

## RIGHT TO INFORMATION ACT, 2005

Rule 4 (1) b (v)

### **Rules, regulations, instructions, manuals and records under control and used by employees for discharging functions**

The A.P.T.W.R.E.I Society(Gurukulam) will follow the rules and regulations as issued by Government from time to time. A. P. State and Subordinate Service Rules 1996, A.P. C.C.A Rules 1991, A.P. Leave Rules 1966, A.P. Last Grade Service Rules, Budget Manual, F.R., Financial Code, Treasury Code, Pension Code G.O.123 & 143.

#### **Instructions**

The Department will follow the rules issued by Government from time to time.

#### **Manuals and records**

The Department has Annual Confidential Reports and Annual Property Statements of each employee like wise SRs & other records as per rules in vogue.

The rules, regulations, instructions, manuals and records, held by the organization or under its control or used by its employees for discharging its functions.

Sl. No	Description/ List of the contents	Publication & year
01.	A.P. Civil Services (CCA Rules 1991)	Adapala Rama Murthy, Advocate/2011 & Padala Rami Reddi/2009
02.	A.P. Civil Services (Conduct) Rules 1964	
03.	A.P. Ministerial Services Rules 1998	
04.	A.P. General Subordinate Services Rules 1995	
05.	A.P. State and Subordinate Service Rules 1996	
06.	A.P. Last Grade Service Rules 1992	
07.	Fundamental Rules and Subsidiary Rules	Padala Rama Reddi & Padala Srinivasa Reddy/2011
08.	A.P. Leave Rules 1993	Padala Rama Reddi & Padala Srinivasa Reddy/2010
09.	A.P. Revised Pension Code (Rules), 1980	Padala Rama Reddi & Padala Srinivasa Reddy /2011
10.	A.P. District Office Manual	Sri Gade Veera Reddy/2007
11.	Manual of Special Pay and Allowances	Padala Rama Reddi/1984
12.	A.P. Integrated Medical Attendance Rules	Udyoga Kranthi/2008

13.	A.P. Financial (Rules) Code	Padala Rama Reddi & Padala Srinivasa Reddy/2009
14.	Right to Information Practical Hand Book	V. K. Puri/2010
15.	Gurukulam Bye-Laws, 1997	APTWREI Society(Gurukulam), Hyderabad(Connected webset: <a href="http://www.aptwgurukulam.gov.in">www.aptwgurukulam.gov.in</a> )
6.	Gurukulam - Recruitment Rules - 1999 (As amended in VIII BoG held on 17.08.2004)	APTWREI Society(Gurukulam), Hyderabad(Connected webset: <a href="http://www.aptwgurukulam.gov.in">www.aptwgurukulam.gov.in</a> )

**SERVICE (DISCIPLINE AND APPEAL) RULES OF THE ANDHRA  
PRADESH TRIBAL WELFARE ASHRAM AND RESIDENTIAL  
EDUCATIONAL  
INSTITUTIONS SOCIETY**

P A R T - I GENERAL

These rules may be called the Service (discipline and Appeal) Rules. 1997 of the Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society (Regd.) Hyderabad.

2. They shall apply to every person employed in the office of Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society and Andhra Pradesh Tribal Welfare Residential Schools / Colleges except as mentioned in Rule 4 below.
3. They shall be deemed to have come into force with effect from 1998.
4. These rules do not apply to the persons deputed from the State Government of Andhra Pradesh.
5. If any doubt arises as to whether these rules apply to any person. The matter shall be referred to the Chairman. Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society and his decision thereon shall be final.

