

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
VIDUT SOUDHA :: HYDERABAD

Memo.No.Addl.Secy/DS(L,IR&R)/AS(L,IR&R)/PO(R&HRMS)/JPO/219/08 Dt. 29.06.2010

Sub:- APTRANSCO - Earned Leave - Surrender of Earned Leave -
Encashment during the Financial Year 2010-2011 -
Adoption of Government Instructions - Orders - Issued.

- Ref:-
1. B.P.Ms.No.9, dated 05.01.1989
 2. APSEB Memo.DP/DM.III/Reg.Sec/2/88-2, Dt.18.07.1990
 3. Govt. Circular Memo.No.10472/C/199/FR.1/2009, dated 29.04.2009 received from Finance (FR.I) Dept., Govt. of A.P.
 4. Memo.No.Addl.Secy/DS(L&P)/AS(L)/PO(R&HRMS)/JPO/219/08 Dt.28.05.2009.
 5. Memo.No.Addl.Secy/DS(L,IR&R)/AS(L)/PO(R&HRMS)/JPO-1/219/08, Dt.07.10.09.
 6. Govt. Circular Memo.No.15744-C/324/FR.I/2010, dated 15.06.2010 received from Finance (FR.I) Department

In the Memo 4th cited, APTRANSCO has adopted the instructions issued by the Government of A.P. in Memo 3^d cited regarding sanction of Encashment of Earned Leave to the various categories of Employees duly dispensing with the Calendar for Surrender of Earned Leave for the current Financial Year 2009-2010 in respect of the Employees of APTRANSCO.

2. In the Memo 5th cited, APTRANSCO have issued clarification orders on implementation of the above orders.

3. In the Memo 6th cited, Government of Andhra Pradesh have issued instructions that orders issued in Memo 3^d cited shall also continue during the Financial Year 2010-2011 for encashment of 15 days of E.L by Government Employees provided if there is 12 months gap for one surrender to another surrender in one financial year and 30 days if there is gap of 24 months for two financial years. It was also ordered that the gap of 12/24 months shall be worked out from the 1st day of leave surrendered last time to the 1st day of leave proposed for surrender now. It was also ordered therein that in respect of Employees who are having 286 days and above of E.L to their credit as on 30.06.2010, they are permitted to surrender without following the gap of 12 months.

4. After careful consideration, Transmission Corporation of Andhra Pradesh Limited hereby adopts the instructions issued by Govt. of A.P. in Circular Memo.No.15744-C/324/FR.I/2010, dated 15.06.2010 (copy enclosed) in respect of the Employees of APTRANSCO for Encashment of Earned Leave during the current Financial Year 2010-2011.

5. These orders are issued with the concurrence of Director (Finance & Revenue) vide Regd.No.2188, dated 25.06.2010.

6. These orders are also available on APTRANSCO Website and can be accessed at the address <http://www.aptransco.gov.in>

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF A.P.LIMITED)

AJAY JAIN
CHAIRMAN & MANAGING DIRECTOR

To
All Chief Engineers.]
All FA & CCAs/Dy.CCAs] APTRANSCO
All Superintending Engineers.]
All Divisional Engineers/Executive Engineers]

(P.T.O)

Copy to:

