

# **Principal's Training Manual**

**Commissionerate of Collegiate Education  
Andhra Pradesh**

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# DISTRICT OFFICE MANUAL G/A ✓

The Tottenham System of office procedure, as prescribed in the District Office Manual, mainly deals with the procedure to be followed for conducting routine work in Government offices. Following are some important aspects:

## 1 GENERAL DISCIPLINE

Discipline is the essential prerequisite for the efficient functioning of any office or organisation. Punctuality, Promptness, regular attendance and obedience are the basic needs of discipline. Cleanliness and orderliness, quite and dignified behaviour, observance of silence during working hours and mutually courtesy among the members of the staff will be conducive to the smooth running of the office. Divulgence of official information and secrets is a serious offence which should not be done at any cost. Lastly, honesty is the most essential code of conduct without which all other qualities are useless.

## 2. ATTENDANCE

- 2.1. All Government servants are expected to attend office from 10.30 a.m. to 5.00p.m. on all working days. An attendance register should be maintained and all establishment members should initial it as soon as they come to office. A grace time of ten minutes is allowed after which the attendance register should be closed. Permission to attend late by one hour or leave office one hour earlier, not exceeding three times in each case, can be allowed with prior sanction. Any member who attends late should sign after entering the hour of arrival. If he attends office before 2.00p.m. with or without permission it will be treated as half day casual leave and attendance after 2.00p.m. will be treated as a full day's casual leave. One day's casual leave should be deducted for every 3 days of late attendance. Casual leave not exceeding 15 days can be availed with prior sanction. It can be clubbed with any public holiday or optional holiday. However such a spell of leave should not exceed 10 days.

### 2.2. COMPENSATORY LEAVE(CPL):

If a Government Servant is directed to attend the office on a public holiday, he will be permitted, by prior sanction, to avail leave for a working day in its place. Not more than ten days of compensatory leave may be granted in a calendar year and no such leave can be availed after expiry of six months from the public holiday for which it is

sanctioned. Not more than seven such compensatory leave days may be accumulated. (This concession is available for ministerial staff)

### 3 ORGANISATION

For convenient and smooth transaction of official business, the office has to be divided into sections, comprising of three or four or more Assistants according to the work load, ensuring equitable distribution of work among the Assistants. Each section will be denoted by an alphabetical letter and each Assistant by a figure suffixed to the letter by which the section is denoted. The work of each assistant has to be specified by an office order issued by the Head of the Office. The section head should exercise the control and supervision over the Assistants in his section and ensure that the correspondence is promptly attend to. He will also be responsible for promptness in faircopying and despatch of tappals.

### 4 OFFICE SYSTEM

The method of conducting official business is known as office system. The various stages of official business, starting from opening of tappals to consignment of files to records, come under office system. The progress of work at various stages will be watched through appropriate registers prescribed under the District Office Manual. The catalogue of registers to be maintained to conduct official business is given at pages 6 to 9 of the District Office Manual.

### 5. OPENING AND REGISTRATION OF TAPPALS

- 5.1 There should be an office regarding distribution of tappals in any office.
- 5.2 Generally, soon after the tappal/dak is received, the tappal should be opened, preferably in the presence of the Head of office or his personal Assistant or any authorised officer. Important communications such as letters from Government, Heads of departments, D.O. letters and confidential letters addressed to the Head of the office must necessarily be opened in the presence of the Head of the office and seen by him before distribution to Assistants.
- 5.3 The officer, in whose presence tappal/dak is opened, must persue the tappals and give appropriate instructions at the stage of perusal of tappal itself, particularly in respect of urgent and important papers indicating the action to be taken. The tappals Assistants will be there after sort out the tappals section wise and give

them numbers, serially as per the Distribution Register. Cash and other valuables will be entered in the Security Register. When the tappals with the Distribution Register is received in the section, the section head should go through them, note the instructions of officers, if any, on them and then mark them to the concern Assistants to whom the tappals are marked in the Distribution Register should acknowledge them without fail. Otherwise, it would become difficult to account for the unacknowledged ones in the Distribution Register at a later stage, especially at the time of office inspection. Paper marked F (to be failed), XL DL Dis (to be lodged), need not be entered in the Distribution Register.

## 6. REGISTRATION

- 6.1 The tappal received by clerks contain either new cases ( for which there is no pending file) or old cases (for which there is a pending file). Tappals received by clerks should be registered in the Personal Register without delay. New cases have to be registered as fresh currents noting the details, as required in col.4. Old cases have to be clubbed with the pending currents duly noting their particulars in col.9 and 10 of the PR. A current which originates in the office is also registered in the Personal Register like any other new case, but in col.4 the word "arising" has to be noted under the head "title".
- 6.2 Under the head "title" in col.4 of the Personal Register, appropriate main head and subhead should be given from the list of index heads in Appendix A of the DOM.
- 6.3 While opening a new Personal Register at the beginning of the calender year, sufficient number of blank pages should be left to bring forward the currents of the previous year, which could not be closed by 31<sup>st</sup> March. Not more than three currents have to be entered on the page and they have to be divided by red lines. The main head has to be underlined in red ink.

## 7. MAINTENANCE OF FILES

- 7.1 A file includes both current and note file. The current file comprises of incoming and outgoing references and other intermediary correspondence other than routine reminders. The note file is the one on which notes are written summarising the facts reported in the reference, citing relevant provisions of law, rules, and orders of Govt., or other superior authorities, wherever required, and pointing out the matters requiring orders or clarifications.

- 7.2 The pages of the current file and the pages of the note file have to be tagged separately. The pages of the current file have to be numbered in red ink and the pages of the note file in black or blue ink, chronologically. Files have to be maintained neatly.

## 8. NOTING

- 8.1 Notings should be brief and to the point and should be in simple language. The object of the note is to present, in the most intelligible, condensed and convenient form possible, the facts of the case, accompanied by a brief facts of the case, if any. Points at issue requiring orders / clarifications etc. are to be examined with reference to any useful precedent, rule or Law and put up in order to enable the officers to arrive at quick and correct decisions.
- 8.2 Reproduction of facts already available in the file is not necessary. While drawing attention to the facts already available in the file, any other important or new points and precedents, if any, could be mentioned in the note. A leading note is improper and should be avoided.

## 9. CURRENT FILE ARRANGEMENT

The current file, with papers arranged chronologically, numbered in red ink and tagged together neatly, should be put up along with previous papers, or disposals obtained from Records for reference in flat file pad marked 'Ordinary', 'Urgent', 'Very Urgent' as may be appropriate. Statements and maps should be placed for reference below the current file.

## 10. REFERENCING

Referencing is one of the important elements of noting or drafting for quick and proper disposal of papers. Facts of a case previously noted or reported, relevant previous decisions or orders, Precedents, authorities and provisions of law should be aptly referred to in the notes. Any relevant portion in the pending file should also be referred to. Referencing is made by noting the page number of the current file or note file and the disposal number, G.O. No. Name of the Act., code or manual. Reference should be done in pencil in the margin of the note file or draft put up. Where disposals are put up for reference, they should be flagged. The flag of each disposals or statement put up should be denoted by an alphabetical letter. Flags attached to the disposals should be pinned only to the outer dockets. Flags should not be attached to any page of the C.F. or N.F. or to any page of any code, act, book or stock file.

## 11. LINKED FILES

Where pending files are put up for reference they should be linked to the main file on which orders have to be passed, by placing them underneath of the main file. The main file and linked file should be tied together with the strings of the linked file, if there is only one or more than one linked files. A slip should be fastened to the flap of each linked file indicating L.F.I., L.F.II and so on. The slip fastened to the top file should indicate "top file for orders and linked file for reference".

## 12. DRAFTING

- 12.1 After orders are passed on note file draft should be put up. In simple cases, where discussions on note is not necessary, draft may be put up along with the note.
- 12.2 The draft should be with a proper title, whether it is memo, or letter or proceedings. The title should almost be the same as shown in the note file, with suitable modifications to indicate the exact nature of the reference made or orders passed.
- 12.3 Below the title, the references received from outside and the references sent, other than routine reminders, should be cited in chronological order.
- 12.4 The draft should be on the lines of the approved note taking into account the observations and comments made by the officers and orders passed. It should be in easy and natural style, and concise and at the same time comprehensive. Words or phrases which lead to ambiguity, confusion and necessitate looking back for date, person or thing referred to should be avoided. The following should also be avoided (i) long words (ii) foreign or classical phrases, such as "so impertinent", "so many time", "not too bad" etc., (v) phrases which show discourtesy, "care to" (vi) short abbreviations (vii) split infinitives etc.

## 13. VARIOUS TYPES OF COMMUNICATIONS, THEIR FORM AND PURPOSE

- 13.1 The various types of communication are (i) Memo (ii) Letter (iii) D. O. Letter (iv) Proceedings and (v) Telegram.
  - (i) MEMO is a reference made to a subordinate or to petitioner.
  - (ii) LETTER is a reference made to an officer, often equivalent in rank, or to an officer of other department.

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- (iii) D.O. LETTER is generally written where personal attention of the officer concerned is required to be bestowed.
  - (iv) PROCEEDINGS is the final orders passed with reference to certain powers invested
  - (v) TELEGRAM should be brief and intelligible. It should be accompanied by a post copy.

13.2 The communication should be precise and brief, setting forth the points in which clarifications or orders are required.

13.3 The proceedings should be complete in itself, with the title at the head, followed by such description as the communication with reference to which the proceedings are passed as will be sufficient to enable any officer to whom it is communicated to trace the previous correspondence on the subject in his office without any delay.

## 14. REMINDER DIARY

To watch the action and ensure prompt replies to Government letters or other superiors, to watch action on urgent and important references from others and ensure prompt replies to them, reminder diary should be maintained by each clerk/section head.

## 15. DISPOSALS

15.1 The various kinds of disposals are :

1. R.Dis to be retained permanently
2. D.Dis to be retained till the prescribed period of retention (10 years normally. Period can be extended, where necessary by obtaining order for further retention.)
3. L.Dis to be retained till one (or three) years.
4. N.Dis to be returned in original
5. F.Dis to be filed
6. X.L.Dis to be filed without numbering.

7. X.N.Dis to be returned without numbering

The nature of disposal depends on the importance of each file.

15.2 Government orders and proceedings of Heads of departments have to be filed normally. But, some of those Government orders or proceedings, require further action at times. Such papers should be registered in Personal Registers and final disposal given as R.D is or D.D is as is necessary.

15.3 Great care should be exercised in marking the nature of disposal. The Section head is responsible for marking the correct nature of disposal on the paper. For classifying a disposal under "R" series orders of the head of the office have to be obtained. The Heads of the departments have since been empowered to prescribe suitable period of retention based upon the peculiar nature or work done in their departments and the estimated period of utility for reference, after getting such record retention schedules approved by the concerned administrative departments of the Secretariat (vide a new note added under para. 63 of the DOM in G.O.Ms. No.65 GAD (Ser.C) dated 27.12.82). Consequently, in some departments new disposals i.e., "K.Dis" etc., with 3 years of retention or 5 years of retention have been prescribed.

15.4 Further, as per the amendment issued to para.80 of the DOM in the above G.O.Ms. No.65 GAD (Services.C) dt.27.12.82 at the initial stage of sending disposal in the "L.Dis" and any other series with limited periods of retention for less than ten years, it should be examined closely whether the disposal needs to be rescrutinised after the prescribed period of retention and to be certified as fit for destruction or for further retention. The docket sheet of each such disposal should therefore carry a certificate to the effect, "To be destroyed straightaway / sent back for rescrutiny in the year ..... after the prescribed retention period" (words not applicable to a disposal to be struck off). R Disposals require scrutiny after 50 years in order to see whether they still require to be preserved or not.

## 16. DISPOSAL JACKETS

The R and D disposals should be covered with brown paper jackets and the entries should be made on the jackets as instructed in paragraph 65 of DOM.

## 17. CALL BOOK

References of the Government and Heads of departments calling for a report

after one year or so, and such other references where report is due after one year or so and where no action is necessary for more than six months will be entered in Call book closing the current in the Personal Register. The tappal clerk or record keeper will be responsible for the proper maintenance of the Call book. When the time noted in col. (5) of the Call book for taking action approaches, the current should be reopened giving a fresh current number and entering in the personal register. As soon as this is done, the entry in the Call book should be rounded off.

## 18. PERIODICALS

The purpose of the periodicals will be defeated if they are not sent or received in time. To ensure receipt of incoming periodicals in time advance reminders should be issued. Where an outgoing periodical has to be compiled on the basis of figures furnished or reports made in the incoming periodicals, the compilation should be done expeditiously and outgoing periodicals despatched in time. Each periodical will be assigned a periodical number. There will be only one set of serial numbers for periodicals in an office, depending on the nature i.e. whether weekly, fortnightly, monthly, quarterly, half-yearly, annual etc. A Consolidated Periodically Register has to be maintained for the entire office. A Periodical Register showing the incoming and outgoing periodicals, to be dealt with by each clerk has to be maintained by him. Periodicals should not be given R, D or L Disposal. They should be simply filed with the periodical numbers only.

## 19. FAIR COPYING AND DESPATCH

- 19.1 Fair copying and despatch should be done without any delay. The Superintendent, Fair copying section should see that there is no delay at any stage of fair copying, comparing and despatch where there is pool system of typing in any office.
- 19.2 When the Superintendent, Fair copying section, receives an approved draft for Fair copying, he should check up whether all the particulars necessary for typing are available on the draft, such as the reference or disposal number, if it is a disposal, its nature, person or persons to whom it is to be sent, the enclosures to be sent with it, etc. He should also see if it is a R or D disposal, whether the Index slips in duplicate showing the title as noted in the draft has accompanied the draft. After satisfying that all the above details are available on the draft, he should give it to the typist for typing. Soon after they are typed, they should be compared with the approved draft, get them signed by the Head of office or concerned officer and despatched.
- 19.3 A Fair Copy Register as in Form IV, should be maintained in the section. It

serves as a despatch register as well. Now-a-days, in many of the offices, section wise typists are allotted. The Head of the section should check the Fair Copy Register maintained by the typist at the end of each day to ensure that no delays are made in Fair copying of the approved drafts. In most of the offices, a separate despatch section is organised. For postal delivery, stamp account has also to be maintained besides the Postal Despatch Register. For communications to be delivered locally by hand a separate register "Local delivery book" should be maintained and should be periodically checked.

## PREVENTION AND CHECKING OF ARREARS AND DELAY

- 20.1 The section heads should exercise effective supervision over the assistants in their sections to prevent delays and arrears. The periodical checking of Personal, Periodical and other Registers even with long pending currents critically will be an effective check to prevent delays and arrears. The Superintendent and the officer concerned should point out the delays and other irregularities, in the running note file accompanying the personal and periodical register put up for check, as per the programme of check drawn up and issue suitable instructions for avoidance of delays and rectification of defects. Compliance with the instructions should be insisted within 48 hours and non-compliance should be taken serious note of.
- 20.2 Reminder should be issued promptly. A Reminder Diary should be maintained by each clerk for this purpose, which should also be checked periodically along with PRs etc.
- 20.3 Arrear Lists showing the pendency of currents, should be put up with the Personal Register. Long pending files should receive special attention of the section head.
- 20.4 Business return is prepared every half year to enable the head of office or his superiors to watch the progress of business in the office and to take suitable action for the reduction of pendency and arrears.

## 21. INDEXING OF THE TITLE

Preparation of index slips and their filing in the manner laid down in paragraphs 100 to 102 should carefully be done. The index title should correspond with the heading of the final draft and be normally identical with the entry made in col.4 of the personal

register. One copy should be retained with the clerk and the duplicate copy should be retained in records. At the end of the year, the record clerk should prepare a general index register showing all the R.Dis and D.Dis files separately. The Index Register should be in the alphabetical order for ready reference. It should be typed or renewed and supplied to all sections and all officers.

## 22. RECORDS - FILING - MAINTENANCE & CUSTODY

Before the receipt of any disposal (handed over to the record keeper) is acknowledged, the record keeper should verify whether all the pages in the disposal have been numbered, securely stitched and are in tact, whether the disposal number has been correctly noted and the disposal has been properly docketed, and if it is a R or D disposal and whether duplicate copy of index slip has accompanied it. According to the amendments issued to the DOM para 81, disposals have to be arranged in the record room basing on the year of disposal and not according to the year of the current as is obtaining hitherto.

## 23. RESPONSIBILITY OF CLERKS AND HEADS OF SECTIONS

Every assistant is responsible for the safe custody of the files, registers, stock files and other records in his charge. If any document submitted for orders bears a court fee or adhesive stamp, he will be responsible for seeing that it is punched. This does not however absolve the heads of sections from the responsibility from seeing that stampos are punched.

## 24. SUBMISSION OF FILES AT HEAD-QUARTERS OR CAMP

24.1 All the files should be sent to the officer concerned who is on tour in locked tappal boxes, preferably steel boxes, with an invoice. The camp assistant of the officer should verify the tappals recieved with the invoice. The same procedure should be adopted when tappals are returned from camp. The invoice will be prepared by the camp assistant and the tappals on receipt in office will be verified by the tappal assistant.

24.2 When an officer is at head quarters, papers for orders, approval and signature should be submitted daily in one or more batched.

24.3 Confidential papers should be in separate confidential boxed locked and sealed.

## 25. PRECAUTIONS AGAINST FIRE

- 25.1 The precautions against fire to be observed in public offices are given in appendix-c.
- 25.2 Required fire fighting equipment should be kept and they should be maintained in good condition. Office staff should be given practical drill. The head of the office should nominate an office for conducting the drill.

## 26. ECONOMY IN THE USE OF STATIONERY

Utmost economy should be observed in the use of stationery as per the instructions contained in para 140 of the District office manual at page 59 to 61.

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## A.P.LEAVE RULES 1933

### Leave:

#### Duty periods(RULE-4(a))

- 1) CL
- 2) public holidays
- 3) Leave periods before and after holidays(prefix/suffix)
- 4) Vacation period
- 5) Foreign service
- 6) Joining time
- 7) Sanctioned leave

FR67-Leave is not a right a)Proper sanctioned b)Proper relief c)Proper handing over of charge FR70-recall FR71-physical fitness certificate FR69-No employment on leave FR55-No leave sanction to suspended employee

### Casual Leave

- A concession to Government servant in special circumstances to be absent from duty for short period.
- Treated as duty.
- Maximum period for availment in a calendar year is 15 days in general.
- If not availed in the calendar year leave will lapse.
- Can be combined with Optional Holidays and Public Holidays.

#### Period of absence should not exceed 10 days.

- For temporary employees, sanction depends on discretion of the sanctioning authority.
- Grant of half day C.L. either from 10.30.A.M. to 1.30.P.M. or from 2.00 P.M. to 5.00 P.M. is allowed.
- A register of C.L. should be maintained.

### Special Casual Leave-Rule 85 -4 Occasion

1. Donating Blood One day
2. Summons to give witness in a court in which his private interest is not in issue

#### As per the attendance Certificate (G.O.Ms.No.137 dt:23-2-84)

1. For Family Planning operations
  - (a) Male-Vasectomy 6 working Days(G.O.Ms.No.607 dt:12-11-91)
  - (b) Female-Tubectomy 1st & 2nd Operations 14 Working Days(G.O.Ms.No.124 F&P dt:13-4-82)
  - (c) Male For Tubectomy of wife 1st & 2nd Operations 7 Days
  - (d) Insertion of Contraceptive 1 Day (G.O.Ms.No.128 F&P DT:13-4-92)
  - (e) Recanalisation (Both) 21 Days

### Sports

1. For participating in Sporting events - not exceeding 30 days.
2. If exceeded 30 days excess period treated as regular leave.
3. Principal Office bearers of Recognized service Associations 21 days in a calendar year.
4. To participate in Rallies, Camps etc. Organized by A.P. Bharat Scouts and Guides 10 days.
5. Elected as President or Secretary of National Sports bodies- 15 days in a calendar Year
6. AP Secretariat Cultural Association Members for dramas 6 days in a calendar Year
7. Members of Institutions Engineers: a) For attending annual Meeting at Hyd-7 days .  
(b) For attending annual convention to any part of the country 10 days

### Earned Leave Rules 8,10,17 and 20

- All temporary and permanent employees are eligible for Earned Leave.
- Earned Leave is earned for duty and leave also. ✓
- Completed months are to be considered and fraction of a month is to be ignored. Leave Rules has been liberalized w.e.f. 01/01. 1978.
- Leave will be credited, in advance, in two spells on 1st Jan. and on 1st July every year.
- The credit for all temporary employees is 8 days for calendar half year.
- The credit for all permanent employees is 15 days for calendar half year.
- All the permanent employees will earn leave at 2 1/2 days for each completed month of service.
- If appointed Temp. in the middle of the half year, credit for first two months will be one day each, third month two days and so on.
- If the employee is on EOL during the preceding half year the advance credit for the present half year will be reduced by 1/10 of the period of EOL taken during the preceding half year subject to a maximum of 15/8 days. (G.O.Ms.No.384 F&P dt.5-11-77)

✓ The maximum accumulation of E.L. has been further enhanced from 240 to 300 days w.e.f. 16-03-2005 vide G.O.Ms.No.232, Fin. (FR.I) Dept. dated: 16.09.2005.

- The maxim leave availed at a time only (120) 180 days as per G.O.Ms.No.153 fin. (FR1) dept. dt. 4-5-2010

### Recasting of leave account

- When a Govt. servant is appointed temporarily in the first instance and placed on probation at a subsequent date with retrospective effect his leave account should be recast w.e.f. the date of regularization of his service-Ruling under FR rule 20.
- The leave availed between the date from which his services are regularized and the date of issue of orders shall not be altered as a result of the additional leave that becomes due after recasting the leave account.

- 137- 4
- The additional leave that becomes due as a result of recasting of the leave account shall be availed of only after later date. Rule 20 of A.P.L.R 1  
Surrender of Earned Leave (Introduced from 13-08-1969) G.O.Ms.No 238 dt:13-8-69
  - Employee who take earned leave for not less than 30 days can surrender E.L. to a maximum of 30 days and receive leave salary in lieu of leave so surrendered.
  - Leave sanctioning authority is competent to sanction surrender of E.L.
  - E.L. surrendered will be debited against leave account.
  - There should be an interval of 24 months between one surrender and another for surrender of 30 days.
  - There should be an interval of 12 months between one surrender and another for surrender of 15 days
  - The total of E.L. availed and E.L. surrendered should not exceed 300 days at any time.
  - No deductions will be made in surrender leave salary.

Temporary Government servants are eligible to surrender 15 days of EL after completing 24 months of service

- The employees are permitted to encash 300 days of E.L. at the time of superannuation or by death and has been enhanced to, from 240 to 300 days w.e.f. 16.09.05.

#### Half Pay Leave

- All regular Government servants 20 days for each completed year of service.
- ✓ Credit of H.P.L. is allowed for duty, leave and E.O.L.
- Grant of H.P.L. either on Medical Certificate or on Private affairs. No limit for sanction of HPL. RULE 11. Up to 4 months Pay D.a. full allowances half to be drawn.
- H.P.L. on full pay up to 6 months can be granted to regular Government servants suffering from Leprosy/ Heart diseases/ Tuberculosis/ Cancer/ Mental illness and Renal failure (Kidney). G.O.Ms.No 386 dt:6-9-76 READ WITH

(G.O.Ms.No.268 Fin & Plg (FWFR-I) Department, dated 28-10-1991.

✓ As per G.O.Ms.No.29 Fin & Plg. (FWFR-I) Department, dated 9-3-2011 extended up to 8 months for above diseases

As per circular Memo No. 14568-A/63/PCI/A2/2010 dated.31-01-2011 up to 6 months Half pay and half DA allowances full.

#### Commutated Leave

- ✓ To be granted on Medical Certificate.
- Limited to 240 days during entire service.
- Twice the amount of H.P.L. be deducted from the leave account.
- ✓ E.L. + Commuted leave shall not exceed 180 days.
- The limit of 180 days removed.

- Sanctioning authority has to believe that the Government servant will return to duty on expiry of leave.

#### Leave for Employment in Abroad

- Conditions for grant of EOL 5 years for employment in abroad.
1. Any category of employees Technical & Non-Technical employees are eligible.
  2. After receipt of appointment letter from employer than only leave can be sanctioned.
  3. Leave cannot be sanctioned for searching the job in abroad.
  4. If the Govt. employee services are need in emergency circumstances, HOD can reject the leave
  5. Vol. Retd. & Resignation is not necessary for working in abroad. This period is not treated as service break.
  6. If not joined after completion of leave, that can be treated as cease the employment.
  7. After completion of employment in abroad, the employee should not demand excesses salary.
  8. Only one time in entire service.
  9. Permission must be obtained before joining.
  10. peaceable leave also be sanctioned.

#### Leave Not Due

- If no balance of H.P.L/EL, Leave not due is given
- ✓ To be granted on Medical certificate only.
- Maximum limit for availment is 180 days during entire service.
- Deducted from H.P.L. account against future credit.
- If retired voluntarily or resigned after availing leave not due before the adjustment of minus balance, leave salary paid should be recovered.

#### If retirement is on medical invalidation or death recovery will not be insisted.

- Sanctioning authority has to believe that the Government servant will return to duty on expiry of leave.
- The leave not due should be limited to the H.P.L. he is likely to earn thereafter
- Extra Ordinary Leave
- May be granted to a permanent Government Servant in superior service and last grade service in special circumstances
- When no other leave is available.
- When leave is available, but if the Government servant request for grant of EOL in writing.
- The sanctioning authority can treat the period of absence without leave into E.O.L. and dies non
- Maximum period for absent on leave of any kind is 5 years, in case of permanent Government employee. FR 18

109-16

For non-permanent Government servant E.O.L. shall not exceed 3 months.

- If completed 3 years of service 6 months on production of Medical Certificate.
- For undergoing treatment (T.B., Leprosy) 18 months.
- For SC's and ST's HOD can sanctioned E.O.L. for 12 months for Cancer or Mental illness.
- HOD can sanctioned E.O.L. to SC's and ST's for 24 months for prosecuting studies.

✓ E.O.L. granted on medical certificate counts for qualifying service.

- Gazetted Officers are to submit medical certificate from a doctor not below the rank of Civil Surgeon.
- N.G.Os and last grade employees are to submit medical certificate from not below the rank of civil surgeon.
- OD can permit E.O.L. on M.C. for not more than 6 months to count for grant of increment.
- In case of E.O.L. on M.C. exceeding 6 months Government is competent to count for grant of increment.

**Special Disability Leave (FR 83)**

- Permanent or temporary Government servants who is disabled by injury inflicted or caused in, or in consequence of due performance of his official duties or in consequence of his official position.
- Government is competent to sanction leave.
- For Gazetted Officers certificate by Medical Board and in case of N.G.Os certificate by Civil Surgeon is necessary.
- The leave in no case shall exceed 24 months.
- If the leave required does not exceed 2 months a certificate from Government Medical Officer is sufficient.

The leave can be combined with any other kind of leave.

- If the disability is aggravated leave may be granted more than once.
- The leave shall be counted as duty for calculation of service for pensions.
- The leave shall not debited against the leave account.

**Study Leave (FR 84)**

- Leave is granted by Government only.
- For the study of Scientific, Technical studies for the use of department to reduce the similar problems in dept. are to undergo special courses of instructions.
- Government servant of less than 5 years service and due to retire within 3 years are not eligible for sanction of leave.
- Leave should not exceed 2 years in entire service.

If it is combined with leave with allowances the period of leave should not exceed 28 months.

- This leave is not debited against the leave account.
- E.O.L. may be taken in combination of this leave without any limit.
- The employee will draw leave salary on half pay during Study leave.
- Maternity Leave FR 101(a)
- Admissible to married female Government Servants, for a period not exceeding 180 days G.O.Ms No 152Fin FR I Dept Dt 4.05.2010 for each confinement.
- In case of miscarriage including abortion leave does not exceed 6 weeks.
- The leave application should be supported by the medical certificate.
- This leave can be combined with leave of any other kind, supported by medical certificate.
- HOD and other competent authorities may grant leave.

Leave should not be granted if female Government servant is having two living children.

- If leave falls during vacation, the leave and vacation put together should not exceed 180 days
- Leave salary is equal to leave salary on full pay.
- This leave is not debitable to leave account.

**Hospital Leave FR 101 (b)**

- Temporary Government servants are not eligible.
- Applicable to all last grade employees shown under SR (2).
- Should not exceed 6 months in every 3 years of service.
- The leave salary is equal to half pay leave salary.

**Paternity Leave**

This provision has been introduced vide G.O.Ms.No:231,Fin. (FR.I) Dept., dt; 16.09.2005. to be granted to married male permanent or temporary Government Employees having one surviving children.

- Leave to be granted for a period of 15 days on full pay.
- Leave sanctioning authority is competent to sanction the leave.

**PREFIX SUFFIX: s.r-5 Under F.Rr.68**

Earned leave, Half Pay leave commuted leave, EOL can be utilised by prefixing or suffixing the public holidays, Summer holidays(DPI Progs. rc.No 1549,d1/68, 1-3-68)

- Prefix or suffix is not applicable to Dassas and Sankranti Holidays( DPI Prog.Rc.No 10324/E4-2/69 dt 7-11-1969
- If the Lecturer is present either on Closing Day or Re opening day of the Summer vacation, Summer Vacation can be Prefixed or suffixed ( any one only)

### Andhra Pradesh Leave Rules

- Leave is permission granted to a Government servant to be absent from actual duty.
  - Under F R 67 of leave cannot be claimed a matter of right, when exigencies of the public service so requires, discretion to refuse or revoke leave is reserved with sanctioning authority.
  - Vacation may be availed in combination or in continuation of any kind of leave .the total period of leave and vacation shall not exceed 180 days.
  - A Government servant on leave cannot take-up ay service or setting up of private practice.
  - The application for grant of leave should specify the period of leave, nature of leave, on medical grounds, the medical certificate should be enclosed.
  - Leave at credit shall lapse on the date of retirement, death or resignation .However earned leave at credit not exceeding 300 can be encashed in case of retirement or death.
  - Regular employees are eligible to surrender EL of 15 days in each financial year and to receive cash benefit.
  - Temporary employee is eligible to surrender 15 days or Earned Leave after completing 24 months of service.
  - The public holidays are allowed to be suffixed or prefixed to the leave applied
  - Local holidays cannot be suffixed or prefixed to the leave
  - women Govt Employees who undergo Hysterectomy operation are eligible for special leave for 45 days as recommended by the civil surgeon on payment of full pay and allowances as per G O Ms.No.,52 Fin Dept dated: 01.04.2011.
- 1) Casual leave:-15 days of CL can be availed during a calendar year purely temporary employees appointed under rules 10(a) (i) whose services are terminable without giving a notice or reasons can be allowed CL at the rate of one day for every completed period of service of one month.CL in combination of public holidays or optional holidays availed shall not exceed more than ten days Optional holidays can be prefixed and suffixed to normal leave.
  - 2) Optional Holidays:-05 days OH can be availed during a calendar year when an employee report for duty in the middle of a year the OH can be proportionately educed. Optional holidays can be prefixed and suffixed to normal leave

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- 3) Special Casual leave:-For undergoing family planning operation can be availed –for tubectomy and for vasectomy only seven days can be availed, The Spouse of person undergoing operation can be permitted to avail "6" working days
- 4) Special Compensatory leave:- Can be sanctioned to the employees who are Senior Asst and below rank for days of public holidays on which they were asked to attend the office in public interest. The total accumulation of "Special Compensatory Leave" should not more than 10 days at any time. The SCL accrued shall be availed within six months from the date of such accrual to avoid lapse.
- 1) Earned leave:- Regular employees 1/11<sup>th</sup> of the duty -28 days  
Non-Permanent 1/22 of duty
- 2) Half Pay Leave:- 20 days for each completed year of service and no limit for accumulation.
- 3) Commutated Leave Sanction of medical certificate only and half pay leave can be commuted to leave on full pay to an extent of ~~140~~ 140 days in the entire service
- 4) 3) Extraordinary Leave:- without pay and allowances not exceeding 5 Years including other kind of leave with permission from Govt irrespective of category. The period of absence are treated as EOL
- 5) Maternity Leave:-Not debitable to leave account. Married women employees can be granted leave not exceeding 180 days subject to condition that it shall be granted to those who are having less than two surviving children Not exceeding 6 weeks in case of abortions this leave can be combined with other kind of leave. If this leave falls during vacation, the residue of 180 days only with sanctioned maternity leave. Leave salary is payable equal to leave salary on full pay. Maternity leave may be combined with any kind of leave. 60 day's maternity leave to the married female contract faculty working in Govt Degree Colleges

### వేసివి సెలవులలో పని నిర్వహణకు సంబంధిత సెలవు గణన

కె. వెంకటేశ్వర్  
అధ్యక్షులు, ఎలక్షన్

వేసివి సెలవులు వినియోగించుకుని వెకిమ్ డిపార్ట్మెంట్ ఉద్యోగులు ఎం.ఎం.బి.ఆర్. 82 ప్రకారం పంపత్యలానికి మూడు ప్రకారం సంపాదించి సెలవు పొందుటకు అర్హులు. డి.ఓ.ఎం.ఎస్.ఎం. 834 నిర్ణయం తేదీ 21.11.1989 ద్వారా మూడు రోజుల సంపాదిత సెలవు వారు రోజులకు పెంచబడింది. ఈ ఉత్తర్వులు 1.11.1989 నుండి అమల్లోకి వచ్చాయి. ఈ ఉత్తర్వుల యందు సంపాదిత సెలవు లెక్కనెట్టుకు గడవ మూలమును కొరడా పేర్కొనకవచ్చునది. దీని ప్రకారం 25 సంవత్సరాలలో ఎదిగేసిన కాలములోని 11వ వంతు మంది 28 రోజులు తీసివేయగా వచ్చునది వారికి అర్హతగల సంపా దిత సెలవు దినాలు అవుతాయి.

ఉదా: 365/11 - 28 = 5 రోజులు.

ఇదే ఉత్తర్వుల యందు వేసివి సెలవులలో కొంత భాగం మూలము వినియోగించుకున్నట్లయితే సంపాదిత సెలవును గణన చేయుటకు మూడు ప్రాత్యేకంగా పేర్కొనటం అరిగింది. ఆ సెలవులు ఎం.ఎం.బి.ఆర్. 82కు అనుగుణంగా మంజూరు చేయబడును.

ఏదైనా ఒక సంవత్సరంలో వెకిమ్లోని ఒక భాగాన్ని మూలము లినికొన్నట్లయితే తగ్గించవలసిన కాలావధి తీసికొనిన వెకిమ్ భాగం వాటివేసి సంబంధిత పూర్తి కాలావధిని కలిగి వుండు దామాషాకు సమానంగా 28 రోజుల్లోని భండంగా ఉంటుంది. (If a part only of the vacation has been taken in any year, the period so reduced shall be a fraction of 28 days as the case may be equal to the proportion which the part of the vacation taken bears the full period of vacation.)

పై వివరణ ప్రకారం 49 రోజులు వేసివి సెలవులలో 30 రోజులు ఉద్యోగులకు ఇతర విధులకు వారుకుంటే మిగిలిన 19 రోజులు మూలము సెలవులు వినియోగించుకున్నట్లవుతుంది. అప్పుడు సంపాదిత సెలవు గణన క్రింది విధంగా ఉంటుంది.

$$365/11 - (19/49 \times 28) = 33.18 - 10.85 = 22 \text{ రోజులు}$$

అయితే పంపత్యలానికి 5 రోజులు క్రెడిట్ చేయబడుతుంది. కనుక సదరు వేసివి సెలవులలో 30 రోజులు పని చేయించుకున్నందున 5 రోజులు పోగా 22-5 = 17 రోజులు సంపాదిత సెలవు క్రెడిట్ చేయాలి.

వేసివి సెలవుల యందు ఇతర విధులకు వెకిమ్ డిపార్ట్మెంట్ ఉద్యోగులను వినియోగించుకుంటే సంపాదిత సెలవును క్రెడిట్ చేయడానికి కాళ్లత ఉత్తర్వులను డి.ఓ.ఎం.ఎస్.ఎం. 33, నిర్ణయాంశ తేదీ 16.1.1951ను ఎదురుంచేయవలసింది. ఈ ఉత్తర్వుల ప్రకారం పని నిర్వహణకుగాని వెకిమ్ డిపార్ట్మెంట్లోని ఉద్యోగ నిర్ణయించి మిగిలిన సెలవులలో పనిచేస్తే కాంపెన్సేటరీ సెలవు దినాలు. వేసివి సెలవులలో పనిచేస్తే ఆ పేరకు అదే దామాషాలో సంపాదిత సెలవు క్రెడిట్ చేయాలని పేర్కొనకవచ్చునది. వేసివి సెలవులలో పనిచేసిన కాలమునకు దామాషా వద్దతిలో సంపాదిత సెలవును పేర్కొని, 82 ప్రకారం క్రెడిట్ చేయాలని, వేసివి సెలవులలో పనిచేసినవారికి సంపాదిత సెలవులను వెకిమ్ 82లోని డాటాంట్ 15 క్రింద పని నిర్ణయించాలని పేర్కొనవచ్చునది. ఎఫ్.ఆర్. 82లోని డాటాంట్ 15 ప్రకారం సెలవులలో పని నిర్వహించిన సంవత్సరంలో దానికి మొత్తం తీసివేసిన సెలవులకు అతను వేసివి సెలవులు అనుబంధించి తీసుకొని పేర్కొనవచ్చునది. పరిగణించబడని పేర్కొనకవచ్చునది. అయితే ఉద్యోగములు వేసివి సెలవులలో మూలా లెక్కన గణన - వేసివి పంపత్య వారు మూలమును వినియోగించుకుంటే డి.ఓ.ఎం.ఎస్.ఎం. 33, తేదీ 16.1.1981 ప్రకారం ఎఫ్.ఆర్. 82 డాటాంట్ 15కు అనుగుణంగా ఉన్నట్లయితే వేసివి సెలవులలో పనిచేసినవారు

దామాషా వద్దతిలో సంపాదిత సెలవు పొందుటకు అర్హులు.

వెకిమ్ డిపార్ట్మెంట్లోని నిర్ణయించి, నిర్ణయించినట్లైతే ఉపాధ్యాయులకు సంపాదిత సెలవును 5 రోజుల మంది 6 రోజులకు పెంచుతూ డి.ఓ.ఎం.ఎస్.ఎం. 317, నిర్ణయాంశ, తేదీ 15.9.1994 ఉత్తర్వులు ఎదురుంచేయవలసింది. ఎఫ్.ఆర్. 82లోని వినియోగకు రోజుల 5 రోజుల సంపాదిత సెలవు 6 రోజులకు పెంచబడినదని, 1933 సెలవు నియమాంశకు ఈ సవరణలు చేయబడునని పేర్కొన కవచ్చునది. అయితే ఈ ఉత్తర్వుల యందు సంపాదిత సెలవు గణన చేయాలని, వేసివి సెలవులలో పనిచేస్తే ఏ మేరకు సంపాదిత సెలవు క్రెడిట్ చేయబడునో ప్రస్తావించబడలేదు. కాని సంపాదిత సెలవు ఒకరోజు పెంచబడింది కనుక గణనను క్రింది విధంగా చేయవలసి వుంటుంది.

$$ఉదా: 365/11-27 \text{ (గతంలో 28 రోజులు తీసివేస్తే 5 రోజులు వచ్చేది).}$$

అలాగే వేసివి సెలవులలో కొంతభాగం మూలము అనుక వినియోగించుకుంటే దామాషా వద్దతిలో సంపాదిత సెలవు క్రెడిట్ చేయ బడాలి.

6 రోజులను దీనిలో ఉంచుకొని సంపాదిత సెలవు గణన క్రింది విధంగా చేయాలి.

"If a part only of the vacation has been taken in any year, the period so reduced shall be a fraction of 27 days as the case may be equal to the proportion which the part of the vacation taken bears the full period of vacation."

ఈ వివరణ ప్రకారం ఎఫ్.ఆర్. 82 వసువిధించి క్రింది నిూత్రం ప్రకారం సెలవులు ప్రీవర్స చేయాలి.