## P A R T - II DISCIPLINE

6. (1) The following penalties may, for good and sufficient reason, be imposed upon an employee of the office of Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society and Andhra Pradesh Tribal Welfare Residential Schools / Colleges.
- i. Censure
  - ii. Fine
  - iii. With holding of increments or promotion
  - iv. Reduction to a lower rank in the seniority list or to a lower post, whether in the same class or any other class or category or to a lower time–scale or to a lower stage in a time-scale.
  - v. Recovery from pay of the whole or any part of the pecuniary loss caused by negligenced or breach of orders.
  - vi. Compulsory retirement from service of the Society.
  - vii. Removal from the service of the Society.
  - viii. Dismissal from the service of the Society.
  - ix. Suspension, where a person has already been suspended under rule 7 to the extent considered necessary.
2. a) the discharge of a person appointed temporarily on the expiry of the period of the appointment does not amount to removal or dismissal within the meaning of this rule.
- b) The reversion of a person from the Society to his parent department shall not amount to reduction within the meaning of this rule.

EXPLANATION: The removal of a person from the service of the Society shall not disqualify his from future employment under the Society. But the dismissal of a person from the service of the Society shall disqualify him from further employment under the Society.

- c) The stoppage or postponement of increment on account of extension or probation does not amount to withholding of increments within the meaning of this rule.
- d) Non-promotion, whether in a substantive or officiating capacity, of a member of the service in class, category or grade of the service, after consideration of his case of merits, a higher class, category or grade in the same service to which he is eligible does not amount to withholding of promotion under this rule.
- e) The penalty of fine shall be imposed only on persons other than Record Assistant in Class of the service of the Society and on employees paid from contingencies.

7. (a) An employee may be placed under suspension from service pending investigation or enquiry into grave charges where such suspension is necessary in public interest.

Provided that where an employee has been suspended by the competent authority and the investigation on has not been completed and the action proposed to be taken in regard to his has not been completed within a period of six months from the date of suspension the fact shall be reported to the Chairman. Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society. If suspended by the Secretary, Andhra Pradesh Chairman, District Society and to the Board of Governors, if suspended by the Chairman, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society, for such orders, as he or it may pass.

- (b) An employee who is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty eight hours. Shall be deemed to have been suspended with effect from the date of detention by an order of the authority competent to impose the suspension and shall remain under suspension until further orders.
- (c) An employee under suspension shall be entitled to the payment of a subsistence allowance at the rate laid down in the F.Rs.
- (d) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee who has been placed under suspension is set aside on appeal under these rules. And the case is remitted for further enquiry or action or with any other directions, the order of suspension on such employee shall be deemed to have continued in force on and from the date of the original order of dismissal. Removal or compulsory retirement and shall remain in force until further orders.
- (e) Where a penalty of dismissal, removal or compulsory, retirement from service upon an employee is set aside, or declared or rendered void in consequence of or by a decision of a court of law, and the authority competent to impose the penalty. On a consideration of the circumstances of the case, decides immediately thereafter to hold a further enquiry against him on the allegation on which the penalty of dismissal removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the authority competent to suspend him from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- (f) An order of suspension made or deemed to have been made under this rule may, at any time, be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.
8. The authority competent to impose the penalties specified in rule 6 shall be as specified in the scheduled to these rules.

9. (1) Where, on promotion or transfer, a member of the Society is holding an appointment in another class, category or grade thereof no penalty shall be imposed upon him in respect of his work or conduct before such promotion or transfer except by an authority competent to impose the penalty upon a member of service in the latter class, category, or grade, as the case may be. This provision shall apply also to cases of transfer of promotion of a person from a post under the jurisdiction of one authority to that of another authority within the same class, category or grade.

(2) Where a person has been reverted or reduced from one class, category or grade of a service to another class, category or grade there no penalty shall be imposed upon him in respect of his work or conduct while he was a member of the class, category or grade, as the case may be from which he was reverted or reduced, except by an authority competent to impose the penalty upon a member of such class, category or grade.

10. 1. No order imposing on an employee a penalty specified in item (i), (ii), (iii), (v) or item xx (ix) of sub-rule (1) or rule 6 shall be passed, except after.

- (a) The employee is informed in writing of the proposal to take action in regard to him and of the allegations on which the action is proposed to be taken, and is given an opportunity to make any representation he may wish to make. and
- (b) such representation, if any, is taken into consideration by the authority competent to impose the penalty.