The CE/RE, Operation & IT/APTRANSCO ---

**With a request to place the above orders
in APTRANSCO Website**

PS to Chairman & Managing Director, APEPDCL, VISAKHAPATNAM.
PS to Chairman & Managing Director, APSPDCL, TIRUPATHI.
PS to Chairman & Managing Director, APCPDCL, HYDERABAD.
PS to Chairman & Managing Director, APNPDCL, WARANGAL.
PS to Managing Director & Vice-Chairman/APGENCO/V.S./Hyd.
PS to Chairman & Managing Director/APTransco/VS/Hyderabad.
PA to Jt.Managing Director (V&S)/APTransco/VS/Hyderabad.
PA to Director (Fin. & Rev.)/APTransco/VS/Hyderabad.
PA to Director (Grid Operations)/APTransco/VS/Hyderabad.
PA to Addl. Joint Managing Director (Distribution & HRD)/ APTransco/VS/Hyderabad
The Chief Engineer/Mechanical/ APTransco/VS/Hyderabad.
DE/Tech. to Director (Transmission)/ APTransco/VS/Hyderabad.
DE/Tech. to Director (Projects) / APTransco/VS/Hyderabad.
The Chief General Manager (HRD & TRG)/ APTransco/VS/Hyderabad.
The Executive Director (G)/CC/ APTransco/VS/Hyderabad.
The Joint Secretary/A.P. Transco/Vidyut Soudha/Hyderabad
The Liaison Officer/SC&ST employees Grievances Cell/AP. Transco/VS/Hyd.
The Chief General Manager (Adm.)/APGENCO/Vidyut Soudha/Hyderabad.
All Chief General Managers (HRD)/APEPDCL,APSPDCL,APCPDCL & APNPDCL.
The Joint Secretary (IR)/APCPDCL/Hyderabad.
The Additional Secretary/ APTransco/VS/Hyderabad.
The Senior Accounts Officer/SLDC/APTRANSCO/VS/Hyd.
The Senior Accounts Officer/(F&P)/APTRANSCO/VS/Hyd.
The Pay Officer/ APTransco/VS/Hyderabad.
The Accounts Officer/CPR/ APTransco/VS/Hyderabad.
The Asst. Company Secretary/ APTransco/VS/Hyderabad.
The Resident Audit Officer/EBCA/ APTransco/VS/Hyderabad.
All Deputy Secretaries.//All Asst. Secretaries/ APTransco/VS/Hyderabad.
All Sections in P&G Services/ APTransco/VS/Hyderabad.
The General Secretary, APEE Union (Regd.No.1104), Mint Compound, Hyd.
The Secretary General, APSE Employees Union (Regd.No.327), Mint Compound, Hyd.
The General Secretary, Telugunadu Vidyut Karmika Sangham (Regd.No.1245), Mint Compound, Hyd.
The General Secretary, APSEB Assistant Engineers Association, (Regd.No.1185),H.Q. KTPS,
New Paloncha, Khammam Dist. - 507 115
The Secretary General, APSEB Engg. Association, (Regd.No.874/75), H.No.6-3-663, Somajiguda, Hyd.
The General Secretary, AP Power Diploma Engineers Association, (Regd.No.B-473), H.No.5-9-22/55,
Adarshanagar,Hyd.
The General Secretary, Andhra Rashtra Power Employees Union, (Regd.No.G-445), H.No.1-8-565/5,
RTC 'X' Road, Hyd-20.
The General Secretary, APSEB Accounts Officers Association, (R.No.C-5)/VS/Hyd.
The General Secretary, Junior Accounts Officers Association, (R.No.880), VS, Hyd.
The General Secretary, APSEB Secretariat Employees Association, (Regd.No.54/69), VS, Hyd.
The General Secretary, United Electricity Employees Union, (Regd.No.B-1829),1-1-60/4,
Musheerabad, Hyderabad-20.
The General Secretary, APSEB Technical Employees Union, (Regd.No.B-2275), C/o Sri K.Sampath
Reddy, H.No.6-1-40/5, Mint Compound, Hyderabad.
The Secretary General, APSEB SC & ST Employees Welfare Association (Regd.No.1589),
H.No.8-3-228/1280/56, Jawaharnagar, Yousufguda, Hyd.
The General Secretary, State Scheduled Tribe Employees Welfare Association,(Regd.No.956/78),
HQ: Mint Compound, Besides APCPDCL Head Quarters (New Building), Hyderabad - 500 063.
The General Secretary, A.P.E.E.P&G & Officers Association, GSR Bhavan, H.No.6-1-48/4,
(Regd.No.327), Mint Compound, Hyderabad - 500 063
The General Secretary, Telangana Elec., Employees' Association ,(Regd.No.H.61/2005)
H.No.14-3-237, Goshamahal, Begumbazar, Hyd-12.
The Secretary General, Electricity Backward Classes Employees Welfare Association,
(Regd.No.1681/2006), Plot No.7, Road No.5G, Krishnanagar Colony, Moulali, Hyderabad-40
The Secretary General, Electricity, OC Employees Welfare Association, (Regd.No. 1088/2008),
H.No.1-1-287/33/A, Chikkadapally, Hyderabad
The General Secretary, Telangana Raastra Vidyut Karmika Sangam, (Regd.No.H-58),
H.O: Q.No.3-7-443, 444, Beside 132/33 KVSS, Jagital Road, Karimnagar.
The General Secretary, AP Elec. Board Employees Association, (Regd.No.176), 1-24, Venkatapuram,
Secunderabad-500 015.
The Central Record Section. & The Stock File.

// FORWARDED BY ORDER //

PERSONNEL OFFICER

Copy of:

**GOVERNMENT OF ANDHRA PRADESH
FINANCE (FR.I) DEPARTMENT**

Cir.Memo.No.15744-C/324/FR.I/2010

Dated: 15-6-2010

Sub:- E.L. - Surrender of Earned Leave - Encashment during the financial year 2010-2011 - Instructions - Issued.

Ref:- Cir.Memo.No.10472/C199/FR.I/2009, dt.29-4-2009, Finance (FR.I) Dept.

In the reference cited, instructions have been issued that during the financial year 2009-2010 to regulate the expenditure on surrender/encashment of EL and the fixing of calendar for surrender leave has been dispensed with. It is also ordered therein that the instructions contained in the Cir.Memo.No.50798/1063/FR.I/79-1, Fin.(FR.I) Dept., dt.22-11-1979 shall also be followed during the financial year 2010-2011 i.e., in the case of employees who surrendered E.L as on 1st January or 1st July in any year, the number of days of E.L. so surrendered should, in the first instance, be deducted from the E.L. account and thereafter the advance credit of EL as per eligibility due for that half year be added as on 1st January/ 1st July of the respective year.

In para 4 of the Cir.Memo.cited, it is ordered that;

- 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 or 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. 172, Fin.& Plg. (FR.I) Dept, dt.1-7-1974 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.

The above instructions shall also continue during the financial year 2010-2011 for encashment of 15 days of E.L. by Government employees provided if there is 12 months gap for one surrender to another surrender in one financial year and 30 days if there is gap of 24 months for two financial years. The gap of 12/24 months shall be worked out from the 1st day of leave surrendered last time to the 1st day of leave proposed for surrender now.

p.t.o

In respect of the employees who are having 286 days and above of E.L to their credit as on 30-06-2010, they are permitted to surrender without following the gap of 12 months.

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 2010-2011.

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 2010-2011.

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

L.V.SUBRAHMANYAM
PRINCIPAL SECRETARY TO GOVERNMENT (FP)

To
All the Departments of Secretariat.
All the Heads of departments.
The Pay and accounts Officer, A.P., Hyd.
The Director of Treasuries & accounts, A.P., Hyderabad
The Director of State Audit, A.P., Hyderabad
All the dist. collectors.
All the Dist. Treasury Officers.

Copy to:
The Accountant General, A.P., Hyderabad
A.P.Secretariat Association, Hyd.
SF/SC

// FORWARDED BY ORDER //

Sd/-
SECTION OFFICER

// TRUE COPY //

PERSONNEL OFFICER