ప్రీవర్స అయ్యే సంపాదిత సెలవులు =

$$365/11-27 \times \frac{\text{అనుబంధించిన వేసివి సెలవులు}}{\text{మొత్తం వేసివి సెలవులు}} = 6$$

ఉదా: 1) మే 11 కుండి జూన్ 5 వరకు పనిచేసినట్లయితే

$$\text{పనిచేసిన రోజులు} = 26$$

$$\text{వేసివి వినియోగించుకున్న రోజులు} = 22$$

$$\text{(మొత్తం వేసివి కాలం)} = 48 \text{ రోజులు}$$

$$\text{దీని ప్రకారం అర్హత సంపాదిత సెలవు} = 365/11 - (22/48 \times 27) = 33.18 - 10.85 = 22.33 = 21 \text{ రోజులు.}$$

క్రింది సంవత్సరం అయితే, జూన్ 15 వరకు అయ్యేకొనా క్రింద చేస్తున్న 6 రోజులు పోగా ప్రస్తుత వేసివి సెలవులలో పనిచేసినవారు 21-6=15 రోజులు సంపాదిత సెలవును క్రెడిట్ చేయాలి.

$$21-6=15 \text{ నుండి జూన్ 11 వరకు పనిచేసినట్లయితే పనిచేసిన రోజులు} = 15 \text{ రోజులు.}$$

$$\text{వేసివి వినియోగించుకున్న కాలం} = 21 \text{ రోజులు}$$

$$\text{మొత్తం వేసివి కాలం} = 41 \text{ రోజులు}$$

దీని ప్రకారం అర్హత సంపాదిత సెలవు =  $365/11 - (31/49 \times 27) = 33.18 - 17.06 = 16 \text{ రోజులు}$  అయితే 6 రోజులు పోగా 10 రోజుల సెలవు క్రెడిట్ చేయవలసింది. ఒకటి మే 1 నుండి జూన్ 11 వరకు సెలవులు వాటిలో మంజూరు చేసినట్లయితే పనిచేస్తే వేసివి సెలవులు పనిచేసిన 16 నుండి ప్రారంభించి అవుతాయి. కాళ్లత వారు వేసివి సెలవులు 7 రోజుల అవుతాయి. కనుక ఎఫ్.ఆర్. 82(31) ప్రకారం పని చేసిన వేసివి సెలవులు పనిచేసినట్లు భావించి, 6 రోజులు సెలవులలో పనిచేసినవారు సంపాదిత సెలవులు పొంది 24 రోజులు ప్రీవర్స చేయవలసి



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**LEAVE RULES:** - Recommendations of PRC 2010 - Maternity Leave to Married Women Government Servants - Enhancement from 120 days to 180 days - Orders - Issued.

**FINANCE (FR.I) DEPARTMENT**

**G.O.Ms.No. 152**

**Date:04.05.2010.**  
**Read the following:-**

1. G.O.Ms.No. 384, Fin, & Ping. (FW: FR.I) Dept. dt. 5.11.1977.
2. G.O.Ms.No. 219, Fin, & Ping. (FW: FR.I) Dept. dt. 25.6.1984.
3. G.O.Ms.No. 38, Fin, & Ping. (FW: FR.I) Dept. dt. 18.03.1992.
4. G.O.Ms.No. 254, Fin, & Ping. (FW: FR.I) Dept. dt. 10.11.1995.
5. G.O.Ms.No. 438, G.A. (Spl. A) Department, dated: 07.07.2008.
6. G.O.Ms.No. 598, G.A. (Spl. A) Department, dated: 26.11.2009.

@@@

**ORDER:**

In the Government Order 5<sup>th</sup> read above, orders were issued constituting Ninth Pay Revision Commission and Government appointed Sri. C.S. Rao, IAS, (Retd) as Pay Revision Commissioner. In the Government Order 6<sup>th</sup> read above, the terms of reference of the Pay Revision Commissioner were laid down.

2. The Ninth Pay Revision Commission submitted its report to the Government on 05.12.2009 and recommended, inter alia, that, **"The Commission therefore recommends grant of Maternity leave to the married women employees of the State up to 180 days on par with the employees of Government of India subject to the condition that the same would be available up to 2 surviving children only"**.

3. In the Government orders 1<sup>st</sup> and 2<sup>nd</sup> read above, orders are issued to the effect that married female Government servants, temporary or permanent, shall be granted maternity Leave for a period of 90 days. In the Government Order 3<sup>rd</sup> read above, orders were issued that the Maternity Leave to the married female Government servants shall be granted to those with less than two surviving children. In the Government orders 4<sup>th</sup> read above, orders were issued enhancing the maternity leave to the married female Government servants, temporary or permanent, from 90 days to 120 days.

4. The 9<sup>th</sup> PRC in their report observed that, the Government of India earlier issued orders enhancing the Maternity Leave to 135 days and it was further enhanced to 180 days based on the recommendations of 6<sup>th</sup> CPC. The Employees Associations have requested to extend the same to the Women employees working in the State Government also. PRC 2005 did not recommend the extension of this leave from 120 to 135 days on the ground that a period of 120 days is considered adequate and since paternity leave is also recommended. The recommendation of 6<sup>th</sup> CPC up to 180 days was based on the guidelines of Ministry of H & FW which recommends nursing of children up to the age of 6 months. Hence, the Commission recommends grant of Maternity leave to the married women employees of the State up to 180 days on par with the employees of Government of India subject to the condition that the same would be available up to 2 surviving children only.

5. After careful consideration of the report, Government decided to accept the recommendations of the Pay Revision Commissioner and hereby order that the grant maternity leave on full pay to married women employees of State Government is enhanced from 120 days to 180 days on par with the employees of the Govt. of India subject to the condition that it shall be granted to those with less than two surviving children only.

6. These orders shall come into force with immediate effect. Those who are availing Maternity Leave of 120 days as on the date of issue of G.O may continue till they complete 180 days of Maternity Leave. Those who have already completed 120 days of Maternity Leave and still continuing on other type of leave are not eligible to avail this benefit. The employees who have already availed 120 days of Maternity Leave and joined duty are also not eligible to avail this benefit.

7. The G.O is available on Internet and can be accessed at the address <http://www.ap.gov.in/goir> and <http://www.apfinance.gov.in>.

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

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

To

All the Departments of Secretariat (10 copies each)  
 The Accountant General, AP., Hyd. (20 copies)  
 The Accountant General, AP., Hyd (by Name)  
 The Pay & Accounts Officer, Hyd.  
 The Secretary to Governor, A.P., Hyderabad.  
 All Secretaries to Government.  
 The Private Secretary to the Chief Minister and Private Secretaries to all Ministers.  
 All the Heads of Departments (including Collectors and District Judges).  
 The Registrar, High Court of Andhra Pradesh, Hyderabad (with Covering Letters)  
 All the District Treasury Officers.



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Leaves - Recommendation of the 9<sup>th</sup> Pay Revised Commission relating to enhancement of sanction of Earned Leave at a time from 120 days to 180 days in respect of State Government Employee - Orders issued.

**FINANCE (FR-I) DEPARTMENT**

**G.O.Ms.No. 153**

**Dated:04.05.2010  
Read the following:-**

1. G.O.Ms.No. 232, Finance (FR-I) Department, dated: 16.09.2005.
2. G.O.Ms.No. 438, G.A. (Spl. A) Department, dated: 07.07.2008.
3. G.O.Ms.No. 598, G.A. (Spl. A) Department, dated: 26.11.2009.

\*\*\*

**ORDER:**

In the Government Order 1<sup>st</sup> read above, orders were issued constituting Ninth Pay Revision Commission and Government appointed Sri. C.S. Rao, IAS, (Retd.) as Pay Revision Commissioner. In the Government Order 2<sup>nd</sup> read above, the terms of reference of the Pay Revision Commissioner were laid down.

2. The Ninth Pay Revision Commission submitted its report to the Government on 05.12.2009 and recommended, inter alia that, **"The Commission, accordingly, recommends that the regular State Govt. employees may be granted earned leave at a time upto 180 days on par with the employees of the Govt. of India"**.

3. It is observed in the report that, as per rule 11 of A.P. Leave Rules the maximum earned leave that may be granted at a time to a regular Government servant in superior service shall be 120 days. The same provision applied to the employees belonging to last grade service also in view of the orders issued in G.O.Ms.No. 329, Finance Department, dt. 17.12.1982., read with G.O.Ms.No. 9, Finance Department, dt. 10.1.1983. As of date, the maximum accumulation of earned leave to the employees is 300 days. The limit of 120 days referred to in the above rule might have been prescribed at the time when the accumulation of earned leave was 120 days only. Subsequently the maximum accumulation of leave was raised to 180 days in the year 1964 and it was further raised to 240 days in the

year 1983 and finally it was enhanced to 300 days w.e.f. 16.9.2005 (vide G.O. 1<sup>st</sup> read above). The maximum accumulation of leave was enhanced from time to time basing on the orders issued by the Government of India to its employees. As per Rule 26 (2) of the leave rules applicable to the employees of Government of India, the maximum earned leave that may be granted at a time shall be 180 days. Since the State Government is broadly following the Fundamental Rules and Leave rules of the Govt. of India, it is appropriate that the employees of the State Government are also granted earned leave at a time upto a period of 180 days. Therefore the Commission recommended that, the regular State Govt. employees may be granted earned leave at a time upto 180 days on par with the employees of the Govt. of India.

4. After careful consideration of the report, Government decided to accept the recommendations of the Pay Revision Commissioner and hereby order that, the maximum earned leave that may be granted at a time to a Government servant in superior service is enhanced from 120 days to 180 days on par with the employees of the Govt. of India.

5. These orders will come into force with immediate effect.

6. The G.O is available on Internet and can be accessed at the address <http://www.ap.gov.in/goir> and <http://www.apfinance.gov.in>.

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

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

To

- All the Departments of Secretariat (10 copies each)
- The Accountant General, AP., Hyd (20 copies)
- The Accountant General, AP., Hyd (by Name)
- The Pay & Accounts Officer, Hyd.
- The Secretary to Governor, A.P., Hyderabad.
- All Secretaries to Government.
- The Private Secretary to the Chief Minister and Private Secretaries to all Ministers.
- All the Heads of Departments (including Collectors and District Judges).
- The Registrar, High Court of Andhra Pradesh, Hyderabad (with Covering Letters)
- All the District Treasury Officers.
- The Secretary, Andhra Pradesh GENCO/TRANSCO
- The General Manager, A.P., State Road Transport Corporation, Hyderabad (with covering letter).
- All District Educational Officer.
- All the District Development Officer.
- All District Panchayat Officers.
- All Secretaries of Zilla Granthalaya Samsthas through Director of Public Libraries, Hyderabad.
- All Secretaries of Agricultural Market Committees through Director of Marketing, A.P., Hyderabad.
- All Commissioners/Special Officers of Municipalities.
- All Recognized service Associations.
- The Director, Government Printing Press, A.P., Hyderabad for publication in the A.P. Gazette.
- Copy to the General Administration (Cabinet) Department.
- Copy to the General Administration (SW) Department.
- Copy to SF/SCs.



PROCEEDINGS OF THE DIRECTOR OF COLLEGIATE EDUCATION  
ANDHRA PRADESH: HYDERABAD.

Rc.No.295/Admn.IV-3/2005

Dated: 01-11-2006

Copy of: -

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Private Aided Degree Colleges- Extension of G.O.Ms.No.317 Education (Ser-IV) Department, Dated: 15-09-1994 to the Staff of Teaching and Non- Teaching Staff working in the Government/Aided Educational Institutions in the State- Orders - Issued.

HIGHER EDUCATION (C.E.II-1) DEPARTMENT

G.O.Rt.NO.162

Dated: 21-09-2006.

Read the following: -

- 1). G.O.Ms.No.317 Education, Dated 15-09-1994.
- 2). From the General Secretary, A.P.Aided Colleges Non- Teaching Staff Association Representation Dated: 07-12-2004.
- 3). Govt.Memo NO.11101/C.E.II-1/200+1, Dated: 18-12-2004.
- 4). From the Director of Collegiate Education, AP, Hyderabad Lr.Rc.No.295/Admn.IV-3/2005, Dated 28-11-2005.

\*\*\*\*

ORDER: -

In the G.O. first read above, orders were issued directing that " all teaching Staff and Non- Teaching staff in the educational institutions who are availing summer vacations and are eligible for 5 days earned leave per annum shall be eligible for 6 days earned leave per annum, subject to the provision of FR.82. The earned leave shall be credited in advance in two instalments of 3days each on first day of January/July of every year".

2) The General Secretary, A.P.Aided Colleges Non-Teaching Staff Association, Hyderabad has represented that many of the Managements are not implementing the orders issued in G.O.Ms.No.317, Dated:15-09-1994 in which E.L facility was enhanced from 5 days to 6 days and has therefore requested the Government to issue necessary instructions to all the Managements to implement said orders to the Staff working in Aided institutions on par with the Government Servants.

3) The Director of Collegiate Education, AP, Hyderabad in his letter fourth read above, has requested the Government to consider to extend the orders issued in G.O.Ms.No.317 Education (Ser.V) Department, Dated:15-09-1994 to the staff (i.e.) Teaching and Non-Teaching Staff working in the Aided Colleges in the State and issue orders on the enhancement of Earned Leave from 5 to 6 days.

4) After careful examination of the matter, the Government hereby direct that " all teaching and Non-Teaching staff working in Higher Education Department i.e. Government/ Aided Educational Institutions who are availing summer vacations and are availing the facility of 5 days Earned Leave per annum shall be eligible for 6 days earned leave per annum, subject to the provision of FR.82. The earned Leave shall be credited in advance in two installments of 3days each on first day of January/July of every year" in respect of Government & Aided Colleges in the State.

5) The Director of Collegiate Education, AP, Hyderabad/ Commissioner of Intermediate Education, AP, Hyderabad shall take action accordingly and issue necessary instructions to all concerned.

6) This order issues with the concurrence of Finance (F.R.I) Department, vide their U.O.NO.11116/328/F.R.I/06, Dated: 29-05-2006.

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


ASUTOSH MISHRA,  
PRINCIPAL SECRETARY TO GOVERNMENT.

Copy (Communicated) to all the Principals and Correspondents of Govt/Private Aided Colleges in the State. They are directed to follow the instructions issued in the para(4) of the Government Order scrupulously.

K.Lakshminaryana  
Director of Collegiate Education.

To  
All the Principals/Correspondents of Govt/Private Aided Colleges in the state  
All the Regional Joint Directors of Collegiate Education in the State.  
All the Officers/Sections of this Office.  
Copy to Stock File  
Spare-1

//t.c.f.b.o//

  
SUPERINTENDENT.  
15  
10/1/06

4-4-98

314  
17

PROCEEDINGS OF THE REGIONAL JOINT DIRECTOR OF HIGHER EDUCATION  
RAJAHMUNDRY.

Re.No.1131/A3/98,

Dated: 2-4-1998.

*Ch*  
*21/1/98*

Sub:-Public Services-Earned Leave to the Teaching and Non-Teaching Staff working in Educational Institutions - Number of days of Earned Leave enhanced-Certain clarification - Issued.

- Read:-1) Govt. Memo No. 4134/CE.II-1/89-5-Edn, dated 1-9-90 communicated by the DCE.A.P., Hyderabad.  
 2) G.O.Ms.No.317-Edn (Ser.V) Dept, dated 15-9-94.  
 3) Letter Re.No.7/JLA.E.G.Dist/98, dated 5th, March, 1998 from the Govt. Junior Lecturers Association, A.P., East Godavari Branch.

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After careful examination of the representation third read above and in view of the Amendment issued to G.O.Ms.No.354-Edn., (Ser-IV-1) Dept, dated 20-11-89 in the reference first read above, the Principals of Govt. Junior Colleges in Zone-I and II are informed that all Teaching and Non-teaching staff in the Educational Institutions who are availing summer vacation are eligible for 6 days Earned Leave per annum instead of 5 days Earned leave per annum, subject to the provisions of F.R.82. The Earned leave shall be credited in advance two instalments of 3 days each on first day of January/July every year. The Earned Leave should not be availed from the advance leave credit of the individual. Accordingly Earned leave for each year of duty in which they have availed themselves shall be reduced by 27 days as they are ordinarily entitled to leave at the rate of one eleventh of the period spent on duty. If a part only of the vacation has been taken in any year the period so reduced shall be a fraction of 27 days as the case may be equal to the proportion which the part of the vacation taken bears to the full period of vacation.

The Principal of Govt. Junior Colleges are therefore requested to take action for crediting the Earned leave @ 6 days per each year from 15-9-94 to the staff working in their educational Institutions. They are also requested to submit proposal for encashment of earned leave after retirement at credit in respect of Principals who retired after 31-12-94 and to sanction earned leave for encashment by crediting 5 days per each year from 15-9-94 duly crediting one day (6-5) per each year alongwith Service Register and a copy of proceedings in which the retired Principals were already sanctioned Earned leave for taking necessary action in the matter.

Sd/-G. APPA RAO,  
 REGIONAL JOINT DIRECTOR OF HIGHER  
 EDUCATION (PAC) :: RAJAHMUNDRY.

Encl:- One.

To  
 All the Principals of Govt. Jr. Colleges in Zone-I and II.  
 Copy to the D.V. IO 1) Visakhapatnam 2) Vizianagaram 3) Visakhapatnam  
 4) Rajahmundry and 5) Eluru.

//t.c.f.b.o.//

\*SKRao/-

*M. Subramani*  
 SUPERINTENDENT  
 2/4/98

(P.T.O)

GOVERNMENT OF ANDHRA PRADESH  
EDUCATION (C.E.II-2) DEPARTMENT

Memorandum No.4124/C.E.II-1/89-5-Edn., dt: 1-9-1990.

Sub: - Leave - E.L. to the teaching and Non-teaching staff working in Educational Institutions-Number of days of Earned Leave - Enhanced - Amendment to the G.O -Issued.  
R.F.: -1) G.O. Ms.No.354 Edn., (Ser-IV-I) Department, dt: 20-11-89.  
2) From the C.C.S. Lr.No.4871/DCS-2/89, dated: 27-2-1990.

The following amendments are issued to the G.O. 1st cited so that the orders contained there in shall apply to all educational institutions including Colleges.

AMENDMENT- I:

In the abstract of G.O. Ms.No.354, Education, dt: 20-11-89 the word "Schools" shall be substituted by the words "Educational Institutions".

AMENDMENT- II:

The following shall be added to the address entries to G.O. Ms.No.354 Education, dated 20-11-1989.

- \* The Commissioner of Collegiate Education, Andhra Pradesh, Hyderabad.
- \* The Director of Intermediate Education, Andhra Pradesh, Hyderabad.

This Memo, issued with the concurrence of Finance and Planning (FR-I) Department, vide their U.O.No.D-90-04/020/272, FR.L, dated: 5-7-1990.

Sd/-V.S.Rama Rao,  
Joint Secretary to Government.

//True copy//

Sd/-SECTION OFFICER.

(Copy) communicated for information and necessary action.

The receipt of these proceedings may be acknowledged by return of post.

K.S.R. SARMA,  
for DIRECTOR OF COLLEGIATE EDUCATION.

- To
- All the Principals of Govt. Degree Colleges in the State.
  - Copy to all Regional Joint Directors in the State.
  - Copy to all Officers in this Office.
  - Copy to Establishment, GC.II, UIC-Sections in this Office.
  - spare-5.

//t.c.f.b.o//

Sd/-X x x x,  
SUPERINTENDENT.

\*SKRao/-

*Q. 1/1/90*

GOVERNMENT OF ANDHRA PRADESH  
FINANCE (PC-I) DEPARTMENT

Circular Memo No. 1458-A/63/PC-I(A2/2011)

Dated: 31/01/2011

Sub: PUBLIC SERVICES - Recommendations of Ninth Pay Revision Commission - Payment of Dearness Allowance during the period of Leave on Half Pay - Clarification - Issued.

Ref: U.O.No.5455/320/FR-I dated: 21.06.2010 from Finance (FR.I) Department.

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The Ninth Pay Revision Commission recommended, among others as follows on the admissibility of Dearness Allowance during the period of Leave on Half Pay:

**"The Employees of the State Government may be allowed Dearness Allowance based on the amount of leave salary admissible while on leave on Half Pay as par with the Employees of Government of India".**

2. After careful examination of the recommendations of Ninth Pay Revision Commission, Government hereby order to bring the orders as existing in Government of India on the admissibility of Dearness Allowance during Half Pay Leave for the employees of the State Government. The extract of the Rule 40 of the Central Civil Services (Leave) Rules, 1972 (FRSR-Part-2) is appended to this memo.

3. The Finance (FR.I) Department are requested to make necessary amendments to the A.P. Leave Rules, A.P. Fundamental Rules.

(The circular is available on Internet and can be accessed at the address <http://www.aponline.gov.in> and [www.apfinance.gov.in](http://www.apfinance.gov.in))

G.SUDHIR

SPECIAL CHIEF SECRETARY GOVERNMENT

To

- The Accountant General, Andhra Pradesh, Hyderabad (20 copies).
- The Accountant General, Andhra Pradesh, Hyderabad (by rem-2).
- The Pay & Accounts Officer, Hyderabad.
- The Principal Secretary to Governor, Andhra Pradesh, Hyderabad.
- The Principal Secretary to the Chief Minister and Private Secretaries to all Ministers.
- All the Departments of Secretariat (20 copies each).
- All the Heads of Departments (including Collectors and District Judges).
- The Registrar, High Court of Andhra Pradesh, Hyderabad (with covering letter).
- All the District Treasury Officers (with copies of Sub-Treasury Officers).
- The Secretary, Andhra Pradesh GENCO/TRANSCO.
- The General Manager, A.P. State Road Transport Corporation, Hyderabad (with covering letter).
- All District Educational Officers / All Principals of Junior Colleges.
- All the District Development Officers, Zilla Praja Parishads.
- All District Parishad Officers.
- All Secretaries of Zilla Gramhalaya Samithis through Director of Public Libraries, Hyd.
- All Secretaries of Agricultural Market Committees through the Commissioner and Director of Agricultural Marketing, A.P., Hyd.
- All Commissioners / Special Officers of Municipalities.
- All Recognized Service Associations.
- The Director, Government Printing Press, Hyderabad for publication in the Andhra Pradesh Gazette.
- Copy to the General Administration (Cabinet) Department.
- Copy to the General Administration (SW) Department.
- Copy to SF-SCs.

FORWARDED TO ALL BY CIRCULAR

SECRETARY

PROCEEDINGS OF THE PRINCIPAL/CORRESPONDENT, Govt/PAC \_\_\_\_\_

Present: Sri \_\_\_\_\_

Rc.No.      /A/2018.

Dated: \_\_\_\_\_

Sub:- Leave – Half leave on medical grounds for the period from \_\_\_\_\_ to \_\_\_\_\_ in respect of Sri K Venkateswara Rao, Lect, Govt/PAC, \_\_\_\_\_ commuted to full pay-sanction-orders-issued

Ref:-1) Application dated: \_\_\_\_\_ of the individual concerned

2) Joining report dated: \_\_\_\_\_ of the individual concerned

@@@@

Under rule \_\_\_\_\_ of A P Leave Rules, 1933 the Principal/Secretary and Correspondent, Govt /PAC hereby sanctions half pay leave on medical grounds for the period from \_\_\_\_\_ to \_\_\_\_\_ in respect of Sri \_\_\_\_\_, Lect/NTS, Govt/PAC \_\_\_\_\_ commuted to full pay duly debiting \_\_\_\_\_ from his/her half pay leave account

The balance of half pay leave after sanction of the leave is \_\_\_\_\_ days

He/She is informed that necessary entry shall be made in the service register under proper attestation.

Principal/Correspondent  
Govt. Degree College,  
\_\_\_\_\_

Copy to the individual concerned  
Copy forwarded to the Sub Treasury Officer, \_\_\_\_\_  
Copy to the file  
Copy to the Bill.

PROCEEDINGS OF THE PRINCIPAL/CORRESPONDENT, Govt/PAC \_\_\_\_\_

Present: Sri \_\_\_\_\_

Rc.No.    /A /2018.

Dated: \_\_\_\_\_

Sub:- Leave – Half leave on Private affairs for the period from \_\_\_\_\_ to \_\_\_\_\_ in respect of Sri K Venkateswara Rao, Lect, Govt/PAC, \_\_\_\_\_ to full pay-sanction-orders-issued

- Ref:-1) Application dated: \_\_\_\_\_ of the individual concerned
- 2) Joining report dated: \_\_\_\_\_ of the individual concerned

@@@@

Under rule \_\_\_\_\_ of A P Leave Rules, 1933 the Principal/Secretary and Correspondent, Govt /PAC hereby sanctions half pay leave on private affairs for the period from \_\_\_\_\_ to \_\_\_\_\_ in respect of Sri \_\_\_\_\_, Lect/NTS, Govt/PAC \_\_\_\_\_ duly debiting \_\_\_\_\_ from his/her half pay leave account

The balance of half pay leave after sanction of the leave is \_\_\_\_\_ days

He/She is informed that necessary entry shall be made in the service register under proper attestation.

Principal/Correspondent  
Govt. Degree College,

\_\_\_\_\_

- Copy to the individual concerned
- Copy forwarded to the Sub Treasury Officer, \_\_\_\_\_
- Copy to the file
- Copy to the Bill.

PROCEEDINGS OF THE PRINCIPAL/CORRESPONDENT, Govt/PAC \_\_\_\_\_

Present: Sri \_\_\_\_\_

Rc.No. /A/2018.

Dated: \_\_\_\_\_

Sub:- Leave - Earned leave on medical grounds for the period from \_\_\_\_\_ to \_\_\_\_\_ in respect of Sri K Venkateswara Rao, Lect, Govt/PAC, \_\_\_\_\_ committed to full pay-sanction-orders-issued

Ref:-1) Application dated: \_\_\_\_\_ of the individual concerned  
2) Joining report dated: \_\_\_\_\_ of the individual concerned

@@@@

Under rule \_\_\_\_\_ of A P Leave Rules, 1933 the Principal/Secretary and Correspondent, Govt /PAC hereby sanctions earned leave on medical grounds/private affairs for the period from \_\_\_\_\_ to \_\_\_\_\_ in respect of Sri \_\_\_\_\_, Lect/NTS, Govt/PAC \_\_\_\_\_

The balance of earned pay leave after sanction of the leave is \_\_\_\_\_ days

He/She is informed that necessary entry shall be made in the service register under proper attestation.

Principal/Correspondent  
Govt/PAC,

Copy to the individual concerned  
Copy forwarded to the Sub Treasury Officer, \_\_\_\_\_  
Copy to the file  
Copy to the Bill.

MEETINGS OF THE PRINCIPAL(F.A.C), GOVT. DEGREE COLLEGE, TEKKALI

Present:- Dr. K. Gangeswara Rao, M.Com, B. G. L, Ph. D.,

Rc.No.130-A/2007Dated: 26-02-2008

Sub:- LEAVE - Sanction of Half pay leave commuted in to full pay to sri N. Balakrishnamurty, Lecturer in - commerce from 04-02-2008 to 24-02-2008(B.D.I) - Orders - Issued,

- Ref:- 1) Application of sri N. Balakrishnamurty, Lecturer in commerce, dated 25-02-2008.  
2) G.O.Ms.No.196, Finance & Planning Department, dated- 23-07-1975.  
3) Note orders of the Principal, Govt. Degree college, Tekkali, dated 26-02-2008.

\* \* \* \*

ORDER:-

The Principal, Govt. Degree college, Tekkali, Srikakulam District is pleased to sanction half pay leave commuted in to full pay to Sri N. Balakrishna murty, Lecturer in commerce, Govt. Degree college, Tekkali from 04-02-2008 to 24-02-2008(BDI) for 21 days duly deducting double the amount of half pay leave (i.e. 42 days) from his half pay leave account of the incumbent.

Certified that there is a balance of 316 days of half pay leave at his credit after sanction of this leave.

Certified that the individual is availed 51 days of commuted leave previously as per the service register of the individual.

Copy to the individual.  
Copy to bill.  
Copy to the Sub-Treasury officer, Tekkali.

*K. Gangeswara Rao*  
PRINCIPAL  
Govt. Degree College  
TEKKALI

*26/02/08*

PROCEEDINGS OF THE PRINCIPAL, GOVT. DEGREE COLLEGE, TEKKALI,  
SRIKAKULAM DISTRICT

Presents Dr. K. Gangeswara Rao, M.Com, B.G.L., Ph.D.,

RC.No. 207-A/2008Dated: 18-09-2008

Sub:- Leave - Sanction of half pay leave commuted in to full pay to Sri R. Kanthiah, Lecturer in - History, Govt. Degree college, Tekkali - Orders issued.

- Ref:- 1) Application of the individual dt. 15-09-08.  
2) Note Orders of the principal, Govt. Degree - college, Tekkali dated, 15-09-2008.

\* \* \* \*

ORDER-

The Principal, Govt. Degree college, Tekkali, Srikakulam District is pleased to sanction half pay leave commuted in to full pay for 8 days from 05-09-2008 to 12-09-2008 suffixing 13-09-08 & 14-09-2008 second saturday and sunday duly debiting 16 days of half pay leave from the half pay leave account to Sri R. Kanthiah, Lecturer in History, Govt. Degree college, Tekkali under rule 15-B & 18-B of the A.P. leave rules 1933.

Certified that the above individual was availed 81 days of commuted leave previously and 222 days of half pay leave is at his credit as per the service register after sanction of this leave.

*K. Gangeswara Rao*  
PRINCIPAL  
Govt. Degree College  
TEKKALI.

18  
18/9

Copy to the individual concerned,

Copy to the bill

Copy to the Sub-Treasury officer, Tekkali.

PROCEEDINGS OF THE PRINCIPAL, GOVT. DEGREE COLLEGE, TEKKALI,  
SRIKAKULAM DISTRICT

Present:- Dr. K. Gangeswara Rao, M.Com, B.G.L, Ph. D.,

Rc.No. 207-A/2008

Dated: 12-11-2008

Sub:- Leave - Sanction of Half pay leave for 86 days from 07-08-2008 to 31-10-2008 on private affairs to Sri N. Balakrishnamarty, Lecturer in commerce - Issued.

- Ref:- 1) Application of sri N. Balakrishnamarty, Lecturer in commerce, dt. 06-11-08.  
2) Note orders of the Principal, Govt. Degree college, Tekkali, dt. 06-11-2008.  
3) Progs. Rc. No. 761/Ser-III-2/2008, dt. 26-07-08 of the C.C.E, A.P. Hyderabad.

\* \* \* \*

Under rule 13(b) of the Andhra Pradesh leave rules 1933, the principal, Government Degree college, Tekkali is pleased to sanction 86 days of half pay leave from 07-08-2008 to 31-10-2008 ( 86D) to sri N. Balakrishna murty, Lecturer in commerce of this institution on private affairs by debiting to his half pay leave account. The balance of half pay leave at his credit after sanction of this leave will be 250 days.

Certified that necessary entries have been made in the service register of the individual.

Copy to the individual concerned  
Copy to the bill  
Copy to the Sub-Treasury Officer,  
Tekkali.

- PRINCIPAL  
Govt. Degree College  
TEKKALI.

*[Signature]*  
12/11/08

PROCEEDINGS OF THE PRINCIPAL, GOVT. DEGREE COLLEGE, TEKKALI,  
SRIKAKULAM DISTRICTSri G. S. Rao, M. A., B. A., B. L., B. S., B. Ed., Ph. D.,  
Principal, Govt. Degree College, Tekkali, Srikakulam District.Rc.No. 130/2007/Sum.PreDated: 11-6-2007

Subj:- Summer Vacation 2006-07 - Prevention of Non-Teaching Staff from availing Summer vacation during the year 2006-07. ~~11-6-2007~~ - Preservation of Earned leave proportionate - Orders - Issued.

Ref:- 1) Progs.L, Dis.No. 1687/CS-2/81, dt. 21-4-1981 of the Director of Higher Education, A.P, Hyderabad.

2) This Office Progs.Rc.No.130/2007/sum.pre, - dated, 31-1-07.

\* \* \* \*

In Pursuance of the Orders issued in the proceedings of the Director of Higher Education, A.P, Hyderabad vide reference (1) cited, the following Non-teaching Staff members working in Govt. Degree College, Tekkali have been prevented from enjoying summer vacation during 2006-07.

Therefore the Principal, Govt. Degree college, Tekkali, Srikakulam District is pleased to preserve additional credit of earned leave as noted against each.

S.No.	Name & Designation	Period of summer vacation and No. days - prevented.	No. of days of earned leave to be credited
1)	Sri P. A. Narasimha Rao Store keeper in place of senior Asst.	01-4-07 to 31-5-07 =51 days	61x30 61 = 30 days
2)	Sri S.P. Panda Typist	- do -	61x30 61 = 30 days
3)	Sri G. Prasada Rao Junior Asst	- do -	61x30 61 = 30 days
4)	Sri S. Ramulu Record Asst	- do -	61x30 61 = 30 days
5)	Sri Ch. Porida Attender	01-4-07 to 10-5-07 for 40 days	40x30 61 = 20 days
6)	Sri G. Ramayya Attender	01-4-07 to 20-4-07 & 01-5-07 to 20-5-07 for 40 days	40x30 61 = 20 days
7)	Sri S. Appa Rao Attender	21-4-07 to 31-5-07 for 41 days	41x30 61 = 20 days

1/2/1

The individuals are hereby informed that the above preservation of earned leave is subject to revision at any time, as and when objected by the competent authority.

Copy to the individuals concerned,  
Copy to the file.

*[Signature]*  
PRINCIPAL POC  
Govt. Degree College  
TEKKALI

PROCEEDINGS OF THE PRINCIPAL GOVT DEGREE COLLEGE, GANAPAVARAM  
Present: - Sri C J Narasihma Murthy., M com

Rc.No. /A/2010

Dated: /08/2010.

Sub:-Public Service-Encashment of earned leave for 135 days in  
Respect of **Sri N Bhaskara Raju**, Lecturer in social work, Govt  
Degree College, Ganapavaram-retired from service on **31.03.09**  
Sanction-Orders-Issued

- Ref:- 1) G O Ms.No.420 F & P (FW FRI) Dept dated: 03.12.1990  
2) G O Ms.No.234 Fin Dept dated: 10.08.2006  
3) Application of Sri N Bhaskara Raju, Rtd Lecturer in Social  
Work, Govt Degree College, Ganapavaram

-000-

Sri N Bhaskara Raju, Lecturer in Social work, Govt Degree college, Ganapvaram, W G Dt., retired from service on attaining the age of superannuation on the A N of **31.03.2009** in the reference 3<sup>rd</sup> cited, he has requested to permit him to encash balance of earned leave as on the date of his retirement and requested for sanction of pay and allowances in lieu of the leave.

In pursuance of the orders issued in the references 1<sup>st</sup> and 2<sup>nd</sup> read above and as per the request of the retired lecturer, the Principal, Govt Degree college, Ganapvaram is pleased to permit **Sri N Bhaskara Raju**, Rtd Lecturer in Social work, Govt Degree college, Ganapavaram to encash balance of earned of **135 days** (one hundred and thirty five only) for encashment and also sanctions pay and allowances in lieu of the leave.

He is also informed that if excess payment is made due erroneous calculation and it is found later, the same will be recovered from him without assigning any notice thereon.

Principal (FAC)  
Govt Degree College  
Ganapavaram

Copy to N Bhaskara Raju, Rtd Lecturer in Social work, Govt Degree College, Ganapvaram

Copy forwarded to the Sub treasury officer, Tadepalligudem

Copy to file/copy to bill

Spare-1

PROCEEDINGS OF THE PRINCIPAL/SECRETARY AND CORRESPONDENT \_\_\_\_\_

Present:-

Rc.No \_\_\_\_\_

Dated: \_\_\_\_\_

Sub:-Private Aided Junior colleges-Encashment of balance of half pay leave at the time of retirement in respect of Smt B Rama Devi, Principal (Retd) DEG Women Junior College, Tadepalligudem for 209 days-sanction-orders Issued

- Read:-1) G O Ms.No.186 Finance (HR,IV) Dept dated: 27.11.2017  
 2) Pros Rc.No.Amn.I/1360/2017,dt.28.12.2017of the Commissioner of Intermediate Education, AP., Vijayawada  
 3) Proposals received from the Secretary and Correspondent, DRG Women Junior College, Tadepalligudem

-000-

In pursuance of the orders issued in the references 1<sup>st</sup> and 2<sup>nd</sup> read above and proposals received from the Secretary and correspondent, DRG Women Junior College, Tadepalligudem, the Dist Vocational Educational Officer, WGDt., is hereby accords permission to the Secretary and Correspondent, DRG Women Junior College, Tadepalligudem to encash balance of half pay leave of 209 days (two hundred and nine days) ie 300-91(EL) for encashment in respect of Smt B Rama Devi, Principal (Retd) DRG Women Junior college, Tadepalligudem who retirement from service on 31.12.2017 on attaining the age of superannuation and also sanction pay and allowance in lieu of the leave

Last Pay drawn by the individual	Rs.1,08,330-00
Half Pay+DA	Rs.54165+11921=66,086
DA as on the date of retirement	Rs.23,841-00
Cash payment in lieu of HPL Component	$\frac{54165+11921}{30} \times 209 = \text{Rs.4,60,399/-}$

The Secretary and Correspondent, DRG Women Junior college, Tadepalligudem is requested to make necessary entry in the service register of the individual under proper attestation .The balance of half pay leave at her credit is  $332-209=123$  days

The service register of the individual is here with returned

End:- Service Register

Dist Vocational Educational Officer  
Eluru

To

The Secretary and Correspondent, DRG Women Junior College, Tadepalligudem  
 Copy to Smt B Rama Devi, Principal (Retd) DRG Women Junior college, Tadepalligudem  
 through the Secretary and Correspondent of the College  
 Copy forwarded to Sub-Treasury Officer, Tadepalligudem  
 Copy submitted to the Regional Joint Director of Intermediate Edn., Rajahmundry

PROCEEDINGS OF THE PRINCIPAL GOVT DEGREE COLLEGE, RAZOLE  
Present: - SRI P Prabhakara Rao, M A,

Re.No.10472/A/2009

Dated: 10.11.09

Sub:- Earned leave-surrender of earned leave for 15 days for the Period **01.11.2009 to 15.11.09** for encashment during the Financial in respect of Non-Gazetted officers (NTS) of Govt Degree College, Razole- sanction-Orders-Issued

Ref:- 1) Circular Memo No.10472/C/199/FR.I/09, Dt. 29.04.2009  
2) Memo No. 10472/199/F.R I/2009, Dt. 26.05.2009  
3) Applications of the individuals concerned

AAA

AAA

In the reference 3<sup>rd</sup> cited, the following Non teaching staff (NGOs) of Govt Degree college, Razole have requested to permit them to surrender earned leave for 15 days for the period from 01.11.2009 to 15.11.2009 for encashment during the financial year **2009-2010**.

In pursuance of the orders issued in the reference 1<sup>st</sup> and 2<sup>nd</sup> cited, the Principal, Govt Degree College, Razole is hereby permitted the following Non teaching staff of Govt Degree college, Razole to surrender earned leave for encasement during the financial year 2009-2010 and sanctions pay and allowances in lieu of the leave as noted against their names.

S.No	Name	Designation	Period	Balance of EL(days)
1	Sri J Henry Thomas	Superintendent	01.11.09 to 15.11.09	275
2	Sri Ch S Gatyanaarayana	Typist	Do	285
3	Sri T Lakshmanudu	Herbarium keeper	Do	96
4	Sri P Ganga Raju	Record Asst	Do	04
5	Sri Bh Sai Baba	Record Asst	Do	58
6	Sri G Ramana	Record Asst	Do	76
7	Sri V Balaji	Record Asst	Do	28

They were not permitted to surrender earned leave for encashment previously during this financial year. They are also further informed that necessary entry has been made in the service register under proper attestation.

Sd/-P PRABHAKARA RAO  
Principal, Govt Degree College, Razole

Copy to the individuals concerned  
Copy forwarded to the Sub treasury officer, Razole  
Copy to file  
Copy to bill

// t c f b o l l

*[Signature]*  
SUPERINTENDENT.