2. (a) In every case where it is proposed to impose, on an employee, any of the penalties specified in item (iv), (vi), (vii) or (viii) of sub-rule (1) of rule. 6 the authority competent impose the said penalty shall appoint an enquiry officer who shall be superior in rank to the person on whom it is proposed to impose the penalty or shall itself hold an enquiry. In every such case. The grounds on which it is proposed to take action shall be reduced to the form of definite charge or charges, which shall be communicated to the person charged. Together with a statement of the allegation on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders in the case. He shall be required within a reasonable time to file a written statement of his deference and to state whether he desires an oral enquiry or to be heard in person or both. The person charged may, for the purpose of preparing his deference, be permitted to inspect and take extracts from such official records as he may specify. Provided that the enquiry officer may. For reasons to be recorded in writing refuse such permission, if in his opinion such records are not relevant for the purpose of the enquiry or it is against public interest to allow access thereto. On receipt of the statement of deference within the specified time or such further time as may have been allowed, an oral enquiry shall be held if such an enquiry is desired by the person charged or is decided upon by the enquiry officer or is directed by the competent authority. At that enquiry oral evidence shall be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross examine the witnesses who give evidence in person and to have such witnesses called as he may wish. Provided that the enquiry officer may. For special and sufficient reasons to be recorded in writing, refuse to call any witness. After the oral enquiry is completed, the person charged shall be entitled to file. If he so desires, a further written statement in his deference. If no oral enquiry is held and the person charged desires to be heard in person a personal hearing shall be given to him. The enquiry officer shall, on completion of the enquiry or the personal hearing of the person charged or both forward the proceedings of the enquiry to the authority competent to impose the penalty unless he is himself such an authority. The proceedings shall contain the charges framed against the person charged along with the grounds therefore, written statement filed in deference. If any. A sufficient record of the evidence adduced during the oral enquiry a memorandum of the points urged by the person charged during the personal hearing. If any, a statement of the findings of the enquiry officer on the different charges and the grounds therefore.

(b) Except under very special circumstances to be recorded in writing by the enquiry officer or any officer to whom an appeal may be preferred, no pleader or any agent shall be allowed to appear either on behalf of the Society or on behalf of the person charged before the enquiry officer.

Provided that when a request is made by the person charged for engaging a counsel on the ground that he is not acquainted with the language in which the enquiry is conducted, the enquiry officer or the officer to whom an appeal may be preferred shall allow the person charged to be represented by a counsel.

(c) After the authority competent to impose the penalty mentioned in clause (a) has arrived at a provisional conclusion in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiry officer and be given a reasonable opportunity of making a representation within a reasonable time. Not ordinarily exceeding one month. On the penalty proposed. Any representation made in this behalf by the person charged shall be duly taken into consideration by the competent authority before final orders are passed.

Provided that such representation shall be based only on the evidence adduced during the enquiry referred to in clause (a).

(d) The authority imposing any penalty under these rules shall maintain a record showing:-

- i. The allegations upon which action was taken against the person punished.
- ii. the charges framed, if any;
- iii. the person's representation, if any, and the evidence taken, if any, and
- iv. the findings and the grounds therefore.

(c) Every order imposing the penalty shall state the grounds on which it is passed and shall be communicated in writing to the person concerned.

3. (a) Nothing in sub-rule (1) & (2) shall apply where it is proposed to impose on an employee any of the penalties mentioned in rule 6 on the ground of conduct which has led to his conviction on a criminal charge or where the authority competent to impose any such penalty is satisfied that for some reason it is not reasonably practicable to hold such enquiry or give such opportunity as is mentioned in the said sub-rule.

(b) The provisions of sub-rule (2) shall not apply where the Chairman Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions society is satisfied that in the interest of the security of the society. It is not expedient to hold such enquiry or give such opportunity.

4. (a) All or any of the provisions of sub-rule (1) and (2) may in exceptional cases and for special and sufficient reasons to be recorded by the competent authority in writing be waived where there is a difficulty in observing fully the requirements of these sub-rule and those requirements can be waived without causing any injustice to the person charged.

(b) If any question arises whether it is reasonable to hold any such enquiry or give any such opportunity as is mentioned in sub-rule (1) and (2) of the decision thereon of the authority competent to impose the penalty shall be final.

