leave benefits as to permanent Class IV Government Servants to the employees Superior Service - Orders - Issued

FINANCE & PLANNING (FIN. WING. F.R.I) DEPARTMENT

G.O.Ms.No. 234

G.M.Os NO.188 FIN(F.R.I&L) DEPARTMENT

DATE 30-7-1973

Dated: 29th August, 1975

Read the following:-

ORDER:

In the G.O. 1st cited, order have been issued extending the provisions of rule 29 (b) of the Andhra Pradesh Leave Rules, 1933 to the permanent Last Grade Government Servants who suffer from cancer or mental illness also besides leprosy or tuberculosis patients, subject to the other conditions for grant of such leave.

Cases in which, a number of Government servants in superior services who are afflicted with one of the above diseases which are devastating in their impact and need costly treatment are being referred to Government for relaxation of rules in individual cases. As there is no provision to extend such a concession to the employees in superior service as the rules stand and in view of the misery visiting the families of such Government servants, the Government have after careful consideration decided to extend the concession now available to the permanent Class IV Government servants to all non-gazetted Officer drawing pay upto Rs. 500/- per mensem in the Dearness allowance merged scale 1974.

2. These order are also applicable to the employees allowed by the three sets of leave rules contained in Hyderabad Leave Service Rules, Volume II.

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

B.P.R. Vithal
Secretary to Government

TRUE COPY

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Andhra Pradesh Leave Rules, 1933 - Rule 29 of the Andhra Pradesh Leave Rules - Orders - Issued

FINANCE & PLANNING (FIN. WING. F.R.I) DEPARTMENT

G.O.Ms.No. 386

Dated: 6th September, 1975

Read the following:-

1. G.O.Ms.No. 188, Finance (FR I) Department, dated 30-7-1976.
2. G.O.Ms.No. 234, Finance & Planning. (Fin.Wing. FR.I) Department. dated 29th August, 1975.
3. From the President, A.P Secretariat Associating, representation, dated 24 the July, 1976.

ORDER:

Orders issued in the G.Os cited, provided for the drawal of full pay to the extent of six months, in lieu of six months half pay leave, if at credit, by Government servants drawing pay upto Rs. 500/- per mensem suffering from Leprosy, Tuberculosis/Cancer and Mental illness.

2. In the representation third cited, it has been requested to extend this facility to all Government servants drawing pay upto Rs. 1,000/- per mensem.
3. Government after careful consideration, have decided to extend the said facility to all regular Government servants who are eligible for half pay leave, irrespective of their pay limit, subject to the other conditions for grant of such leave.
4. These order are also applicable to the Government servants governed by the three sets of leave rules contained in Hyderabad Civil Services Rules, Volume II

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

TRUE COPY

B.P.R. Vithal
Secretary to Government

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Andhra Pradesh Leave Rules - Sanction of leave to Government Employees suffering from "Heart Attack" - Orders - Issued

FINANCE & PLANNING (FIN. WING. F.R.I) DEPARTMENT

G.O.Ms.No. 449

Dated: 28th October, 1976

Read the following:-

1. G.O.Ms.No. 188, Finance (FR I&L) Department, dated 30-7-1973.
2. G.O.Ms.No. 234, Finance & Planning. (Fin.Wing. FR.I) Department. dated 29-8-1975.
3. G.O.Ms.No. 386, Finance & Planning. (Fin.Wing. FR.I) Department. dated 6-9-1976.

ORDER:

In the GO 3rd cited, order have been issued for the drawal of full pay to the extent of six months in lieu of six months half pay leave if at credit, by all regular Government servants suffering from Leprosy/Tuberculosis/Cancer and Mental illness irrespective of their pay limit.

2. Now a point has arisen as to whether the above facilities may be extended to those who suffer from Heart Attack also or not.
3. Government after careful consideration, have decided to extend the said facility to all regular Government servants who are who are afflicted by Heart Disease also, subject to the other conditions for grant of such leave.
4. These order are also applicable to the Government servants governed by the 3 sets of leave rules contained in Hyderabad Civil Services Rules, Volume II

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

:: TRUE COPY ::

B.P.R. Vithal
Secretary to Government

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

ESTABLISHMENT - O&M and Construction Staff - Certain Leave benefits on par with the Office Staff - Orders - Issue.

B.P.Ms.No.89

PERSONNEL SERVICES

Dated: 25-1-1990

READ the following:

1. B.P.Ms.No. 181, dated 18-2-1978.
2. Boards Memo No. DP/DM(IR) - P.O 2.1./550/87-1 dated 27-5-1987.
3. B.P.Ms.No. 390, dated 27-4-1988.

PROCEEDINGS:

In B.P.Ms.No. 181, dated 18-2-1978, orders were issued extending certain leave benefits enjoyed by the O&M Staff to the Construction Staff with 10 years or more service. In the memo second read above, order were issued that the benefits mentioned in the B.P first cited be extended to the construction staff in operation and T.L.C. Circles with more than two years of service. The Employees's Unions have represented that the benefits in the said B.P. may also be extended to the construction staff in projects also with more than two years of service on par with the construction staff in operation and T.L.C.Circles.

2. The Employees Unions have also represented for extension of the certain leave benefits like Casual leave, Optional Holidays, etc., as enjoyed by the Office Staff O&M and Construction Staff.

3. After careful consideration the Andhra Pradesh State Electricity Board directs that the Construction Staff in Projects, etc., with more than two years of service are also entitled for the benefits mentioned in the B.Ps cited on par with the Construction Staff in operation and T.L.C Circles Uniformly.