## PROCEEDINGS OF THE PRINCIPAL GOVT DEGREE COLLEGE, RAZOLE

Present: - SRI P Prabhakara Rao, M A.,

Rc.No.134 /A/2009Dated: 08.07.2010

Sub:-Earned leave-surrender of earned leave for 15 days for the Period **01.07.10 to 15.07.10** for encashment during the Financial in respect of Non-Gaggetted officers (NTS) of Govt Degree College, Razole- sanction-Orders-Issued

- Ref:- 1) Circular Memo No.10472/C/199/FR.I/09, Dt. 29.04.2009  
 2) Memo No. 10472/199/F.R I/2009, Dt. 26.05.2009  
 3) Applications of the individuals concerned  
 4) This office Procs Rc.No.134/A/2009, Dt. 10.11.2009  
 5) Circular Memo.15744-C/324/FR.I/2010,dt.15.06.2010

-000-

In the reference 3<sup>rd</sup> cited, the following Non teaching staff (NGOs) of Govt Degree college, Razole have requested to permit them to surrender earned leave for 15 days for the period from 01.07.2010 to 15.07.2010 for encashment during the financial year 2010-2011. In the circular Memo 5<sup>th</sup> cited orders were issued to permitting the employees who have a balance of 286 days of earned leave as on 30<sup>th</sup> June 2010

In pursuance of the orders issued in the reference 5<sup>th</sup> cited, the Principal, Govt Degree College, Razole is hereby permitted the following Non teaching staff of Govt Degree college,Razole to surrender earned lave for encasement during the financial year 2010-11 and sanctions pay and allowances in lieu of the leave as noted against their names :-

SINo	Name	Designation	Period	Balance of EL.(days)
1	Sri J Henry Thomas	Superintendent	01.07.10 to 15.11.10	288-15= 273
2	Sri Ch Surya Satyanarayana	Typist	01.07.10 to 15.07.10	291-15= 276 days

They were not permitted to surrender earned leave for encashment previously during this financial year. They are also further informed that necessary entry has been made in the service register under proper attestation.

Principal,  
Govt Degree College,  
Razole

Copy to the individuals concerned  
Copy forwarded to the Sub treasury officer, Razole

Recommendation Roll for Sanction of Leave on behalf of  
Sri/Smt/Kum.....

-----

1. Name of the Officer
2. Designation ....
3. (a) Date of Birth,  
(b) Date of first appointment.  
(c) Substantive post.
4. Nature of leave rules applicable;
5. Total leave at Credit : Prised leave Half pay leave  
(i) As per the account furnished by the Accountant General, A.P. Hyderabad in the Service Record as on 30-11-1976.  
(ii) Subsequent leave direct:  
(iii) Total.
6. Total amount of commuted leave on Medical Certificate (in terms of days) already availed of as shown in Col. 21 of the leave Account.
7. Nature and period of leave applied for. From To Date
8. Sundays holidays and vacation proposed to be prefixed/suffixed to leave.
9. Whether the application is supported by a Medical Certificate issued by a Civil Surgeon of a Government Hospital if the leave is on Medical Certificate.
10. Whether the Government servant is eligible for the leave applied for in Col. 7.

I hereby undertake to refund the leave salary if, I am not eligible for the grant of the leave under the rules.

PTE

2: 2 11

Certified that I have surrendered the earned leave for 15/30 days from ..... provisionally, in terms of G.O.No.172, Finance, dated 1-7-1976.

Station:  
Date:

Signature (with date)

Designation.

RECOMMENDATION BY THE PRINCIPAL :

Recommended.

2. Certified that the Government servant under reference is eligible for the grant of leave applied for in Col.7.

3. The leave applied for, may therefore be sanctioned.

4. The leave application alongwith the Medical Certificate is submitted.

Station:  
Date:

Signature (with date)

Designation.

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**PREVENTION OF STAFF FROM AVAILING SUMMER VACATION**

The colleges are closed in summer for vacation declared by the concerned university. However, the routine work like preparation of pay bills, preparations for the next academic year, initiating the action on the correspondence received from various agencies etc., have to be attended to.

Keeping this in view, the Principal is permitted to prevent some non-teaching staff members from availing vacation. Through the proceedings vide L.Dis.No.1687/C5-2/81 dt. 24-04-1981) the Director has prescribed a scale for preventing the non-teaching staff from availing the vacation based on the student strength of the college. However, the Principal is not competent to prevent himself/herself from availing summer vacation neither can he/she prevent the teaching staff members from availing summer vacation. If there is an absolute need to discharge any work during summer vacation, prior permission of the Commissioner of Collegiate Education should be obtained to prevent teaching staff or Principal himself/herself from availing summer vacation.

Accordingly, the following orders were issued (vide Proc cited above) in supersession of the orders issued previously on the subject, in order to look after the work during summer vacation in the colleges, the Principals of Government Degree Colleges were authorized to prevent the non-teaching staff of their colleges as per the following scale and proportionate earned leave may be reserved therefor on behalf of the incumbents so prevented.

In Degree College:

- 1. One Superintendent 5+227
- 2. One senior Assistant 5+328
- 3. One Junior Assistant
- 4. One Typist
- 5. One Record Assistant
- 6. Two Attenders - where the college strength is less than 1,000
- 7. Three Attenders - where the college strength is more than 1,000

It should be ensured that no other staff member should be prevented in excess of the scale prescribed. There will be no reservation of leave for contingent staff.

**NO OBJECTION CERTIFICATE TO APPLY FOR PASSPORT**

The following procedure shall be followed while applying or processing application for obtaining No Objection Certificate for Passport.

- i) For issue of no-objection certificate by the Commissioner of Collegiate Education to obtain passport, the proposal should be submitted with the following information.
  - 1) Application in the prescribed format.
  - 2) No dues certificate.
  - 3) No allegations certificate.
  - 4) Declaration to the effect that they will not accept any assignment / employment / scholarships etc., during their stay at abroad, that they will return to the country before the expiry of leave applied.
  - 5) Annexure - B\* (Identity Certificate - available in the Passport application form) duly filled in with photo attested in triplicate.
- ii) No prior permission of the Commissioner is required for attending VISA interview.
- iii) But prior permission should be obtained from the Commissioner to leave the country, duly specifying the leave period / period of visit in the proposal.

## KNOW OUR PENSION RULES

- ◆ It is a regular payment made to retired person / Their widow/widowers.
- ◆ It is most valuable and secured one for relaxed and joyful fruit of long journey of service.
- ◆ All the pension rules are framed in Andhra Pradesh Revised Pension Rule - 1980 (APRP Rule 1980).
- ◆ Contributory pension scheme is effected from 01-09-2004 (G.O. Ms.No. 653 Dt 22.09.2004)
- ◆ 10 years qualified service is required for sanction of service pension.
- ◆ Govt. Contribution is to be refunded, when contract service (Rule 17 (1-6)), Military Service (Rule - 19)
- ◆ 18+ age, Regulated "Un authorized Absence" (Rule 23), Extraordinary leave upto 5 years, EOL on medical ground (no bar), Regulated period are the periods of qualifying service.
- ◆ Weightier of 5 years is allowed while calculating service pension.
- ◆ Service pension =  $\frac{\text{Length of Service in years}}{65} \times \text{Last pay drawn}$ .
- ◆ Service Gratuity is allowed, when qualified service is allow 10 years.
- ◆ Notion Increment is allowed when the pensioner's date of birth is 1st day of the month born (G.O. 235 dt 26.05.1998)
- ◆ Formula for retirement gratuity is last pay drawn x 1/4 x 66 (Completed half year of service)
- ◆ Rule 50 (i) - 13 Sub rules are concerned with Family pension.
- ◆ Enhanced Rate of Family pension is 50% of last pay drawn Normal rate of Family Pension is 30% of last pay drawn.
- ◆ Divorced wife/husband doesnot come under family - Rule 50(12).
- ◆ Enhanced Family pension is given upto the age of 65 yrs of the retired Govt. servant.
- ◆ New Commutation value of pension is applicable as per G.O.1-OMF No. 38/37/08 P & PW (A) dt. 02.09.2008 & G.O. 100 dt 06.04.2010.
- ◆ Formula for calculating CVP = Amount commuted x years of purchase x 12
- ◆ A maximum of 40% of pension is allowed for commutation.
- ◆ In case of invalid pension (Rule - 37) No weightier is allowed.
- ◆ Weightier is added in calculate qualified service in case of retiring pension (VRS) - Rule 34, 43.
- ◆ Service Register is employees document, mentioned & kept under the safe custody of the DDO/Head of office.
- ◆ Duplicate service register with page wise attestation is suggested to avoid production of collection of collateral evidence, in case of loss of original service register.

FEE to be Collected, Registers to be maintained, accounts to be opened and Cash Books to be operated in Govt Degree Colleges

Sale of admission application	Rs.1-00
Registration applications	Rs.3-00
Admission fee	Rs.1-00
Tuition fee	Rs.500-00 Per Annum (Procs Rc.No.656/Admn.1-2/2000-1 Dt.07.07.2000 of C & DCE,AP,Hyd)

Special fee  
As per G O Ms.No.593 Edn  
Dt. 21.03.1972  
In Procs Rc.No.73/Admn.1-2/07-1  
Dt. 17.05.07, the CCE, AP., Hyd  
Permitted to enhance 10% from the  
Academic year 2007-08

- 12 Ledgers
- 1) Students Union
  - 2) Library Fee
  - 3) Laboratory fee
  - 4) Games fee
  - 5) Inter College Tournament fee
  - 6) College Magazine
  - 7) College Calendar
  - 8) Poor Students Fund
  - 9) Medical
  - 10) Dramatic Association
  - 11) Audio Visual Equipment
  - 12) Social Service League

Caution money Deposit

- 1) Library Deposit,
- 2) Laboratory Deposit

University Fee

as prescribed University Concerned

CPDC Collections

as decided by the CPDC (as per Proc Rc.No.300/  
Admn.1/2000,Dt.01.08.2000 of CCE, AP.,Hyd)

Additional Spl Fee

as per the course sanctioned to the College  
As per Procs Rc.No.832/Admn.1-2/2000  
Dt.04.07.2000 of C & DCE AP.,Hyd)

Receipt book

should be induplicate and to be issued in the name  
Of Principal of the college

Registers to be maintained:-

- 1) Sale of application Admn Application
- 2) Registration of Admn Applications
- 3) Admission Register
- 4) Daily Fee Collection
- 5) Term Fee Register

Remittance/Depositing of fee Collections

- 1) Sale proceeds            0058 Challan
- 2) Registration fee        0202 - 01 - 103 - 81
- 3) Admission fee            0202        ✓
- 4) Tuition fee                0202        "

Cost of Admission Applications

: to be remitted by means of challan  
Head of account: 0058-

Registration fee/Admission fee Tuition fee

: to be remitted by means of challan to Govt  
0202-

Special fee Collections

: Personal Deposit Account to be opened in Sub Treasury/Savings Bank Account in any nationalized Bank in the name of the Principal of the College

Additional Special fee

: to be deposited in a savings bank account to be opened in the name of Principal of the college in any nationalized bank

CPDC Collections

: to be deposited in a savings bank account to be in the name of President and Secretary of the CPDC and it should be a joint account in any nationalized Bank.

Withdrawals

: Separate Cheque books to be obtained for each account

General Cash book

: should be maintained in APTC form 5  
Sale proceeds, Registration fee, Admission fee and Tuition fee Etc.. to be recorded

Date of receipt	Particulars	Amount	Date of remittance	Particulars	Amount
1	2	3	4	5	6

Special fee Cash Book

Double entry Cash book. should be operated as per daily fee collection register and as per cheque book

Date	Particulars	Cash on hand	Bank balance	Date	Particulars	Cash on hand	Bank balance
1	2	3	4	5	6	7	8
	Receipts/Collection				Expenditure/Depositing		

Additional Special Fee Cash Book

: Double entry Cash book, should be operated as per daily fee collection register and as per cheque book, the fee collections shall be utilized as per Procs R.C.No.2869/GC.II-1/97.Dt.04.03.1998 of DCE,Hyd

Date	Particulars	Cash on hand	Bank balance	Date	Particulars	Cash on hand	Bank balance
1	2	3	4	5	6	7	8
	Receipts/Collection				Expenditure/Depositing		

Caution Money Deposit

: may be collected along with special fee and separate account may be maintained

CPDC Cash Book

: Double entry Cash book, should be operated as per daily fee collection register and as per cheque book

Date	Particulars	Cash on hand	Bank balance	Date	Particulars	Cash on hand	Bank balance
1	2	3	4	5	6	7	8
	Receipts/Collection				Expenditure/Depositing		

DDO Account cash book

: As per G O Ms.No.90 Finance (TER) Dept dated: 31.01.02, the DDO shall open a single current account on his designation and shall maintain separate Cash Book in the following proforma

Date	Particulars	Amount	Date	Particulars	Amount	Balance
1	2	3	4	5	6	7
	Receipts			Payments		

Scholarship Cash Book:-

: As per G O Ms.No.66 SW(SW.EDn.2) Dept dated: 08.09.2010, disbursement of RTF to Colleges and MTF to student shall be done through the online banking. The Principal of the college shall have to open current account in the name of the Principal of the college in any nationalized bank for crediting the RTF amount and cash book shall have to be maintained in the following format

Date	Particulars	Cash on hand	Bank balance	Date	Particulars	Cash on hand	Bank balance
1	2	3	4	5	6	7	8
	Receipts/credits thr online				Disbursement particulars		

Additionaly SD file ✓

1/47

INSTRUMENTS COLLEGE EDUCATION, PUNJAB AND

No. 2060/30 III-1/37.

Dated: 6.3.1936

16/3/36

Subj: - Govt. Degree Colleges - Staffing of Restructured/Educational courses - guidelines - communicated.

Read: - J.O. No. 216 Edn. dt. 2.3.36.

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In the reference read above Government issued orders permitting introduction of restructured courses in certain Government Degree Colleges in the State.

In terms of the said Government order the colleges can collect Rs. 3,000/- & Rs. 2,000/- towards special fee for science courses and Arts courses respectively.

To have a common pattern to deploy funds collected by way of special fees and also to have a uniform staffing pattern the Government felt it necessary to draw certain guidelines on restructured courses.

Accordingly the Academic Officer in the office have evolved certain guidelines on restructured courses to facilitate the the Principals of all Government colleges to deploy the funds collected by way of special fees and also to have a common staffing pattern.

The guidelines so evolved are herewith communicated to Principals of all Government Degree Colleges and they are requested to follow the guidelines scrupulously.

The receipt of the proceedings shall be acknowledged.

O. VIJAYA LINGA I  
FOR DIRECTOR OF COLLEGE EDUCATION

- To the principals of all Govt. Degree Colleges in the State.
- Copies to Regional Joint Director of Higher Education concerned
- Copies to GC I, GC II, GC III-2 Sec Academic cell, GC IV Sections.
- Copy to Academic Guidance Officer, O/o the Director of Collegiate Education, A.P., N.Y.C.

1/t.c.2.0.3.11

*[Handwritten Signature]*  
SUPERINTENDENT 10/3

1. University Grants Commission Vocational courses or State Government permitted restructured courses are to be started as half sections in lieu of the existing sections only. This is to help the institutions to avoid corpus fund stipulations. The strength in the class/section is limited to 30 students (i.e., Half section)
2. All efforts must be made to introduce useful courses which will be in demand and need. Head Principals must make lot of effort to conduct preliminary survey.
3. Proposals are to be sent to Government for sanction of restructured courses, depending on the local needs, requirements, availability of funds and infrastructure.
4. Along with the proposals, availability of surplus posts should also be mentioned for conversion to restructured subject.
5. Special fee exclusively for restructured/Vocational courses is collected at Rs. 3000/- for Science courses/Computer Applications and Rs. 2000/- for Arts and Commerce courses. This amount is to be spent exclusively for these courses only.  
A committee for restructured/Vocational special fee committee is to be constituted in the college. This committee will identify the needs of the courses and pass resolutions to meet the expenditure required. This committee will allot funds for different items of expenses as mentioned in Annexure I. (Any modifications may be made by the committee according to the needs of the college).
7. No amount is to be allotted for construction of building from special fees, when the laboratories and library are well established and huge amount is available. If special fee is available, the amount may then be utilised for construction of buildings after obtaining prior permission from the higher authorities.
8. Amount sanctioned by University Grants Commission for vocational courses should be utilized for the purpose for which they are sanctioned as per University Grants Commission guidelines.
9. This course is introduced as 1/3rd Restructured/Vocational course i.e. one of the subjects in the course is substituted by Restructured/Vocational subject in half section. For subjects like computer Science, Industrial Microbiology, Instrumentation etc. technical assistance/instructors on contract basis may be engaged and meet the expenditure as indicated in item No. 4 and 7.
10. Work load for Restructured subjects is given in Annexure II. Guest lecturers are to be arranged for new subjects like computer Science, instrumentation etc. UNVI persons are recruited for the posts allotted to these subjects. For other subjects like Industrial Chemistry, Industrial Microbiology, Seed technology, Clinical Nutrition & Dietetics, Food Science & Quality Control, Fisheries, Forestry, Functional English, Corporate Secretaryship, I.R.P.M. Office management and Secretarial Practice etc., the existing staff have to engage the classes. Guest lecturers may be arranged for specialised topics. Remuneration for guest lecturers may be made according to the resolutions passed by the committee as per University Grants Commission guidelines in consultation with concerned University.
11. On the job training is to be arranged for the students during summer (at least one month after I year and II year) and if possible during winter holidays also. Organisational expenditure for on the job training, industrial visits, educational tours etc. is to be met from the special fee collected as indicated in item No. 3.
12. The committee has to arrange for the purchase of equipment and furniture, depending on the needs and requirements of the course in the college, following the rules in V.U. etc.

ANNEXURE - II

WORK LOAD FOR RESTRUCTURED OR VOCATIONAL COURSES

<u>SUBJECT:</u>	<u>Work Load</u>		<u>Total</u>
	<u>I Yr.</u>	<u>II Yr.</u>	<u>III Yr.</u>
<u>Arts &amp; Commerce Subjects:</u>			
Secretarial Science	6	6	10 22 hours
Office Management			
Secretarial Practice			
Functional English	Lecturers required.		
Tax procedure & Practice			
Comp. Secy.			
Advertising & Sales Promotion			
I.R.P., etc			

<u>Science Subjects</u> (For an intake of 30)	<u>I Yr.</u>	<u>II Yr.</u>	<u>III Yr.</u>	<u>Total</u>
Computer Science	13	13	24	50
Industrial Microbiology				
Industrial Chemistry				
Fisheries				
Forestry				
Home Science, Clinical Nutrition & Dietetics.				
Food Science & Quality Control etc.				

Lecturers required for New Subjects:

	<u>I Yr.</u>	<u>II Yr.</u>	<u>III Yr.</u>	<u>Total</u>
--	--------------	---------------	----------------	--------------

Like computer Science, Instrumentation etc

	1	-	2	3
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Other subjects:

	<u>I Yr.</u>	<u>II Yr.</u>	<u>III Yr.</u>	<u>Total</u>
Like Industrial Microbiology	-	-	1	1
Industrial Chemistry, Fisheries, Forestry etc.,				

Work load for Computer subject:

	<u>I Yr.</u>	<u>II Yr.</u>	<u>III Yr.</u>	<u>Total</u>
in B.A.N. & B.Com., (CSS)	-	11	11	22
Lecturers required:	-	1	-	1

For any other subject having computer papers in II and III years the same work load pattern may be followed.

*[Handwritten Signature]*  
for Director of Coll-Grate Education, 7/2.

50 -3-

ANNEXURE - I

RESTRUCTURED/VOCATIONAL COURSES- SPLITTING OF BUDGET

For 30<sup>3</sup> Students-1st year 30 x 3000= : 90,000/- Sciences  
 for 3 years Rs. 2,70,000/-  
 30 x 2000= : 60,000/- Arts  
 for 3 years L. 1,80,000/-

for Science Labs/Computer Applications Lab:

<u>Non Recurring expenditure:</u>	<u>Sciences</u>	<u>Arts</u>
Equipment & Furniture:	1,50,000/-	95,000/-
<u>Recurring Expenditure:</u>		
1. Books & periodicals	20,000/-	20,000/-
2. Teaching Guest Faculty for theory & Practicals.	45,000/-	35,000/-
3. On the job Training	15,000/-	15,000/-
5. Technical assistance on contract basis	5,000/-	3,000/-
5. Lab maintenance/re-quirements	20,000/-	---
6. Reading material	5,000/-	5,000/-
7. Miscellaneous expenditure/Adm. Expenditure (Photocopying charges, equipment service charges Electricity, Water charges Stationary and Others)	10,000/-	7,000/-
	----- 2,70,000/-	----- 1,80,000/-

If any items which are essential to run the course are not covered above, the committee is empowered to incur expenditure by allocating funds for these items.

*Arun Kumar*  
 for Director of Collegiate Education  
 9/3  
 5.11.2012

The salient feature of the instructions are given below:- G/A

- (1) The Special fees collected will be utilised for the purpose for which it is collected.
- (2) It should be invariably spent for the students from whom it is collected.
- (3) The special fees shall not be treated as a source of income to the management and it should never be diverted to the general funds of the college, without prior permission of the Commissioner/Director.
- (4) Any internal diversion of funds from one item of special fee to the other can be done by a resolution by the appropriate special fee committee of the college. The same should be intimated to the Director.
- (5) There should be a separate special fee account either in the bank or in Government treasury. A separate P.D. account has to be opened for the purpose. A separate cash book and ledger should be maintained for special fee collections. In private aided colleges the Principal will operate the special fee fund and the managements shall not have to do any thing with it.
- (6) Separate Stock Register should be maintained in library, laboratories and games and other departments for all the items purchased under special fee collections.
- (7) The special fee collected in a year should be fully utilised during the same academic year. Normally there should be no accumulation of unspent special fee at the end of the year. If for any valid reasons the special fee is not fully utilised and some amount is left-over at the end of the year, it should be transferred to Corpus Fund of the college or spent for developmental activities of the college with prior approval of the Director/Commissioner. For this purpose the college may send proposals for the utilisation of accumulated special fee fund supported by specific resolutions from the concerned special fee committees. In Government Colleges the accumulated special fee fund can also be utilised for providing matching share of the college for U.G.C. grants.
- (8) A separate committee of at least five members should be constituted for the operation of each special fee fund collected. The committee should consist of two staff members, two students and the Principal as Chairperson. The Committee is responsible for proper utilisation of the fund. The tenure of the committee is one year. The Principal will

decide the constitution of the Committee and conduct the business of each committee. The Correspondent of the college in the case of private colleges need not necessarily be an ex-officio member of such committee.

- (9) For the operation of Special fee fund all procedures laid down by the Government from time to time should be followed. For the purchase of Equipment, for maintenance of the cash book and ledgers the said procedures should be followed.
- (10) Expenditure not exceeding 10% of the collection under library, games, laboratory and other items may be set apart for the purchase of non-recurring equipment including furniture.
- (11) The collections made under the item games can be spent for the purchase of games material required for physical education activity, repair of play grounds, preparation of courts, conveyance charges and daily allowance @ Rs.5/- paid to the players taking part in games and sports competitions as per procedure prescribed in the special G.O Ms.No.593 Edu(C) Dept. dt. 21-3-1972. The fund can also be utilised for refreshments and lunch in case of cricket matches to the concerned-players and accompanying teachers. The fund can be made available for purchase of first aid materials also. 1/5th of total collections under games item can be utilised for payment of remuneration to the games boy.
- (12) 2% of the total collections of special fee in a year can be spent for the payment of remuneration to the ministerial staff, who maintains the accounts of the special fee. The payment is made based on the student strength of the college during that year.
  - (a) Colleges with student strength of 750 and above the remuneration allowed is Rs.130/- per annum to the Superintendent/Senior U.D.C. and Rs.120/- to two assistants who maintains the special fee account. This can be paid in two equal installments in the academic year.
  - (b) Colleges with student strength below 750 the Superintendent/Senior Assistant will get Rs.130/- p.a. and one assistant will get Rs.120/- p.a.

- (13) Audio Visual Education fund collected under special fee can be utilised for the purchase of audio visual equipment. The staff involved in the maintenance of audio visual fund may be paid remuneration. Lecturer incharge of A.V. equipment be paid Rs.100/- per annum and the attender connected with it be paid Rs.50/- per annum.
- (14) All details of operation of special fee fund are mentioned in G.O. No.593 Edn(C) Dept.dt: 21-3-1972.
- (15) It is essential that periodical checking of cash book entries with that of the bank account should be done. Any discrepancy arising in the process of accounting, should be immediately reconciled with the bank/treasury. The discrepancies may arise due to following mistakes
1. Receipts not accounted by Bank/Treasury.
  2. Cheques issued are not accounted for by Bank/Treasury.
  3. Challans not reflected in the cash book in the college.
  4. Expenditure not entered in the cash book in the college.

PROCEEDINGS OF THE COMMISSIONER & DIRECTOR OF COLLEGIATE EDUCATION:  
A.P.: HYDRABAD.

Re.No. 1572/OP. I-3/2000

Dated: 20-7-2000

Sub:- GOVT. COLLEGES - Sri Ramachandra Arts & Science  
Govt. College, Kothagudem, Khammam Dist. -  
Sri K. Ganapathi Rao, Night Watchman - Request  
for issue of necessary orders for drawal and  
payment of salaries/wages - Orders - Issued.

- Read:- 1. Representation dt. 17-7-2000 from Sri K. Ganapathi Rao,  
Night Watchman, Sri Ramachandra Arts & Science  
Govt. College, Kothagudem.  
2. Commissioner's Procl. Re.No. 79/GCIV-2/2000,  
dt. 18-2-2000.

X-X-X

Sri K. Ganapathi Rao, Night Watchman, Sri Ramachandra Arts & Science Govt. College, Kothagudem, has represented that his wages were not paid for the period of work-done for want of release of funds. In this connection, it is clarified that in the reference 2nd read above, orders have been issued for meeting the above expenditure temporarily from the Special fee fund of the College subject to reimbursement of funds after release by the Commissioner of Collegiate Education.

It is also clarified that all contingent staff who were not paid wages for the work-done can be paid for the period of work-done from the Special fee funds of the Colleges subject to reimbursement of the same after release by the Commissioner of Collegiate Education.

All the Principals of Govt. Colleges in the State shall comply with the above instructions scrupulously.

H. KRIPANANDAN,  
COMMISSIONER & DIRECTOR OF COLLEGIATE  
EDUCATION.

To

The Principal, Sri Ramachandra Arts & Science Govt. College,  
Kothagudem, Khammam Dist.

Copy to all the Principals of Govt. Colleges in the State.

Copy to all the Regional Joint Directors of Collegiate Education  
in the State.

Copy to Adm. I Section in this Office.

Copy to OP. I-4 Seat in this Office.

Copy to Stock file.

S. O.

//S.O.F.B.O.//

*[Handwritten signature and date]*  
20/7/2000

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION  
ANDHRA PRADESH : HYDERABAD.

Re.No.835/Stn.call-1/94

Dated. 10-2-1994.

Subj:- COLLEGES - Govt.Colleges-payment of Water,  
Electricity and Telephone-charges - certain  
instructions-Issued.

MEMORANDUM

It has come to the notice of the Commissioner  
that many Principals of Government colleges in the  
State are not in a position to pay Water/Electricity  
Telephone charges due to meagre allocation of funds  
in the budget for this purpose.

As expenditure on Electricity, water and tele-  
phone charges is inevitable, the Principals of all  
Government colleges in the State are permitted to pay  
water, Electricity and Telephone charges from accumulated  
special fee funds of the colleges concerned. If the  
required funds are later provided in the Government  
budget, the amount utilised from the special fee  
accumulated funds has to be reimbursed to that fund.  
If Government did not provide sufficient funds, this  
is a permissible expenditure from accumulated special  
fee funds.

R.KODANDARAMA REDDY  
COMMISSIONER OF COLLEGIATE EDUCATION

To  
All the Principals of the Govt.Degree Colleges in the State.  
Copy to the All Regional Joint Directors of Higher Education,  
in the State.  
Copy to the Chief Accounts officer, O/o the C.C.E., A.P., Hyd.  
Copy to the Accounts officer, O/o the C.C.E., A.P., Hyd.  
Copy to G.C.III section of this office.  
Spare.10

/ t.c.f.b.o./

SUPERINTENDENT 10-2-94

PROCEEDINGS OF THE COMMISSIONER & DIRECTOR OF COLLEGIATE EDUCATION:  
A.P.:HYDERABAD.

4417  
6  
S.F. 28  
A  
Rc.No. 1572/OP.I-5/2000

Dated: 20-7-2000

Sub:- GOVT. COLLEGES - Sri Ramachandra Arts & Science  
Govt. College, Kothagudem, Khammam Dist. -  
Sri K. Ganapathi Rao, Night Watchman - Request  
for issue of necessary orders for drawal and  
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- Read:- 1. Representation dt. 17-7-2000 from Sri K. Ganapathi Rao,  
Night Watchman, Sri Ramachandra Arts & Science  
Govt. College, Kothagudem.  
2. Commissioner's Proc. No. 79/CDIV-2/2000,  
dt. 18-2-2000.

3-1-1

Sri K. Ganapathi Rao, Night Watchman, Sri Ramachandra Arts &  
Science Govt. College, Kothagudem, has represented that his wages  
were not paid for the period of work-done for want of release of  
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2nd read above, orders have been issued for meeting the above  
expenditure temporarily from the Special fee fund of the Colleges  
subject to reimbursement of funds after release by the Commissioner  
of Collegiate Education.

It is also clarified that all contingent staff who were not  
paid wages for the work-done can be paid for the period of work-done  
from the Special fee funds of the Colleges subject to reimbursement  
of the same after release by the Commissioner of Collegiate Education.

All the Principals of Govt. Colleges in the State shall implement  
the above instructions scrupulously.

H. KRIPANANDAN,  
COMMISSIONER & DIRECTOR OF COLLEGIATE  
EDUCATION.

To

The Principal, Sri Ramachandra Arts & Science Govt. College,  
Kothagudem, Khammam Dist.

Copy to all the Principals of Govt. Colleges in the State.

Copy to all the Regional Joint Directors of Collegiate Education  
in the State.

Copy to Adm. I Section in this Office.

Copy to OP.I-4 Sect in this Office.

Copy to stock file.

S. C.

//S. C. I. B. O. //

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Sub:-**Govt Colleges**-Introduction of /continuation of self finance coursing  
Restructured courses in Govt colleges in the state-fixation of fee  
Structure - Orders- issued.

Ref:-1) Govt Memo No.27599/CE.I-2/99-5, Dated: 07.01.2000

-000-

Please refer to the reference cited,

The Andhra Pradesh state Council of Higher Education approved the following Additional fee as Special fee for self financing restructured courses in Govt Degree Colleges in the state

SlNo	Category	Addl Spl fee
1	Category-A	Rs.3,000 PA
2	Category-B	Rs.2,000/-PA
3	Category-C	Rs.1,020/-PA

The above Additional special fee rates will be adopted by the Principals of all Govt Degree Colleges and for running Restructured Courses on Self Financing basis with effect from the year 2000-2001. The details of the self financing subjects included in Category A, B and C are given in the Annexure(A, B and C enclosed)

The Principal of are permitted to collect the said fee in Two or Three installments from the students as per local conditions

SD/- B KRIPANANDAM,

COMMISSIONER OF COLLEGIATE EDUCATION

To  
The Principals of Govt Degree Colleges in the state  
Copy forwarded to the Secretary, APSHE, Hyderabad

SlNo	Category-A (Rs.3,000/-)	Category-B( Rs.2,000/-)	Category-C( Rs.1020/-)
1	Industrial Microbiology	Horticulture	Office management
2	Bio-Technology	Seri Culture	Corporate Secretary ship
3	Food Science & Quality control	Fisheries	Foreign Trade & Practice
4	Industrial Chemistry	Aqua Culture	Tax procedure & Practice
5	Computer Sciences	Public Health	ASP & Sales Management
6	Computer Applications	Nursing	Corporate Accounts
7	Industrial Fish & Fisheries	Home Science Professional	Tourism & T Management
8	Microbiology	Diary Science/Diary Technology	Rural Industrialization
9	Bio-chemistry		Rural Development
10	Genetics		Urban Development
11	Medical Lab Technology		Agricultural Marketing
12	Petro chemicals		Management Studies
13	Polymer Sciences		Marketing Management
14	Eng Geology & Geo Exploration		Office Management & SP
15	B B M		Industrial Relations
16			I R P M
17			Farm Management
18			Actuarial Science
19			Communicative English
20			Innovation & Mass communication
21			Pre-school Education
22			Human Resource Management

GOVERNMENT OF ANDHRA PRADESH  
SOCIAL WELFARE (SWE dn.2) DEPARTMENT  
\*\*\*\*\*

Memo No 941/SWE/dn.2/2001-14

Dated 19/12/2003

Sub:- Social Welfare Department - Postmatric Scholarships-Self Finance Courses - Sanction of reimbursement of scholarship amount for Self Finance Courses - Certain clarification - Issued.



1. G.O.Rt.No: 56, S.W (SWE dn.2) Department, Dt:06-10-2003.  
2. From C.S.W., Hyd. Letter Rc.No:D3/9540/2002, Dt:15-11-2003.

\*\*\*\*\*

The attention of the Commissioner of Social Welfare, A.P., Hyderabad is invited to the references cited.

2. Ho is clarified that students studying under Self Finance Courses during previous academic year 2002-2003 shall also be covered and given reimbursement of fee as per eligibility strictly based on the provisions of G.O.Ms.No: 56, Social Welfare (Edn.2) Department, Dated: 06-10-2003, with a maximum limit of Rs. 20,000-00 only on actual fees fixed by the University / Government whichever is less.

*Handwritten initials*

JOYENDRA PYAL  
PRL. SECRETARY TO GOVERNMENT

- To
- The Commissioner of Social Welfare, A.P., Hyderabad.
- The Commissioner of Tribal Welfare, A.P., Hyderabad.
- The Commissioner of B.C Welfare, A.P., Hyderabad.
- The Director of Treasury & Accounts, A.P., Hyderabad.
- The Pay & Accounts Officer, A.P., Hyderabad.
- All Deputy Directors in Social Welfare.

*Urgent  
Circulate  
to all  
DDs (34)  
RD  
29.1.04.*

//Forwarded by order//

*Signature*  
SECTION OFFICER

*office of the  
Commr. of social welf  
Ap. Hyderabad  
Dt. 03-02-2004*

Invit. no. D3/9540/2002

Communicating to all Dy Dir's (in) in the state for necessary action.

To All Dy. Dir's (in) in the state  
copy to R/Sk file.

*Signature*  
Jt. Director (in)

*2/04*

## ANNEXURE

ESTABLISHMENT OF 'COLLEGE PLANNING AND DEVELOPMENT'  
COUNCILS' (CPDC) FOR GOVERNMENT COLLEGES IN THE STATE

## GUIDELINES

**PREAMBLE:** The Government Colleges are totally managed and funded by the State Government. A small part of the developmental support is given by the U.G.C. In view of the growing diversification and sophistication of courses, the colleges are in need of more and more funds and other kinds of support for their development. Also, there is more demand for courses that are locally relevant and which need more interactions with the local resources and experts. In this context, it is highly desirable that the local community participates in the around development of college for making it's functioning more productive as outlined in the NPE - 1986 and in the A.P. Vision - 2020 document. It is, therefore, proposed to establish a 'College Planning and Development Council' for each Government College to bring about the desired community participation for the development of the college. The objectives, rules and regulations etc. are proposed as follows:

## I. OBJECTIVES:

1. To create a suitable environment and a mechanism for community participation in the planning and development of government colleges without interfering with their rules and regulations of functioning
2. To create a mechanism whereby public contributions can be mobilised for the development of the government colleges.
3. To enable the community to advise and assist in introducing relevant courses of study in the college based on the felt needs of the area and to improve the quality of education.
4. To act as an active medium between the college and the community for mutual benefit.
- 5... To help in creating the right climate for academic, cultural, social and service oriented activities in the college for the benefit of the students.

## II. RULES AND REGULATIONS:

- 1.0 *Name:* The College Planning and Development Council, hereafter abbreviated as 'CPDC', of the Government colleges concerned will be established in the name of 'College Planning and Development Council of ... Government College, ..... (place) adopting the objectives, rules etc. mentioned here, by a resolution, at a meeting of the staff council of the college.

2.0 *Composition*: The CPDC will have the following composition of members:

Person	Designation	Number
a. Principal of the college concerned	President	1
b. Lecturers	Member	4
c. Non Teaching Staff Member	-do-	1
d. Industrialist (philanthropist)	-do-	1
e. Businessman (philanthropist)	-do-	1
f. Other philanthropists / social workers	-do-	2
g. Parent	-do-	1
h. Academic / technical expert from a local institution/industry	-do-	1
g. District / Division level official	-do-	1
	Total:	13
j. Local M.P.	Spl. Invitee	1
k. Local M.L.A.	-do-	1
	Grand total:	15

- 2.1 *MEMBERS*: The Principal (President) concerned will appoint and nominate the members and the special invitees respectively in consultation with the staff council of the college. The lecturer-members should be composed of two suitable senior lecturers and one from GCTA, AP and another from GCCTA, AP.
- 2.2 The Secretary of the CPDC will be elected by the CPDC from among the members and he shall be the joint signatory for drawl of funds along with the President.
- 2.3 In respect of members of categories Industrialists, Businessmen and other Philanthropists etc. a person who gives a minimum donation of Rs. 0.25 lakhs or more will be made a member. All others who gives a donation of Rs. 1.0 lakh becomes Permanent Special Invitee to the CPDC. For other categories no donation may be insisted but only such persons who have a commitment and work for the development of the college are to be selected.
- 2.3 *Term*: the usual term of a committee member is for a period of two years. The principal and lecturers will cease to be members if they are transferred or retired. The new principal will automatically becomes the new president. Parent member will lose his/her membership when his/her ward's term as a regular student is completed. In all cases the maximum term is only two years except that of the Principal.
- 2.3 The vacancies of members will be filled by the President from time to time in consultation with the CPDC and the staff council.
- 3.0 *QUORUM*: More than one third of the members ( five)
- 4.0 *POWERS AND FUNCTIONS OF THE CPDC*: the following are the powers and functions of the CPDC:
- 4.1. To work for the furtherance of the objects of the CPDC as mentioned in the subsequent points.
- 4.2. To manage the CPDC and to decide on admission of members and filling of casual vacancies of members.

To generate a separate CPDC fund and to utilise the CPDC fund solely for furtherance of the objects of the CPDC.

4. To operate money matters by opening a separate account for CPDC fund in a Nationalised bank.
- 4.5. To prepare a detailed plan, with annual budgetary allocations, for college development and to execute developmental programmes.
- 4.6. To issue appeals for money and funds in furtherance of the objects of the CPDC and to accept gifts and donations in cash or in securities etc. to be added to the CPDC fund.
- 4.7. To receive gifts or donations in kind or in the form of property to be added to the property of the college.
- 4.8. To support construction of buildings, development of infrastructure, purchase of equipment, development of campus, plantation, improvement of amenities, games, sports, reading room, library etc., from the CPDC funds.
- 4.9. To arrange or pay for guest lectures, field trips, hands-on experience for students, endowment lectures, seminars, co and extra curricular activities, cultural and fine-art activities, special training for lecturers/students/staff etc., if considered expedient to do so in the interest of the college.
- 4.10. To constitute merit-linked scholarships for poor students, to support special coaching etc.
- 4.11. To support the college in getting consultancy services for modern/ restructured/ vocational etc., courses, in designing, teaching, equipping, training, funding etc. and strengthening them.
- 4.12. To arrange extension programmes for the local community for mutual benefit. To arrange consultancy services through competent lecturers of the college and the revenue shall be shared in the ratio of 40:30:30 by the lecturers, CPDC and the government respectively.
- 4.13. To support and strengthen the starting and running of self-financing courses, if needed, for a period of time.
- 4.14. To appoint a Chartered Accountant as Auditor and to get the annual CPDC accounts audited and to approve the accounts.
- 4.15. To examine, approve or pass such observations as deemed fit of the annual report/ accounts.
- 4.16. To take up any other activity/programme in the furtherance of the objects of the CPDC and for the development of the college.

5.0 **FREQUENCY OF MEETINGS:** The CPDC will meet once in two months or at any time at the request of the President.

6.0 **OFFICE BEARERS:** The following Office Bearers will attend to the day to day functions of the CPDC under the general directions of the CPDC.

1. President (the Principal) : Ex Officio
2. Secretary : elected by the CPDC from among the members.

The duties and functions of the office bearers will be in accordance with the directions and procedures laid down by the CPDC.

### 7.1 FUNDS OF THE CPDC:

From donations from members and donations, gifts and contributions received from the individuals, associations, firms, trusts, companies and registered bodies.

Due receipts are to be issued and records are to be maintained.  
7.2. All funds collected as above will be drawn under the joint signature of the President and Secretary after taking approval in the meeting of the CPDC by way of resolution and spent only for the furtherance of the objects of the CPDC.

