

**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) Dept., dt.01-07-1974  
3. G.O.Ms.No.334, Fin. & Plg.(FW.FR.I) Dept., dt.23-08-1974.  
4. G.O.Ms.No.334, Fin. (FR.I) Dept. dt.28-09-1977.  
5. Cir.Memo.No.50798/1063/FR.I/79-1,Fin.(FR.I) Dept., 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)Dept.,  
8. Cir.Memo No. 15620/C/FRI/2008 Fin, (FRI) Dept. dt.4-6-2008

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In the G.O. 1<sup>st</sup> cited the Scheme of Encashment of Earned leave to all the Government Servants (both Gaztted and Non-Gazetted) was introduced. In the Government order 2<sup>nd</sup> cited, instructions were issued permitting the Government employees to surrender earned leave not exceeding 15days once in a year without actually going on leave and to receive leave salary in lieu of the leave so surrendered. In the reference 3<sup>rd</sup> 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.4<sup>th</sup> 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 form 1.1.1977.

2. In the reference 6<sup>th</sup> 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 through out the financial year, instead of second half of the financial year, therefore, it is felt proper that the calendar for surrendering of earned leave which was introduced w.e.f.1.4.1989 shall be dispensed with, with effect form 1<sup>st</sup> 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 here by 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 balance of more than 285 days of E.L.as on 30<sup>th</sup> June 2009 to surrender E.L.without waiting 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 30<sup>th</sup> 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., 2<sup>nd</sup> cited need not be followed in those cases of All India Service Officers, who have a balance of more than 285 days as on 30<sup>th</sup> 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 their conditions.

5. Further as per the instructions contained in the Cir.Memo.5<sup>th</sup> cited that in the case of employees who surrender earned leave as on 1<sup>st</sup> January or 1<sup>st</sup> 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 1<sup>st</sup> January/1<sup>st</sup> July, are also to be followed for the Financial Year 2009-10.

6. The Department 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 2009-10.

7. All the Treasury Officers/ State Audit Authorities, Pay and Accounts Office, Hyderabad and Deputy Financial Advisor, Projects 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 2009-10.

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**

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.

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