(c) The provisions of sub-rule (2) may be waived in the case of deficiency in the stores detected at the time of stock-taking which is caused by negligence or breach of orders while he is in charge of such stores and the authority competent to write off the loss caused to the society by such deficiency is of opinion that the loss does not exceed rupees one hundred and that it should be recovered from the pay of such member. In such a case, the member shall before the recovery is ordered to be made from his pay be given a reasonable opportunity of making representation on the penalty proposed.

11. Every employee of the society shall be entitled to appeal as hereinafter provided form on order passed by an authority:
  - (a) Imposing upon him any of the penalties specified in rule 6 or
  - (b) Placing him under suspension under rule 7.
  
12. (1) In the case of an appeal from an order imposing any penalty specified in rule 6 the appellate authority shall consider;
  - (a) Whether the facts on which the order was based have been established:
  - (b) Whether the facts established afford sufficient ground for taking action: and
  - (c) Whether the penalty is excessive, adequate or inadequate and after such consideration, shall pass such order as it thinks proper provided that
    - (i) No order enhancing the penalty shall be passed unless the appellant is given an opportunity of making representation on the enhanced penalty proposed : and
    - (ii) If the enhanced penalty which the appellate authority proposed to impose is one of the penalties specified in clauses (iv) to (viii) of rule 6 and an enquiry under rule 10 has not already been held in the case, the appellate authority shall subject to the provisions of that rule hold such an enquiry or direct that such enquiry be held and thereafter on consideration of the proceedings of such enquiry and after giving the appellant an opportunity of making representation on the penalty proposed, pass such orders as it may deem fit.

(2) The appellate authority shall also consider whether the authority which imposed a penalty has followed strictly the procedure prescribed in these rules before such penalty was imposed. Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers for reasons to be recorded in writing that the error or defect has neither caused injustice to the person concerned nor has materially affected the decision in the case.
  
13. Every person preferring an appeal shall do so separately and in his own name.
  
14. Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, but shall not contain any disrespectful or improper language. It shall be self – contained with copies of orders or other documents. Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the proper channel. Provided that an advance copy of the appeal may be submitted direct to the appeal authority. Simultaneously with the original which is submitted through the proper channel.

15. An appeal may be withheld by an authority not lower than the authority from whose order it is preferred if
- (i) it is an appeal in a case in which under these rules no appeal lies
  - (ii) it does not comply with all or any of the provisions of rule 14
  - (iii) it is not preferred within two months from the date on which the appellant was informed of the order appealed against and no sufficient cause is shown for the delay.
  - (iv) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal was decided and no new facts or circumstances are adduced which could afford grounds for a reconsideration of the case : or
  - (v) it is addressed to an authority to which no appeal lies under these rules.
- Provided that in every case in which an appeal is withheld the appellant shall be informed of the fact and the reasons therefore xProvided further that an appeal withheld on account merely of the failure to comply with the provision of rule 14 shall not be so withheld if it is resubmitted at any time within one month from the date on which the appellant was informed of the withholding of the appeal, after complying with these provisions.
16. When appeal is withheld, a copy of the order withholding the appeal shall invariably be submitted to the authority to whom the appeal is addressed.
17. No appeal shall lie against the withholding of an appeal by a competent authority.
18. Every appeal which is not withheld under these rules shall be forwarded to the appellate authority on whose order the appeal is preferred with an expression of his opinion.
19. An appellate authority may call for any appeal admissible under these rules which has been withheld by a sub-ordinate authority and may pass orders thereon as it considers fit.
20. (1) (a) The authority by whom an order imposing a penalty specified in rule 6 may be reversed or altered in cases in which an appeal is preferred shall be the appellate authority prescribed in the rules or any higher authority.
- (b) No appellate authority shall entertain an appeal from any order passed by himself. In such a case, the appeals should be disposed of by the authority next above the appellate authority and, if there is no such authority. By an authority appointed by the Board of Governors of Andhra Pradesh Tribal Welfare Residential and Ashram Educational institutions society.