8. **PATRONS:** A room or lab etc. can be named after a person who donates a minimum amount of Rs. 5.0 Lakhs, by the President (Principal) with the prior approval of the CCE/Govt. A college will be named after a person who donates Rs. 50.0 Lakhs, by the CCE/Govt.

9. **DONATIONS IN KIND:**

All donations, contributions etc. in the form of articles, furniture, equipment etc. and in the form of permanent/ temporary constructions, repairs and other kinds of works received by the CPDC will be immediately transferred to the college and henceforth become the property of the college through the usual procedure.

8 **AUDIT:**

All receipts and expenditure are to be meticulously recorded as per the procedures in vogue. The annual accounts for receipts and expenditure of the CPDC should be prepared within one month of the end of the financial year by the office bearers. They are to be audited by a practising chartered accountant appointed by the President and to be approved by the CPDC within the next one month.

9 **AMENDMENTS TO THE RULES AND REGULATIONS:**

The Director/Commissioner of Collegiate Education (D/CCE) is the competent authority to make any alteration, amendment, deletion or addition to the objects or rules and regulations of the CPDC.

11.1 **POWERS OF GOVERNMENT:**

The Government or the C.C.E. (D.C.E.) may issue such general or specific guidelines or instructions to the CPDC with a view to achieving the objectives of the CPDC and it will be obligatory on the part of the CPDC to implement such instructions.

11.2 If in the opinion of the Government/ C.C.E. the CPDC is not functioning in tune with the objects of the CPDC the Government/CCE may give suitable instructions, notwithstanding any of the above, suspending/ dissolving/ cancelling/superseding any decision made by the CPDC.

12.0 **DISSOLUTION:**

The Government/ CCE has the power of dissolving the CPDC of any Government college and of permitting the establishment of a new College Planning and Development Council (CPDC) for valid reasons.

Sd/-  
B KRIPANANDAM  
COMMISSIONER OF COLLEGIATE EDUCATION

M.c.F.b.0/1



for Commissioner of Collegiate Education

# ఎ.పి. జనరల్ ప్రావిడెంట్ ఫండ్ రూల్స్ - 1935

టీ.ఎం. బాప్తి, ఎం.ఓ. జూనియర్ & కంపెనీ లా

- 1) ఎ.పి.జి.పి.ఎస్ రూల్స్ 1.4.1935 నుండి అమలులోనికి తీసు కొనవడం జరిగింది. (రూల్-1)
- 2) ఈ ప్లీమ్ ప్రభుత్వ ఉద్యోగులకు 1.3.1963 నుండి అప్రెంటిస్ షిప్ వేయబడినది.
- 3) తేదీ 1.9.2004, ఆ తరువాత రాష్ట్ర ప్రభుత్వ ఉద్యోగులుగా చేరిన వారికి ఈ రూల్స్ వర్తించవు. (జీ.ఓ.ఎం.ఎస్.ఎం. 654, సైమాన్స్ (సెక్షన్-1) కా. తేదీ 22.9.2004)
- 4) ఇందులో రూల్-1 నుండి రూల్-35 వరకు సెక్షన్-1 నుండి సెక్షన్-5 వరకు, అపెండిక్స్-ఎ నుండి అపెండిక్స్-ఆర్ వరకు కంప్లీ.
- 5) ఈ రూల్స్ ప్రకారము కుటుంబము అంటే-
  - ఎ) పురుష చందాదారుని విషయంలో- భార్య, భార్యలు, తల్లిదండ్రులు, పిల్లలు, మైనరు తమ్ముళ్లు, పెళ్లి కాని చెల్లెళ్లు, చనిపోయిన కుమారుని యొక్క భార్య, పిల్లలు, తల్లిదండ్రులు మరణించి వుంటే అలాని గ్రాండ్ పేరెంట్స్ అని అర్థం.
  - బి) స్త్రీ చందాదారులాయితీ- భర్త, తల్లిదండ్రులు, పిల్లలు, మైనరు తమ్ముళ్లు, పెళ్లికాని చెల్లెళ్లు, చనిపోయిన కుమారుని భార్య, పిల్లలు, తల్లిదండ్రులు మరణించి యుంటే ఆమె గ్రాండ్ పేరెంట్స్ అని అర్థం (రూల్-2). (జీ.ఓ.ఎం.ఎస్.ఎం. 297, సైమాన్స్ & ప్లానింగ్ కా. తేదీ 18.9.1989.)
- 6) వట్టప్రకారము దత్తత లేనికొన్ని పిల్లలు కూడా కుటుంబ సభ్యుల నిర్వచనం పరిధిలోనికి వస్తారు.
- 7) రాష్ట్ర ప్రభుత్వ ఉద్యోగులందరూ ఈ రూల్స్ పరిధిలోనికి వస్తారు (1.9.2004 కంటే ముందు సర్వీసులో చేరిన వారందరూ). అలాగే రూల్-10(ఎ)(బి) స్టేట్ మరియు సెల్టార్చివేట్ సర్వీసు ప్రకారం ఉద్యోగంలో చేరి ఒక సంవత్సరం సర్వీసు పూర్తిచేసిన వారు కూడా ఈ రూల్స్ పరిధిలోకి వస్తారు.
  - కానీ, వార్షిక తరగతి ఉద్యోగులు 5 సంవత్సరాల రెగ్యులర్ సర్వీసు చేసినవారు, అలాగే పదవీ విరమణ కావడానికి ఇంకా 10 సంవత్సరాలు ఉన్నవారు ఈ రూల్స్ పరిధిలోనికి వస్తారు. అట్టివారు వారి టెలిగ్రాఫ్ పేజీ కంటే 4% చందా తెల్లించాలి. (జీ.ఓ.ఎం. ఎస్.ఎం. 326, సైమాన్స్ & ప్లానింగ్ కా. తేదీ 21.12.1988)
- 8) చందాదారుడు ఈ ఫండ్ లో చేరి సమయంలో ఆయన తన వామినేషన్ సమర్పించాలి. అలా సమర్పించే సమయంలో ఈ క్రింది తెలిపిన నిబంధనలు పాటించాలి (రూల్-7).
  - ఎ) ఒకరి కంటే ఎక్కువమందిని వామినేషన్ లో తెలుపవచ్చు.
  - బి) కుటుంబసభ్యులను కాకుండా వేరే వ్యక్తుల పేర్లు గాని నమోదు చేయరాదు.
  - సి) ఒకరి కంటే ఎక్కువమంది పేరు మీద వామినేషన్ ఇస్తే వారి వాటా వివరాలు తెలిపాలి.
  - డి) వామినేషన్ సమర్పించడానికి ఈ రూల్స్ లో మొదటి సెక్షన్ లో పేర్కొనబడిన పాఠాలను పాటించాలి.
  - ఇ) 10% వాటా వారు తప్పక తన వామినేషన్ లో తమకు సంబంధించిన వ్యక్తుల పేర్లు తెలిపాలి.

- 10) ప్రతి చందాదారునికి ఒక అకౌంట్ నెంబర్ అలాగే చేస్తారు. అందులో చందా వివరాలు, మరియు అర్జించిన వడ్డీ మొదలగు వివరాలు వుంటాయి (రూల్-8).
- 11) ఎ) ప్రతి చందాదారుడు నెంబెలా చందా తెల్లించాలి. దీనిని ఉద్యోగి తీతం నుండి తెల్లిస్తారు (రూల్-7).
  - బి) సబ్స్క్రిప్షన్ లో వచ్చు ఉద్యోగుల చందా తెల్లించవలసినది లేదు.
  - సి) రిటైర్మెంట్ కంటే వాలుగు నెలల ముందు నుండి చందా తెల్లించవలసినది లేదు. (జీ.ఓ.ఎం.ఎస్.ఎం. 98, సైమాన్స్ & ప్లానింగ్ కా. తేదీ 19.6.1992.)
  - డి) తీతం లేని సెలవు (ఇ.ఓ.లీ) అర్హతకప్పు సెలవు (సామీపిలీ) సందర్భాల్లో చందా తెల్లించాలా వల్ల అప్పుడి అతని విధ్యమునుపై ఆధారపడి ఉంటుంది. (జీ.ఓ.ఎం.ఎస్.ఎం. 199, సైమాన్స్ & ప్లానింగ్ కా. తేదీ 11.7.1969.)
  - ఇ) చందా పూర్తి రూపాయి రూపంలో తెల్లించాలి.
    - ఎ) చందా రూల్-10లో తెలిపిన రేట్ల ప్రకారం తెల్లించాలి. అంతకంటే ఎక్కువగా అయినా తెల్లించవచ్చు కానీ అతను పొందే తీతతల్వాయి (పెంషన్)కు మించరాదు.
    - బి) చందాదారుడు తన చందాను సంవత్సరంలో రెండుసార్లు పెంచుకోవచ్చు అలాగే ఒకసారి తగ్గించుకోవచ్చు. (జీ.ఓ.ఎం.ఎస్.ఎం. 21, సైమాన్స్ కా. తేదీ 24.1.1981.)
    - సి) వార్షిక తరగతి ఉద్యోగులు- టెలిగ్రాఫ్ పేజీ పై 4%, ఇతరులు- టెలిగ్రాఫ్ కంటే 6%, టెలిగ్రాఫ్ లోనివారు 12%.
- 12) చందాదారుడు డెప్యూటీమెంట్ పై పారిన పర్సెంటుకు బదిలీ అయినా ఈ రూల్స్ వర్తిస్తాయి (రూల్-11).
- 13) నెంబరి చందా ఉద్యోగి తీతతల్వాయి నుండి రికవరీ చేయాలి. అలాగే డెప్యూటీమెంట్ మెంబెరినారి తీతాల నుండి చందా రికవరీ చేసి చలానా ద్వారా వారి ఉద్యోగి అకౌంట్ లో జమచేయాలి (రూల్-12). (జీ.ఓ.ఎం.ఎస్.ఎం. 359, సైమాన్స్ & ప్లానింగ్ కా. తేదీ 25.10.1993.)
- 14) ఎ) ఉద్యోగి భారాలో ఏదైనా వస్తువు మొత్తంపై కేంద్ర ప్రభుత్వం తెలిపిన రేటు ప్రకారం వడ్డీ రెక్కగట్టి చందాదారుని అకౌంట్ లో జమ చేస్తారు (రూల్-13).
  - బి) మొత్తం వడ్డీ పూర్తి రూపాయిలలో జమచేస్తారు.
  - సి) ముస్లిం ఉద్యోగి రిక్విరెమెంట్ కంటే తన చందాకు వడ్డీ జమ చేయరాదు అయితే అట్టివారికి వడ్డీ జమచేయరాదు. తిరిగి ఎప్పుడైనా వడ్డీ జమ చేయమని తెలిసితే ఆ సంవత్సరం మొదటి తేదీ నుండి లేక చందాదారునిగా చేరిన తేదీ నుండి వడ్డీ రెక్కించి అతని భారాకు జమచేస్తారు.
  - డి) ఉద్యోగి తన భారాలో నిలిచిన వస్తువు మొత్తం కంటే ఎక్కువ మొత్తం ప్రా చేసుకుంటే, అలా ప్రా చేసుకున్న రోజు నుండి చందా మొత్తం ఎక్కువ ప్రా చేసిన తేదీ నుండి వడ్డీ రెక్కించి అతని భారాకు జమచేస్తారు.
- 15) టెలిగ్రాఫ్ వారికి వారి మొత్తం వడ్డీ రెక్కించి జమచేయాలి. (జీ.ఓ.ఎం.ఎస్.ఎం. 148, తేదీ 11.7.2009)



# ఎ.పి. జిసెరల్ ప్రొవిడెంట్ ఫండర్ రూల్స్ - 1935

టి.ఎం. బాప్తి  
అధికారి & సీ

(గత సంవత్సరము)

బి) అధ్యాపకులను రికవరీ చేసిన మొత్తాలను చందాదారుల ఆకౌంట్ లో జమ చేయాలి.

సి) అధ్యాపకుల రికవరీలు ఉద్యోగి వద్దటి విరమణ చేయు రోజు కంటే ముందరి వాలుగు నెలలలో చేయవలసి. (జీ.ఓ.ఎం.ఎస్.ఎం. 98, సైన్స్ & టెక్నాలజీ శాఖ, తేదీ 19.6.1992.) రికవరీలు అంతకు ముందే పూర్తయ్యేటట్లు వాయిదాలు నిర్ణయించాలి.

ఎల్) కుటుంబసభ్యులకు సంబంధించిన వార్షిక శ్రావ్య కర్మలకు మంజూరు చేయవలసి. (జీ.ఓ.ఎం.ఎస్.నెం. 272, తేదీ 20.10.1978.)

ఎమ్) వివిధ సందర్భాలలో అధ్యాపకుల మంజూరు చేయడానికి ఏ రూలు ప్రకారం చేయాలి క్రింద వివరించడం జరిగింది.

సందర్భం	రూల్ నంబర్
రీటర్నీగాల చికిత్సకు	14(1)(ఎ)(i)
హెల్త్ ఎడ్యుకేషన్	14(1)(ఎ)(ii)
పెళ్లి, ఇతర కార్యక్రమాలు	14(1)(ఎ)(iii)
న్యాయవ్యవహారం ఇచ్చి	14(1)(ఎ)(iv)
ఇంటి నిర్మాణ నిమిత్తం	14(1)(ఎ)(v)(vi)(vii)
వ్యవసాయభూమి కొనుగోలు	
లేదా వ్యాపారం నిమిత్తం	14(1)(ఎ)(ix)
మోటారు కారు	14(1)(ఎ)(x)

## పార్ట్ ఫైనల్ విత్ డ్రాయల్స్

17) ఏ చందాదారుడు 20 సంవత్సరాల సర్వీసు పూర్తి చేసినా (including Broken Period of Service) లేక ఎడమ విరమణ చేయడానికి 10 సంవత్సరాల సర్వీసు మిగిలి ఉన్న ఉద్యోగి తన జీవిత కాలా మంది పార్ట్ ఫైనల్ విత్ డ్రాయల్ చేసుకోవడానికి అనుమతి మంజూరు చేస్తారు. (రూల్- 15-ఎ)

(i) గృహసంబంధ అంశాల విషయంలో ఉద్యోగి (15) సంవత్సరాల సర్వీసు పూర్తయినా పార్ట్ ఫైనల్ విత్ డ్రాయల్ చేసుకోవడానికి అర్హత కలదు.

ii) ఎడమ విరమణ పొందినానికి చివరి వాలుగు నెలల సర్వీసులో ఎటువంటి పార్ట్ ఫైనల్ విత్ డ్రాయల్ అనుమతించబడదు కాని కొన్ని ప్రత్యేక సందర్భాలలో (Exceptional circumstances) అనుమతి లభించవచ్చు. (జీ.ఓ.ఎం.ఎస్.ఎం. 98, ఎస్.టి. శాఖ, తేదీ 19.6.1992.)

iii) పాఠశాలంగా ఆరు నెలలు తయారైన తరువాత రెండవ పార్ట్ ఫైనల్ విత్ డ్రాయల్ అనుమతించాలి (లేక) ఒక అర్హత సంవత్సరంలో రెండు రెండవ పార్ట్ ఫైనల్ విత్ డ్రాయల్ మంజూరు చేయవలసి. (రూల్ 15-బి, పార్ట్ 11)

iv) మూడవ పార్ట్ ఫైనల్ విత్ డ్రాయల్ అనుమతించబడదు.

రూల్ లో వివరించడం జరిగింది.

చేసే కార్యము	ఏ రూలు ప్రకారం
విద్య పై అర్హు	15-బి
వైద్య అర్హు	15-సి
వివాహ సంబంధ కార్యక్రమాల్లో	15-డి
గృహ కొనుగోలు	15-ఇ
ఇంటి స్థలం కొనుగోలుకు	15-ఎఫ్
ఇంటి నిర్మాణం	15-జి
వ్యాపారసంబంధ, భూములు	15-హెచ్
మోటారు కారు కొనుగోలు	15-ఐ

18) పైన తెలిపిన విషయాలను అనుగుణంగా అధ్యాపకులు తమకున్న మొత్తాలను జీవిత పార్ట్ ఫైనల్ విత్ డ్రాయల్ చేసుకోవచ్చు (రూల్ 15-జి). ఇలా కస్టోడియన్ చే అప్పెంట్ క్వి-వీల్ తెలిపిన దరఖాస్తులో ఎదుర్కొనాలి.

19) ఉద్యోగి ఎడమ విరమణ చేసినా, లేక ఉద్యోగ నామా చేసినా లేక మరణించినా అతని కాలంలో ఏల్వ్ ఫస్ట్ అతనికి, అలాగే ఉద్యోగి చనిపోతే అతని సమర్పించిన ప్రకారం కుటుంబసభ్యులకు చెల్లిస్తారు. నామినేషన్ లేని సం అర్హత కలిగిన కుటుంబ సభ్యులందరికీ సమాన వాటా చెల్లిస్తారు. (రూల్-28, 29, 30)

20) ఉద్యోగి జీవిత పైనల్ పేమెంట్ పొందటానికి జీ.ఓ.ఎం.ఎస్.ఎం. 261, ఎస్.టి (ఎస్.డబ్ల్యు. పెన్షన్స్ - III) 2.8.1989లో తెలిపిన విధంగా దరఖాస్తు సమర్పించాలి.

21) చనిపోయిన ఉద్యోగికి జీవిత రూల్స్ ప్రకారం కుటుంబసభ్యులు లేకున్నా లేక నామినేషన్ కూడా సమర్పించినా, అట్టి సర్టిఫికేటులో పెన్షన్-4, ప్రావెంట్ ఎంప్లీ యాక్టివ్ తెలిపిన విధంగా నట్టబర్ల వారసులకు చెల్లించాలి. (గవ మెమో నెం. 76992/ Ex-IV/90, ఏ.ఆర్.ఆర్.సి, తేదీ 15.1

22) చందాదారుడు మరణిస్తే అతని కుటుంబం అతని కాలంలో ఉన్న మొత్తంలో పాటు అదనపు మొత్తం చెల్లిస్తారు. ఇలా అదనపు మొత్తం చెల్లించాలంటే ఈ క్రింద విషయాలను పాటించాలి (రూల్ 30-ఎ) రీసెస్ బ్యూర్జుక్ సి కూడా అంటారు.

ii) ఉద్యోగి చనిపోయిన రోజు కంటే ముందు మూడవ రోజు మరణం వలన ఏటువంటి సంత ఫండ్ అంత మొత్తం అందవలసి కాని అదనపు మొత్తం రూ. 20,000 మించదు.

iii) చనిపోయే రోజు వరకు ఉద్యోగి జీవితం (5) సంవత్సరాల పూర్తిచేసి ఉండాలి.

iv) చనిపోయే రోజుకు మూడు రోజుల పాటు ఉద్యోగి జీవితం చెల్లించబడదు.



ఉద్యోగశాంతి - మే 2013

ii) అలాగే ఆకౌంట్స్ కి వారి అయిన తది మంచి ప్రా చేసిన ఆద్యాన్స్/పార్ట్ ఫైవల్ ఏజ్ డ్రాయర్ మొత్తాలను తిప్పేయాలి/ ఇస్తుంది.

iv) ఆ విధంగా పచ్చిన వికర మొత్తంపై రూల్స్ ప్రకారము ఆద్యాన్సు ఇన్/పార్ట్ ఫైవల్ కాని మంతారు చేయాలి.

3) ఇలా చేసే క్రమంలో మిస్సింగ్ క్రిడిట్ మొత్తాలను పరి గణనలోనికి తీసుకోవాలి. (గవర్నమెంట్ మెమో నెం. 32742-ఎ/ 200/ఎన్వై-1/78-1 ఎన్& సి కాఫ, తేదీ 23.5.1978.)

39) పాల్ స్టాక్ సర్టిఫికేట్ పనిచేస్తూ ఉన్నాడే వందనీ విరమణ పొందినా జీపిఎస్ ఫైవల్ పేమెంట్ పేరింట్ డిపార్ట్మెంట్ లోనే పరిష్కారం కావాలి. (గవర్నమెంట్ మెమో నెం. 1-91-08-021-బి/98/ఎన్&సి/ ఎన్వై-1/91, ఫైనాన్స్ & ప్లానింగ్ కాఫ, తేదీ 30.11.1991.)

40) జీపిఎస్ ఆకౌంట్ లో ఏర్పడ్డ మొత్తాలకు ఎటువంటి కోట్ల డ్రీం గ్యూంటా అటామిమెంట్ చేయరానికి సీలులేదు.

41) జీపిఎస్ పాల్ ఆఫ్ ఆకౌంట్స్ దీనిని జీతపు బిల్లులో పాటు జతపరిచే జీపిఎస్ షెడ్యూల్ లో పేజీలు చేయాలి. అలాగే ప్రా చేసేటప్పుడు జీపిఎస్ బిల్లులో పేజీలు చేయాలి.

- ii) గవర్నమెంట్ ఉద్యోగులకు:
  - 8009 - ఫ్లేట్ ప్రావిడెంట్ ఫండ్
  - 01 - సీల్
  - 101 - జవరల్ ప్రావిడెంట్ ఫండ్
  - 01 - జీపిఎస్ రిస్కూల్

- iii) క్లస్-4 ఉద్యోగులకు:
  - 8009 - ఫ్లేట్ ప్రావిడెంట్ ఫండ్
  - 01 - సీల్
  - 101 - జవరల్ ప్రావిడెంట్ ఫండ్
  - 05 - జీపిఎస్ క్లస్-4
- iii) అలిండియా వర్క్సు ఆఫీసర్స్:
  - 8009 - జవరల్ ప్రావిడెంట్ ఫండ్
  - 01 - ఫ్లేట్ ప్రావిడెంట్ ఫండ్
  - 101 - ఎంఎస్
  - 02 - జీపిఎస్ రిస్కూల్
- iv) కంప్లెక్స్ సేవింగ్ స్కీమ్:
  - 8009 - ఫ్లేట్ ప్రావిడెంట్ ఫండ్
  - 01 - సీల్
  - 101 - జవరల్ ప్రావిడెంట్ ఫండ్
  - 03 - జీపిఎస్ (సివిఎస్)
- v) బ్యాంకర్ స్కీమ్ పాల్:
  - 2235 - సోషల్ సెక్యూరిటీ & రిటైర్
  - 60 - ఇతర సోషల్ సర్వీసులు
  - 104 - బ్యాంకర్ స్కీమ్ లింక్డ్ వల్ ఇన్సూరెన్స్ స్కీమ్
  - 04 - బ్యాంకర్ స్కీమ్

(అనుబంధం)

(మొదటి పేజీ తరువాయి)  
ఉద్యోగశాంతి 33వ వార్షికోత్సవం

అందు జిల్లాల్లో సుంజూరు, కర్నూలు, ఇమ్మం, అనంతపూర్ మరియు కరీంనగర్ లో జిల్లా యూనిట్స్ ని వెంకట్రాజ్ ఉద్యోగశాంతికి సంబంధించిన భార్యలు వారికప్పుటించటం పరిగించి.

ఈ సందర్భంగా రాష్ట్రంలోని వేలాది ఉద్యోగులకు కలు వడం, వారిలో పంపాపించడం పరిగించి. ఉద్యోగులలో నేరుగా ఎన్నో అంబులాలను కలిగి ఉండడంతో వారిలో ఎన్నో పట్ల ఆవ్యాజ్యాలను వచ్చుతుంది. ఉద్యోగులు కాకపోయినా పాస్ అయ్యే మకు కిక్కులాటవిగతము కూడా ఏర్పడటం పరిగించి. ప్రగతిశీల మైన పనిమాల ప్రదర్శనకై పిలింక్లను ఉద్యోగశాంతి కార్యాలయంలో ఏర్పాటుచేసింది.

పనిచే రాజకీయ, ఆర్థిక, సామాజిక అంశాలపై వెంకట్రాజ్ దోచూ తరగతులు నిర్వహిస్తుంది. వ్యక్తిగత సాహితీయం, సర్వీసు పనిమాలపై వ్యాసం, పట్లమాన ఆర్థిక, రాజకీయ పరిస్థితులపై వ్యాసం, ఉద్యోగ సంపాదనకు సంబంధించిన ప్రయోజనాలను గురించి వివరాలు తెలుసుకోవడానికి సర్వీసులను ఏర్పాటు చేసింది. కార్యాలయంలో ఏర్పాటుచేసింది.

తేదు. అందరి వారందరికీ వెలల్ మమారుగా 1000 పైగా కా రెండోమారు ఉపతంగా పంపిస్తున్నాం. వ్యక్తి విద్యవాల సమూహా మరంత మెరుగు పర్మిటే వర్కలు చేపడతామని నిర్ణయించి విచ్చివిస్తున్నాము. సర్వీసు విషయాలపై వ్యక్తి సమాచారం అవతకాంబరీనే ఒక వెబ్ సైటును రూపొందించాలని సంప్ర భావిస్తే అట్ట జిల్లాల్లో జిల్లా కమిటీలను ఏర్పాటు చేసి కమిటీ సర్వీసులకు ఉద్యోగులంతా సహాయ సహకారాలు అందించి ఉద్యోగశాంతి పే నిర్వహికి తోడ్పడాలని నిర్ణయి చేస్తున్నాము.

ప్రస్తుతం ఏర్పాటైన 10వ పే కమిటీ సహాయులు ఉద్యో గులందరికీ ప్రయోజనం చేకూర్చేలా ఉండేందుకై సమూహాన్ని వ్యక్తి క్లస్ చేయాలని. హాత్ కార్డుల స్కీమ్ దిగ్విజయంగా అమలచేతా ప్రతి ఒక్కరూ చాలా తీసుకోవాలని కోరుతున్నాము.

ఉద్యోగులు తమ బాగోగులతో పాటు ప్రజల కష్టనష్టాల పాక స్మరించాలని సామాజికవాయి కోసం అందరి ఉద్యో గులందరికీ కార్యాలయ ఉద్యోగులందరి వారందరికీ ఉద్యో గులందరికీ అందుతుంది. పనిచే ప్రయోజనాలను గురించి వివరాలు తెలుసుకోవడానికి సర్వీసులను ఏర్పాటు చేసింది.

PROCEEDINGS OF THE PRINCIPAL, SCIM. GOVT. DEGREE, TANUKU. (W.G.DT.)  
 Rc.No.11/A2/2001 Dt:

Present:- Sri

Sub:- G.P.F - Sanction of G.P.F - Temporary advance of  
 Rs. \_\_\_\_\_ ( Rupees. \_\_\_\_\_ )  
 to Sri/Smt \_\_\_\_\_  
 S.C.I.M.Govt.Degree College, Tanuku - From his G.P.F.Account  
 No. \_\_\_\_\_ Edn, Orders - Issued.

Ref:- 1) G.O.Ms.No.506/Edn., Dt:11-04-78.  
 2) Application Dt: \_\_\_\_\_, of Sri/Smt \_\_\_\_\_  
 \_\_\_\_\_ SCIM.Govt.Degree College, Tanuku.

@@@@

**ORDER:-**

Sanction is hereby accorded under rule \_\_\_\_\_ of G.P.F., rules  
 for the grant of Temporary advance of Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ )

Sri/Smt \_\_\_\_\_  
 from his /her G.P.F.A/c.No. \_\_\_\_\_ to enable him/her to  
 defray Medical expenses on \_\_\_\_\_

(B) \_\_\_\_\_

(C) The advance will be recovered in \_\_\_\_\_  
 Monthly instalments of Rs. \_\_\_\_\_ each, commencing from the Salary  
 of \_\_\_\_\_ payable in \_\_\_\_\_

(D) A Sum of Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ )  
 \_\_\_\_\_ ) out of the advance of Rs. \_\_\_\_\_

( Rupees \_\_\_\_\_ )  
 sanctioned and paid to his/her in \_\_\_\_\_ has not been recovered  
 as on date. This amount together with the advance now sanctioned aggregating  
 Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ )

will be recovered in \_\_\_\_\_ Monthly instalment of  
 Rs. \_\_\_\_\_ each commencing from the salary of \_\_\_\_\_  
 payable in \_\_\_\_\_

PRINCIPAL

- 1) Copy to individual concerned.,
- 2) Copy to the Bill.,
- 3) Copy forwarded to S.T.O., Tanuku.,
- 4) Spare - 1.

PROCEEDINGS OF THE PRINCIPAL, S.C.I.M.GOV'T DEGREE, TANUKU, (W.G.DT.)  
 Rc.No.11/A2/2001 Dt:

Present:- Sri

Sub:- G.P.F - Sanction of G.P.F. - Non-refundable Part Final Withdrawal  
 to Sri/Smt. \_\_\_\_\_

\_\_\_\_\_ S.C.I.M.Govt.Degree College, Tanuku -  
 G.P.F.A/c No. \_\_\_\_\_ orders - Issued.

Ref:- 1. G.O.Ms.No.506 Edn., Dt:11-04-1978.,

2. Application Dt: \_\_\_\_\_ Sri/Smt \_\_\_\_\_

@ @ @ @

**ORDER:**

Under the powers delegated to him in the G.O., 1st cited above, under  
 Rule \_\_\_\_\_ of G.P.F.rules, the Principal, S.C.I.M.Govt.Degree College,  
 Tanuku. ( W.G.DT. ) hereby sanctions an amount of Rs. \_\_\_\_\_

( Rupees \_\_\_\_\_ )

as a special case towards G.P.F.Part Final Withdrawal to  
 Sri/Smt/Kum. \_\_\_\_\_

\_\_\_\_\_ of this college from his/her  
 G.P.F.Account No. \_\_\_\_\_ to meet the medical expenses in  
 connection with the prolonged illness of his/her \_\_\_\_\_

as recorded in the Appendix 'O' and it is herewith enclosed.

Sri/Smt \_\_\_\_\_

of this college is requested to submit the utilisation certificate to the effect that the amount  
 now sanctioned has been utilised for the purpose for which it has been intended for.

PRINCIPAL.

Encl: G.P.F.Account slip.

To

- 1) Copy to Bill,
- 3) Copy forwarded to the Sub Treasury Officer, Tanuku. ( West Godavari District )
- 3) Copy forwarded to the Accountant General, Andhra Pradesh, Hyderabad.
- 4) Spare - 1.



GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

GPF-Revision of "Form of Application for the Final Payment of General Provident Fund (GPF) Balance"- Orders -issued.

Finance(HR,5-Pensions& GPF)Department

G.O.MS.No. 214

Dated: 04-11-2016  
Read the following

1. G.O.Ms.No.261, Finance & Planning (FW.Pen.II)Department, Dated 28.08.1999.
2. Letter.No.FM/GL.II/9-3/2016-17/797 dated 28.07.2016 of the Accountant General (A&E), Andhra Pradesh and Telangana, Hyderabad.

\*\*\*\*

In the G.O. 1<sup>st</sup> read above Government issued orders revising Form of Application for Final Payment of General Provident Fund balances.

2. In the reference 2<sup>nd</sup> read above the Accountant General proposed certain changes in the form of application for final payment of General Provident Fund Balances.

3 Government after careful examination of the proposal have decided to revise the form of application for final payment of General Provident Fund as suggested by the Accountant General (A&E), Andhra Pradesh and Telangana. The revised form is annexed to this G.O.

4. All Drawing and Disbursing Officers/Head of the Departments shall hereafter send to the Accountant General (A&E) two sets of applications in the revised format instead of 3 sets of form of application for processing of final payment from the General Provident Fund.

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

HEMA MUNIVENKATAPPA  
SPECIAL SECRETARY TO GOVERNMENT

To  
All Departments of Secretariat  
All Head of the Departments  
The Director of Treasuries and Accounts, AP, Ibrahimpatnam  
The Pay and Accounts Officer, AP, Ibrahimpatnam  
The Director of State Audit, AP,  
The Director of Works and Projects, AP,  
All the District Collectors.  
All the District Judges.  
All the District Treasury Officers

## Form of Application for Final Payment of General Provident Fund Balance

[Retirement/Resignation/Removal/Transfer of Balance or Death Case] TO BE  
FILLED IN BY THE APPLICANT

To,  
The Principal Accountant General (A&E)  
Andhra Pradesh & Telangana  
HYDERABAD,

(Through the Head of office in case of Non-Gazetted and Through Head of the  
department in case of Gazetted officers)

1. (i) Name of the Subscriber (in capital letters) :  
Emp ID. (7 digit) :  
(ii) Personal Mobile No :  
(iii) Mail id :  
(iv) Aadhar Card No. :  
2. Date of Birth :  
3. Designation and office to which attached :  
4. G.P.F. Account No. With Departmental Suffix :  
5. Details of Nomination filed : ( As per Rule 7 ) :

6. Residential address of the claimant : Present Address:

Permanent Address:

7. Copy of the latest Account slip is enclosed: YES/NO
8. i) Date of Retirement : or  
ii) Date of resignation : or  
iii) Date of voluntary Retirement : or  
iv) Date of dismissal/removal/Compulsory retirement/invalidation
9. Particulars of offices worked during the Last 3  
years

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Name of Office & Address

Working during the period Designation  
From To

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Disbursed contract Lect worked in Govt Degree Colleges in WGDt. renewal for the year  
2016-17

SINo	Name of the disturbed contract Lect	Subject	Place in which worked up to 31.03.2016	Name of the College in which proposed to be renewed	College in which proposed to work on duty basis
1	Smt M Usha Rai,	Chemistry	GDC, J R Gudem	GDC, Tanuku	
2	Sri S Rama Krishna,	Chemistry	GDC, Chintalapudi	GDC(M) Palakol	GDC Chintalapudi
3	Smt B Sudhamse Prabhakar	Chemistry	GDC Dumpagadapa	GDC Tanuku	
4	Smt J Sobha Rani	Politics	GDC Buttaigudem	GDC(W) NDD	
5	Smt B K R Lakshmi	Maths	GDC, Dumpagadapa	GDC Ganapavaram	
6	Sri S Bujji Babu	Botany	GDC- Narayanapuram	GDC(M) Nidadavole	
7	Sri K'Durga Rao	Physics	GDC Narayanapuram	GDC Ganapavaram	
8	Smt NDRD Padma Latha	Physics	GDC(W) Palakol	GDC(M) Palakol	

10. Office/Treasury at which payment is desired:

10 (A) If payment is desired out side the place of last duty enclose the following documents:

- a) Personal marks of identification :
- b) Two specimen signatures :
- c) Left/Right hand thumb impression  
(in case of illiterate claimants) :

11. CERTIFICATES:

- i) I have not resigned from Government Service to take up appointment in another department of State Government/ Central Government or under a Body Corporate owned or controlled by the state or Central Government.

ii)

Note: This certificate is to be furnished only by a subscriber who resigned from Government service. If resigned to take up appointment elsewhere, the information regarding transfer of balance may be given in the form prescribed in the Annexure.

- iii) I hereby undertake that no appeal shall be preferred by me against my dismissal/removal/compulsory retirement/invalidation)
- iv) I hereby undertake to refund any excess payment arising out of clerical error in the settlement of G.P.F. Claim.

12. In case of death the following particulars may be furnished.

- a) Date of death :  
(Copy of death certificate to be enclosed)
- b) Religion of Deceased Government :
- c) Details of the surviving members of :  
the family on the date of death  
of the subscriber are furnished  
below (copy of Family  
Members Certificate issued by  
Revenue Department)

Sl.No	Name	Relationship with subscriber	Date of birth	Marital Status as on the Date of death of the subscriber
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Place  
Date

Signature of the  
Subscriber/Claimant

**ఆంధ్రప్రదేశ్ ప్రభుత్వమునకు బహుళ మూలక సేవకారులు**

1) పాలనీలు పొందుటకు ప్రతిపాదన (ప్రపోజల్) ఫారము నమర్చించుట: చందాదారు మొదటిసారిగాని లేక తదుపరి ప్రీమియము పెంచిన ప్రతిపాతీ తప్పకుండా ప్రతిపాదన ఫారము (53) నంబరు వయస్సు ముందే సంబంధిత జిల్లా దీమా కార్యాలయంలో వేరుగా గాని లేక వారి కార్యాలయము ద్వారాగాని నమర్చించి మొదటి పాలనీ లేదా అదనపు పాలనీ పొందవలసి యున్నది. ప్రపోజల్ ఫారము నమర్చించకుండా ప్రీమియము కట్టి నమా లేక తదుపరి ప్రీమియము పెంచిననూ, అట్టి మొత్తములకు ఏ విధమైన రిస్కు కవరేజీగాని, ఆర్థికలాభముగాని వుండదు. అలా కట్టిన మొత్తములను అనధికార మొత్తముల క్రింద పరిగణించ బడును.

2) వయో పరిమితి: ఈ స్కీములో చేరుటకు 28 సంల ముండి 53 సంల వయస్సు లోపు ఉద్దాహరణ అర్హులు. ప్రీమియము 53 సంల ముందు కట్టిననూ ప్రపోజల్ ఫారము 53 సంల వయస్సు దాటిన పిదప నమర్చించినచో అది అంగీకరించబడదు. పాలనీ పెట్టా జారీ చేయుటకు కుదరదు.

3) ఋణము: చందాదారులకు అతి తక్కువ సాధారణ వడ్డీరేటులో ఋణములు మంజూరు చేయబడును.

4) క్లెమ్ చెల్లింపులు: పాలనీ పరిశీలి (మెయ్యూరిటీ) అయిన పిదప లేక పాలనీదారు మరణించిన పందర్బాములో పాలనీ చెల్లింపులు తేలికగా పరిష్కరించ బడును.

5) డోవన్: ఆంధ్రప్రదేశ్ ప్రభుత్వ దీమాశాఖ చందాదారు లకు ఏ ఇతర దీమా శాఖ ఇచ్చని అత్యధిక డోవన్ రేటు ఇవ్వడం జరుగుతున్నది.

6) ఇన్ కమ్ ట్యాక్ రిబేట్: ఆంధ్రప్రదేశ్ ప్రభుత్వ దీమా పాలనీ చందాలు (ప్రీమియము) సెక్షన్-80(సి) క్రింద ఇన్ కమ్ ట్యాక్ రిబేటు కలదు.

7) అత్యధిక (స్కీముమ్) ప్రీమియము: చందాదారులు వారికి ఇష్టమైన ప్రీమియము అత్యధికంగా వారి ప్రస్తుత జీవిత సేవీడ 20% వరకు ప్రీమియం (అప్పి పాలనీల ప్రీమియము కలిపి) చెల్లించవచ్చును.

8) డి.డి.ఓ. వారి బాధ్యత: ప్రభుత్వ ఉత్తర్వుల ప్రకారం డి.డి.ఓ.వారు ఇన్సూరెన్స్ కి అర్హులు అయిన సిబ్బంది, అవగా 1 సంల పర్మిను ఫూర్తి అయిన మరియు 21 సంల నుండి 53 సంల రోపు వయస్సు ఉన్న ఉద్యోగులందరి కేతరత్యముల నుండి ఎ.పి.జి.ఎల్.ఎ. ప్రీమియం తప్పనిసరిగా పెట్టాల్సి ద్వారా మినహాయించవలసి వున్నది. ప్రీమియము రికవరీ అయిన పిదపగాని ప్రీమియము పెంచిన పిదపగాని సిబ్బందిచే వూరించి ఇచ్చిన ప్రపోజలు ఫారములు సంబం ధిత జిల్లా దీమా కార్యాలయమునకు, పాలనీబాండ్లు కొరకు పంప వలసి ఉన్నది.

9) వెబ్ సైట్: చందాదారుల సౌలభ్యం కొరకు ఆంధ్రప్రదేశ్ దీమా శాఖ వెబ్ సైట్లో ఈ క్రింది విరుచామాతో ప్రారంభించబడింది.

www.apgl.ap.gov.in చందాదారులు వారి పాలనీ మరియు ప్రీమియము వివరములే కాకుండా ఇంకనూ వారికి అవసరమైన ప్రపోజల్ ఫారము/ఋణము/క్లెమ్ ఫారములు డౌన్ లోడ్ చేసుకో వుటకు సౌకర్యము కలదు.

10) ఎన్.ఎం.ఎన్. ఆలర్ట్: ప్రస్తుతం డిపార్ట్ మెంటు చందాదారులకు పాలనీ జారీలో మరియు ఋణము/క్లెమ్ మంజూరు విషయంలో ఎన్.ఎం.ఎన్. ఆలర్ట్ మరియు ఆన్ లైన్ సేవలను ప్రభుత్వములు చేయుచువుండున, చందాదారులు ఈ క్రింది వివర ములు వారి ప్రపోజల్ ఫారము/ఋణము మరియు క్లెమ్ ఫారము లలో పొందుపరచి సంబంధిత జిల్లా దీమా కార్యాలయమునకు తెలియజేయవలసివదిగా కొరటమైవది.