4. The Andhra Pradesh State Electricity Board also directs that the O&M Staff and Construction staff with more than two years of service are also entitled to 15 days Casual Leave and also for 5 Optional Holidays from among the approved optional holidays for availment by the O&M and Construction on par with Office Staff.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELELCTRICTIY BOARD)

A.P.V.N SARMA
MEMBER SECRETARY

To,
All the Chief Engineers,
All Superintending Engineers.
All Divisional Engineers/Executive Engineers etc.

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

ESTABLISHMENT - O&M and Construction Staff and N.M.R Staff - Sanction of Special disability leave in respect to those who are injured due to accidents while on duty - Orders - Issued. Ammendments-Issued.

B.P.(P&G.PER) Ms.No. 53

Dated: 26-4-1990

READ the following:

B.P.Ms.No. 434, dated 27-5-1988.

PROCEEDINGS:

The following amendment is issued to B.P.Ms.No. 434, dated 27-5-1988.

AMMENDMENT:

Substitute the following for the existing para-3 of B.P.Ms.No.434, dated 27-5-1988.

“For the purpose of classification of O&M of Staff, Construction Staff and N.M.R Staff for the purpose of Regulation - 22(7) (a) of the A.P.S.E.Board Leave Regulations, the employees coming under the categories of below the Helper, shall be treated as Class-IV and the employees coming under the Category of Helper or equivalent and above shall be treated as Class-III.

2. This order issues with the concurrence of Member (Accounts) vide his U.O.No. 773/MA/90; dt. 20-4-1990.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELECTRICTY BOARD)

A.P.V.N SARMA
MEMBER SECRETARY

To,
All the Chief Engineers,

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

A.P.S.E.Board - O&M and Construction Staff - Extension of Certain leave benefits on par with Office Staff - Orders - Issued.

B.P.(P&G.PER) Ms.No. 370

Dated: 11-12-1990

READ the following:

As per the Finalised draft leave rules to the O.S.S., the total amount of leave on Medical certificate admissible to any employee during his service shall not exceed one year on half pay, which may be commuted into six months leave on full pay in all, provided that such commuted leave shall not be granted for more than one month at any time. There has been representations requesting to extend the leave benefits to the O&M/Construction Staff on par with Office staff.

2. After careful consideration, the A.P.S.E.Board directs as follows:-

(i) The employees coming under the categories of below the Helpers shall be treated as Class-IV and the employees coming under the category of Helpers or equivalent and above, shall be treated as Class-III employees.

(ii) The O&M Staff/Construction staff who have put in more than two years of service shall be eligible for half pay leave as follows:-

Class of employees	Rate	Leave eligible
(a) Class-III employees	Twenty days	for each completed year of service
(b) Class-IV employees	Fifteen days Twenty days	for each completed year of service during the first twenty years of service Thereafter

(iii) Half Pay leave is admissible in respect of period spent on duty and on leave including extraordinary leave.

(iv) The leave already taken as leave on Medical certificate shall be debited against the leave due or admissible under these orders.

(v) When commuted leave is sanctioned, twice the amount of such leave shall be debited against the Half Pay leave account and an employee can commute Half pay leave into full pay upto two hundred and forty days (240 days) on medical grounds in the entire service but can only avail two months at a time.

(vi) No commuted leave may be granted to an employee unless the authority competent to sanction leave has reason to believe that the Board employee will return to duty on its expiry. however when commuted leave is sanctioned to an employee and when the employee intends to retire or resign subsequently, the commuted leave shall be converted to Half Pay leave and the difference between the leave salary in respect of commuted leave and Half Pay leave should be recovered from him. An undertaking to this effect should therefore be taken from the employee whenever commuted leave is sanctioned to him. in all cases of resignation and voluntary retirement refund of excess leave salary should be enforced, while in cases where he is compulsorily retired by reasons of ill health, incapacitating him for future service, no refund should be enforced.

3. The above Orders shall come into force from the date of issue of this Order.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELELCTRICTIY BOARD)

A.P.V.N SARMA
MEMBER SECRETARY

To,
All the Superintending Engineers.

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

ESTABLISHMENT - APSEB - Encashment of earned leave to the maximum extent of 240 days at the time of retirement either on superannuation or premature/ voluntary retirement or dieing while in service in respect of Operation and Maintenance and Construction Establishment Staff - Orders - Issue.

B.P.(P&G.PER) Ms.No. 69

Dated: 16-5-1991

READ the following:

- 1.B.P.Ms.No. 800, dated 27-10-1975.
- 2.B.P.Ms.No. 275, dated 13-4-1976.
- 3.B.P.Ms.No. 747, dated 8-7-1977.
- 4.B.P.Ms.No. 545, dated 19-5-1978.
- 5.B.P.Ms.No. 64, dated 5-2-1980.
- 6.B.P.(P&G-Per)Ms.No. 388, dated 20-12-1990.

PROCEEDINGS:

The Andhra Pradesh State Electricity Board after careful consideration directs that the employees of the Board borne under Operation and Maintenance Establishment shall be allowed the benefit of encashment of earned leave at their credit as on the date of retirement, subject to a maximum of 240 days.

2. These orders shall apply to the cases of retirement on superannuation or premature or voluntary retirement and also in respect of the employees dieing while in service.
3. The above order shall also apply to the employees of the Board borne on Construction Establishment on completion of 2 years of service.
4. These orders shall come into force with effect from 31-3-1990:

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH
STATE ELECTRICITY BOARD)

A.P.V.N SARMA
MEMBER SECRETARY

To,
The Member Secretary,
A.P.S.E.Board, Hyderabad.