(2) Notwithstanding any thing in sub-rule(1). The Board of Governors of Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society may of its own motion or otherwise revise for good and sufficient reasons to be recorded in writing an original order or an order passed on appeal :  
provided that an order enhancing a penalty shall not be passed without following the procedure laid down in the provision to sub - rule (1) of rule 12.

21. Nothing in these rules shall operate to deprive any person any right of appeal. Which he would have had, if these rules had not been made in respect of any order passed before the commencement of these rules. An appeal pending at the time when or preferred after these came into force shall be deemed to be an appeal under the rules, and rule 12 shall apply as if the appeal against an order appealable under these ruels.
22. The persons deputed from the State Government of Andhra Pradesh shall be governed by the Andhra Pradesh Civil Services (classification control and appeal rules). Provided that where punishment under the rules us warranted the procedure prescribed in those rules shall be followed and the enquiry report together with the findings of the Secretary Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions society or Chairman, District society or chairman, Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society as the case may be shall be forwarded to the Head of the Department from which the incumbent was taken into the service of the society on deputation or the issue of final orders thereon

ANDHRA PRADESH TRIBAL WELFARE AHSRAM  
AND  
RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY (REGD.) HYDERABAD  
LEAVE RULES

1. SHORT TITLES

These rules may be called the leave rules of the employees of the Andhra Pradesh Tribal Welfare Ashram and Residential Educational institutions society (Regd.) Hyderabad.

2. COMMENCEMENT

These rules shall come into force from 1997.

3. APPLICATION

These rules shall apply to every person who is employed in the office of Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions society and Andhra Pradesh Tribal Welfare Residential School / Colleges except to the persons paid from contingencies or employed on daily wages.

#### 4. DEFINITION

(a) **Duty:** Duty does not include any period of absence on any leave admissible under these rules except, any period of absence on casual leave during a continuous period spent on duty, any period of absence on public holidays or other holidays declared to be holidays by the competent authority during continuous period spent on duty and any period of absence of public holidays when permitted to be pre-fixed or affixed to leave.

(b) **Society:** Society means society of Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions society( Regd).

(c) **Pay:** Pay means the greater of amounts specified below:

- (i) The substantive pay (excluding special pay but including overseas pay, technical pay, personnel pay and any other emoluments classed as pay ) on the date before the leave commences or
- (ii) The average monthly pay (excluding special pay but including overseas pay, technical pay, personnel pay and any other emoluments classed as pay ) earned during the ten complete months proceeding the month in which the leave commences.

(d) **Half Pay:** Half pay means half the pay (excluding special pay but including overseas pay, technical pay, personnel pay and any other emoluments classed as pay ) on the day before the leave commences or half of the amount specified in item (ii) above which ever is greater.

(e) **Half pay leave:** Half pay leave means, leave earned in respect of service calculated at the rate of 20 days of every completed year of entire service diminished by the amount of leave on private affairs and committed leave on medical certificate availed before the term of half pay leave is applicable.

5) Willful absent from duty not covered by the grant of any leave will be treated as dies - non for all purposes namely, increment, leave and pension, such absence without leave when it stands singly and not in continuation of any authorised leave of absence will constitute an interrupting of service for the purposes of pension and unless the pension sanctioning authority exercises its powers and treats the period as the leave without allowances, the entire past service will stand forfeited.

6) Leave is earned by duty only. For the purpose of this rule a period spent on foreign service counts as duty if contribution towards leave salary is paid on account of such periods.

7) Leave ordinarily begins on the day on which an employee is transferred or charge is effected and ends on the day on which charge is resumed.

8) Leave cannot be claimed as a matter of right. When the exigencies of service so required, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

9) An employee who is dismissed or removed from service but is reinstated on appeal or revision is entitled to count his former service for leave.

10) An employee on leave may not take any service or accept any employment including the setting up a private professional practice as accountant, consultant or legal or medical practitioner without obtaining previous sanction of secretary, A.P. Tribal Welfare Ashram and Residential Educational Institutions Society (Regd.) Hyderabad.