1) బ్యాంకు సేవ, 2) ట్రాంచి, 3) బ్యాంకు జాళా నెంబరు (బ్యాంకు సాన్ టుక్ మొదటి పేజీ అల కాన్ చేయగలదు), 4) అ.ఎన్.ఎ.సి. కోడ్, 5) ఎం.ఎ.సి.ఆర్. నెంబరు, 6) మొబైల్ నెంబరు.

ముఖ్య గమనిక: ప్రీమియము 53 సంలు దాటక ముందు నుండి కట్టి, 53 సంల వయస్సు దాటి ఇంకా పర్మినులో ఉన్న ఉద్యోగులు ప్రపోజలు ఫారములు ఇచ్చి, పాలనీ బాండ్లు పొందుటకు 15.3.2013 వరకు అవకాశం ఇచ్చి ఉన్నారు. జాబట్టి ప్రపోజలు ఫారము ఆ తేదీలోపు సంబంధిత జిల్లా దీమా కార్యాలయమునకు నమర్చించి పాలనీలు పొందగలరు.

**అవకాశం కోసం ప్రయత్నించండి**

ఇలాగా & రెక్కలకాలోని అకౌంట్స్ ట్రాంచెస్ ఉద్యోగులు తమ సమస్యలను పరిష్కరించుకునే దిశగా శాశ్వతపరికర, ప్రభుత్వానికి చెందించడానికి నవంబర్ 7వ తేదీన బహిల్ లోగ్ (ఎన్ క్లెమ్ లో అకౌంట్స్ ట్రాంచెస్ ఉద్యోగుల సమావేశాన్ని నిర్వహించారు. ఈ సమావేశానికి తెలంగాణ ఎన్టీఎ యూనియన్ నగరశాఖ పక్షన డి.బి.ఎ.యూ.ఎల్ అధ్యక్షుడు ఎన్. వరేందర్ అధ్యక్షత వహించగా, తెలంగాణ ఎన్టీఎ యూనియన్ నగరశాఖ అధ్యక్షుడు కె. వెంకటేశ్వర్లు ప్రధాన అతిథిగా పాల్గొన్నారు. ఈ సభకు గెజిటిడ్ మరియు వాన్ గెజిటిడ్ ట్రైబియల్ & అకౌంట్స్ శాఖ ఉద్యోగ సంఘాల మాజీ నాయకులు కె. సురేందర్, (ఇన్ చార్జ్), డి.ఎం. జాషా, ఎ. అప్పారావు (ఇన్ చార్జ్), పి.హెచ్. పీ.రామమూరి, తెలంగాణ ఎన్టీఎ యూనియన్ నగరశాఖ అధ్యక్షుడు కె. వెంకటేశ్వర్లు ఇతర నాయకులు ఎం. వరేంద్రసింగ్, యాదగిరి, శ్రీనివాసరావు, అశోకరెడ్డి తదితరులు హాజరై ట్రైబియల్ ఉద్యోగుల సమస్యలపై ఎటు వివరణలు ఇచ్చారు. ఈ క్రింది డిమాండ్లతో వరేంద్రసింగ్ నాయకత్వన ప్రస్తుత ఇన్ వార్షిక్ ట్రైబ్యుల్, ట్రైబియల్ & అకౌంట్స్ శాఖ శ్రీమతి కవకవల్లికి వివరాలత్రం ఇవ్వటం అరిగింది.

డిమాండ్లు: 1) ఎటి/పిసిఓ ప్రమాపనలకు ప్రస్తుతం అమలు చేస్తున్న 95 రేషియోను యుద్ధాధిపి కొనసాగించాలి. 2) అకౌంట్స్ ట్రాంచెస్ లో ఖాళీగా వున్న జానియర్ అకౌంటింగ్/పిసిఓ అకౌంటింగ్ హాజులను వెంటనే భర్తీ చేయాలి. 3) శాశ్వతపరి కార్యాలయాల్లో హారిడిగానే అకౌంట్స్ ట్రాంచెస్ లో అదనపు హాజులను మంజూరు చేయాలి. 4) 1982 నుండి అమలుకాకుండా వున్న రూల్-3ని తక్షణం అమలుచేయాలి. 5) ఇతర కళాధిపతుల కార్యాలయాల్లో అకౌంట్స్ ట్రాంచెస్ ప్రారంభించాలి. 6) బదిలీలు, ప్రమాపనలు, ట్రైబియల్ ట్రైబియల్ పారడర్లకంగా కౌన్సిలింగ్ ద్వారా నిర్వహించాలి. 7) ప్రతి సంవత్సరం సెప్టెంబర్ రెండవ వారంలో డిపనీలు నిర్వహించాలి. మొదలైన డిమాండ్లు ఉన్నాయి.



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services - Andhra Pradesh Government Life Insurance Scheme - Endowment Policies - Enhancement of Age of superannuation from 58 to 60 years and introduction of AP Revised Scales of Pay 2015 - Enhancement of Maximum Insurable Age under AP Government Life Insurance Scheme from (53) years to (55) years and Revision of Rates of Compulsory Premium with reference to Revised Pay Scales, 2015 - Orders - Issued.

**FINANCE (ADMN.DI&IF) DEPARTMENT**

**G.O.Ms.No.36**

**Dated: 05-03-2016  
Read the following:-**

1. G.O.Ms.No. 16, Finance (Admn.II) Department, dt: 17.2.2011.
2. G.O.Ms. No.147, Finance (HRM IV) Department, dt: 30.6.2014.
3. Lr.No.10/Genl/2014dt:11.08.14, of Director of Insurance, A.P., Hyderabad.
4. Govt. Memo.No.738/90/A1/Admin-II/2014, dt: 26.12.2014.
5. G.O.Ms.No.368, Fin&Plg (FW:Admn.II)Department, dt: 15.11.1994.
6. G.O.Ms. No.423, Finance (Admn.II) Department, dt: 29.11.2005.
7. G.O.Ms.No.231,Finance (Admn.II)Department, dt: 28.6.2010
8. G.O.Ms.No.46, Finance (HRM.V-PC) Department, dt:30-04-2015.
9. Lr.No.26/Genl/2015 dt: 06.08.2015 of Director of Insurance, AP, Hyderabad.

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**ORDER:**

Under the existing rules, the Andhra Pradesh Government Life Insurance Department issues the Endowment Insurance Policies to the Government employees based on the maximum insurable age of 53 years and these policies will mature at the age of 58 years. In the Government orders fifth to seventh read above, the compulsory premium under the policy has been revised as and when the Revised Pay Scales were implemented to the State Government Employees based on the recommendations of the successive pay revision commissions and the existing rates are prescribed in the G.O. seventh read above.

2. In the reference 2<sup>nd</sup> cited, the Government enhanced the age of superannuation of the State Government employees from (58) years to (60) years.

3 In the G.O. eighth read above, the Government has issued orders introducing the Revised Scales of Pay 2015.

(PTO)

4. Consequent to enhancement of age of superannuation from (58) years to (60) years and introduction of the Revised Scales of Pay, 2015, the Director of Insurance, in his letter 3<sup>rd</sup> cited, has sent proposals for enhancement of the maximum Insurable age from 53 years to 55 years and to revise the rates of compulsory premium based on the Revised Scales applicable to various categories of employees. The Government in the memo fourth read above, permitted the Director of Insurance to take necessary further action and submit detailed proposals after consulting the Actuary and the Accountant General, A&E, Andhra Pradesh.

5. Accordingly, the Director of Insurance has submitted necessary proposal in his letter ninth read above.

6. After careful examination of the proposal of the Director of Insurance, Government hereby order that the maximum Insurable age under the Andhra Pradesh Government Life Insurance Scheme be raised from 53 years to 55 years and the rates of compulsory premium under the scheme shall be revised as detailed below and accordingly issue the following instructions:-

Existing Slab Rates (Pay Slabs)	Monthly Premium (Rs.)	Revised Slab Rates (Pay Slabs)	Monthly Premium (Rs.)
Pay from Rs. 6700 to Rs. 8440	250/-	Pay from Rs. 13000 to Rs. 16400	500/-
Pay from Rs. 8441 to Rs. 10900	350/-	Pay from Rs. 16401 to Rs. 21230	650/-
Pay from Rs. 10901 to Rs. 14860	450/-	Pay from Rs. 21231 to Rs. 28940	850/-
Pay from Rs. 14861 to Rs. 18030	600/-	Pay from Rs. 28941 to Rs. 35120	1150/-
Pay from Rs. 18031 to Rs. 25600	750/-	Pay from Rs. 35121 to Rs. 49870	1400/-
Pay from Rs. 25601 and above	1000/-	Pay from Rs. 49871 and above	2000/-

- 7) (a) All the employees shall increase their premium as per the revised rates specified above and submit requisite 'Proposal Form', after recovery of first premium from the salary at the revised rates and take an Insurance Policy from the Insurance Department.
- (b) Unless proposal form is submitted and policies are obtained, the employees will not get Insurance coverage for the enhanced premium paid.
- (c) An employee who is already a subscriber of the Fund having Policy / Policies, and is aged below (55) years can enhance the premium for additional policies. However, he should submit his application in the prescribed *proforma* before he actually attains the age of 55 years. Under any circumstances proposal shall not

be accepted if the applicant has already attained the age of 55 years on the date of submission of his application, notwithstanding the fact that the amount was already deducted in the monthly pay bills. Such amounts shall be treated as unauthorized amounts and refunded to the individual following the usual procedure.

- d) An employee who is already a subscriber of the Fund but is aged above (55) years cannot increase the Premium for additional Policies. However, in respect of those employees, recovery shall continue at the existing rates of Premium for the existing policies till the original date of maturity of the said policies (Last Premium due).
- e) The minimum term of Policy should be (5) years i.e., Maximum age at entry shall not be more than (55) years.
- f) The 'Sum Assured Table' issued in the G.O. first read above be replaced by a new table Annexed to this order. The Director of Insurance, Andhra Pradesh shall take necessary action in this regard.
- g) The Sum Assured table Annexed to this order shall be reviewed at least once in every (5) years. The Director of Insurance, Andhra Pradesh shall take timely action in this regard.
- h) Necessary amendments to the Andhra Pradesh Government Life Insurance Fund Rules shall be issued separately.

8. These orders shall come into force with effect from 01.04.2016 and the above revised premium rates shall be recovered from the pay of March, 2016, payable on 01.04.2016.

9. The Drawing and Disbursing Officers concerned are solely responsible for effecting the recovery of revised premium from all the eligible employees (i.e. who are below 55 years of age) from the pay of March, 2016 payable in April 2016 duly forwarding the requisite proposal forms and obtaining the requisite policies from the Insurance Department intact. If the fixation is delayed for any reason, the premium shall be recovered only from the month of drawl of pay fixation arrears and in such case, no arrears of premium shall be collected.

10. To ensure proper implementation of the Scheme, the HODs / DDOs are requested to follow the above instructions scrupulously.

11. The Director of Treasuries and Accounts, A.P., Hyderabad and the Director of Works Accounts, Andhra Pradesh shall issue suitable instructions to all the District Treasury Officers/Treasury Officers/ Pay & Accounts Officers under their control, to ensure that the above revised premium rates with reference to new pay slabs are implemented from the pay of March, 2016 payable on 1.4.2016 and ensure cent percent coverage of eligible employees under Andhra Pradesh Government Life Insurance Scheme. The District Treasuries and Sub-Treasuries / Pay & Accounts Officers (works), and the Pay and Accounts Officer, A.P., Hyderabad should verify the collection of premium as per the slab rates before passing the salary bills.

(PTO)

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12. The Director of Insurance, Andhra Pradesh, shall ensure that policies are issued to all the subscribing employees expeditiously after the applications are received in his department duly following the normal procedure.

13. All the Departments of Secretariat / Heads of Departments are requested to issue suitable instructions to their subordinate offices to ensure that all eligible employees are brought under the Andhra Pradesh Government Life Insurance Scheme.

14. Copy of this order is available on Internet and can be accessed at address <http://www.ap.gov.in/goir>.

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

**DR. P.V.RAMESH**

**PRINCIPAL SECRETARY TO GOVERNMENT**

To

- The Accountant General, A.P., Hyderabad.
- The Pay & Accounts Officer, Hyderabad.
- The Director of Treasuries & Accounts.
- The Director of State Audit.
- The Director of Works & Projects.
- The Secretary to Governor, A.P., Hyderabad.
- The Private Secretary to the Chief Minister
- The Private Secretaries to all Ministers.
- All the Heads of Departments  
(Including Collectors and District Judges)
- All the Departments of Secretariat.
- The Registrar, High Court of A.P., Hyderabad.
- The Registrar, A.P.A.T., Hyderabad.
- The Secretary, A.P. P.S.C., Hyderabad.
- The General Manager, A.P.S.R.T.C., Hyderabad.
- The Chairman, Tribunal for Disciplinary Proceedings, A.P., Hyderabad.
- The Chairman, A.P., Housing Board, Hyderabad.
- The Secretary, A.P.G.E.N.C.O./T.R.A.N.S.C.O.
- All the District Treasury Officers.
- All the District Development Officers,  
ZillaParishads.
- All District Panchayat Officers.
- All Mandal Development Officers.
- All Secretaries of ZillaGrandhalayaSamsthas through  
Director of Public Libraries, Hyderabad.
- All Secretaries of Agricultural Market Committees through  
the Director of Marketing, Hyderabad.
- All the Commissioners/Special Officers of  
Municipalities.
- All the Registrars of Universities.
- All the Director of Accounts.
- All the Recognized Service Associations.

**// FORWARDED:: BY ORDER //**

**SECTION OFFICER**

Annexure to G.O.Ms.No.36 Fin (Admn.DI&amp;IF) dept., dt: 05.03.2016

ENDOWMENT ASSURANCE POLICY MATURING AT THE AGE OF (60) YEARS(WITH PROFITS).

TABLE SHOWING THE SUM ASSURED UNDER THE POLICY

Age next birth day at entry in Years	Sum Assured Rs.
21	401.70
22	381.91
23	363.04
24	345.06
25	327.91
26	311.55
27	295.95
28	281.06
29	266.85
30	253.30
31	240.36
32	228.02
33	216.23
34	204.96
35	194.20
36	183.91
37	174.06
38	164.62
39	155.58
40	146.90
41	138.55
42	130.52
43	122.78
44	115.29
45	108.05
46	101.01
47	94.15
48	87.44
49	80.86
50	74.36
51	67.91
52	61.45
53	54.94
54	48.32
55	41.50

SECTION OFFICER

# ఇంక్రిమెంట్

టి.వి. బాబ్జి, ఎ.పి.జి.  
జూనియర్ కలెక్టర్

1) ఇంక్రిమెంటు గురించిన నిబంధనలు ఎస్.ఆర్. 24, 25, 26, 27, 29, 30, 31, 33 మరియు రూల్-10(డి) మరియు 13 ఎ.సి. స్టేట్ & సెలెక్షన్ రూల్స్ తేలువడం అరిగింది.

2) వార్షిక ఇంక్రిమెంటు, నోషన్ ఇంక్రిమెంటు, ప్రొమోష్యూర్ ఇంక్రిమెంటు, స్టాగ్నేషన్ ఇంక్రిమెంటు వేరువేరుగా, వేరు వేరు సందర్భాలకు అనుగుణంగా మంజూరు చేస్తారు.

3) ఆపీయల్ సవినేసి ఉద్యోగుల యొక్క ఇంక్రిమెంట్ ఏ సెలెక్షన్ ఉన్నా తలుసుకోవడానికి ప్రత్యేకంగా ఒక రిజిస్టరు (ఇంక్రిమెంట్ వాచ్ రిజిస్టర్) నిర్వహించాలి. (రూల్-16, ఎన్.ఆర్. రూల్-13, నోట్-3, ఎమ్. ట్రైబిని కోడ్.)

4) ఉద్యోగి తన వార్షిక ఇంక్రిమెంటు మంజూరు చేయాలని అప్లై చేసిన సమయం తీసు గడువు తీసిన ద్రాటుంగ్ ఆఫీసు ఇంక్రిమెంటు రిజిస్ట్రేషన్ పై వ్యయంగా సంతకం చేయాలి (మెమో నెం. 16965/677/ఎఓఎల్/85, తేది 13.2.1987).

5) ట్రైబిని కోడ్లో ఫారము 49లో ఉద్యోగి ఇంక్రిమెంట్ యొక్క మంజూరు ఏవలాలు, ద్రాటుంగ్ ఆఫీసరు నమోదుచేసి సంతకం చేసి, దానిని తీర్మానిత బిల్లుకు జతపరచాలి (ఎస్.ఆర్. 24, రూలింగ్-5(6)).

6) ఉద్యోగి ఏ స్టేజీలో ఉన్నా ఆ స్టేజీలో ఒక స్టేజీ నుండి మరుసటి స్టేజీకి వేతనం హెచ్చింపు చేయడాన్ని ఇంక్రిమెంటు అంటారు.

7) ఏ ఉద్యోగి ఎవయింట్ నైనా అతని వార్షిక ఇంక్రిమెంట్ కోసం ఎదిరించాలని ఎటువంటి ఉత్తర్వులు లేనివో 12 నెలల సర్వీసు గడువాత పాఠాధికారి క్రమంలో అతని వార్షిక ఇంక్రిమెంటు మంజూరు చేయాలి (ఎస్.ఆర్. 24).

8) ఒక పోస్టులో ఉన్నప్పుడు ఎదిరినట్లు/డిఎన్.సి.ల ద్వారా ప్రతిష్టగా వేరొక పోస్టుకు ఎంపికైతే, వారికి క్రొత్త పోస్టు స్టేజీలో పాత పోస్టు యొక్క వేతనం ప్రాబ్లం అవుతుంది కానీ పాత పోస్టులోని ఇంక్రిమెంటు తేదీ ప్రాబ్లం కాదు, అంటే క్రొత్త పోస్టులో వార్షిక ఇంక్రిమెంట్ సంవత్సరం తరువాత మంజూరు చేయాలి. గవర్నమెంట్ మెమో నెం. 14497/188/ఎ1/ఎస్.ఆర్.11/2000, తేది 15.10.2004.

9) ఉద్యోగి ఇంక్రిమెంట్ కు ఎదిరినట్లు 12 నెలలు పూర్తిచేసిన మరుసటి తేదీ ముందే ఇంక్రిమెంటు ఇవ్వాలి. కానీ అటువంటి తేదీ వెలలో ఏ తేదీన ఉన్నా ఆర్థిక ప్రయోజనం ఆ వెల మొదటి తేదీ ముందే ఇంక్రిమెంట్ మంజూరు చేయాలి (ఎస్.ఆర్. 26). (టి.పి.ఎం.ఎస్.నెం. 133, తేది 13.5.1974 మరియు టి.పి.ఎం.ఎస్.నెం. 192, తేది 1.8.1974.)

10) సెలెక్షన్ మార్కులలో ఇంక్రిమెంటుకు కాలపరిమితి 12 నెలల కాలము వూత్రి అయినవో అట్టి సందర్భంలో ఇంక్రిమెంటు ద్వారా తేలి పూరించాలి, అర్హత ప్రయోజనం సెలెక్షన్ నుండి ఎప్పుడు ద్వారా

చేసిన తేదీ ముందే అభిస్తుంది.

11) అర్హత సెలెక్షన్ (ఇ.ఎల్.) కొనసాగుతూ మరణించినా/ రిటైర్ అయినా సెలెక్షన్ కాలంలో మొదటి (120) రోజులలో ద్వారా ఇంక్రిమెంట్ పెంచు. (గ్రాంటుబీలకు లిక్విండ్ బెనెఫిట్ అంది. (ఆర్.సి.ఎన్-5-1980 రూల్-31, నోట్-4(ఎ)).

12) కొన్ని సందర్భాలలో ప్రయోజనం పొంది, తరువాత రిటైర్ అయి, ఆ తరువాత తిరిగి ప్రయోజనం పొందినవో, ఒక స్టేజీ వున్నా వదిలిపోతే చేసిన మొత్తం సర్వీసు తేదీ ఇంక్రిమెంటు ఇవ్వాలి. అటువంటి సందర్భాలలో ఏర్పాటు తేదీ వెల మార్కుల వచ్చినవో ఆ వెల మొదటి తేదీ ముందే ఆర్థిక ప్రయోజనం ఇవ్వాలి. (గవర్నమెంట్ మెమో నెం. 49463-ఎ/2111/ఎస్.ఆర్.11/74-1, తేది 6-10-1974.)

13) అపొధారణ సెలెక్షన్ ఉన్నప్పుడు (ఇ.ఎల్.), ఆ కాలం ఇంక్రిమెంట్ పొందటానికి అనుమతించరు. కానీ, అపొధారణ, ఉద్యోగి ఆరున్నట్లు లేని సర్వీసుకు వెలల లేదా ఉన్నత స్టాజీలు లేదా సాంకేతిక విద్య వర్ధిల్లించుటకు ఇ.ఎల్ మంజూరు అయితే ఆ కాలము ఇంక్రిమెంటుకు మంజూరు చేయడానికి పరిగణిస్తారు. అయితే గురించి వారు అపొధారణ (హాల్.డి), అపై కాలం ప్రభుత్వం అనుమతి మంజూరు చేయాలి వుంటుంది (ఎస్.ఆర్. 26-బి).

14) ఉన్నత పదవిలో చేసిన సర్వీసు దిగువ స్థాయి పోస్టులో ఇంక్రిమెంటుకు ఎదిరినట్లు అందుతుంది. (ఎస్.ఆర్. 26(సి)) కానీ దిగువ స్థాయి పోస్టులో చేసిన సర్వీసు ఉన్నట్లు స్థాయి పోస్టులో ఇంక్రిమెంటుకు ఎదిరినట్లు అందుతుంది (ఎస్.ఆర్. 26(డి) రూలింగ్-9).

15) తేలిపోతే కూడిన సెలెక్షన్ కాలం, ఇంక్రిమెంటు మంజూరు చేయడానికి పరిగణిస్తారు. (ఎస్.ఆర్. 26(డి)(ii))

16) డెప్యూటీ మేన్ పై ఎడెజలకు, ఇతర రాష్ట్ర ప్రభుత్వ సర్వీసుకు, కేంద్ర ప్రభుత్వ సర్వీసుకు వర్ధిల్ల కాలము, పాస్ సర్వీసులో ఉన్నప్పుడు ఇంక్రిమెంటుకు ఎదిరినట్లు అందుతుంది. (ఎస్.ఆర్. 26(డి)(5), 26(ఇ)).

17) జాయింట్ ట్రైనింగ్ పర్చియిన కాలము అలాగే వెకేషన్ డిపార్టుమెంట్ లో, వెకేషన్ కాలము ఇంక్రిమెంటుకు ఎదిరినట్లు అందుతుంది (ఎస్.ఆర్. 26(ఎన్)).

18) ద్వారాగా బానించబడిన ట్రైనింగ్ కాలం కూడా ఇంక్రిమెంట్ మంజూరు చేయడానికి పరిగణిస్తారు. (ఎస్.ఆర్. 26(డి) రూలింగ్-4(ii))

19) సమాన స్టేజీ గల పోస్టులో ఒక స్టేజీ పై వేతనం అంతకుముందు చేసిన సర్వీసు ఇంక్రిమెంటుకు ఎదిరినట్లు. (ఎస్.ఆర్.-22(బి)).

20) ఒక ట్రైనింగ్ స్టేజీలోని పోస్టులో చేసిన ద్వారా కాలము ఇంక్రిమెంటుకు ఎదిరినట్లు. (ఎస్.ఆర్. 26-ఎ).

21) ప్రయోజనం ఎదిరినట్లు కాలము ఇంక్రిమెంటుకు

లేంపబడు. (ఎన్.ఆర్. 18).

22) వాక్ డ్యూటీగా పరిగణించిన వచ్చెన్ద్రు కాలము ఇంక్రిమెంటుకు పరిగణించబడదు. (ఎన్.ఆర్. 54-2(1)(D))

23) అసాధారణ పంపుగా పరిగణించిన కాలము ఇంక్రిమెంటుకు పరిగణించబడదు. (ఎన్.ఆర్. 26(D)(ii) (గవర్నమెంట్ మెమో నెం: 11302/ఎన్.ఆర్.1/64-4, తేదీ 16.6.1964.) కానీ, వచ్చెన్ద్రు కాలము క్రమబద్ధీకరించే క్రమంలో, ఉద్యోగి కాలాల్ పంపు నియమ చేసిచ్చాడు. ఆ కాలాన్ని ఇటీవలేగా పరిగణిస్తే అటు వంటి పందర్బంలో ఆ కాలము నోమల్ గా ఇంక్రిమెంటు మంజూరు చేయడానికి పరిగణిస్తారు. అలాగే పెన్షను లెక్కించడానికి పరిగణిస్తారు. (జీ.ఓ.ఎం.ఎన్.నెం. 307, సైవాన్స్ (ఎన్.ఆర్.-10) కాఖ, తేదీ 3.12.2012)

24) దుస్రవక్రవ కారణంగా వచ్చెండుకు గుర్తించే, ఆ కాలము మరియే వచ్చెన్ద్రు కంటే ముందు చేసిన పర్మిషు కూడా ఇంక్రిమెంటు మంజూరు చేయడానికి పరిగణించదు. (ఎన్.ఆర్. 24, డూరింగ్-5(ఎ))

25) రెగ్యులర్ కానీ, ఓవర్ టైముల్ లీవు, ఓవర్ టైముల్ జాయినింగ్ టైం ఇంక్రిమెంటుకు పరిగణించదు. (ఎన్.ఆర్. 26(D), డూరింగ్-2)

26) పర్మిషుల్ సందర్భంలో అంతరాయం, లేక తన సొమ్మల్ కానసాగలేక పోయే కాలం (రివర్షను చేసినపుడు పంపు లేదా రెవ్యు టిమ్ పై వెల్లకపోతే (అట్టి కాలాన్ని ఇంక్రిమెంటు మంజూరు చేయడానికి పరిగణించదు. (ఎన్.ఆర్. 26(D)(ii))

27) కుమి విద్యార్హతలు లేకుండా చేసిన తాత్కాలిక పర్మిషు ఇంక్రిమెంటు మంజూరు చేయడానికి పరిగణించదు. (గవర్నమెంట్ మెమో నెం. 2329/64-1, జి.టి పర్మిషు-ఎ, తేదీ 8.12.1964.) ఈ నియంతనను గవర్నమెంట్ మెమో నెం. 4579/66-3, జి.ఎ. (పర్మిషు-ఎ) కాఖ, తేదీ 6.12.1986 ద్వారా తొలగించారు.

28) సాధారణంగా ఏదైనా పోషకు ఖైరాత్తుగా వియామకం అధికతే ప్రాబేషు కాలం రెండు సంవత్సరాలు వుంటుంది. అలాగే ప్రొమోషన్ ద్వారా వియామకం అధికతే ప్రాబేషు కాలం ఒక సంవత్సరం వుంటుంది.

రెండు సంవత్సరాల ప్రాబేషు ప్రారంభం అయిన ఉద్యోగుల పనులులో ఇంక్రిమెంటుకు పరిగణించే 12 నెలల పర్మిషు పూర్తిచేసిన అనుచిత మొదటి ఇంక్రిమెంటు హామూలుగానే ఇవ్వాలి. తరువాత, అనుచిత పర్మిషు పోస్తే, అలాగే ప్రాబేషు పీరియడ్ పంపుకొరకు గా వచ్చి చేసినట్లు ప్రకటించిన తరువాతనే రెండవ ఇంక్రిమెంటు మంజూరు చేయాలి.

ఒక సంవత్సరం ప్రాబేషు ప్రారంభం అయిన ఉద్యోగుల ప్రాబేషు పూర్తిచేసినట్లు ప్రకటించిన తరువాతనే ఇంక్రిమెంటు ఇవ్వాలి. (ఎన్.ఆర్. 31-2(2)(K))

29) ఒకవేళ అన్ని అర్హతలు పూర్తి అయినా ప్రాబేషు పూర్తి

చేసినట్లు ప్రకటించడంలో తాత్కాలం అధికతే ఒక సంవత్సరం తరువాత ట్రాయింగ్ అవేసరు ప్రాబేషు పూర్తిచేయుటకు గల పరతులన్ని పూర్తి చేశాడని, క్రమశిక్షణా చర్యలు ఏవియు పెండింగ్ లో లేవని పర్మిషుకల్ నమోదుచేసి ఇంక్రిమెంటు మంజూరు చేయవచ్చు. (జీ.ఓ.ఎం.ఎన్.నెం. 424, సైవాన్స్ కాఖ, తేదీ 23.12.1964)

30) సాధారణంగా ఏదైనా ఒక పోషకు నిర్ణయించిన అన్ని అర్హతలు గలవారినే డైరెక్టు నియామకం/ప్రొమోషను ద్వారా మాత్రమే నియమించాలి. కానీ, రూల్-10(ఎ) ప్లేట్ & పబ్లికేషన్ పర్మిషు రూల్స్ ప్రకారం తాత్కాలికంగా అర్హతలు లేకున్నా నియమించవచ్చును. అట్టి నియామకం కావించబడినవారికి వారి పర్మిషు రూల్స్ లో ఆ పోషకు ఏదైనా విద్యార్హతలు పేర్కొంటే అట్టి అర్హతలు సంపాదించే వరకు ఎటువంటి ఇంక్రిమెంటులు మంజూరు చేయరాదు. వారు ఆ పోషకు తగిన అర్హతలు సంపాదించిన తరువాతనే ఇంక్రిమెంటులు మంజూరు చేయాలి. (రూల్-10(బి), ప్లేట్ & పబ్లికేషన్ పర్మిషు రూల్స్)

31) వచ్చెన్ద్రు కాలం డ్యూటీగా కానీ, లేక తీతంగం పంపు గా కానీ పరిగణించిన పూర్వపుతేదీ మండి ఇంక్రిమెంటు మంజూరు చేసే వేతన బకాయిలు చెల్లించాలి.

32) ఏవియారిటీ ముందు తేదీ మండి రిటైర్ చేసినపుడు, వేతనం కూడా తరుముకుణంగా రిటైర్ చేయాలి. అటువంటి పందర్బా లలో ఇంక్రిమెంటు నోమల్ గా ఇచ్చి, అర్థిక ప్రయోజనం ఆ పోషకులు వాస్తవంగా పనిచేసిన రోజు మండి పర్మిషుకేయాలి. కానీ పెన్షనరీ లెవెలిట్ ఇచ్చియు నోమల్ పే పర్మిషు ద్వారా మంజూరు అయిన పే అధారంగా రిటైర్ చేయాలి. (ఎన్.ఆర్. 26(ఎఎ))

33) ఉద్యోగి పదవీ విరమణ చేసిన మరునటి రోజున ఇంక్రిమెంటు డ్యూ వుంటే దానిని నోమల్ గా మంజూరు చేయాలి. దానిని పెన్షనరీ ప్రయోజనాలకు లెక్కించాలి. కానీ, పదవీ విరమణ చేసిన తరువాత చెల్లించే ఫైనల్ ఇంక్రిమెంట్ అన్ ఎర్నెడ్ లీవీకు ఈ నోమల్ ఇంక్రిమెంట్ పరిగణనలోనికి తీసుకోరాదు. (జీ.ఓ.ఎం.ఎన్.నెం. 235, సైవాన్స్ కాఖ, తేదీ 27.10.1998)

34) సాధారణంగా ఉద్యోగులకు వారి స్కేలులో వార్షిక ఇంక్రిమెంటు మంజూరు వారి గరిష్ట స్టేజీ వరకు అనుమతిస్తారు. ఆ గరిష్ట స్టేజీ దాటిన తరువాత, వార్షిక ఇంక్రిమెంటు మంజూరు అరగదు. ఏదీకే అధిక వచ్చి పూరించడానికి స్టాగ్నెషు ఇంక్రిమెంటులను ప్రయత్నం మంజూరు చేసింది.

- 1999 పే స్కేల్ లో 3 స్టాగ్నెషు ఇంక్రిమెంటు
- 2005 పే స్కేల్ లో 5 స్టాగ్నెషు ఇంక్రిమెంటు
- 2010 పే స్కేల్ లో 3 స్టాగ్నెషు ఇంక్రిమెంటు

35) స్టాగ్నెషు ఇంక్రిమెంటులు సాధారణ ఇంక్రిమెంటు లాగానే కావించాలి. (జీ.ఓ.ఎం.ఎన్.నెం. 17.3 సైవాన్స్ కాఖ, తేదీ 7.11.1997, జీ.ఓ.ఎం.ఎన్.నెం. 152, సైవాన్స్ కాఖ, తేదీ 4.11.2000)

36) స్టాగ్నెషు ఇంక్రిమెంటులు, ఆ ఉద్యోగి వచ్చి వెళ్ళిన

పేలు పాడిగిరి మాన్యువల్ పేలు అధికారిగా ఆ తరువాత ఉన్న ఇంక్రిమెంటు లేకుండా. (గవర్నమెంట్ మెమో నెం. 5763/59/ఏఐ-1/99-1 తేదీ 27.2.1999, గవర్నమెంట్ మెమో నెం. 210577/581/ఏఐ-1/2000, తేదీ 23.11.2000)

37) అనుమతించిన స్టాఫ్ ఇంక్రిమెంటు అన్ని వినియోగించుకొన్న తరువాత, పై పోస్టుకు ప్రమోషను లభిస్తే ప్రమోషన్ పోస్టులు ఎస్.ఆర్. 22(ఎ)(1) ప్రకారమే సీ పీక్స్ చేయాలి. ఎస్.ఆర్. 31(2) గాని, ఎస్.ఆర్. 22(5) గాని వర్తించవు. (గవర్నమెంట్ మెమో నెం. 40304/692/ఎ1/ఎస్.ఆర్.14/2001, తేదీ 16.1.2002)

38) అలోమాటిక్ అడ్వాన్స్ స్కేల్లో బాదా స్టాఫ్ ఇంక్రిమెంటు అనుమతిస్తారు. (గవర్నమెంట్ మెమో నెం. 16326-ఎ/74/ఏఐఐ-1/82, తేదీ 20.1.1983)

39) రిజర్వ్ సీ స్కేల్లో సీ పీక్స్ చేసినపుడు మకురతీ ఇంక్రిమెంటు వారి స్కేలులో ఇంక్రిమెంటు చేసినట్లే మంజూరు చేయాలి.

40) కొన్ని సందర్భాలలో జూనియర్ ఉద్యోగి వేతనంలో సమానంగా సీనియర్ వేతనం పెంచడానికి గడువుకు ముందే ఇంక్రిమెంట్ మంజూరు చేయవచ్చు. (ఎస్.ఆర్. 27)

41) కొన్ని సందర్భాలలో జూనియర్ ఎక్కువ వేతనం ద్రా చేస్తూ వుంటే అతని వేతనంలో సమానంగా సీనియర్ వేతనాన్ని ప్లెస్ వే గాంచినపుడు, సీనియర్ యొక్క తరువాత ఇంక్రిమెంట్ 12 నెలల తరువాతనే మంజూరు చేయాలి.

42) ఉద్యోగి ప్రాధాన్యత సక్రమంగా లేకున్నా, విధులు నింత్తుటకాగా విద్యుహించుకొన్న క్రమశిక్షణా పథ్యలో భాగంగా ఇంక్రిమెంటును నిలుపుదల చేయవచ్చును. ఇలా నిలుపుదల రెండు రకాలుగా చేయవచ్చు. 1) తాత్కాలికంగా (without cumulative effect) 2) పర్యవేక్షణగా (with cumulative effect)

43) ఇంక్రిమెంటు నిలుపుదల ఉత్తర్వులో ఏ విధమైన శిక్ష అని తెలుపమన్నా దానిని తాత్కాలిక నిలుపుదలగానే భావించాలి. (ఎస్.ఆర్. 24, రూలింగ్-1)

44) తాత్కాలికంగా ఇంక్రిమెంటు నిలుపుదల చిన్న శిక్షగాను (ప్రైవ్ ఎంప్లాయిమెంట్), శాశ్వత ఇంక్రిమెంటు నిలుపుదల పెద్ద శిక్షగాను (మేజర్ పనిపూర్తి) పరిగణిస్తారు. పెద్దశిక్ష విధించడానికి సీనియర్ డ్యూటీ-20లోని ప్రాసీడరును పాటించాలి. (జి.ఓ.ఎం.ఎస్.నెం. 335, తేదీ 14.6.1993)

45) తాత్కాలిక ఇంక్రిమెంటు నిలుపుదల ఉత్తర్వులో ప్రమోషను నిరోధిస్తూ అర్జునులో మార్చిస్తే ఆ కాలంలో ప్రమోషన్ పరిశీలించబడు. (జి.ఓ.ఎం.ఎస్.నెం. 342, తేదీ 4.8.1997)

46) ఇంక్రిమెంటు శాశ్వత నిలుపుదల ఉత్తర్వులో ఎంత కాలం నిలుపుదల చేసినా దానిని రిట్రీవ్ కాలం వరకు ఉద్యోగిని ప్రమోషను పరిశీలించదు. (జి.ఓ.ఎం.ఎస్.నెం. 342, తేదీ 4.8.1997)

47) తాత్కాలిక ఇంక్రిమెంట్ నిలుపుదల ఉత్తర్వులో శిక్ష కాలపరిమితి తెలపాలి. శిక్షకాలం పూర్తి అయిన తరువాత నిలుపుదల చేసిన ఇంక్రిమెంటు అన్ని యుద్ధాతర్థంగా మంజూరు అవుతాయి. అయితే శిక్షకాలానికి ఎటువంటి అర్థిక ప్రయోజనం లభించదు. (ఎస్.ఆర్.-24)

48) శాశ్వతంగా ఇంక్రిమెంటు నిలుపుదల కాలంలో ద్యూ పన్ను ఇంక్రిమెంటు శాశ్వతంగా నిలుపుదల చేయబడతాయి.

49) ఇంక్రిమెంటు నిలుపుదల చేసి ఉత్తర్వులో ఆ శిక్ష ఎన్నడు పై ఏ విధమైన ప్రభావం చూపుతుందో వుద్ధంగా తెలియజేయాలి. (ఎస్.ఆర్. 24, రూలింగ్-4(ఎ))

50) ఇంక్రిమెంటు నిలుపుదల చేయాలంటే, రూల్స్ లో తెలిపిన ప్రాసీడరు ప్రకారం ఏదాదా అరపాలి. సముచిత కారణం లేకుండా తాత్కాలికంగా కాని, శాశ్వతంగా కాని ఇంక్రిమెంటు నిలుపుదల చేయరాదు.

51) ఇంక్రిమెంటు నిలుపుదల ఉత్తర్వులు వెలువడిన తరువాత ద్యూ పన్ను ఇంక్రిమెంటు నిలుపుదల చేయాలిగాని అంతకు ముందు వున్న ఇంక్రిమెంటు అప్పు చేయడానికి వీలులేదు. (గవర్నమెంట్ మెమో నెం. 44663/పర్సనల్-సీ/99, తేదీ 4.11.1999)

52) క్రమశిక్షణా పర్యయం పెండింగ్లో ఉన్న కాలంలో ఇంక్రిమెంటు అప్పు చేయకుండా యుద్ధానికి గడువు తేదీన మంజూరు చేయాలి.

53) తాత్కాలికంగా ఇంక్రిమెంటు నిలుపుదల చేసిన కాలం అలోమాటిక్ అడ్వాన్స్ స్కేలు ప్రమోషనాలు మంజూరు చేయడానికి పరిగణిస్తారు.

కాని, శాశ్వతంగా ఇంక్రిమెంటు నిలుపుదల చేసిన కాలం అలోమాటిక్ అడ్వాన్స్ స్కేమ్ ప్రయోజనములు మంజూరు చేయడానికి పరిగణించదు. ఎస్.ఆర్. 31(2) ప్రయోజనం లభించదు. (అర్థికశాఖ మెమో నెం. 41082/574/ఎ1/ఏ.సి.-4/1995, తేదీ 30.12.1996)

54) రూల్-13 స్టేట్ & నల్లార్డెర్డ్ పర్సన్ రూల్స్ ప్రకారం ఉద్యోగంలో చేసిన తరువాత అతని ప్రాబేషను కాలంలో తెలుగు భాషా పరీక్ష పాసు కావాలి. అలా పాసు కాకపోతే అతని ప్రాబేషను పాడిగించబడుతుంది. అంతేకాకుండా అతని వార్షిక ఇంక్రిమెంటు తాత్కాలికంగా (without cumulative effect) నిలుపుదల చేయబడతాయి. పరీక్ష పాసిన తేదీ నుండి ద్యూ ఉన్న ఇంక్రిమెంటు అన్నియు సోషల్ గా మంజూరు అవుతాయి. కాని అర్థిక ప్రయోజనం మూలం పరీక్ష పాసిన తేదీ నుండి మాత్రమే అభివృద్ధి.

