



Eastern Power
Distribution Company of A.P. Ltd
ఆంధ్ర ప్రదేశ్ తూర్పు ప్రాంత విద్యుత్ పంపిణీ సంస్థ

CORPORATE OFFICE ; P&T COLONY, SEETHAMMADHARA
VISAKHAPATNAM - 530 013::PH.NO. 0891 - 2582101

Memo No: HRD/Estt/T/F.No.1343 /09/D.No:581 /09, Dt. 14 .07.2009.

Sub: Estt - EPDCL - Earned Leave - Surrender of Earned Leave - Encashment during the current Financial Year 2009-2010 - Adoption of Government Instructions - Orders - Issued.

Ref: 1. B.P.Ms. No. 9, Dt. 05.01.1989
2. APSEB Memo No. DP/DM.III/Reg.Sec./2/88-2, dt. 18.07.1990.
3. Govt. Circular Memo No.10472/C/199/FR.I/2009, Dt. 29.04.2009 received from Finance (FR.I/ Dept., Govt. of AP of Secretary to Govt.(FP), Finance(FR.I) Dept.
4. Memo No: Addl. Secy/DS(L&P)/AS(L)/PO(R&HRMS)/ JPO/ 219/08, Dt.28.05.2009 of A.P.Transco.

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In the circular Memo 3rd cited, Government of Andhra Pradesh have issued instructions regulating the sanction for Encashment of Earned leave to the various categories of their employees for the current Financial Year 2009-2010. In the reference 4th cited, AP Transco has issued orders adopting the instructions of Govt. Of Andhra Pradesh issued vide reference 3rd cited.

2. After careful consideration, the Eastern Power Distribution Company of A.P. Limited, hereby adopts the instructions issued in the circular memo 3rd cited (copy enclosed) in respect of the employees of APEPDCL for encashment of Earned Leave during the current Financial Year 2009-2010.

3. These orders are issued with the concurrence of the Director (Finance) vide Regd.No. 2614/09, Dt.09.07.2009.

4. These orders are also available on APEPDCL Website and can be accessed at the address <http://www.apeasternpower.com>.
Encl.: As above.

N.GULZAR
CHAIRMAN&MANAGING DIRECTOR

To

All Chief General Managers/ APEPDCL/Visakhapatnam.
All Superintending Engineers/General Managers/ APEPDCL/Visakhapatnam.
All Divisional Engineers/ APEPDCL/Visakhapatnam

Copy to:

All Directors/ APEPDCL/Corporate Office/Visakhapatnam.
The Chief General Manager/Tech. to CMD/EPDCL.
PS to Chairman & Managing Director/ APTRANSCO/VS/Hyderabad.
PS to Chairman & Managing Director/ APSPDCL/Tirupathi.
PS to Chairman & Managing Director/ APCPDCL/Hyderabad.
PS to Chairman & Managing Director/ APNPDCL/Warangal.
The General Manager/IA/Corp Office/EPDCL/Visakhapatnam.
The Pay Officer/ APEPDCL/Corporate Office/Visakhapatnam.
All Dy. General Managers/ APEPDCL/Visakhapatnam.
The Accounts Officer/CPR/ APEPDCL/Visakhapatnam.
All Accounts Officers/Expenditure/Operation Circles/ APEPDCL.
The Company Secretary/ APEPDCL/Visakhapatnam

The Manager/CC/CO/ APEPDCL/Visakhapatnam... with a request to place the above orders in APEPDCL Website.

All Recognized Unions/ Associations
The Stock File.

//FORWARDED::BY ORDER//


PERSONNEL OFFICER

Copy of:



GOVERNMENT OF ANDHRA PRADESH
FINANCE (FR.I) DEPARTMENT

Cir.Memo. No. 10472/C/199/FR.I/2009.

Dated: 29-4-2009

Sub: Earned Leave - Surrender of Earned Leave - Encashment during the Financial year 2009-2010 - Instructions - Issued.

- Ref: 1. G.O.Ms.No.238, Fin. (FR.I) Dept. dt. 13.8.1969.
2. G.O.Ms.No.172, Fin. & Plg.(FW.FR.I) Deptt., dt.01-07-1974.
3. G.O.Ms.No.221, Fin.& Plg.(FW:FR.I) Deptt., dt.23-08-1974.
4. G.O.Ms.No.334, Fin. (FR.I) Dept. dt. 28.9.1977.
5. Cir.Memo.No.50798/1063/FR.I/79-1, Fin.(FR.I) Deptt., dt.22-11-1979.
6. G.O.Ms.No.294, Fin.(FR.I) Dept. dt. 16.11.1988.
7. Memo.No.8672-A/305/FR.I/89-1, Fin. (FR.I)Deptt., dt.13-04-1989.
8. Cir.MemoNo.15620/C/FRI/2008Fin.(FRI)Deptt. dated.4-6-2008.