11) A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled to under the rules shall be deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the competent authority.

12) Leave at the credit of an employee in his leave account shall lapse on the date of compulsory retirement.

13) Provided that, if in sufficient time, before the date of compulsory retirement, an officer has been denied in whole or in part on account of exigencies of public service, any leave applied for and date as preparatory to retirement. The account of E.L which due to him on the said date of compulsory retirement subject to the maximum limit of 120/60 days so long as the leave 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 any officer preparatory to retirement and denied in the exigencies of public service being exchanged with E.L to the extent to such leave was earned between the date from which the leave preparatory to retirement was to commence and the date of compulsory retirement.

Provided further that every employee:

- a) Who after having been under suspension is reinstated within 120/60 days as the case may be, proceeding the date of his compulsory retirement and was prevented by reasons of having been under suspension from applying for leave preparatory to retirement, shall be allowed to avail of such leave as he was prevented from applying for, subject to a maximum of 120/60 days as the case may be reduced by the period between the date of reinstatement and the date of compulsory retirement.
- b) Who is not retired from service on attaining the age of compulsory retirement while under suspension and was prevented from applying for leave preparatory to retirement on account of having been under suspension, shall be allowed to avail of the leave to his credit subject to a maximum of 120/60 days. As if it had been refused as aforesaid if, in the opinion of the authority competent to order retirement. He has been fully exonerated and the suspension was wholly unjustified.

Provided further that an officer whose service has been extended in the interest of the public service beyond the date of his compulsory retirement may be granted earned leave as under:

- (i) During the period of extension any earned leave due in respect of the period of such extension and to the extent necessary the earned leave which could have been granted to him under the preceding provision had he retired on the date of compulsory retirement.

(ii) After the expiry of the period of extension:

(a) The earned leave which could have been granted to him under the preceding proviso had he/she retired on the date of compulsory retirement, diminished by the amount of such leave availed of during the period of extension: and

(b) Any leave during the period of extension as has been formally applied for as preparatory to final cessation of his duties insufficient time during the extension and refused to him on account of the exigencies of the public service and

(iii) In determining the amount of earned - leave due in respect of the extension. the earned leave if any admissible under the preceding proviso shall be taken into account.

Provide further that the grant of leave under this rule extending beyond the date of which an officer must compulsorily retire or beyond the date upto which an officer has been permitted to remain in service shall not be constructed as extension of service.

**EXPLANATION:** For the purpose of this rule an officer may be deemed to have been denied leave only if in sufficient time before the date on which his duties finally cease he has either formally applied for leave as leave preparatory to retirement and has been refused of it on the ground of exigencies of public service or has ascertained in writing from the sanctioning authority that such leave if applied for would not be granted on the aforesaid grounds.

**NOTE:** The leave applied for during the last spell of extension of service as preparatory to final cessation of duties and formally refused in the interest of public service only should be treated as refused leave under this rule.

1. **GENERAL:** Every application for leave or extension of leave should be sent to the competent authority through the immediate superior. If any, of the employee applying for leave.

## 2. FORM OF MEDICAL CERTIFICATE

2.1. Civil surgeon / Asst. Civil surgeon / RMP of ----- after careful personal examination certify that ----- is in a bad state of health and he has been under my treatment from ----- to ----- I solemnly sincerely declare that according to the best of my judgment a period of absence from duty is essentially necessary for therecovery of his/her health and recommend that he may be granted leave with effect from-----

Date:

CIVIL SURGEON/  
ASST. CIVIL SURGEON/  
R.M.P

An application of an employee for leave or for extension of leave on medical certificate must be accompanied by a certificate from the applicant's medical attendant. Such certificate should clearly state the nature of the illness etc., and duration, the period of absence from duty considered to be absolutely necessary for the restoration of applicant health and the date from which such absence should take effect.