55) ఇంగ్లీషు డ్రైవు పాసినవారిని తాత్కాలికంగా డ్రైవింగుగా నియమిస్తే అట్టి వారు ప్రాబేషన్ కాలంలో తెలుగు డ్రైవింగ్ లో పాసు పాసు అవాలి. కాని తెలుగు తాత్కాలికంగా వార్షిక ఇంక్రిమెంటు నిలుపుదల చేయబడదు. (అర్థిక శాఖ మెమో నెం. 41082/574/ఎ1/ఏ.సి.-4/1995, తేదీ 30.12.1996)





తేది.8-10-1984. ప్రకారము ప్రతి సంవత్సరము ఏప్రిల్ నుంచి మార్చి సంవత్సరము మార్చి వరకు టి.ఎ.ఎస్. చందా ఏంత రికవరీ అయినది, స్టాటు మారినా ఏవరాలను ఎస్.ఆర్.లో రికార్డు చేయాలి.

**GIS Recovery Certificate:**

"The Group Insurance Subscription has been recovered from the salary for the period from ..... to ..... @ Rs..... P.M. under Group....."

30. గవర్నమెంట్ మెమో నెం.7527/2866/ఎస్.ఆర్-1/643, సైవాన్స్ డిపార్టుమెంట్, తేది.3-11-1964 ప్రకారము ప్రతి సంవత్సరము ఏప్రిల్ నుండి మార్చి సంవత్సరము మార్చి వరకు సర్వీసు వెరిఫికేషన్ వివరాలు ఎస్.ఆర్.లో రికార్డు చేయాలి.

"Service verified from Service Verification Certificate (date) from paybills, acquittance Rolls and similar records to be specified with reference to which the verification was made"

పై వాటిని ప్రతి సంవత్సరము 30 ఏప్రిల్ లో పూర్తి చేసి ఆ వివరాలు గణాదిపటికి ప్రతి సంవత్సరం 10 మేలో తెలుపాలి. అలాగే ఏప్రిల్ నెల తీరుపు రిల్లులలో సర్టిఫికేట్ ఇవ్వాలి.

31. ఏదైనా పరిస్థితులలో ఎస్.ఆర్ పాగాట్టుకుంటే ఈ క్రింద తెలిపిన జి.ఓ.లో తెలిపిన విధంగా క్రొత్త ఎస్.ఆర్.ను దిక్ట్రీ ఆఫ్ చేయాలి.

జి.ఓ.ఎం.ఎన్.నెం.202, సైవాన్స్ (ఎస్.ఆర్) డిపార్టుమెంట్, తేది.11-6-1980.

జి.ఓ.ఎం.ఎన్.నెం.224, సైవాన్స్ & ప్లానింగ్ డిపార్టుమెంట్, తేది.28-8-1982.

32. పర్సనల్ సర్టిఫికేట్ ఆఫ్ క్యాలిఫికేట్ ఎస్.ఆర్.లో రికార్డు చేయరాదు.

ఇన్ స్ట్రక్షన్ 4 - అనెక్సర్-II, పార్టు-III, ఎస్.ఆర్ 74 ఎ (iv)

33. ఎస్.ఆర్.లో కొద్దివరకు దిద్దుబాటులు లేకుండా జాగ్రత్తగా మంచి డబ్బారితో పనివరంగా వివరాలు రికార్డు చేయాలి.

34. ప్రతి కార్యాలయంలో సర్టిఫ్ టుక్ వాచ్ రిజిస్టర్ ఒకటి మెయింటెన్ చేయాలి. ఇందులో ఉద్యోగులకు ఎస్.ఆర్.లు ఒక ఆఫీసు నుండి మరొక ఆఫీసుకు లేక ఆఫీసులోని వివిధ డెప్టమెంట్లు ట్రాన్స్ఫర్ లేవలసినప్పుడు దీనిలో నమోదు చేసి సంబంధిత అధికారుల వద్ద సంతకం తీసుకోవాలి.

35. కార్యాలయ అధికారి తన పర్యవేక్షణలో పనిచేసే ఉద్యోగులందరికీ ప్రతి సంవత్సరము వారి వారి ఎస్.ఆర్.లు వెరిఫై చేసుకొని అన్ని వివరాలు సక్రమంగా నమోదు అయినవా లేదా సరిమానుకోవాలని నోటీసు జారీ చేయాలి, నోటీసు డూస్ డిస్ట్రిబ్యూట్ కావీ మీద ఉద్యోగి సంతకము తీసుకొని ఎస్.ఆర్.లో వుంచాలి.

గవర్నమెంట్ మెమో.నెం. 51830/2134/ఎస్.ఆర్-1. 64-1 సైవాన్స్ డిపార్టుమెంట్, తేది.9-11-1964.

జి.ఓ.ఎం.ఎన్.నెం. 311, సైవాన్స్ & ప్లానింగ్ (సైవాన్స్, మెన్-1) డిపార్టుమెంట్, తేది.16-11-1983.

35. పుచ్చిన తేదీ రికార్డు చేయించి పుచ్చిన తేదీని నవరించుట

మొదలగు వివరాలు ఆంధ్రప్రదేశ్ పబ్లిక్ ఎంప్లాయిమెంట్ (రికార్డింగ్ అండ్ ఆల్టరేషన్ ఆఫ్ డేట్ ఆఫ్ బర్త్) రూల్స్ 1984లో వున్నాయి.

37. వార్షిక అంగణ ఉద్యోగులు మరియు పోలీసు కాబల్ పో వార్ కానిస్టేబుల్ వరకు వారి పుచ్చిన తేదీ వివరాలు సరిగా లేకపోతే, మెడికల్ ఆఫీసర్ జారీ చేసిన ఏక సర్టిఫికేట్ ఆధారంగా పుచ్చిన తేదీ ఎస్.ఆర్.లో నమోదు చేయాలి.

38. రిజిస్ట్రేషన్ ఆఫ్ డిప్యూటీ, నెప్యూన్లకు సంబంధించిన ఉత్తర్వులు ఎస్.ఆర్.లో జతపరచాలి.

(ఇన్ స్ట్రక్షన్ 5, అనెక్సర్-II, పార్టు-III, ఎస్.ఆర్-74 ఎ)(iv)

39. టెయిలీ వేజ్ కంట్రాక్టుల్ని ద్వారా వేతనం పొందేవారికి కెన్సెంట్రేటెడ్ ఏ పొందేవారికి, డి.బి.సెంట్రాల్ ఎంప్లాయిమెంట్ ఎస్.ఆర్.లు మెయింటెన్ చేయరాదు.

40. ఎడవి విరమణ చేయడానికి దగ్గుబాగా పుష్ప (ఎస్.ఆర్ రిటైర్మెంట్) ఉద్యోగులకు పదోపూతి వస్త్ర ఆర్డీ సందర్భంలో, పదోపూతి రెగ్యులర్ కేబ్లీజ్ వచ్చినది అపి ఎస్.ఆర్.లో రికార్డు చేయాలి. లేకపోతే ఎ.జి వారు పెన్షనరీ ప్రయోజనాలు ఇవ్వరు.

41. గవర్నమెంట్ మెమో.నెం.72246/సి/1495/ఎస్.ఆర్-1/66-2 సైవాన్స్ డిపార్టుమెంట్, తేది.30-7-1966 ప్రకారము ఈ క్రింద తెలిపిన వివరాలు ఎస్.ఆర్.లో "ఎల్యూరాల"లో నమోదు చేయాలి.

- రెగ్యులరైజేషన్ ఆఫ్ సర్వీస్
- డిక్లరేషన్ ఆఫ్ ప్రావీజన్
- కనెక్షన్ షిఫ్ట్ ఏ బిల్డ్
- ఈ.ఓ.ఎల్ అవయల్డ్ ఏజ్ సర్వీస్
- లీవ్ ట్రావెల్ కనెషన్ కంప్లీట్
- పరెండర్ లీవ్ అవయల్డ్
- వీరియట్ ఆఫ్ నెప్యూన్ అండ్ వాచ్ డి వీరియట్ ఆఫ్ నెప్యూన్
- చాన్ లీవ్ ట్రావెల్
- పెనాల్టీస్ ఇంపోజిట్
- హోమ్ లాన్ డిక్లరేషన్

42. వినియోగించుకోవని పెంపుల వివరాలు ఎస్.ఆర్.లో నమోదు చేయాలి. అలాగే లీవ్ ఆకౌంట్లో కూడా రికార్డు చేయాలి.

43. ఎస్.ఆర్.లను మెయింటెన్ చేసే అధికారులు ఏదైనా, వివరాలు నమోదు చేయునప్పుడు జాగ్రత్తగా వ్యవహరించి, వివరాలు సరిఅయినవా కాదా అని బేరీజు వేసుకొని, దానికి సంబంధించిన ఉత్తర్వుల నెంబరు, తేదీ, జారీ చేసిన వారి హోదా, మొదలగునవి సవివరంగా మంచి డబ్బారితో ఆందరికీ అర్థము అయ్యే రీతిలో రికార్డు చేయాలి. కార్యాలయ అధికారి వివరాలు అధిష్టిత చేసి క్రమంలో ఉత్తర్వులకు అనుగుణంగా నమోదు అరిగిందా లేదా అని వెరిఫైచి అధిష్టిత చేయాలి. వీటి వెళ్ల నిర్లక్ష్యము చేస్తూ ఉద్యోగి సర్వీసులో మరణము వచ్చి విరమణ పొందిన తరువాత ప్రయోజనాలు పొందడానికి ఇబ్బందిగా వుంటుంది మరియు అంశ్యము జరగుతుంది. కావున ఆందరూ జాగ్రత్తగా వ్యవహరిస్తారని ఉద్యోగ శ్రావణి ఆకాంక్షిస్తున్నది. \*

## Functionary Manual

proforma used for Stock Registers. The annual stock verification of all stocks should be done at the end of the every financial year in the manner indicated in Article 143 of A.P.F.C. Vol.I (Govt. Memo No.10970/228/TFR/90-1 Fin. Dept. dt.10-11-1992).

**INCREMENT WATCH REGISTER :**

To ensure prompt drawal of increment of the Govt. employees, the Government have issued instructions in G.O.Ms.No.104 (F&P) dt.8-3-1976 for maintenance of the increment watch register. A.P.T.C. form No. 106 (given below) is used in this register. Every Drawing Officer should verify the service register of all employees working under him and record their increment particulars in the increment watch register. This should be done n the month of December every year.

**INCREMENT REGISTER PROFORMA**

Name & Designation	Scale of Pay	Date of increment	Pay after the sanction of increment	Date & ref. no. of releasing increment	Remarks	Initial of Drawing Officer
(2)	(3)	(4)	(5)	(6)	(7)	(8)

## GOVT COLLEGES

1) Sanctioned Increment @ Rs.1000/- PM raising his pay from 26000/- to 27000/- with effect from 1/7/2017 in the time scale of \_\_\_\_\_ vide Pros Rc.No \_\_\_\_\_, Dt. \_\_\_\_\_ of the Principal, Govt Degree College, \_\_\_\_\_

Pay Rs. \_\_\_\_\_ wef \_\_\_\_\_  
Scale of Pay

2) Sanctioned half pay leave on private affairs for the period from 14.1.2017 to 31.01.2017 for 18 days vide Pros Rc.No \_\_\_\_\_, Dt. \_\_\_\_\_ of the Principal, Govt Degree College, \_\_\_\_\_

3) Sanctioned half leave on medical grounds for the period from 10.02.2017 to 20.02.2017 for 11 days commuted to full pay duly debiting 22 days from his/her half pay leave account vide pros Rc.No \_\_\_\_\_, Dt. \_\_\_\_\_ of the Principal, Govt Degree College, \_\_\_\_\_

4) Sanctioned earned leave on medical grounds /private affairs for the period from 14.1.2017 to 31.01.2017 for 18 days vide Pros Rc.No. \_\_\_\_\_ Dt. \_\_\_\_\_ of the Principal, Govt Degree College, \_\_\_\_\_

5) Permitted to surrender earned leave for 15/30 days for the period from 01.12 2017 to 15.12.2017 during the financial year 2016-17 for encashment and sanctioned pay and allowances in lieu of the leave Vide Pros Rc.No. \_\_\_\_\_ Dt. \_\_\_\_\_ of the Principal, Govt Degree College, \_\_\_\_\_

6) Transferred from Govt Degree College \_\_\_\_\_ Vide Pros Rc.No \_\_\_\_\_ Dt. \_\_\_\_\_ of the RJDCE/CCE and joined in the College on FN/AN of \_\_\_\_\_ vide joking report dt. \_\_\_\_\_ of the individual.

- 7) Transferred to Govt Degree College. \_\_\_\_\_ Vide Pros Rc.No. \_\_\_\_\_ Dt. \_\_\_\_\_ of the RJDCE/CCE and relieved from his/her duties from this college on the FN/AN of \_\_\_\_\_ vide letter Rc.NO \_\_\_\_\_ dt. \_\_\_\_\_ of the Principal of the College
- 8) Permitted to encash balance of the earned leave \_\_\_\_\_ days as on the date of retirement during the financial year \_\_\_\_\_ and sanctioned pay and allowances in lieu of the leave vide Pros Rc.No. \_\_\_\_\_ Dt. \_\_\_\_\_ of the Principal, Govt Degree College \_\_\_\_\_
- 9) Permitted to encash balance of half pay leave \_\_\_\_\_ days as on the date of retirement during the financial year \_\_\_\_\_ subject to a maximum of 300 (both EL+HPL) vide Procs Rc.No. \_\_\_\_\_ Dt. \_\_\_\_\_ of the Principal, GDC \_\_\_\_\_
- 10) Declared to have passed department test for \_\_\_\_\_ held on \_\_\_\_\_ at \_\_\_\_\_ with RegdNo. \_\_\_\_\_ vide Udyagasamacharam bulletin dated: \_\_\_\_\_
- 11) Services were regularized in the cadre of \_\_\_\_\_ with effect from \_\_\_\_\_ vide Pros Rc.No. \_\_\_\_\_ Dt. \_\_\_\_\_ of the RJDCE/CCE
- 12) The period of probation in the cadre of \_\_\_\_\_ have been declared satisfactorily vide Pros Rc.No. \_\_\_\_\_ Dt. \_\_\_\_\_ of the RJDCE/CCE.

## Registers to be maintained in Govt Degree Colleges

Tottenham system prescribes various registers to monitor the progress of work in the office. These registers will help not only to watch the progress but also arrest the delays and cut down arrears

### 1) In ward Register

All tappals received in an office, after they are seen by the Head of office will be entered in the "Inward Register" A continuous senior No is given starting from 1<sup>st</sup> January to 31<sup>st</sup> December of each year.

Date	Time	Received from	Particulars of Lecturer/	Received by Post/ Courier	Remarks
1	2	3	4	5	6

### 2) Security Register for valuables (Cheques & Drafts)

Consecutive No	Date of Receipt	From whom Received	Date & No of Current	Purpose Of the Current	Particulars Of valuables Enclosed	Section And Initials Of Officer Received	Sign of the Head Of office	Remarks
1	2	3	4	5	6	7	8	9

### 3) Register of Dispatch and Local Delivery (Outward)

SINo	Subject and No	Addressed to be send	Postal receipt

### 4) Register of Stamp Account

Value of stamps		
Received Rs.P	Spent Rs.P	In Hand Rs.P

### 5) Register of Casual Leave

Date	From	To	Reason	Availed	Balance	Sign
1	2	3	4	5	6	7

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6) Accession Register

Date	Bill or Invoice No	Name of The supplier	Descripti on Of the article	Quantity	Rate	Amount	Page No of the stock register
1	2	3	4	5	6	7	8

7) Stock Register( Subject wise) Stationary/Furniture/Machinery & Eulp Etc

Date & Invoice No	OB	Receipt	Total	Quantit y Issued	To whom Issued	Balance On hand	Initials Of receivin	Remarks
1	2	3	4	5	6	7	8	9

8) Issue Register (Class wise)

9) Issue Register ( For Staff)

10) Breakage Register

Name of the article	Quantity	Person responsible	Class and roll No	How Broken	Stock Regis- Ter Folio	Cost Of the Article	Sign Of the Persona	Fine Recom- mended	Orders of the principal
1	2	3	4	5	6	7	8	9	10

11) Attendance Register:- Separate of Gazetted and No Gazetted

12) Late Attendance Register :- 10.45

13) CCL Register:- Maximum 10

14) Assets Register :- Immovable Property

15) Bill Register :- G O Mc.No.87 Fin & Plg Dept dated: 31.01.2002 (APTC Form No.43)

16) Fly Leaf Register

17) Register of GPF Advances /Part final with drawls

18) Acquaintance Register (APTC-88)

19) Increment Watch Register

17-  
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Office of the Regional Joint Director  
of Collegiate Education,  
RAJAHMUNDRY.

- 20) LPC issue/Received Register
- 21) Loans and Advances Register
- 22) T A Bill Register (Form-52)
- 23) Contingent bill Register (Form-58)

## PROFORMA FOR STOCK REGISTER (CONSUMABLE STORES)

Date and Invoice No.	Opening Balance	Receipt	Total	Quantity issued
(1)	(2)	(3)	(4)	(5)

To whom it may Concern: issued	Balance on hand	Initials of Receiving Officers	Remarks
(6)	(7)	(8)	(9)

Functionary Manual

**PROFORMA FOR ACCESSION REGISTER**

Date	Bill or Invoice No.	Name of the supplier	Description of the article	Quan- tity	Rate	Amount	Page No. in Stock Register	Rem- arks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	

# INDENT PROFORMA

Indent for the purchase of Lab-equipment/Wooden furniture/Steel furniture for the year \_\_\_\_\_

Name of the College: \_\_\_\_\_

Detailed Head of Account: \_\_\_\_\_

Sl. No. of the articles	Name of the article	Cost of the article	No. of articles/ quantity required for batch as stipulated by the University/ B.I.E.	No. of articles/ quantity available on hand	No. of articles/ quantity now	Total cost of articles required now	Justification for the purchase of the articles	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Certificate : The items included in the indent are in accordance with scale prescribed by the University/Board of Intermediate Education.

**A.P.T.C.FORMS-5**

(See subsidiary Rule 3(a) under Treasury Rule 10)

**CASH BOOK IN DEPARTMENTAL OFFICES**  
**Cash book of the office of**

Date of receipt	Particulars	Amount	Date of disposal of remittance to treasury	Particulars	Amount	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

### A.P.T.C. FORMS-89

(See subsidiary rule 5 under Treasury Rule 2)

## Permanent Advance Disbursement Register

### CHARGES

Date	Monthly Sl.No.	Description and Dept	Amount	Mode of recoupment	Date of recoupment from Treasury
(1)	(2)	(3)	(4)	(5)	(6)

### RECEIPT

Date	No. of bill	Sl.No. of item of charge recouped	Amount	Remarks
(7)	(8)	(9)	(10)	(11)

Opening balance  
     Total  
 Deduct charge  
 Closing balance  
 Add unrecouped  
 Expenditure as per sub-Vouchers  
 Total permanent advance

## ANNEXURE-II

**GOVERNMENT REFERENCE**

(letters from Director of Collegiate Education, University etc.)

Sl. No.	Date of receipt	No. and date of Govt / DCE's reference	Subject matter	Seat to which distributed	Date of interim/ final reply
(1)	(2)	(3)	(4)	(5)	(6)



## Suggested Proforma

## ANNUAL ACADEMIC PLAN

Sl. No.	Month	Probable No. of periods in a month	Topics to be covered in the month	Whether Syllabus for the month is completed If not what are the topics not completed	Reasons for non-completing. Meas. proposed for cover the backlog
(1)	(2)	(3)	(4)	(5)	(6)

Suggested Proforma

**TEACHING DIARY PROFORMA**

Date	Time and period	Class Section	Topic covered	Any other academic work done (like Tutorial, Seminar etc.)
(1)	(2)	(3)	(4)	(5)

NOTE: If any proforma is prescribed by the concerned University, it should be followed.

## PROFORMA FOR TEACHING NOTES

Topic:

Paper:

No. of Hours required:

Books referred:

Teaching Aids used

Whether Test conduct, Date of the test

Student feedback, if any

Remarks

Signature of the Lecturer

## NOTING & DRAFTING

### INTRODUCTION:

Now that you have received currents, entered them in the Personal Register and opened a file, a decision needs to be taken to communicate to the person who has sent the communication to us. You might have noticed that the file is put up for orders of the competent authority for taking an appropriate decision. It means that the file is put up with a note bringing out all relevant points to facilitate taking the decision. It also indicates the responsibility of the dealing hand that he should prepare a note, which facilitates quick decision. We will discuss how a note is to be prepared and the skills required for noting in this Unit.

### OBJECTIVES:

On completion of this Unit, you will be able to:

- o Define Note and Noting
- o Describe the skills required to prepare a note
- o Explain the need for using simple words in noting
- o Explain the need for editing our sentences
- o List out the important points in preparing an office note
- o Explain the term functional approach to noting
- o Draft a note with given material

### Note and noting

#### Why record a Note?

The working of the Govt office is a continuous affair. The officers may come and go, but the policy of the Govt has to remain uniform in a given set of circumstances. It is therefore, necessary to have a written record of the reasons for adopting a particular course of action in a case so as to ensure identical treatment to a similar case coming up in future.

The "Note" thus helps in maintaining consistency and continuity to the actions and decisions of the Govt.

The "Note" also provide a very useful guide to the officers who might have to handle the same or similar cases in future in as much as they reveal the line of thought and logic behind the decision taken earlier.

#### Note: Definition

"Note" means remarks recorded on a case or paper under consideration to facilitate its easy and correct disposal. It includes précis of previous papers, analysis of questions requiring decision, suggestions regarding the course of action and the orders passed thereon.

A "Note" contains facts and figures, rules, law, procedures and precedents, if any, as also views of other Sections / Departments, which might have been consulted.

It helps the decision taking authority in taking a decision. It should normally comprise a brief resume of the case, the analysis / statement of the points at issue, rule position, best course of action, orders if any already passed on the subject.

#### Noting: Definition

"Noting" means preparing a note for taking a decision on a case.

Whenever noting is done certain points should be kept in mind by the dealing assistant.

Every note should contain:

#### CONTENT

- o Statement of the case or problem
- o Relevant facts and figures
- o Procedure prescribed and precedents, if any
- o Law / Rules etc., on the subject and their application
- o View / advice of other Sections / Departments / Sections etc., if any, if available

- Implications (legal, social, administrative, financial etc.) of the various options available.
- Suggested course of action (with reasons for such action)

#### REASONS FOR

- Facilities / erasures comprehensive examination
- Provides written record of decision taken and justifications thereof
- Constitutes proof of approval / orders by the competent authority
- Forms a precedent for future cases
- Ensures consistency of approach
- Provides historical and evidential material

#### HOW IT SHOULD BE

- Recorded on a Note sheet.
- Even at least one word should be carried over to the next page, instead of ending that note at the extreme bottom of the page.
- At least one extra blank courtesy sheet should be added for further noting.
- Concise (comprehensive)
- Precise (business like and to the point)
- Objective and un biased (3<sup>rd</sup> person passive voice and double negative without being too clumsy)
- Polite (temperate language, even when pointing out obvious mistakes / wrong statements)
- Simply worded (logically sequenced and with good readership appeal)
- Factually correct (facts only)
- Non-repetitive. To draw attention to something already discussed or available, instead of reproducing again proper references on the margin or body of the note be made.
- Referenced. This will also help in achieving in economy of words and comprehensiveness.
- Short numbered paragraphs of few sentences each dealing with specific issue raised on the subject.
- Finally signed with date by the dealing hand on the left had bottom without wasting much space in between the note and signature.

#### AVOID

- Verbosity i.e., use of too many words
- Long and complicated sentences
- Reproduction of rules and regulations
- Bias
- Pasting or replacing the existing notes

#### NOTING SKILLS

Whenever you put up a note you should take care about the following:

#### Corresponds

Check up	-	FACTS
Supply	-	MISSING FACTS
Refer	-	RULES / REGULATIONS
Quote	-	PRECEDENTS
Suggest	-	ALTERNATIVES
Assess	-	IMPLICATIONS

Depending upon the types of the case, you have to go for either maximum i.e., a lengthy note or otherwise. Following are some of the instances you should note while noting.

#### Instances

Nature of Case	Necessity of Noting
Strategic / Operational	Maximum
Problem Solving	Maximum
Correspondence handling	Minimum
Routine Cases	Minimum
Unnecessary Cases	No noting

**USE THE SIMPLE WORD:**

It is not always the shorter word that is better understood. For example, more people understand the word,

"negligent" than the word "derelict"

"Think" is usually a better word than "deem"

Sometimes two or three words are required to take the place of one showy word. And there is nothing wrong with that. Your aim is to make your writing easy to read, not to save space on the page. We should try to EXPRESS rather than IMPRESS. Here are a few examples of simpler replacements of the showy words:

SHOWY	SIMPLE
Constitutes	Makes up
Component	Part
Utilization	Use
Mandatory	Required
Cogitate	Think about
Penultimate	Last but one
Obviate	Make unnecessary
Proximo	Next Month

**PRÉCIS WRITING:**

Every one of us in our school and college days have done this précis Writing as part of grammar while learning languages. Do you remember it? Noting is nothing but writing a précis of the case written in a lengthy communication by the sender to us. After the discussion we had above about how to write a note we don't think it is necessary to give more information about précis writing except to draw your attention to the above paragraphs. Instead of giving that we would like to attempt to do it for your own. We request you to go back to your grammar books and refresh yourself.

Edit your writing:

More often than note, deadwood is noticed in our notes and drafts that we put up. Not that it is not there in every English - rather it is very much there; nor is it grammatically wrong. Consider the following sentence.

"The reason the attendance figure today is so low is due to the fact that the RTC has followed the policy of keeping the buses off road to avoid confrontation with the agitating students".

Can you spot the deadwood? Here it is:

The reason	(can be omitted)
Figure	(can be omitted)
Due to the fact that	(can be replaced with the word "because")
Followed the policy of keeping	(can be replaced with the word "kept")

The sentence should, therefore, appear as:

"The attendance, today, is so low because the RTC has kept the buses off road to avoid confrontation with the agitating students".

Similarly, it is commonly seen that we write, "find enclosed herewith whereas either "find enclosed" or "find herewith" should be sufficient. Hence, there is need to edit our writing.

purpose is not necessarily to achieve brevity; it is to help our readers by removing deadwood that they have to hurdle over.

#### Non-sequiturs:

No doubt is important that you edit your writing to get rid of deadwood and redundancies. But our aim is not to save space, it is only to help the reader. As such, in order to edit let us not omit any vital information. How do we achieve that? You should be aware of the Non Sequitur, which is a Latin term. It means, "it does not follow". Let us say there are so many steps in your presentation, which you are doing through your note, and you miss some of these steps. What would be the result? The result would be that the reader may be your officer would not be able to understand what you intend to achieve with the note.

Now look at the following:

"The new building of the District Training Centre at Hasanparthi of Warangal District has now been completed and we have requested the RTC for regular bus service from its main terminals".

#### CLEAR:

"The new building of the District Training Centre at Hasanparthi of Warangal District has now been completed. We shall start operating from there latest by the end of next month. Besides our own staff, most of the trainees will be required to reach the Centre from all parts of Warangal. Since Hasanparthi is not very well connected, we have requested the DTC for regular bus service from its main terminals".

#### CHECK YOUR SENTENCES:

There is no need to mention that using the right words go a long way to make our notes easy to read and understand. Words make up sentences and in fact, the sentences are the basic thought units of writing. Their length and general structure should, therefore, be given maximum attention.

You might have noticed that many of us, probably most of us, tends to ignore sentence length as a factor in readability. Study made in this area shows that readers have difficulty with long sentence used in the notes and correspondence portions in the files. The question that you propose to ask immediately is what is the best sentence length? There is no formula. But or so, we must pause. Then we should examine whether we can start a new sentence to make the presentation more *effective*.

This need not lead you to infer that all sentence should be short. Too many short sentences can also present difficulty in reading and understanding like too many long ones. In terms of sentence length, the objective is to strive for variety, that is, a good mixture of short, medium and lengthy sentences. Now look at the following:

"The minimum essentials of an Annual Report of a department are an organizational chart, annual action plan and performance appraisal reports and beyond these essentials the content of the report becomes an interesting challenge to the bureaucratic imagination. The elements selected for report, the order in which they appear and the way they are presented are finally

approved, but most reports will contain these elements; cover title page, table of contents, major achievements and the financial constraints".

You can see that the two sentences above contain four District ideals. Let us separate them:

"The minimum essentials of an Annual Report of a department are an organization chart, annual action plan and performance appraisal reports.

Beyond these essentials, the content of the report becomes an interesting challenge to the bureaucratic imagination. The elements selected for the report, the order in which they appear and the way they are presented are finally approved. However, most reports will contain these elements: cover, title page, and table of contents, major achievements and the financial constraints".

If you look both the above, you will realize that to write effectively one has to visualize himself/herself as taking readers by the hand and leading them through a territory they are not familiar with. A help that must be provided is the bridge that connects one idea with another.

Now look at the following sentence:

"It would be a mistake, in our opinion, to ignore complaints from the consumer. We should not push the 'panic button' every time we receive an irate letter".

#### GUIDELINES FOR NOTING:

Now that we have familiarized our selves with important points to be remembered in noting, let us see the guidelines for use in preparing an office note.

- a. All notes should be concise and to the point. Excessive noting should be avoided.
- b. A simple and direct style of writing should always be adopted. Use of involved language should be avoided.
- c. Notes and orders should normally be recorded on the note sheets.
- d. Notes should not be recorded on the receipt itself except in very routine matters.
- e. Verbatim reproduction of extracts from, or paraphrasing of the contents of notes of other sections recorded on the same file, should be avoided.
- f. Wherever a running summary of the facts is available on the file, it should be referred to without repeating any part of the facts in the note.
- g. Notes should always be worded in a courteous and temperate language, free from any personal remarks, even when some apparent errors have to be pointed out in the notes recorded in another section.
- h. Any remarks recorded by the immediate superior officer, or other senior officers on the receipt should first be reproduced before the note is recorded.
- i. An officer should confine his note to the actual points he proposes make. He should not repeat or reiterate the ground already covered in the previous notes. If he agrees to the line of action suggested in the preceding note, he should merely append his signature.
- j. When a paper under consideration raises several major points which require detailed examination and respective orders on each point or group of related points, it will be noted upon separately in sectional notes.

- k. The dealing hand has to append his full signatures with date on the left below his note. An officer will append his full signature on the right hand side of the note with designation and the date.
- l. A note will be divided into paragraphs of a convenient size. Paragraphs should be serially numbered and many also have brief titles, if necessary.

#### FUNCTIONAL APPROACH TO NOTING:

You should always note that Noting should be restricted to the minimum. It should be systematic and functional. The following approach could be adopted for noting on various categories of cases.

#### ROUTINE OR REPETITIVE CASES:

You will be seeing in all offices lot of routine and repetitive nature of correspondence. In such cases a standard skeleton note should be developed indicating, pre-determined points of check. This will not only help the dealing hand to look into all aspects without waste of much time and also without missing any of the points. In respect of other routine cases a fair draft should be put up without any noting.

#### CORRESPONDENCE HANDLING CASES:

These cases do not require detailed noting. It would be sufficient if a brief note is recorded indicating the issue and consideration and the suggested action for.

Ex: The Current is a letter from the headquarters asking for information regarding \_\_\_\_\_.  
The information is available from the \_\_\_\_\_. A draft reply is put for approval.

#### PROBLEM SOLVING CASES:

These are the cases actually dealing with the problems of public. Details need to be examined. In these cases, a detailed note will be necessary. Even then the note should be concise and to the point, covering the following aspects:

- i. What is the Problem?
- ii. How has it arisen?
- iii. What is the rule, policy or precedent?
- iv. What are the possible solutions?
- v. Which is the best solution? Why?
- vi. What will be consequences of the proposed solution?

The points mentioned below should also be useful in such cases.

#### POLICY AND PLANNING CASES:

These types of cases would not be large in number in any organization. They would, however, require a thorough examination, particularly because important decisions are to be taken at top management level. A note in such cases should be structured in the following manner.

- i. Problem: state the problem. How it have arisen what are the critical factors.
- ii. Additional Information: give additional information to size up the problem. The information would be available on the files and other papers in the section. If sufficient information is not available to enable thorough examination, it should be collected before attempting a note.

- iii. Rule, Policy etc: The relevant rule position in accordance with the Govt orders or Codes and manuals to be brought out clearly as far as it relates to the issue under consideration.
- iv. Precedents: Precedent cues having a bearing on the issue under consideration should be put up if there are varying precedents or any precedents differs in certain respects from the case under examination. The difference should be brought out so as to arrive at a correct decision.
- v. Critical analysis: The case should then be examined on merits answering questions like what are the possible alternative solutions/which is the best solution. It should be ensured that views of other sections etc., have been obtained where necessary. Attention should also be paid to other aspects like the financial and other implications, repercussions and the modality of implementing the decisions and the authority competent to take a decision.
- vi. Concluding para: The concluding para should suggest a course of action for consideration. In cases where a decision is to be taken by higher authority like committee, board etc the point or points on which the decision of such higher authority is sought should be specifically mentioned.

#### MODIFICATIONS OF NOTES:

- i. Whenever a senior officer finds it necessary to correct or to modify the facts stated in a note put up to him, he should do so by recording his own note giving his views on the subject, he should not require the note recorded by his junior to be modified or replaced.
- ii. Notes recorded on a file should, in no circumstances be pasted over, because pasting over (i) amounts to mutilation of official records and (ii) gives an inelegant look to the file.

#### ORAL DISCUSSIONS: MINUTES

All points emerging from discussions between two or more Officers in a meeting and the conclusions reached will be recorded as minutes of the meeting. Confirmation of the outcome of the meeting i.e., the minutes is to be signed by all the participating officers.

#### ORAL INSTRUCTIONS BY HIGHER OFFICIALS:

Normally, it is incumbent on the superior officer to give his/her direction in writing regarding the manner of dealing with a case. In some occasions due to paucity of time at the disposal, the instructions have been given orally. The oral instructions thus given may be confirmed in writing at the earliest opportunity. If such instructions are not from the immediate superior, it is to be brought to his notice. In case the orders not confirmed in writing at a later date, it is necessary that the person putting up the note should indicate the action taken by him/her on such oral orders and bring it to the competent authority and take his post approval.

#### FLOWING UP:

We have discussed about why do we need noting in an office? It is to facilitate take decisions on an issue or issues concerning public or otherwise.

We learnt what is Note and Noting. We discussed various aspects of preparing a note. Following are the important things that should be kept in mind while preparing a note.

Noting skills  
 Commands  
 Searching Questions  
 Use of simple word  
 Précis writing  
 Edit your writing  
 Non-sequiturs  
 Check your sentences  
 Guidelines for Noting  
 Functional Approach to Noting

#### WHAT IS THE PURPOSE OF THE NOTE:

The most important question to be addressed to ourselves in preparing a note and taken care of it through out the noting.

#### PRÉCIS WRITING:

Money making is not the sole object of the well educated, intellectual, or brave men. A brave soldier's main notion on life is to fight to win battles, not to be paid for winning them. A noble clergyman is concerned more with the welfare of the humanity than his pay. A good doctor desires far more to cure his patient than to get his fee. Thus, for all cultured people, their duty comes first, then their fee.

#### TITLE SUGGEST:

1. Duty First, fee after wards
2. Role of Money

#### TYPES OF COMMUNICATION:

#### INTRODUCTION:

We have discussed about the general skills required in noting in Unit 1 of this module. You know that once the note is approved, the decision needs to be communicated to the person who has approached us by sending a communication on which you have taken a decision. You know that this will be done through one of the forms of communications prescribed. In this module we will discuss about the forms of communications commonly used in government offices.

#### OBJECTIVES:

On completion of this Unit, you will be able to:

- State the formats of written communications used in Govt. offices
- List out the important components of any communication
- Describe the format of letter
- Describe the format of Demi - Official Letter
- Describe the format of Proceedings
- Describe the format of U. O. Note
- Describe the format of Telegram
- Describe the format of Circular
- Describe the format of Endorsement
- Describe the format of Telex Message
- Describe the format of Press Communication / Note
- Describe the format of Notification
- Select suitable form of communication for the given data.

WHAT IS A COMMUNICATION:

Do you remember that in Module 1 we have discussed about the main purpose of an office is information receiving, processing, communicating and its retrieval. We have seen Unit 1 of this module the processing part of it. I.e., Preparing an office note for facilitating to take a decision of a appropriate format has to be selected to communicate the decision to the person who sent the communication to us.

FORMS OF WRITTEN COMMUNICATION IN GOVT OFFICES:

Letter	Demi Official Letter	Office Memorandum
Proceedings	U. O. Note	Telegram
Circular	Endorsement	Telex Message
Press Communication / Note	Notification	Officer Order

IMPORTANT COMPONENTS IN THE FORMAT OF COMMUNICATION:

Any correspondence, communication will contain certain components. Whether, it is official or personal. In our personal correspondence also we give date, place, the reference of the sender I.e., from whom we have received the communication etc., similarly in Govt Offices. The communication is to serve a defined purpose.

You could bring out almost all. Let us see one after the other.

1. File Number
2. The names and complete postal address of the sender organization
3. The name/designation of the addressee with complete postal address
4. Salutation (Sir or Dear)
5. Subject of the communication
6. Number and date of the last communication in the series (from the addressee or from the sender)
7. The enclosures, which are to accompany the fair copy (A short oblique line in the margin will indicate that enclosures are to be sent along with the fair copy)
8. Subscription (yours faithfully, yours sincerely)
9. Urgency grading, be registered post, by special messenger indicated at the top right corner
10. Name, Designation, Signature of the Sender.

The form application should be carefully chosen from the manual of office proceed.

To Whom?

The most commonly used format in any Govt office is letter. It is generally used for corresponding with Govt, I.e., Secretariat, the Andhra Pradesh Service Commission, High Court, Head of Departments, subordinate offices, public enterprises, statutory authorities, local bodies and members of public. It carries more of formality than any personal touch. It is used for collecting / eliciting information as well as for conveying views, decisions.

How It should be written?

1. All Govt letters either contain Govt emblem on the top centre of the page or the words "Govt of Andhra Pradesh" types in capitals.
2. The names, designation and telephone number of signatory must be mentioned in the communication address on the left side.

3. The address entry of the person to whom it is intended is indicated at the right side top.
4. The letter Number will be given here. This is the file number as indicated in the note file and the date of approval of the communication indicated.
5. Then it must commence with Sir/Madam, (Dear Sir/Madam). This depends on the person to whom it is addressed.
6. After the words the "Subject" be indicated. (Generally the subject will be the same that is noted in the Personal Register and the note file)
7. Immediately after the Subject, Reference is indicated. Here all the references that are required for following the case should be given.
8. Body of the letter in convenient paras comes next.
9. A letter is written in first person.
10. Finally it ends with yours faithfully on the right end of the body of the letter
11. Signed by designation of the officer approving it.
12. Indication of Enclosures at the left end of the body of the letter.
13. Grading i.e., Urgent, Priority be indicated on the right side top corner of the letter.
14. Similarly the mode of dispatch if required by registered post, under certificate of posting or by special messenger etc., indicated on the right side top corner of it.

#### Specimen of LETTER:

		By Reg. Post Ack. Due
		<b>URGENT</b>
<b>GOVERNMENT OF ANDHRA PRADESH</b>		
<b>FROM</b>		<b>TO</b>
Sir,	Letter No.	dt.
Sub:		
Ref:		
(Body of the letter)		No. of paras as required
Enclosures:		Yours Faithfully, Director General

#### D. O. Letters:

You might have seen instances of receiving DO Letters in your office. DO stands for Demi Official. You may be thinking that all correspondence in an office is related to office. Now there could half office and half other. It is used in correspondence between Govt officers to draw personal attention of the addressee officer.

To whom?:

Addressed to the officers of the same rank of the addressee being not more than one or to levels above the officer who is writing. But, it is also written to junior and senior officers depending upon the need. To a non-official for an inter change or communication of information or opinion without the formality of prescribed procedure.