In the G.O. 1st cited the scheme of Encashment of Earned Leave to all the Government Servants (both Gazetted and Non-Gazetted) was introduced. In the Government order 2nd cited, instructions were issued permitting the Government employees to surrender earned leave not exceeding 15 days once in a year without actually going on leave and to receive leave salary in lieu of the leave so surrendered. In the reference 3rd cited it was ordered that temporary Government servants appointed under Rule 10 (a) (i) of the A.P. State and Subordinate Service Rules will also be eligible to surrender fifteen days of earned leave when the earned leave at their credit is thirty days as on the date of surrender of leave, once at an interval of twenty-four months. Subsequently, orders were issued in G.O. 4th cited permitting the Government employees to surrender leave at any time not exceeding 15/30 days within a block period of one/two calendar years respectively with effect from 1.1.1977.

2. In the reference 6th cited, encashment of leave was allowed to the employees once in a financial year w.e.f.1-4-1989 instead of a calendar year as budget is formulated with reference to the financial year and it will be convenient to fix the budget estimates and to incur expenditure on the encashment of leave. In order to regulate the expenditure, instructions were issued in Memo.No.8672-A/305/FR.I/89-1, dt.13.4.1989 for encashment of earned leave, introducing the calendar for surrender, category wise i.e. class IV, Non-Gazetted and Gazetted Officers. This calendar has been reviewed and renewed every year up to the Financial Year 2008-09.

3. During the review of the issue for the financial year 2009-10, it is observed that by permitting the employees to surrender leave according to a calendar, the entire expenditure on encashment of leave is compressed during September and February i.e. second half of the financial year leading to concentrated outflow of funds, especially in last quarter of financial year. Hence, it is felt appropriate to spread the expenditure throughout the financial year, instead of second half of the financial year; therefore, it is felt proper that the calendar for surrendering of earned leave

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which was introduced w.e.f. 1.4.1989 shall be dispensed with, with effect from 1st April, 2009.

4. In the above circumstances and after careful examination, the Govt. hereby issue the following instructions.

- (a). The calendar for surrender of Earned Leave is dispensed with w.e.f. 1-4-2009 and employees are hereby permitted to surrender earned leave at any time not exceeding 15/30 days within a block period of one/two financial years w.e.f. 1.4.2009. All other conditions prevailing before 1.4.1989 and other amendments issued on the subject till now will hold good.
- (b). Government permit the employees who have a balance of more than 285 days of E.L. as on 30th June 2009 to surrender E.L. without waiting for completion of 12 months.
- (c). Government permit those All India Service Officers, who have a balance of more than 285 days of earned leave as on 30th June, 2009 to surrender E.L. without waiting for completion of 12 months.
- (d). Government also clarify that 15 days are to be allowed in one financial year and 30 days in two financial years and the condition of 12 / 24 months mentioned in the G.O., 2nd cited need not be followed in those cases of All India Service Officers, who have a balance of more than 285 days as on 30th June, 2009.
- (e). Government extend the facility of encashment of earned leave to the All India Service Officers soon after their central posting is received, subject to satisfaction of other conditions.

5. Further as per the instructions contained in the Cir. Memo. 5th cited that in the case of employees who surrender earned leave as on 1st January or 1st July in any year, the number of days of earned leave so surrendered should, in the first instance, be deducted from the earned leave account and thereafter the advance credit of earned leave as per eligibility due for that half year be added as on 1st January / 1st July, are also to be followed for the Financial Year 2009-2010.

6. The Departments of Secretariat / Heads of Departments are requested to keep these instructions in view while sanctioning the surrender of earned leave for purpose of encashment during the Financial Year 2009-2010.

7. All the Treasury Officers / State Audit Authorities, Pay and Accounts Office, Hyderabad and Deputy Financial Advisor, Projects / Directors of Accounts of Major Projects are requested to follow these instructions scrupulously while dealing with the bills for encashment of earned leave during the Financial Year 2009-2010.

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8 These instructions are available in the Internet and can be accessed at the address <http://aponline.gov.in>.

Sd/-
Dr. SAMEER SHARMA,
SECRETARY TO GOVERNMENT (FP)

To
All the Departments of Secretariat.
All the Heads of Departments.
The Pay and Accounts Officer, A.P., Hyderabad.
The Director of Treasuries and Accounts, A.P., Hyderabad.
The Director of State Audit, A.P., Hyderabad.
All the District Collectors.
All the District Treasury Officers.
Copy to:
The Accountant General, A.P., Hyderabad.
The A.P. Secretariat Association, Hyderabad.
SF/SC.

//Forwarded:: By Orders//

V. Lakshmi Narayanan

SECTION OFFICER.

// True : Copy //

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PERSONNEL OFFICER
CORPORATE OFFICE
A P E P D C L
VISAKHAPATNAM