- a) The authority competent to grant the said leave may either accept the medical certificate or the applicant can be asked to secure a second medical opinion by sending him for medical examination either to the DMO / Supdt., of Hospital nearest medical officer available.
- b) If the medical authority is unable to say that the employee will again be fit for serve, leave not exceeding 12 months in all may be granted. Such leave should not be extended without further reference to a medical authority.
- c) If an employee declared by a medical authority to be completely and permanently incapacitated for further service. Leave or an extension of leave may be granted to him after the report of the medical authority has been received, provided that the amount of leave as debited against the leave account together with any period of duty beyond the date of the medical authority's report does not exceed six months.

15. An employee who is declared by a medical authority to be completely and permanently incapacitated for further service shall.
  - d) If he is in duty, he invalidated from service from the date of relief of his duties, which should be arranged without delay on receipt of the report of the medical authority. However, if he is granted leave, he shall be invalidated from service on the expiry of such leave, and
  - e) If he/she is already on leave, be invalidated from service on the expiry of that leave or extension of leave, if any, granted to him.
16. Leave shall not be granted to an employee, whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from service.
17. 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 proceeding on leave. He/She must report his/her return to duty and await orders. He/she must, if necessary, also submit to such delay as may be required in the interest of the public service.

#### 18. AUTHORITIES TO GRANT LEAVE

The authorities competent to grant earned leave, surrendere leave, leave on private affairs (half pay leave on medical certificate) maternity leave, extraordinary leave. Special disability leave, quarantine leave in case of infectious diseases like small pox, chicken pox and casual leave, special casual leave for undergoing family planning operation, to various categories shall be as shown in appendix.

#### EARNED LEAVE

19. An employee in superior service (officers and ministerial categories including record assts.) earned leave for each year of duty on the rate of one eleventh of the periods spent on duty if he is a probationer and at the rate of 1/22 in other cases. The maximum earned leave that may be granted at a time to an employee in superior service shall be 120 days if he is a probationer, 50 days if he is a probationer in last grade service and 20 days in other cases. The account of leave of regular employee should be credited with 30 days earned leave in two installments, 15 days on the first of January and July every year and in the case of temporary employees 8 days for each half year will be credited to their account.

Provided that he shall cease to earn leave while he has to his credit such leave amounting to 300 days. For temporary employees the maximum accumulation of leave shall be 30 days.

Provided that earned leave that may be granted exceeding a period of 120 days, but not exceeding 180 days if the entire leave so granted or any portion thereof is spent outside India, Burma, Ceylone, Nepal and Pakistan.

Provided further that where earned leave exceeding a period of 120 days, is granted under the above first provision the period of such leave spent in India, Burma, Ceylone, Nepal and Pakistan shall not, in the aggregate, exceed the aforesaid limits.

Providing that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reasons to believe that the employee will return to duty in its expiry.

## 20. LEAVE SALARY ADMISSIBLE

An employee on E.L., is entitled to leave allowance equal to emoluments which he would have been entitled to had he been on duty.

Application for E.L., shall ordinarily be submitted atleast 10 days in advance i.e., before the date from which the leave is required.

## 21. HALF PAY LEAVE

The Half Pay Leave admissible to an employee for each completed year of service is 20 days. The half pay leave may be granted on M.C., or on private affairs. The half pay leave is admissible in respect of period spent on duty and on leave including EOL Employees may avail this leave only on M.C., after two years of service.

- i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- ii) When commuted leave is granted double the amount of commuted leave shall be debited in HPL Account.
- iii) The total duration of EL and commuted leave taken in conjunction shall not exceed 180 days.
- iv) It will not be granted leave preparatory to retirement.
- v) In the event of employee tendering resignation or retiring from service before completion of the leave period, the difference of full pay drawn for the employee for the commuted leave period and the half pay admissible for the said period shall be recovered from the employee.
- vi) If an employee is compulsorily retired on account of reasons of ill-health or in the public interest and in the event of his death while on commuted leave no recovery shall be effected.