How it should be written?:

1. Similar to the letter, Govt emblem on the top centre of the page or the words "Government of Andhra Pradesh" typed in capitals.
2. The name, designation of the sender on the left hand side top corner just below the emblem of the Govt to be typed. (Generally you will be finding printed D. O. Letter formats of the officer in the office and will help you in this regard)
3. The department name, address of office and telephone number of signatory must be mentioned in the left side top opposite to the name and designation.
4. The address entry of the person to whom it is intended is indicated at the left hand side bottom after the body of the D. O. Letter.
5. Then it must commence with salutation. Unlike in the letter here different salutations are used. Depending upon the level of the officer to whom it is addressed the following salutations be used:
 

For Senior level Officers	: Dear Sir / Madam
For Equal level Officers	: Dear Sri / Smt (here the name of the officer in own handwriting be given)
For Junior level Officers	: My Dear (here the name of the officer in own handwriting be given)
6. The letter Number will be given here. This is the file number as indicated in the note file and the date of approval of the communication indicated.
7. After the words the "Subject" be indicated. (Generally the subject will be the same that is noted in the Personal Register and the note file).
8. Immediately after the Subject, Reference is indicated. Here all the references that are required for following the case should be given.
9. Body of the letter in convenient paras comes next.
10. It is writing in the first person and in a personal and friendly tone.
11. Finally it ends with an expression of regards (You should note that depending upon the level and intimacy of the officers it is written as follows
 

For Senior level Officers	: with kind regards
For Equal level Officers	: with regards
For Junior level Officers	: with best wishes
12. The subscription "Yours Sincerely" comes last on the right end of the body of the letter.
13. Signed by name of the officer approving it.
14. Indication of Enclosures at the left end of the body of the letter.
15. Grading (e.g., Urgent, Priority) be indicated on the right side top corner of the letter.

Specimen of Demi-Official Letter:

GOVERNMENT OF ANDHRA PRADESH		URGENT
Sri / Smt Designation of the Officer (Sender)	Dept and Address with both office and Residential Telephone Nos. Fax and eMail Nos.	
Dear Sri / Madam Dear Sri / Smt My Dear	D. O. Letter No.	dt.
Subj: Ref:		
(Body of the letter)	No. of paras as required	
Enclosures:	Yours Sincerely, XXXXXX (Name of the Officer)	
Sri / Smt (To whom it is addressed)		

Memorandum:

You might have noticed that most of the communications from the Govt are in the form of a Memorandum. You might have also seen that most of its employees refer to a disciplinary case whenever they hear about a memo. Isn't it? In fact this is a misnomer. Memorandum commonly called memo is one of the commonly used form of communications in Govt officers.

To whom?:

Addressed to all subordinates. Suppose in an office various categories of officers are there, memo format can be used to all except the top boss. Similarly to subordinate officers viz. from Secretariat Department to Head of the Department, Head of the Department to District and Other officers. Dist to Mandal Office etc... You should also note that there is no compulsion that only memo should be used to a subordinate. Nothing prevents us from writing a letter. It is used in calling for or conveying information but to for conveying any order of the Govt.

How it should be written?:

1. On the top centre of the page the words "Government of Andhra Pradesh" types in capitals.
2. Instead of the sender's name etc., the memo starts with "Office of the \_\_\_\_\_" with full address given on the left top corner.
3. The address entry of the person to whom it is intended is indicated at the left hand side bottom after the body of the memo as in the case of a D. O. Letter.
4. Unlike in the letter, no salutations are used.
5. The memo number will be given then. This is the file number as indicated in the note file and the date of approval of the communication indicated.
6. After the words the "Subject" be indicated. (Generally the subject will be the same that is noted in the Personal Register and the note file)
7. Immediately after the Subject, Reference is indicated. Here all the references that are required for following the case should be given.
8. Body of the memo in convenient paras comes next.

9. It is written in third person passive voice.
10. Bears no subscription except the designation of the signatory.
11. Signed by Designation of the officer approving it.
12. Indication of Enclosures at the left end of the body.
13. Grading i.e., Urgent, Priority be indicated on the right side top corner.

Specimen of the Memorandum:

GOVERNMENT OF ANDHRA PRADESH		Office of the (here name and address of the office given)
	Memo No.	dt.
Sub: Ref:		
(Body of the letter)	No. of paras as required	
Enclosures:	XXXXXXX (Designation of Officer)	
Sri / Smt (To whom It is addressed)		

PROCEEDINGS:

What are proceedings? You might have received number of G. O.s from the Govt. If the Govt Order (G. O.) is the final order of the Govt, proceedings are the final order of the Department / Office. Would you like to go through to your office, checkup the various proceedings issued in your office and note in what context they were issued, what are the contents to be incorporated in a proceedings?

CONTENT:

Proceedings are generally issued when a specific sanction is required to be given. Ex: An appointment order, Pay fixation order, promotion order, sanction of leave, sanction of expenditure to meet TA Claims, purchase of stationery or equipment etc.,

Unlike other forms of communication, a proceedings communicates the final order of the competent authority. It should indicate the delegation of powers (final or administrative) under which the officer is empowered to sanction, background of the case to give clear picture i.e., the context under which it became necessary to issue the sanction order, appropriate budget head to which such expenditure is to be debited after consulting about availability of the financial provision.

HOW IT SHOULD BE WRITTEN:

1. On the top centre of the page the words "Government of Andhra Pradesh" typed in capitals.
2. Instead of the sender's name etc., the Proceedings starts with "Proceedings of the \_\_\_\_\_" (Designation of the sanctioning authority given here).
3. The name & Designation of the authority sanctioning given next as "Present: Sri / Smt \_\_\_\_\_, Designation).
4. The address entry of the person to whom it is intended is indicated at the left hand side bottom after the body of the proceedings as in the case of a G. O. Letter and Memo.

5. Besides the person to whom the sanction is concerned, copy of it should invariably be marked to the Drawing and Disbursing Officer, Treasury / Pay and Accounts Officer, Accountant General and other concerned persons.
6. No salutations are used.
7. The proceedings Number will be given then. This is the file number as indicated in the note file and the date of approval of the communication indicated.
8. After the words the "Subject" be indicated. (Generally the subject will be the same that is noted in the Personal Register and the note file but the details about sanction order should be mentioned here)
9. Immediately after the Subject, Reference is indicated. "Read" is indicated. The major difference in other forms of communications and proceedings is this. It indicates that I have read the references quoted here under the knowing fully well the powers empowered upon me I am issuing the sanction order. Here all the references that are required for following the case should be given.
10. One additional feature is after read, 'ORDER' in capital letters is indicated before the body of the proceedings.
11. Body of the Proceedings in convenient paras comes next. A proceedings should at least have; Para: 1: Context of the case; Para: 2: Sanction order with reference to the delegation; Para: 3: Reference to availability of budget provision and the relevant budget to which the expenditure is to be debited.
12. Bears no subscription except the designation of the signatory.
13. Signed by Designation of the officer approving it.
14. Generally it should be comprehensive and self explanatory and putting enclosures to be avoided. However, if it is necessary to enclose certain statements etc., indication of Enclosures at the left end of the body.

The format for proceedings is given below:

GOVERNMENT OF ANDHRA PRADESH	
Present: Sri / Smt (here name and designation of the officer given)	
Proceedings No.                      dt.	
ORDER:-	Sub: _____
	Read: _____
	Para 1: Context _____
	Para 2: Sanction with reference to delegation _____
	Para 3: Details of budget head to which the expenditure is to be debited _____
Enclosures:	XXXXXXX (Designation of Officer)
Sri / Smt (To whom it is addressed)	
Copy to Drawing & Disbursing Officer	
Treasury / Pay & Accounts Officer	
Accountant General	
Other relevant officers (depending upon the need)	
Stoch file.	

U. O. NOTE:

We have now discussed about the communications commonly sent outside the office. Do we have come communication with in the organization? Did you notice any such thing in your office? Yes, it is the U. O. Note.

To whom?

This form of communication is used with in the office. If you require any advice, views etc of some other section, how do you obtain them?

Yes, this is mostly used in Secretariat between the secretariat departments. It is also used in Heads of Departments. One way is we send the file to the concerned section for their remarks. The other way is we obtain the information by sending a U. O. Note.

HOW IT SHOULD BE WRITTEN?

1. The U. O. Note No. is given on the top with date. This is the file number as indicated in the note file and the date of approval of the communication indicated.
2. The address entry of the person to whom it is intended is indicated at the left hand side bottom after the body of the U. O. Note as in the case of a Memo & D. O. Letter.
3. Unlike in the letter, no salutations are used.
4. After the words the "Subject" be indicated. (Generally the subject will be the same that is noted in the Personal Register and the note file).
5. Immediately after the subject, Reference is indicated. Here all the references that are required for following the case should be given.
6. Body of the U. O. Note in convenient paras comes next.
7. Bears no subscription except the designation of the signatory.
8. Signed by Designation of the officer approving it.
9. Indication of Enclosures at the left end of the body.

Specimen of U. O. Note:

Sub:	U. O. Note No.	dt.
Ref:		
(Body of the letter)		No. of paras required
Enclosures:	XXXXXXX (Designation of Officer)	
Sri / Smt (To whom it is addressed)		

PURPOSE:

To obtain the advice, views, concurrence or comments on a proposal or to seek clarification of rules, instructions this form of communication is addressed to other sections. Though the name is Un-Official Note, it is used to obtain information with in the organization and it is not something Un-Official.

**TELEGRAM:**

In our personal life also we give telegrams on various occasions. It is such a popular form of communication, that you find list of greetings in the telephone directory. Though we have today more advanced modes of communications like fax, eMails etc., the importance of a telegram cannot be under estimated.

**HOW IT SHOULD BE WRITTEN:**

If you notice the previous para it indicates that the telephone directory gives numbers to the popular greetings. This is done for the purpose of economy. Since each word in a telegram is counted for the purpose of calculation of the charges for sending the telegram. This means that it is necessary to write the telegram in very short, pointed language, that is why every one say "Telegraphic language".

It is necessary that when you write short and pointed language, keeping the economy in view, you should also take care of the punctuations. You might have heard a popular saying here. Look at the following:

**HAND NOT LEAVE HIM:**

"A person was convicted by the court of law and he was about to be hanged on a particular day. The person submitted a mercy petition to the Governor of the state. Considering the shortage of time, the Governor sent a telegram to the Jailor of the prison with the message. The Jailor was puzzled with the message".

Let us see the sentence now:

STOP, NOT HAND HIM (.)

STOP NOT, HAND HIM (.)

That is why it is said that "kama" (.) killed a person. One should take care about not only the short and pointed language but also about punctuation when you send a telegram.

1. Telegram is to be written in very short, pointed language.
2. Should be written in capital letters in double line space.
3. You might have noticed that many organizations will have telegraphic address, which is referred as "Grams". If you keep a list of the telegraphic addresses it will be easy.
4. Generally Govt telegrams are indicated as "State".
5. Telegrams are classified into two types i.e., 'Urgent' and 'Ordinary'; whenever you send it on "Urgent", the cost will be more. Hence adequate care should be taken to mark the grades.
6. It is necessary to send a post copy after the issue of the telegram.
7. Whenever a post copy is sent additional information can be furnished through it.

**SPECIMEN OF TELEGRAM:**

STATE	ORDINARY / URGENT	TELEGRAM
ADDRESSEE (Better to keep the telegraphic address and send with R. (.)		
Message: REPLYLR TWENTY FIFTH 9.) SEND FURTHER DETAILS URGENTLY (.)		
		SENDER'S TELEGRAPHIC CODE

## AP EDUCATIONAL RULES (BARE ACT)

(G.O.MS.NO.1133, EDN, dt.10-05-1966)

P82

1-375 rules

- Rule: 185 Caution Deposit
- 186 No Special fee without facilities  
No special fee should be levied for facilities not provided for  
Example: No medical inspection fee shall be collection from the Pupil, where no medical inspection is arranged for.
- Rule: 187 Special fee is not a source of income  
Special fee should not be treated as a source of income for the Management & on no account shall they be diverted or merged with the General fund.
- Rule: 190 Special fee account
- Rule: 191 Expenditure
- Rule: 192 Vouchers
- Rule: 193 Maintenance of Separate accounts.
- Rule: 194 2% of Total Special fee collected as remuneration to clerks
- Rule: 195 Committees for Special fee funds.
- Rule: 198 No accumulation of Special fee
- Rule: 199 Diversion in special cases: competent authority is RJD.
- Rule: 203 Fines
- Rule: 209 Composition of Special fees, Rs.52/- + 20/- = 72/-
- Rule: 210 Rates of Special fees

Office Communications: Tone in official communication (Article 65, Inspection Code)

- \* Should always be courteous
- \* Uphold the Authority
- \* To mark that respect
- \* Use of play ground (Rule 14 AER) for meetings: CCE, AP, Hyderabad is competent

CCL 10 Per Year  
07 Accumulated leave

- \* CCL may be combined (Article 15 Inspection code)
- \* Staff Council is an advisory body (Rules 68 of AER)
- \* Addressing a letter to CM/Governor is irregular (Article 42 of Education Inspection)

- I Memo
- II Letter
- III DO Letter
- IV Reminder
- V Proceeding

1. Memo is a reference made to a subordinate or to a petitioner.
2. Letter is a reference made to an officer, often equal rank, or officers to other departments.
3. D.O. Letters are generally written, where personal attention is required.
4. Proceedings is the final orders with reference to special powers vested with. It should be complete in itself with all references and previous correspondences.

**DISPOSALS**

- |    |        |   |
|----|--------|---|
| 1. | R.Dis  | - To be retained permanently  |
| 2. | D.Dis  | - To be retained for a prescribed period of time(10 Years normally) |
| 3. | L.Dis  | - To be retained 1 - 3 Years  |
| 4. | N.Dis  | - To be returned in original.                                       |
| 5. | F.Dis  | - To be filed   |
| 6. | XL.Dis | - To be filed without numbering.                                    |
| 7. | XN.Dis | - To be returned without numbering                                  |

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CURRENT FILE:- NUMBERED IN RED INK

LINKED FILES

## Number of Latrine &amp; Water closets

	SCALE		Girls	Boys
	No. of Students			
Under	100	-	5	3
	150	-	6	3
	200	-	8	4
	300	-	12	5
	500	-	20	8
URINALS	1. 20 inches width : 6 urinal compartments for every 100 boys.			

2. Rules 18-23 Chapter IX grant in aid code.

## DO

1. Use Transmitted (or) Re-Transmitted, but not returned.
2. Use Dropped, but not used withdraw.

## SERVICE POSTAGE

1. Special CL - Sports - 30 Days in an year.
2. OD - As representative of College/Govt. Special CL.
3. Exam Special Leave - As per University Norms generally 15 Days.
4. Special CL - Witness in a court of public interest

భారతదేశ ప్రభుత్వం  
**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

**SALARIES - Payments to the Employees through Banks - Orders - Issued.**

**FINANCE (TER) DEPARTMENT**

G.O.Ms.No.90

Dated:31-01-2002

**ORDER:**

The existing system of Employee payments was formulated long back when the number of employees was very less and large network of Banks was not available. Consequent on growth of number of State Government Employees over a period of time, the present system has become a cumbersome process, expensive and fraught with risk of handling of heavy cash. Further the process and payment of salaries to large number of employees takes a great deal of time and effort both at the level of Drawing & Disbursing Officers and Treasuries. Government recognizes the need to formulate new cash management system to offer more transparency, flexibility and latest modern banking facilities customized to the needs of the employees.

2. Therefore, Government after careful examination of the issue have decided to introduce a scheme as appended to this order for payment of salaries and all other payments of the employees through Banks. The banks listed at the Annexure-VII of the scheme as appended herewith, have agreed to participate in the scheme.

3. The Scheme is made optional to the employees, therefore, those employees who intend to join the scheme may exercise their option and open their accounts in any one of the banks listed at the Annexure VII of the Scheme and give intimation to their concerned Drawing and Disbursement Officers regarding bank and the account number to which their salaries and other payments would be credited by the DDO. Since these banks have decided to offer various benefits, incentives and credit facilities, the employees are free to open their bank accounts in any of these banks listed where they gain maximum benefits and facilities. However, those employees who do not intend to join the scheme, their salaries and other payments shall be drawn as per the normal procedures in vogue. Drawing and Disbursement Officers, shall present the bills separately as stated in Para V-6 of the scheme.

4. All the chief controlling officers of the banks notified in the Annexure VII of the Scheme herewith are also requested to communicate the copy of the scheme and other necessary instructions to all their bank branches participating in the scheme. They are also requested to fully publicize the benefits and incentives likely to be given to the employees who are going to exercise their option in opening bank accounts for crediting their salaries and other payments. They are further requested to contact the Treasury/ Pay & Accounts Officers and obtain the list of Drawing and Disbursement Officers to contact the employees so that they are fully apprised of the benefits likely to

accrue to them once they open their bank accounts for the credit of their salaries and other payments.

5. All the Departments of Secretariat, Heads of Departments etc., are requested to communicate this scheme to all their drawing and disbursing officers under their control to seek the willingness of the employees to join the scheme and the option of the employees to open their accounts in the banks listed herewith and furnish the names of the employees and their account numbers to the concerned Treasury Officers / Pay & Accounts Officers (Twin Cities) / Pay & Accounts Officers (Works/ Projects Wing) to make it convenient to credit the salaries and other payments to these accounts. All the drawing and disbursing officers may also be instructed to open their current accounts in the Government banks as explained in Para V-2 of the scheme appended under intimation to the respective Treasury / Pay & Accounts (Twin Cities) / Pay & Accounts (Works & Projects Wing) officers.

6. The Commissioner, Printing, Stationary and Stores Purchase, A.P., Hyderabad is requested to publish the scheme in the A.P. Gazette for general information and M.D., APTS is also requested to place these orders on the AP Government Website "www.ap.gov.in".

(By order and in the name of the Governor of Andhra Pradesh)

**S.KARORA,**

Principal Secretary to Govt.

**SCHEME FOR EMPLOYEES PAYMENTS THROUGH BANKS**

(Appendix to G.O.Ms.No.90, Finance (TFR) Department, dated 31-01-2002)

**I - APPLICABILITY:**

The Scheme is applicable for all the Government/ Local body employees etc. who draw their salaries and other allowances from the Treasury / PAO. The Scheme is optional to the employees.

**II - COMMENCEMENT:**

The Scheme will be commenced with effect from 01-04-2002 at State Head Quarters i.e., Twin cities of Hyderabad, Secunderabad, District Head Quarters, Vijayawada, Tirupathi and Rajahmundry.

**III - DEFINITIONS:**

- 1) **Employee Payments:** Means Salary, Dearness Allowance, Travelling Allowance, GPF, Loans and Advances, other employee payments.
- 2) **Treasury Officer (T.O.):** Means Deputy Director / District Treasury Officer / Asst. Treasury Officer / Sub-Treasury Officer/ PAO and Dy. PAOs / PAO (W&P).
- 3) **Drawing and Disbursing Officer (DDO):** The Officer declared by the authority competent as Drawing and Disbursing Officer.
- 4) **Government Bank:** Means the Banks which conducts Government transactions at State level, District Head Quarters level and Sub-Treasury level. For ex:SBI, SEB.
- 5) **Notified Link Bank (NLB):** The Link Bank at State

level/ district head quarters / Sub-Treasury Head Quarters which expressed willingness in writing to participate in the scheme and notified by Government.

- 6) **Notified Pay Bank (NPB):** Means the Bank branch of a NLB which disburses Employee payments through SB A/cs to the Employees.
- 7) **DDO Account:** The account which DDO operates for employee payments and Non-Government deductions.
- 8) **Non Government Deductions (NGDs):** Deductions like, Repayment of Bank loans, LIC Premia, Co-operative loans, Court attachments etc.

#### IV - SCHEME IN BRIEF:

In this scheme, the Drawing and disbursing officer has to open one current account in his designation for operating Employee payments through it for debiting the Government account and crediting Notified Link Banks and other institutions. The DDO has to organize his employees to open accounts in any notified bank branches.

While preparing bills, total of NGDs has to be incorporated against each employee and the "Net" to be credited to employees accounts after deducting the NGDs has to be shown. Annexure I & II in triplicate have to be enclosed to bills besides annexure VI, along with covers addressed to NPBs/ NLBs.

After the bill is passed, the T.O. shall give sealed covers addressed to NPBs/ NLBs, containing annexures I & II, to the DDO messenger on surrendering token. The T.O. shall prepare Annexure III and send it to Government Bank, to extend credit to NLBs.

The DDO shall get the Annexures I & II delivered to the NPBs and NLBs respectively. He shall issue cheques for each NGDs to the institutions concerned and send along with Annexure V.

#### Procedure to be followed by the DDO:

The DDO shall organize the employees, to have SB A/cs in the Notified Pay Bank Branches. The DDO shall introduce the employees to the NPBs for opening of SB A/cs.

The DDO has to open a "Zero Balance" joint Current Account without any initial Deposit on his designation and in the designation of the second key holder of the cash chest in the Government Bank only to facilitate crediting of Salaries to the employees and Non-Government deductions etc. The DDO shall open a Single Current a/c on his designation in the places where single lock cash chest is in operation.

The DDO while preparing the pay bill has to indicate in the inner sheet in respect of each employee, the present net payable i.e., Gross amount minus Government Deductions shall be shown as "AG net". The total Non-Government deductions and net amount after non-government deductions have to be shown in the inner sheet as well as on the cover sheet of Pay Bill.

The DDO shall clearly mention in red ink wherever

there is a change in any of the fields of earnings or deductions and mention the same, in red ink in the remarks column also.

5. The deductions towards absence not regularised as leave eligible and the amounts to be withheld towards such absence shall be deducted by the DDO in the next month pay bill.
6. The DDO shall present two bills to the T.O., one for the employees who have opted to take salaries & allowances through bank credits. The Second for the employees who are willing to draw salaries in cash by 17th of every month. The DDO shall enclose Paper Token (Annex-VI) to the Bill. The DDO / his authorised messenger shall receive the Paper Token in annexure VI from the T.O. with transaction ID and signature of STO.
7. The DDO shall furnish Annexure I & II in triplicate to T.O. along with the bill for the employees who opted to draw salaries through bank accounts. The Annexure I & II shall be in type written / computer printout form with protective endorsement. The amount shall be cellotaped. The DDO shall enclose 2 covers meant one for NLB and the other for NPB.
8. The DDO/ his authorised messenger shall surrender Paper Token to the Treasury Officer and take delivery of two sets of Annexure I & II in two sealed envelopes after the bill is passed.
9. The DDO / his authorised messenger shall distribute the attested copies of Annexure I to the NPBs for crediting the amounts to the Employee account and Annexure II to the NLB in sealed covers.
10. The NPB and NLB shall return one set of Annexure I & II respectively to the DDO duly acknowledging the receipt of credits.
11. The DDO shall record entries in acquittance and other related registers based on the Annexure I attested and acknowledged by the NPBs.
12. The annexure - I received from the NPB will become the acquittance for the purpose of Cash Book entries.
13. The DDO shall issue crossed Account payee cheques to the Non-Government Institutions enclosing annexure V within first week of the month.
14. The DDO shall maintain separate Cash Book for DDO account. The receipts and payments in the DDO a/c shall be reconciled with NLB regularly.
15. The DDO shall preserve the copy of Annexure I & II attested by the NPB & NLB for the period of 3 years.
16. The endeavor of the DDO shall be not to handle cash as far as possible.

#### VI - Procedure to be followed by the Treasury Officer:

1. The Treasury Officer shall pass the bill & append pay order as shown in the Annexure IV, on the bill and attest Annexure I & II.
2. The T.O. shall return bills if there are any manual corrections in the annexure I & II and in the bills.
3. The T.O. shall retain one copy of annexure I & II with

THE BILL AND FURNISHING TWO SETS OF ANNEXURE I OR II shall be handed over to the DDO / his authorised messenger on surrendering of Paper Token in separate sealed covers, to be handed over to NPB & NLB respectively.

4. The T.O. after passing all bills shall prepare a consolidated statement in annexure III (Government Bank Report) for the amounts to be credited to the different NLBs.
5. The T.O. shall send annexure III in duplicate by last working day of every month to the Government bank for crediting the amounts to NLB on 1st working day of next month and to return one copy to the T.O. in confirmation of having extended the credit.
6. The T.O. shall preserve the copy of annexure III attested and acknowledged by the Government bank for a period of 3 years.
7. In respect of PAO (twin cities) / PAO (Works & Projects), one cheque for the total amount of Annexure-III shall be issued by the PAO to the Government Bank for crediting the NLB accounts.

#### VII Procedure to be followed by the Banks:

1. The Government Bank shall debit the Government Account and credit the NLB A/cs simultaneously on the first working day of the month for monthly salary payments. Even in case of other payments also there shall not be any time lag between debiting of Government Account and crediting of NLB A/cs. Similar procedure shall be followed by NLBs and NPBs.
2. The Government Bank shall credit the NLB A/cs with it, based on Annexure III sent by T.O.
3. The NLBs have to open Zero Balance Current Accounts with the Government Bank concerned for getting credits from them.
4. Based on annexure II received in duplicate from the DDO in the sealed covers, the NLBs shall credit the NPBs.
5. Based on the annexure I received in duplicate from DDO in sealed cover, the NPB shall extend credits to the employees accounts.
6. The NPB, NLB, shall return one set of annexure I & II to the DDO/ his authorised messenger.
7. Government Bank shall return one copy of Annexure III to the T.O.
8. The NPB shall reconcile with the DDO for any excess or less credits based on annexure I.
9. The NPB, NLB, Government Bank shall preserve one copy of annexure I, II & III respectively for a period of 3 years.

#### ELECTRONIC CLEARING SYSTEM:

In respect of twin cities, Vishakapatnam & Vijayawada as well as other places in the state where ECS facility is available, the NLBs shall follow such system of crediting employee payments at their own cost.

#### VIII General:

1. The Government bank shall credit the amounts to the account of NLBs on the first working day of the month for payment of monthly salaries.
2. The NPBs shall credit the accounts of employees based on Annexure I on the first working day of the month for monthly salaries.
3. NPBs shall not close the existing account of the employee or open another account without the permission of DDO concerned.
4. The accounts of Banks are subject to audit of C&AG or his nominee.
5. The list of Notified Banks participating in the scheme are shown at Annexure-VII.

#### ANNEXURE - I

(Employee wise details)

To be furnished by the DDO in triplicate along with the bill.  
Name of the NPB: \_\_\_\_\_

DDO Code : \_\_\_\_\_ Date : \_\_\_\_\_  
DDO Desig. : \_\_\_\_\_ Trans-ID-No: \_\_\_\_\_

Sl.No.	Employee Code	Employee Name	Employee Account No.	Amount to be credited.
<b>TOTAL</b>				

(Rupees in words): \_\_\_\_\_

DDO Signature: \_\_\_\_\_ Signature of T.O. \_\_\_\_\_  
(with seal) (with seal)

#### ANNEXURE - II

Notified Link Bank Report

To be furnished by the DDO in triplicate

DDO Code : \_\_\_\_\_ Date: \_\_\_\_\_  
DDO Name & Disig. : \_\_\_\_\_ Trans-ID-No: \_\_\_\_\_  
Name of NLB : \_\_\_\_\_

Sl.No.	Name of the NPB	Purpose	Amount to be Credited
<b>TOTAL</b>			

(Rupees in words): \_\_\_\_\_

DDO Signature: \_\_\_\_\_ Signature of T.O. \_\_\_\_\_  
(with Seal) (with Seal)

#### ANNEXURE - III

Government Bank Report

(To be generated by T.O.)

STO/PAO code : \_\_\_\_\_ STO/PAO Name: \_\_\_\_\_  
Govt. Bank Branch Code: \_\_\_\_\_ G.B.Br. Name: \_\_\_\_\_

Sl.No.	Name of the NLB	Purpose	Amount to be credited.
<b>TOTAL</b>			

(Rupees in words): \_\_\_\_\_

Date: \_\_\_\_\_ Signature of the T.O. \_\_\_\_\_

#### ANNEXURE - IV

(Model Pay Order)

Pay Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

only) by Cash/ Cheque/ Draft/ Account credit as under and Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) by adjustment.

1. Rs. \_\_\_\_\_ by transfer credit to the S.B. Accounts of the employees (As per annexure-I).

2. Rs. \_\_\_\_\_ by transfer credit to the DDO Account towards non-government deductions.

SIGNATURE OF THE T.O.  
(with seal)

#### ANNEXURE - V

(Non-Government deduction particulars)

DDO Code : \_\_\_\_\_ Date: \_\_\_\_\_  
DDO Desig. : \_\_\_\_\_ Cheque No. : \_\_\_\_\_  
Govt. Institution Name: \_\_\_\_\_

S.No	Name of the Employee	Employee Policy/ Loan / Other account particulars	Amount to be remitted

Rupees in words): \_\_\_\_\_  
DDO Signature

#### ANNEXURE - VI

Paper Token for bill

TO PAO Code : \_\_\_\_\_ DDO Code: \_\_\_\_\_  
TO PAO Name: \_\_\_\_\_ DDO Desig: \_\_\_\_\_  
Plan Non-Plan : \_\_\_\_\_ Voted/ Charged: \_\_\_\_\_

Trans ID/Date	Head of A/c	Design. of messenger	Amount

Rupees in words): \_\_\_\_\_  
DDO Signature TO Signature

#### ANNEXURE - VII

(List of Notified Banks)

State Bank of India.  
State Bank of Hyderabad.  
Central Bank of India.  
Indian Bank  
United Bank of India.  
IDBI Bank Limited.  
UTI Bank Limited.  
HDFC Bank.  
ICICI Bank Limited.  
Vijaya Bank.  
UCO Bank.  
Global Trust Bank Limited.  
The Jammu & Kashmir Bank.  
Development Credit Bank.  
Bank of Bahrain & Kuwait B.S.C.  
Catholic Syrian Bank Limited.  
Dhana Laxmi Bank Limited.  
Nedungadi Bank Limited.  
The Karur Vysya Bank Ltd.  
IndusInd Bank Ltd.

పంచాయతీ కార్యదర్శన పర్చేసు రౌల్స్  
**THE ANDHRA PRADESH GAZETTE**  
**PART I - EXTRAORDINARY**  
**PUBLISHED BY AUTHORITY**

No.527] HYDERABAD, SATURDAY, DECEMBER 22, 2001.

**NOTIFICATION BY GOVERNMENT**  
**PANCHAYAT RAJ AND RURAL DEVELOPMENT**  
**DEPARTMENT**

(Estt. IX)

**ANDHRA PRADESH PANCHAYAT SUBORDINATE**  
**SERVICES (SPECIAL) RULES.**

[G.O.Ms.No.384, Panchayat Raj & Rural Development (Estt. IX) 22nd December, 2001.]

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with sub-section (3) of section 36 of the Andhra Pradesh Panchayat Raj Act, 1994 (Act 13 of 1994) and in supplementation of the Andhra Pradesh Panchayat Sub-ordinate Service rules, issued in G.O.Ms.No.132, Panchayat Raj & Rural Development (Estt.IX) Department, dated: 23.03.1998, the Governor of Andhra Pradesh hereby makes the supplementary (Special) Rules for the Andhra Pradesh Panchayat subordinate service.

#### RULES

- Short title, Commencement and applicability:
- 1) These rules may be called as "The Andhra Pradesh Panchayat Sub-ordinate Service (Supplementary) Rules".
- 2) They shall come into force with immediate effect;

- Constitution.

The service shall consist of the following additional categories of posts in the Andhra Pradesh Panchayat Sub-ordinate Service:-

- 1) Executive Officer - Special Category-I (Panchayat Secretary)
- 2) Executive Officer - Special Category-II (Panchayat Secretary)
- 3) Executive Officer - Special Category-III (Panchayat Secretary)
- 4) Executive Officer - Special Category-IV (Panchayat Secretary)
- 5) Executive Officer - Special Category-V (Panchayat Secretary)

- Method of Appointment:-

The method of appointment for the categories mentioned hereunder shall be as follows:-

- | Name of the Category   | Method of Appointment   |
|--|---|
| 1. Executive Officer - Spl. Category-I (Panchayat Secretary)   | By transfer from V.D.O. Grade-I by obtaining their option.                        |
| 2. Executive Officer - Spl. Category-II (Panchayat Secretary)  | By transfer from V.D.O. Grade-II.   |
| 3. Executive Officer - Spl. Category-III (Panchayat Secretary) | By transfer from V.D.O. Grade-III. Surplus Jr. Assts. of Revenue Department after |

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

State Financial Accountability Assessment-Employee Payments through Bank-Amendment -  
order-issued

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Finance (TER.II) Department

G O Ms.No.254

Dated: 17.03.2004.  
Read the following:-

- 1) G O Ms.No.90 Finance (TER) Dept dated: 31.01.2002
- 2) G O Ms.No.508 Fin (TER) Dept dated: 10.04.2002

ORDER:-

In the G O 1<sup>st</sup> read above, order have been issued for payment of salaries and all other employee payment through banks. The Scheme is introduced to offer more transparency, flexibility and latest modern banking facilities to the employees. The scheme made optional to the employee. The DDOs have been instructed to open a Zero balance "Current account" in the Govt Bank only to facilitate crediting of salaries and Non-Government deductions etc.,- In the G.O.2<sup>nd</sup> read above, orders have been issued to credit the salaries and all other payments of the employees who are yet to exercise their option to open the Bank accounts under the scheme shall be credited to the Current Account of DDO in the Government Bank and make payments in cash after encashment of DDO cheques.

It has been brought to the notice that certain amounts are lying undisbursed in the DDO accounts for longer periods. The undisbursed amounts should not be locked up in the bank accounts and the same should be remitted to the Treasury under the relevant head of account. To avoid misappropriations, Government hereby order that the DDO shall make all the payments within 15 days from the date of drawl or otherwise the same shall be remitted to the treasury to the head of account from which the amounts are drawn. Hence, it has been decided to issue the following amendment to the G.O.1<sup>st</sup> read above.

Accordingly, the following amendment is issued to the G.O.1<sup>st</sup> read above.

AMDNEMENT

In para 3 of G.O.Ms No.90, Fin,(TFR)Department, dated 31-01-2002 in the 9<sup>th</sup> line before the sentence 'Drawing and Disbursement..... Of the Scheme' the following sentence Shall be added.

"The DDOs shall make all the payments for which the amounts are drawn within 15days from the date of drawal or remit the same to the treasury to the head of account under which the amounts are drawn".

(By order and in the name of the Governor of Andra Pradesh)

V S SAMPATH,  
Principal Secretary to Government.

## GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Financial Management - Schedule for Presentation of Bills under various Programmes and Schemes- Updated Orders - Issued.

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 FINANCE (CASH MANAGEMENT) DEPARTMENT
 

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G.O.Ms.No.62

Dated: 16-04-2016

Read the following:

1. G.O.Ms.No.162, Fin. & Plg. (FW:TFR) Department, dated 18.09.1992.
2. G.O.Ms.No.201, Finance (TFR) Department, dated 02.06.2010.
3. G.O.Ms.No.06, Finance (W & P) Department, dated 03.08.2012.
4. G.O.Ms.No.04, Finance (W & P) Department, dated 01.03.2014.
5. Memo.No.1737-A/80/DCM.1/15 Fin Department, dated 04.03.2015.
6. G.O.Ms.No.543, Finance (DCM.I) Department, dated 16.03.2015.
7. G.O. Ms.No.101 Finance (Budget-I) Department dated 12-08-2015

ORDER:

1. In the reference first read above, orders were issued fixing the schedule for presentation of bills in the Treasuries with effect from November 01, 1992. In the reference second read above, orders were issued fixing the schedule for admission of bills relating to works programmes. In the reference third read above, orders were issued fixing revised schedule for presentation of bills relating to works programmes. In the reference fourth read above, orders were issued dispensing with schedule for presentation of bills to the Pay and Accounts Officers / Assistant Pay and Accounts Officers with effect from April 01, 2014 and ordered revised procedure for processing the bills.
2. The Government, in its endeavour to streamline the public financial management system to facilitate prompt delivery of required funds to the programmes and schemes, has been introducing a series of reforms. The foremost being the issuance of Comprehensive Budget Release Order (CBRO) for the entire financial year, duly replacing the earlier quarterly Budget Release Order (BRO), and introduction of Comprehensive Budget Distribution Order (CBDO) system to ensure streamlined flow of cash every month based on the approved work plan and pace of project implementation to the operational units.
3. In the reference seventh read above, while introducing the CBRO system, the Government has empowered the departments to distribute the approved Budget in accordance with the work plan and priorities of the operational units of the department through the CBDO system. This is intended to facilitate availability of funds to the departments at the time and place of requirement. To complement and supplement the process for streamlining the payment process, it

was felt necessary to rationalise the existing system for presentation of bills to the Treasuries/ PAOs, so that payment can be made more expeditiously.

4. Accordingly, the Government has carefully reviewed the existing schedule for presentation of bills by the Drawing and Disbursing Officers (DDO) to the Treasury / Pay and Accounts Officers, with specific reference to the payment schedule and effective cash management system, and has decided to revise the schedule for presentation of bills and payment to the authorised vendors, clients, employees and other recipients with effect from May 01, 2016.

5. Accordingly, in supersession of the orders issued in the references read above at one to fourth, the Government hereby order for a new schedule for submission of bills to the Treasuries / Pay and Accounts Office / Works Accounts Offices, as indicated in the following paragraphs with effect from May 01, 2016.

Sl. No.	Particulars of Bills	Schedule for submission of Bills to Treasuries / PAO	Schedule for payment of Bills
1	Social Security Pensions	25 - 28 of the Month	First day of the Month
2	a) Pensions, GIS and FBF,	17 - 25 of the Month	1 - 5 of the Month
	b) Regular Salary Bills, Wages (020/021/022), Work Charged establishment (270/273 & 530/534), Professional Services (280), Other Contractual Services (300), Grant-in-Aid towards Salaries (310/311)	17 - 25 of the Month	1 - 5 of the Month
	c) Payments to Home Guards (280/282), Payments to Anganwadi Workers (280/283) and Honorarium to VRAs (280/286).	17 - 25 of the Month	1 - 5 of the Month
3	340-Scholarships and stipends of all Welfare Departments.	5 - 8 of the month	5 - 13 of the month
4	Supplementary salary bills including arrears bills, Loans and Advances of employees.	5 - 8 of the month	5 - 13 of the month

Sl. No.	Particulars of Bills	Schedule for submission of Bills to Treasuries / PAO	Schedule for payment of Bills
5	Telephone(130/131), Water and Electricity(130/133), LTA/ TA Bills(110/111), Festival Advances, All adjustment Bills etc., All contingent bills including other Grants-in-Aid(310/312), OOE(130/132), Diet Charges and all bills not covered in this Schedule.	11 - 20 of the month	11 - 13 & 17 - 25 of the month
6	Bills pertaining to Raj Bhavan, High Court, Decretal Charges, Legal Charges, loan, annuity and interest payments, Election related Expenses, Exams related expenses, Protocol Expenses, Obsequies charges, Natural Calamities TR-27, AC Bills, Medical Advances, first payment to Pensioners.	All days of calendar month	
7	Subsidies of Rice, Power etc. (330)	20-25 of the month	25-28 of the month
8	GPF, LOCs / PD Accounts Payments	6 - 20 of the month	6-13 & 17-25 of the month
9	Works Bills by DWA	All working days except in the month of March. In March 19 <sup>th</sup> will be the last day	11 - 26 of the month
10	The D.T.A/PAO & DWA have to render accounts to AG.	14 - 16 DTA/PAO	5 - 8 DWA

6. The Citizen Charter is here by stands revised according to this schedule. If the last day for submission of bills / payment happens to be a holiday, the same will be done on the following working day. All the Drawing and Disbursing

Officers are requested to follow the above schedule of dates for submission of bills to the Treasuries / PAO and Works Accounts.

7. The Director of Treasuries and Accounts/ Pay and Accounts Officer/ Director of Works Accounts are requested to issue necessary instructions to their sub-ordinate Officers and disseminate the schedule amongst all DDOs and place the information on the Notice Board of Collectorate / Tashil Office and Mandal Development Office and the offices of DTOs/ STOs/ PAOs/ APAOs, etc.

8. The above schedule regarding payment will be subject to the exigencies of ways and means situation of the State. All concerned are intrusted to adhere to the schedule strictly.