## 24. EXTRAORDINARY LEAVE

2. extra-ordinary leave without pay and allowances may be granted to an employee in special circumstances.
  - i) When no other leave is admissible under these rules or
  - ii) When other leave being admissible the employee concerned applied in writing for the grant of extra-ordinary leave.
3. Such leave is not debited against the leave account.
4. In the extra-ordinary circumstances, the duration of extra-ordinary leave shall not exceed three months on any one occasion and 3 years during the entire period of an employee service. The periods spend on such leave shall not count for increments. A bond from temporary employees, granted extra-ordinary leave should be obtained in the prescribed proforma (enclosed).

## 25. SURRENDER LEAVE OR LEAVE WITH ENCASHMENT

1. Every employee may be permitted to surrender straight away not more than 15/30 days earned leave once in 12/24 months interval as the case may be and encash the same without going on leave.
2. Every employee shall be paid the leave salary and allowances equivalent to such period of earned leave as is surrendered without any deductions towards PF, Family Benefit Fund or other advances provided that the deduction shall be made for Income Tax where ever applicable.
3. The interval between the surrenders of earned leave should be 12/24 months for 15/30 days during the calendar years respectively. Where the interval is 24 months and more the employees can avail of surrender leave not exceeding 30 days only. The orders sanctioning surrender leave should specifically indicate the date from which the employee is permitted to avail of surrender leave and the years of period of availed, so that necessary entries could be made in his Service Register.

## 26. CASUAL LEAVE

Casual leave admissible to an employee shall be 15 days during the calendar year. No leave including optional holidays can be availed by an employee without the previous sanction. At any time, Casual Leave can not ordinarily be a availed of for more than 8 days. It cannot be combined with any other leave. An employee may be permitted to prefix, suffix and avail intervening holidays or optional holidays provided the total number of days of casual leave and the other public holidays together does not exceed (10) ten days at a time.

Un-availed Casual Leave will lapse at the end of the calendar year. An employee on casual leave shall be treated as on duty.

## 27. SPECIAL CASUAL LEAVE

Special Casual Leave not counting against ordinary Casual Leave shall be granted to an employee when he is required to absent himself from duty owing to any of the following infections diseases or any other disease declared by the public health authorities infections, in his house, for such period as may be recommended by the Health Department of the locality:

Secretary, Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society (Regd). Hyderabad is the authority to sanction the Surrender Leave.

## 28. MATERNITY LEAVE

1. A competent authority may grant maternity leave on full pay to a married women employee for a period which may extend upto three months.

### EXPLANATION :

1. The provision of those rules shall apply to the grant of maternity leave in case of confinement and shall apply to such leave in case of miscarriage including abortion subject to the following modifications namely :
  - i) that the leave does not exceed six weeks, and
  - ii) That the application for the leave is supported by a certificate from RMP.
2. Maternity leave may be combined with leave of any other kind, but leave applied for in continuation of the former may be granted only if the request be supported by Medical Certificate.

Note: Regular leave in continuation of maternity leave may also be granted in case of illness of newly " born baby " subject to the female employee producing a medical Certificate to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

3. Maternity leave may be granted in continuation of other kinds of leave.
4. Maternity leaver is not debited to leave account.
  1. Small Pox
  2. Chicken Pox
  3. Plague
  4. Cholera
  5. Typhoid
  6. Acute Influenze Pnuemonia
  7. Diphtheria
  8. Cerebro Spinal Moninfills
  9. Measels.

2. The period of the leave shall be treated as duty for purpose of calculation of other kinds of leave.

NOTE: When the employee himself catches the infection, regular leave to which is eligible shall be taken by him.

3. When an employee undergoes sterilization operation (Vasectomy or Tubectomy) under the 'Family Planning' scheme, the grant of special casual leave should not exceed six working days. The Special Casual Leave should commence from the date of operation. The special casual leave of six days can be sanctioned to an employee if he has to attend on his spouse who has undergone the sterilization operation.
4. The authority shall insist on production of the certificate from the Medical Officer to the effect that one has undergone the sterilization operation before sanctioning the special casual leave.
5. An employee, who is to participate in sports or games at All India/International level shall be allowed special casual leave for not more than 30 days in calendar year. If the events exceed 30 days, he shall apply for such leave to which he is eligible. However, the special casual leave can be combined with the regular leave for this purpose.