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

**DR P. V. RAMESH**  
PRINCIPAL FINANCE SECRETARY TO THE GOVERNMENT

To

1. All Special Chief Secretaries / Principal Secretaries / Secretaries to Government.
2. All Secretariat Departments
3. All Heads of Departments with a request to communicate a copy of these orders to the SCOs and D.D.Os. under their control
4. The Director of Treasuries Accounts, Government of Andhra Pradesh
5. The Pay and Accounts Office, Government of Andhra Pradesh
6. The Director of Works Accounts, Government of Andhra Pradesh
7. All District Collectors with a request to communicate a copy of this order to all SCOs and DDOs in their district and cause its publication on the notice board of all offices
8. All District Judges in Andhra Pradesh
9. The Accountant General of Andhra Pradesh, Hyderabad
10. The Principal Auditor General of Andhra Pradesh, Hyderabad
11. The Registrar-General, Hon'ble High Court, Hyderabad.
12. The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.
13. All Deputy Directors/ Dist. Treasury Officers in the State of Andhra Pradesh (With a request to communicate the copy the orders to the Sub-Treasury Officers in their District)

Copy to:

All Officers/ Staff in Finance Department / DTA / PAO / DWA  
All Sections in Finance Department  
SF/SCs.

//FORWARDED :: BY ORDER//

SECTION OFFICER

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Administrative Reforms – Delegation of Financial Powers to Head of Departments, Regional Officers and District Officers and Unit Officers in respect of certain Common Items of expenditure-Enhancement of Financial Powers on certain Common Items of expenditure-Orders-Issued.

FINANCE & PLANNING (FW/ADMN.I.TFR) DEPARTMENT.

G.O.Ms.No148.

Dated 21/10/2000.

Read the following:-

1. G.O.(P) No,703,Genl.Admn.(AR & T.I) dept.dt.1-12-1978.
2. G.O.Ms.No.215 Fin & Plg(FW .A & L) Dept.dt.14-9-1983
3. G.O.Ms.No.102 Genl.Admn.(AR&T.I) Dept.dt.21-2-1986.
4. G.O.Ms.No.490 Genl.Admn.(AR&T.Desk) Dept.dt.28-9-1994
5. G.O.Ms.No.389 Genl.Admn.(AR&T.I) Dept.dt.1-1-1996
6. G.O.Ms.No.100 Genl.Admn.(AR&T.I) Dept.dt.10-3-2000

**ORDER:**

Orders were issued in the Government Order 6<sup>th</sup> read above, constituting a Committee consisting of Special Chief Secretary & Chief Commissioner, Land Administration as Chairman and Secretary to Government (Coord) General Administration Department as Convener, Prl. Secretary to Government, Revenue Department, Prl. Secretary to Government, Finance and Planning (FW) dept and Prl. Secretary to Government Panchayat Raj & Rural Development (RD) Department as Members to examine and to suggest further enhancement of delegation of Financial Powers. The said Committee has considered the existing Financial Powers as contained in the Government Orders 1<sup>st</sup>, 2<sup>nd</sup> & 5<sup>th</sup> read above in respect of some common items of expenditure to Departments of Secretariat, Heads of Departments, Regional Officers and District Officers and Unit Officers and made certain recommendations.

2. Government after careful consideration of the recommendations of the Committee for enhancement of the existing Financial Powers on certain common items of expenditure, have agreed to the recommendations of the Committee.
3. Government have accordingly, in pursuance of the decision taken in Para 2 above and in modification of the orders issued in the Government orders 1<sup>st</sup>, 2<sup>nd</sup> & 5<sup>th</sup> read above, fix the revised monetary ceiling limits, of Financial Powers to be exercised by each authority as detailed in the Annexure to this order, subject to the following conditions:-

Cont...p2

1. The above delegation of financial powers is subject to availability of Budget provision.
2. Where already higher powers are delegated on certain common items of expenditure, such higher provision will continue.
3. Where higher powers are not delegated on certain common items of expenditure now the existing powers delegated, order will continue.
4. Eligibility of the expenditure will be determined as per the existing guidelines and orders in force.
4. The Departments of Secretariat/Head of Departments and the District Collectors are requested to communicate these orders to the Regional Officers, District/Unit Officers and other Sub-Ordinate Officers under their administrative control for taking necessary action.
5. No Separate concurrence of the Finance & Planning (FW) Department is required to exercise the enhanced financial powers as stated in para (3) above, while issuing proceedings, this should be invariably mentioned by the concerned authority by quoting this G.O.
6. This Order comes into force with immediate effect.

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

**S.K. ARORA**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

To

All Department of Secretariat

All Heads of Departments

All Collectors.

Copy to:

G.A.(AR & T.I) Department.

P.Ss. to Chief Minister/Chief Secretary to Government /Spl.Chief Secretary to Government . & Chief Commr. Of L.A.

P.Ss. to all Ministers.

SF/SCs.

// FORWARDED :-BY ORDER//

Sd/x x x  
 SECTION OFFICER.

## ANNEXURE to G.O.Ms.No148. FINANCE &amp; PLANNING (FW:ADMN.LFR) DEPT. Dated 21/10/2000.

Sl. No.	Item of Expenditure	Celling Limits for Secretariat Depts / Heads of Depts./ Dist. Collectors.	Celling limits for Regional Officers	Celling limit for District (Other than Collectors) Unit Officers.
1.	Maintenance of Motor Vehicles (a) Light Vehicles  (b) Heavy vehicles.	Full powers (Subject to Guidelines vide G.O.Ms.No.333:G.A(OP,II) Dept. date.31/7/1997)  -do-	25,000 per vehicle.  40,000 per vehicle	20,000 per vehicle.  40,000 per vehicle
2.	Purchase of Stationary	Full Powers	Full Powers	Full Powers.
3.	Purchase of Steel & Wooden furniture:- (a)Purchase of Furniture (b)Repairs to Furniture	Full Powers Full Powers	50,000 5,000	10,000 5,000
4.	Rent for Office Building	Full Powers according to Plinth area values and rent assessment by R&B Dept. (Subject to following the instructions issued in G.O.Ms.no.35 Fin & Plg. (FW.EBS.PWD) dept. dt. 27/2/1997 read with Memo No. 127/R & E/97,dt.9.6.97)	Full powers according to Plinth area values and rent assessment by R& B Dept. (Subject to following the instructions issued in G.O.Ms.no.35 Fin & Plg. (FW.EBS.PWD) Dept.dt.27/2/1997 read with Memo No. 127/R & E/97,dt.9.6.97)	Full powers according to Plinth area values and rent assessment by R& b Dept. (Subject to following the instructions issued in G.O.Ms.no.35 Fin & Plg. (FW.EBS.PWD) dept.dt.27/2/1997 read with Memo No. 127/R & E/97,dt.9.6.97)
5.	Purchase of Bulbs & lamps.	Full Powers	10,000	--
6.	Light Refreshments	Rs.300/- at a time not exceeding Rs.2000/- per month.	200/- p.m	200/- p.m.
7.	Repairs to Type writers	Full Powers	Full Powers	Full Powers
8.	Condemnation of Vehicles	Full powers subject to technical Scrutiny by Public works Deptt. or Area Transport Officer.	Full powers subject to technical Scrutiny by Public works Deptt. or Area Transport Officer.	Full powers subject to technical Scrutiny by Public works Deptt. or Area Transport Officer.
9.	Repairs to Duplicators	Full powers	Full powers	Full powers
10.	Organization of Sports and Games	50,000	10,000	10,000

Sl. No.	Item of Expenditure	Ceiling Limits for Secretariat Depts / Heads of Depts. / Dist. Collectors.	Ceiling limits for Regional Officers	Ceiling limits for District (Other than Collectors) Unit Officers.
11	Electrical installations. (a) For additional improvements and alterations to the existing electrical installations for each buildings and apartments in the compound. (b) Improvements, alterations and new installations to new buildings.	Full powers  1,00,000	5,000  50,000	5,000  50,000
12	Printing locally without referring to Govt. Press	Full powers	Full powers	Full powers
13	Visits of High personnel	Rs.5000/- on each occasion subject to a ceiling of Rs.50,000/-	No limit on occasion not exceeding 5,000 p.a.	No Limit on occasion not exceeding 5,000 p.a.
14	Purchase of Non-Govt. publications relevant to Law and Administrative Management.	Full powers	5,000	5,000
15	Crockery, Cutlery & Utensils ( initial purchases)	5,000	1,000	1,000
16	Printing and Binding	Full powers	Full powers	Full powers
17	Purchase of wall clocks not exceeding one piece for each unit Office at a cost not exceeding	1,000	500	500
18	Purchase of Fans	Full Powers	Full Powers	Full Powers
19	Write off of various kinds (As amended in G.O.Ms/No.471 Fin(TM) dept. dt.3.9.2001)	5,00,000	--	--
20	Air Coolers	Full powers	--	--
21	Drawal of amounts on Abstract contingent bills	10,000	--	--
22	Photographic charges	--	--	1,000
23	Freight charges	Full powers	Full powers Subject to eligibility	Full powers Subject to eligibility.
24	Apparatus, instruments and Machinery	Full powers	Full powers	Full powers
25	Purchase of stores	Full powers	--	--
26	Legal costs	Full powers	Full powers	Full powers
27	Expenditure on Exhibitions	Full powers	--	--

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11/31

Sl. No.	Item of Expenditure	Ceiling Limits for Secretariat Depts / Heads of Depts./ Dist.Collectors.	Ceiling limits for Regional Officers	Ceiling limit for District(Other than Collectors) Unit Officers.
28.	Maintenance of Residential and non-residential buildings of prisons Department.	Full powers	--	--
29.	Petrol, Oil, Lubricants	Full powers	Full powers	Full powers
30.	Maintenance of computers	Full powers(Through APTS or original Manufacturer)	Full powers(Through APTS or original Manufacturer)	Full powers(Through APTS or original Manufacturer)
31.	Maintenance of Xerox Machine.	Full powers	Full powers	Full powers
32.	Maintenance of Fax machine	Full powers	Full powers	Full powers
33.	Purchase of Computer / Fax Machine Stationary (Printer Ribbons, Heads, Cartridges, Floppies, CDs and Tapes etc.)	Full powers	Full powers	Full powers
34.	Air Coolers Repairs.	Full powers	Full powers	--
35.	Supply of Uniform cloth to Class IV Employees	Full powers	Full powers	Full powers
36.	Telephone for connectivity purposes	Full powers	Full powers	Full powers
37.	Internet service charges.	Full powers	1,000	1,000
38.	Refreshments expenditure on visits of Official from other states	Full powers	1,000	500
39.	Purchase of batteries	Full powers	Full powers	Full powers
40.	Pest control Measures, Fire Alarm and Fire Extinguisher maintenance.	Full powers	Full powers	Full powers
41.	Electrical & net working works relating to computer ,Air conditioner and UPS equipment.	Full powers	Full powers	Full powers
42.	Courier charges.	Full powers	Full powers	Full powers
43.	Supply of Uniform cloth for Junior Forest Officers.	Full powers	Full powers	--



Person	Designation	Number.
b) Educationist/Professor of the University concerned.	Member	1

No Donation may be insisted from them. Their inclusion shall, however, be beneficial to the institution.

**AMENDMENT-III**

Under Rule 2.3 of the Guidelines for the C.P.D.C. for the words "Donation of Rs. 0.25 Lakhs" the words "Donation of Rs. 0.1 Lakh" shall be substituted.

**AMENDMENT-IV**

Under Rule 4.0 "Powers and Functions of the C.P.D.C. the following new item may be added.

"4.17 to discuss and approve the proposals submitted by the Principals of the College for spending the funds received by the college from all the sources such as Government except (Salary Component), U.G.C., Student fee, N.S.S., N.C.C., F.T.A., Quasi Government and all other Non-Governmental sources for greater transparency and proper planning".

The above amendments to the Guidelines for the C.P.D.C. shall come into force with immediate effect.

The Principals of all Government colleges are informed that the C.P.D.C. SHALL NOT FUNCTION AS A MERE MEETING AND APPROVING BODY. As detailed in its objectives and functions it shall play a Dynamic role in effectively bringing the participation of the local community in the College Development and in achieving academic excellence and providing socially relevant education. There shall be at least one meeting in every two months and decisions are to be recorded as resolution for implementation.

The Principals are requested to take all necessary steps in achieving the objectives of the College Planning & Development Committee (C.P.D.C.)

**B. KRIPANANDAN,**  
COMMISSIONER OF COLLEGIATE EDUCATION.

To  
The Principals of all Government Degree Colleges in the State.  
Copy to all the Regional Joint Directors of Collegiate Education in the State.

Copy to all officers in this Office.  
Copy to Academic Cell of this Office.  
Copy to Ser I, II, III & IV Sections of this Office.  
Copy submitted to the Secretary to Government, Higher Education Department, Andhra Pradesh Secretariat, Hyd.

Spere-10.

// t.c.f.b.o. //

*[Signature]*  
SUPERINTENDENT - 17/1-21

1177:

ANNEXURE-3

(Proforma letter of 'supply order for equipment)

From

To  
M/S.Rc.No. \_\_\_\_\_ Dated: \_\_\_\_\_

Dear Sirs,

Sub:- Supply of Science equipment, materials, chemicals etc., to the Department of \_\_\_\_\_ of this college for the year 19 - 19 Orders - Placed.  
 Ref:- 1. Our enquiry Letter Rc.No. \_\_\_\_\_ dt.  
 2. Your quotation No. \_\_\_\_\_ dt.

\*\*\*

The rates quoted by you in the reference 2nd cited, for the various items mentioned in the enclosed list, are accepted and you are requested to supply the articles in the list enclosed to the Department of \_\_\_\_\_ of this college, on or before \_\_\_\_\_, subject to the following conditions, in addition to those already mentioned in our enquiry letter.

Conditions of supply:

1. The articles should be supplied, so as to reach the college before the date specified above. The Principal has the right to reject the articles not received before the said date.
2. The articles should be properly packed and forwarded to the Principal by passenger train or a recognised lorry transport company. The nearest Railway station is \_\_\_\_\_ (Rly).
3. The bill in triplicate, along with an advance stamped receipt Railway or Parcel way bill, and other relevant documents should be sent by Regd. post. The college will not bear any demurrage charges consequent on late receipt of way bill or bills.
4. Defective, damaged and substandard articles and those which do not conform to our specification, will not be accepted. They will have to be replaced at your cost promptly. Otherwise the cost of such items will be deducted from the bill and it will be passed for the balance of amount only.
5. The rates to be mentioned in the bill should conform to those given in your quotation, and no deviation will be allowed.
6. Request for advance payment or part payment will not be entertained.
7. Please acknowledge the receipt of this supply order. In case you are not in a position to supply any or all the items, the same may be intimated at once.

Encl: List.

Principal

ANNEXURE-2

Proforma letter for calling for quotations for supply of Science equipment.

From

To

Ac.No.dated.

Dear Sirs,

Sub:- Sealed quotations for Scientific equipment and materials for the Department of \_\_\_\_\_ for the year 19 \_\_\_\_  
19 \_\_\_\_ - Regarding.

Please furnish your lowest quotations in sealed cover for the supply of Science equipment, apparatus and materials mentioned in the list enclosed, to the Department of \_\_\_\_\_ for the year 19 \_\_\_\_ - 19 \_\_\_\_, so as to reach the principal on or before \_\_\_\_\_.

1. The sealed cover containing the quotations should be sent to the same address of the Principal and should be superscribed.
2. "Quotations for the supply of equipment etc. for the Department of \_\_\_\_\_ . Due date \_\_\_\_\_".
2. The rates should be quoted P.O.R. Printed (railway station/Free on lorry service to Patna) and should include all charges like packing, forwarding and freight.
3. Insurance charges will not be borne by this college, (State or Central)
4. Sales Tax at the approved rates only will be allowed.
5. The rates quoted should be valid for the entire financial year and no further change in the rates will be allowed.
6. The materials should be supplied before the due date mentioned in our supply order and the Principal has the right to reject articles received after the said date.
7. The company should be prepared to replace the damaged materials or those which do not conform to our specifications, at its cost. Otherwise the cost of such items will be deducted from the bill.
8. Incomplete or defective quotations will not be accepted.
9. Any conditions stipulated by your firm which are not in conformity with our conditions will not be binding on us.

Encl: List of items.

PRINCIPAL

CHECK LIST FOR ADMINISTRATIVE SANCTION FOR THE  
AMOUNTS SANCTIONED BY THE UGC.

&&&

1	Name of the College & District	
2	Amount sanctioned by the UGC - item wise	
3	UGC reference number and date [copy enclosed]	
4	Whether the claim is for the 1 <sup>st</sup> instalment or subsequent instalment [Copy of UGC letter enclosed]	
5	If subsequent instalment, report whether the administrative sanction accorded for previous instalments or not If yes, quote the Proceedings of the CCE and date [copy enclosed]	
6	Report whether the previous instalment was fully utilized or not If yes, enclose the utilization certificate	
7	Request by the Principal for administrative sanction for UGC grants [1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> / final]. Item wise / department wise amount should be shown	
8	Whether the UGC committee resolution obtained or not	
9	Indicate the heads under which various items have to be purchased as indicated by UGC and detailed estimates are enclosed or not	
10	Whether the staff committee resolution obtained or not	
11	Any other information	
12	Total amount requested by the Principal	
13	Remarks on the request of the Principal	

OFFICE OF THE DIRECTOR OF COLLEGIATE EDUCATION, ANDHRA PRADESH  
HYDERBAD.

Circular Memo.No.43/OP,III-I/2006

Dt:14/7/2006.

**Sub:- Government Degree Colleges - Budget released to Government Degree Colleges & Regional Joint Directors of Collegiate Education in the State under Non-Plan for various heads of account - Proposals for Administrative Sanction - Guidelines - Issued.**

- Ref:-1) G.O.Ms.No.148 Fin&Planning(F.W.ADMN.LTFR) Dept., Dt:21.10.2000.  
2) G.O.Ms.No.135 Fin & Ptg(FW.BG) Dept., dt:20.09.2000.  
3) Govt.Circular Memo No.5494-A/131/TFR.1/06,  
Dt:21 -03-2006.

@ @ @

The attention of the Principals of Government Degree Colleges & Regional Joint Directors of Collegiate Education in the State is invited to the references cited above and also to the codes & departmental manuals. They are informed to adhere to the following guidelines while sending proposals for Administrative Sanction wherever required and also while incurring expenditure from the budget released under various heads of account and for making purchases of various items.

**GUIDELINES TO PRINCIPALS OF Government Degree Colleges & Regional Joint Directors of Collegiate Education in the State.**

- 1) The Principals of Government Degree Colleges and Regional Joint Directors of Collegiate Education in the State are requested to follow the instructions issued in G.O.Ms.No.148, Fin&Ptg Dept., Dt:21.10.2000. They are also requested to send the proposals along with estimates for administrative sanction, separately for each item of expenditure (i.e., head of account wise) for the budget released to those items of expenditure which does not come under their purview as per the delegation of financial powers issued in the above said G.O.
- 2) While making purchases, they should strictly adhere to the instructions contained in the Article 125 of APFC Volume I and instructions issued there on from time to time by the Government.
- 3) Stock Registers should be maintained for all the purchases made for verification.
- 4) The Principals of Government Degree Colleges and Regional Joint Directors of Collegiate Education are also requested to follow the procedure mentioned in FUNCTIONARY MANUAL of this Department while making purchases of the following items & construction of buildings / Minor Works / Ordinary Repairs and also take up the Annual Stock Verification at the end of each financial year.
  - a) Furniture
  - b) Library Equipment
  - c) Games Material
  - d) Computers
  - e) Write off Powers
- 5) Further the following guide lines should be followed for making purchases of the following items.

i)

**COMPUTERS:**

- a) Computers should be taken through A.P.T.S only. The APTS Limited has been declared as the centralized Agency for the selection in purchase and supply of the equipment.

b) The APTS has also been declared as the sole nodal agency for development of software in Government Departments/State undertakings.

c) Orders have been issued for payment of 90% of the estimated cost of computer or other office automation equipment to the APTS along with indent and settle the balance of 10% within 60 days of satisfactory completion of supply of the said equipment.

ii) CLOTH:

100% of cloth requirements - towards livery - should be from APCO only. In respect of remaining items such as door curtains, etc., 50% from APCO & 50% from A.P.Khadi and Village Industries Board. (G.O.Ms.No.438/ I & SSI) dt:5-9-1983).

iii) LEATHER GOODS ( For CASH BAGS)

Leather articles may be purchased from LIDCAP (G.O.Ms.No.1145, Home (Prg.A) dt:20-8-74 and Govt.Memo.No1378/Prg.A/80-2, Home, dt:4-8-80.

iv) ENAMEL SIGN BOARDS:

In respect of Enamel sign boards consisting of all standard items preference should be given to the Govt., Enamel Wear Unit, Gudur, Nellore Dist. In placing orders. In respect of non-standard items Govt.undertakings & Corporations should participate in the tenders along with the Small Industrial Units in the State which are actually engaged in the manufacturing of enamel wear items.

(Govt.Memo No.1496/SSI-SP/89-1, Ind&Commerce Dt:16-2-1990)

(G.O.Rt.No.2522, Home(Prg.A) dt:24-9-1980).

v) STATIONERY:

Mahila Co-op Societies/Fed Con/Mahila co-op Super Bazaar / Super Bazaars Cooperative Institutions.

vi) Stock Account (Article 133)

Govt., servant entrusted with stores of any kind should take special care of their custody and for maintaining suitable stock accounts. Separate Stock accounts should be maintained for-

Office furniture including office stores except books, for stationery. Form 10 is the form intended for stock accounts of furniture and other office stores.

vii) INSPECTION OF STORES (Article 139)

Stores should be inspected with a view to seeing that they are not in excess of quantity likely to be required during a reasonable period. Perishable stores should be inspected once in half year and the others once a year. A report about obsolete or stores in excess of reasonable requirements should be submitted to the competent authority.

viii) VERIFICATION OF STORES (Article 143 and 144)

Verification of stores should be done as per the procedure laid down under Article 143 & 144 of APFC Volume-I.

Stores should always be verified in the presence of the officer responsible for its custody. The officer inspecting should be a responsible officer independent of the superior executive officer in charge of the Stores.

Whenever a Government servant responsible for stores is transferred the relieving Govt. servant should verify the stock of stores with the stock accounts, certify about the correctness of the stock taken over and report the result to the immediate superior officer.

ix) DISCREPANCIES IN VERIFICATION OF STORES (Article 145)

Deficiency in stores may be due to

- i. Incorrect or careless accounting;
- ii. loss arising from fraud, theft or negligence or
- iii. an unavoidable cause e.g. wastage, shrinkage and spilling.

The head of the office should fully investigate the cause of any deficiency and send a full report to the controlling authority along with the verification report. Action should then be taken to fix up the responsibility or to obtain the necessary orders to write off. The stock account should show the orders of recovery / write off as the case may be.

Any excess detected during stock-taking should, after investigation, be taken to stock accounts at once as a receipt with the remark "excess found on stock verification."

x) Library Books:

From the firms which offer highest percentage of Rebate within the state. If the books not available in the state they can go for purchases outside the state duly taking prior permission of the Commissioner of Collegiate Education in this regard. If the branch office of firms of out side the state are situated in this state, they can directly place the orders with that firm within the state. They should purchase A.P. Financial Code Volumes & A.P. Education Code immediately and follow instructions given therein.

The Principals of Government Degree Colleges are instructed to meet the expenditure from the budget released under the head of account 520/521 Machinery & Equipement for purchase of Library Books and not from any other head.

(Note under Article 143) G.O.Ms.No.10 Fin.(Accts.II dt:8.1.1987).

Procedure for purchase, write off, disposal of mutilated / damaged books and physical verification of books in the libraries attached to various departments / offices.

1. Books may be purchased from reputed and standard book-sellers. Tenders need not be called for;

2. PHYSICAL VERIFICATION: Libraries having not more than 20,000 volumes and

a.	With more than one qualified library staff.	Every year
b.	With one qualified staff	At intervals of not more than 3 years.

xi) MINOR WORKS / ORDINARY REPAIRS:

The amounts should be drawn and kept at the disposal of any Government construction Engineering division approved by the District Collector. The construction agency should be pursued to see that the work is completed in time with all the specification required and progress report on the works should be submitted to the Director of Collegiate Education monthly. On completion of the work, Utilization Certificate should be obtained from the construction agency with details of expenditure and submitted to the Director of Collegiate Education.

xii) FURNITURE & OTHER ALLIED ITEMS

As per G.O.Ms.No.566/D/67-1, Industries Dept., dt:17-02-1967 the Govt. Departments should purchase the wooden furniture required in the following order of preference.

- a) Jail Department:- As per G.O.Ms.No.387, Home Department Dt:27-02-1978 government has directed that all government departments should place their orders for the supply of articles manufactured in Jails and the institutions under the Jail Department, sufficiently early to enable the Jail Department to manufacture the articles and supply in time.

Govt departments should place orders on Wooden furniture of various specifications besides repairs and canning work.

If they express their inability to supply the articles with in the stipulate time "No Stock Certificate should be obtained from the concerned institutions as there upon the indenting dept., can purchase the required articles from outside the Jail dept.

- b) Govt., Centers like P.W.D .workshops Hyderabad and Sitanagaram, Saw Mill-Cum-Production Centers, run by the Govt., at Hyderabad at Rajahmundry.
- c) Private institutions recognized by Govt., like Boys Town industrial Training Center, Hyderabad.
- d) Rate Contract firms: Since there are no Govt., firms who direct manufacturer steel furniture it has to be purchased from the Rate Contract firms approved by the Industries and Commerce Dept., and Purchase from private firms can be resorted to if the articles are not available under Rate contract.

All the furniture articles should be serially numbered item wise and these number should be entered in the Stock Register also. With the help of the numbers entered in the Stock registers it is easy to know when a particular article has been purchased and its cost. Different code numbers may be allotted for different items of furniture for easy identification and verification. The Stock Register is to be maintained in form 10 of A.P.F.C. Volume I, with proper indexing.

However, Government in their Circular Memo.No.5494-A/131/TFR.106 Dt:21-03-2006 have extended the ban orders on purchase of furniture for a further period of one year i.e., from 01-04-2006 to 31-03-2007.

Sd/- Dr.K.Lakshminarayana,  
DIRECTOR OF COLLEGIATE EDUCATION

To  
All the Regional Joint Directors of Collegiate Education in the State.  
All the Principals of Government Degree Colleges in the State.  
Copy to A-II Section.  
Copy to All officers and All Sections in the Office.  
Spare-10.

-// T.C.F.B.O //-



G. G. Babu  
SUPERINTENDENT.

GK  
21-03-06

TO,  
THE PRINCIPAL,  
GOVT. DEGREE COLLEGE (U) MGR

P. Lakshmi  
WG

18/2/05  
DEPT/ CIR. INSTRUCTIONS 2004

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DIRECTORATE OF COLLEGIATE EDUCATION  
GOVT. OF A.P., HYDERABAD

Cir. Instrs. NO. 124/ AII-1/2004-05(NAAC)

Dt. 31-1-2005

Sub: - Budget 2004-05- GDCs- - Release of funds for  
Infrastructure, Face Lift, Buildings etc. -  
Instructions-Reg.

Ref: -1. DCE Procs. Even No. Dt 20-5-2004 , Dt.7-12-2004  
And -11-2004

The personal attention of Principals of Govt. Degree Colleges is drawn to the subject and reference cited.

The Colleges have been released funds for purchase of furniture, stationery, equipment, contingencies etc, and for buildings for general purpose and in connection with NAAC also.

While releasing the government budget under 130/132 Other Office expenses and 520/521 Purchases for the purchase of various infrastructure items and contingencies etc, it is being clearly instructed in the proceedings, the kind of expenditure that is generally allowed under the above detailed heads of account in terms of G.O. Ms. No. 664 Fin (BG-) Dept Dt.27-10-2001 and to follow the procedures and guidelines issued by the government and the DCE from time to time on the purchases duly keeping in view the financial delegations contained in G.O. Ms. No. 148 Fin & Plg (FW. Admn. I TFR) Dept. DT. 21-10-2001.

In respect of funds given for buildings under Minor Works for strengthening of existing physical infrastructure and maintenance, it is clearly instructed that the works should entrusted to any one of the government construction agencies with the approval of the District Collector.

In spite of repeated instructions, instances are coming to the notice that proper procedures and instructions are not being followed y some of the Principals. Hence the following clarifications and instructions are reiterated:

1. The budget given under Sub Detailed Heads 130/132 and 520/521 must be utilized for the purpose for which they are released as stated in the Para 4 of the Procs read above i.e. for furniture, furniture repairs, electrical rewiring, stationery, computers, contingent expenditure etc under 130/132 and under 520/521 for lab equipment, books, games material other machinery and equipment etc.

2. The funds given under 130/132 and 520/521 are not to be utilized for the buildings purpose as it is not allowed as per financial rules and No diversion of funds from one head to another head is allowed without the permission of the government. Any misclassification and unauthorized booking of expenditure is a financial irregularity.
3. In utilizing the funds for infrastructure the Principals are requested to follow the procedures and instructions contained in Art 122 and 125 of AP Financial Code Vol 3 subject to delegation of financial powers contained in G.O.Ms. No.148 Fin & Plg Dt. 21-10-2001.
4. For buildings, the Principals are directed to get the works done through any one of the government construction agencies with the approval of the District Collector.
5. The Principals are directed to follow the rules and procedures in vogue while expending.
6. The Principals are instructed not to draw the funds in advance and keep them in cash chest or deposits just not to get the funds lapsed. The expenditure should not be based on mere availability of budget, but it should be need based.

Instructions may be acknowledged.

For DIRECTOR OF COLLEGIATE EDUCATION

To  
All the Principals of GDCs in the State.

Copy to all the RJDs, Collegiate Education.



TO,  
THE PRINCIPAL,  
GOVT. DEGREE COLLEGE  
Kaikakulam,  
Krishna - Dt

74B 145

5-11-82

PROCEEDINGS OF THE DIRECTOR OF HIGHER EDUCATION: A.P. HYDERABAD.  
Rd No: 435/IC4-1/82  
Copy of:-  
Dated: 15-04-1982.

GOVERNMENT OF ANDHRA PRADESH  
Abstract.

Government Colleges - Libraries attached to the Colleges - Loss of Books - Writing Off - Orders - Issued.

-----  
EDUCATION (C) DEPARTMENT

G.O.(Ms) No: 57  
Dated: 27-1-1976.  
Read the following:

- 1. G.O.(Ms) No: 2420 Edn, dated: 23-10-1969.
- 2. From the Director of Higher Education; Lr.No: 1176/F2-2/75, dated: 16-5-1975.

ORDER:

In the circumstances explained in the Director's letter read above, and in the light of the orders issued in the G.O. 1st read above, prescribing the procedure for writing off the loss of books in the Libraries Department, Government issue the following orders in respect of the Libraries attached to the Government Colleges.

- 1) The Director of Higher Education is authorised to write off the loss of three books for every 1,000 (one thousand only) books issued in all the Libraries attached to the Government Colleges.
- ii) In cases where it is found that the losses occurred are due to the negligence of the Librarian or the person entrusted with the responsibility of the Library, the amount may be collected from him in monthly instalments as fixed by the Principal of the College concerned. In cases where the losses are heavy, suitable disciplinary action shall also be taken against the person responsible.
- iii) The Director of Higher Education is requested to advise the Principals to take suitable steps to prevent the loss of books.
- iv) The Principal should inspect the College Library annually and verify the stock of books at the time of inspection. He should also conduct an enquiry for fixing up of responsibility on the person concerned for the loss of books, if any, and obtain his explanation and submit it to the Director of Higher Education with his views for writing off the losses or for effecting the recovery as the case may be.

\* This order issued with the concurrence of Finance and Planning Department - Vide their U.O.No: B5370-0/2147/A & L/75, dated: 9-1-1976.

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

B. Ramachandra Reddy,  
Deputy Secretary to Government.

//True Copy//

Copy of:-

GOVERNMENT OF ANDHRA PRADESH  
Abstract

Government Junior Colleges - Librarians of Government Junior Colleges in the State - Loss of Books - Writing off - Orders - Issued.

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EDUCATION (V) DEPARTMENT

G.O.Rt.No: 595

Dated: 24-3-1982;  
Read the following:-

1. G.O.Ms.No: 57, Education dated: 27-1-1976.
2. ~~From the Director of Higher Education, L.O. No: 62/104-1/80, dated: 7-4-1980.~~
3. From the Deputy Director of Higher Education, D.O.Lr.No: 435/IC4-1/82, dated: 3-2-1982.

ORDER:

In the circumstances stated by the Director of Higher Education in his letters read above, Government direct that the orders issued in G.O.Ms.No: 57, Education, dated: 27-1-1976 prescribing the procedure to write off of cost of books lost shall be extended to Government Junior Colleges in the State also.

2. This order issues with the concurrence of Finance and Planning (SE) Department vide their U.O.No: 11451/446/A2/A & I/82-1, dated: 20-3-1982.

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

JANAKI KRISHNAMURTI,  
Deputy Secretary to Government.

//True Copy//

Copies communicated to the undermentioned officers for information and necessary action and they are requested to adhere the instructions laid down in the G.O's scrupulously.

E. Ganga Reddy,  
for DIRECTOR OF HIGHER EDUCATION.

To  
The Principals of all  
Government Junior Colleges in the State:

Copy to:-

1. The Regional Joint Director of Higher Education, Rajahmundry, Guntur, Cuddapah and Warangal.
2. Stock file.

Spere - 10

//t.o.f.d.o//

SUPERINTENDENT.

12/4/82

F. O. S. 82/182  
or 6.5.82

S. L. Srinivas

d  
Parasuram

3572

Write off powers:-

In Co Ms No.471 Finance (TFR) Dept dated: 03.09.2001, the Director/Commissioner of Collegiate Education, AP., Hyderabad was empowered to issue write off orders for various kinds up to 5.00 Lakhs and the Principal of Govt Degree Colleges are not authorized to issue write off orders. All the Proposals for issue of write off orders should be forwarded to the Director/Commissioner of Collegiate Education, duly following the norms as mentioned here under:-

A committee should be formed with all the Heads of Department, headed by the Principal.

- 1) The Committee should check
  - i) The stock register with invoices with reference to approved indents
  - ii) Stock registers with reference to invoice issues, breakages, recovery of costs approved write-off etc.,
  - iii) At the net book balance as per the stock register and then take physical verification of the ground stocks
  - iv) Results of stock verification in triplicate should be submitted to the Principal.
  - v) The committee members have to sign with date in all the stock registers and countersigned by the Principal
- 2) Verification report should contain among other things ,lists of
  - i) Missing articles/books
  - ii) Broken/damaged articles which can be repaired
  - iii) Broken/damaged articles which cannot be repaired
  - iv) Articles which became useless/obsolete by wear and tear to be written off
- 3) Lecturer in charge /Librarian/Physical Director have to offer their remarks
- 4) Basing on the remarks ,the cost of article spoiled ,either to be recovered or got written off by the competent authority before next stock verification
- 5) While sending lists of the articles to be condemned to the department competent authority specific and clear reasons are to be mentioned for write off.
- 6) Condemned articles should be disposed- off by public auction giving wide publicity and sale proceeds should be remitted to the Treasury after taking permission from the Director/Commissioner of Collegiate Education.
- 7) For write-off unserviceable articles beyond the powers of the Prindpal ,proposals should be sent to the Commissioner of Collegiate Education,AP ,Hyd as per article 140 of APTC Vol.1

SNo	Name of the article	Cost of the article	No of articles	Total cost of the article	Date of purchase	Remarks
1	2	3	4	5	6	7

## PROCEEDINGS OF THE DIRECTOR OF HIGHER EDUCATION: A.P. HYDERABAD.

Rc.No.435/IC4/-1/82

Dated: 15-04-1982.

Copy of:-

## GOVERNMENT OF ANDHRA PRADESH

Abstract

Government Colleges - Libraries attached to the Collages - Loss of Books-  
Writing off -Orders-Issued

## EDUCATION © DEPARTMENT

G o Ms.No.57

Dt.27.04.1976

Read the following:-

- 1) G O Ms.No.2420 Edn dated: 23.10.1969
- 2) From the Director of Higher Education Lr No.1176/F2-2/75,dt.16.05.75

## ORDER:-

In the circumstances explained in the Director's letter read above, and in the light of the orders issued in the G O 1<sup>st</sup> read above, prescribing the procedure for writing off the loss of books in the Libraries Department, Government issue the following orders in respect of the Libraries attached to the Govt Colleges.

- 1) The Director of Higher Education is authorized to write-off the loss of three books for every 1000 books issued in all the Libraries attached to the Govt Colleges
  - 2) The cases where it is found that the losses occurred are due the negligence of the Librarian or the person entrusted with the responsibility of the Library, the amount may be collected from him in monthly installments as fixed by the Principal of the College concerned. In cases where the losses are heavy, suitable disciplinary action shall also be taken against the person responsible.
  - 3) The Director of Higher Education is requested to advise the Principals to take suitable steps to prevent the loss of books
  - 4) The Principal should inspect the College Library annually and verify the stock of books at the time of inspection. He should also conduct an enquiry for fixing the responsibility on the person concerned for the loss of books, if any, and obtain his explanation and submit it to the Director of Higher Education with his views for writing off the losses or for affecting the recovery as the case may.
2. This order issues with the concurrence of finance and planning department vide their U O No.85370-C/2147/A & L /75,dt.19.01.1976.

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

B Rama Chandra Reddy  
Deputy Secretary to Government

## OFFICE OF THE COMMISSIONER OF COLLEGIATE EDUCATION, A.P. HYDERABAD.

Memo No. 974/Ser.I-1/2008.

Dated: 09.06.2008.

Sub: ESTABLISHMENT - Issue of No objection Certificates to the staff working in the Department of Collegiate Education - Instructions - Issued.

Read: CCE's Memo No. 2004/Ser.IV-2/2007, Dated: 28.11.2007

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The attention of the Regional Joint Directors of Collegiate Education and Principal of all the Government Degree Colleges in the State is invited to the reference read above and they are informed that the Identity Certificate as prescribed by the passport authorities has been communicated to all the Regional Joint Directors and Principals with instructions to submit the filled in proforma along with proposal in respect of the individuals working under their control for issue of NOC to obtain PASSPORT. The Department issues No Objection Certificates to the individuals along with the Identity Certificate countersigned by the Commissioner for obtaining Passport to visit abroad. However, it has come to the notice of the Commissioner of Collegiate Education that the passport authorities are not accepting the identity certificates counter signed by the Commissioner and insisting for issue of the Identity Certificate on the office stationery of this office.

The Principals are therefore requested to submit the filled in proforma of identity certificate already communicated in the reference read above in respect of the individuals, duly countersigned by attesting the photograph of the individual and also to furnish two extra passport size photographs of the individual along with the proposal for issue of NOC. The Principals are requested to adhere the above instructions and submit the proposals for issue of NOC hereafter, as instructed above.

The receipt of the proceedings should be acknowledged.

G.N. Rao,  
COMMISSIONER OF COLLEGIATE EDUCATION.

To  
All the Regional Joint Directors of Collegiate Education and Principals of  
all Government Degree Colleges in the State.  
Copy to Ser.II, III, IV, O.P.I and O.P. IV Sections in the office.  
Spare -10.

//t.c.f.b.o//

*[Signature]*  
SUPERINTENDENT.

GOVERNMENT OF ANDHRA PRADESH  
FINANCE (FR.II) DEPARTMENT.

G/A

Circular Memo No.8388/515/FR.II/2011-1

Dated: 20.01.2012

Sub:-Public Services-Verification of Service Registers by the Head of the office-  
Further instructions issued  
Ref:-1) Lr D O No.PM/II/2011-12/11396,dt.19.08.2011 of the Principal, Accountant  
General (A&E) Hyderabad

-000-

1. All the Departments of Secretariat/ Heads of the Departments/Heads of offices are hereby informed that Fundamental Rules in Annexure-II, Part-III, Stipulate that service Books should be verified in April, every year by the Head of the office. Further to ensure that there is no unverified portion of service, it has been specifically stipulated that the certificate recorded in support of such verification should cover the entire period of service up to such verification, and not just the period for which the verification falls due.

2. It is regretted that few Heads of the Offices are following these instructions. Consequently, when Accountant General's office verifies the Service Books at the time of authorizing pension to the Government servant, major errors of pay fixation during the service of the Pensioner which had resulted in large over payments are often detected. Till now, the practice has been that the Accountant General informs the Head of Office of these over payments, and withholds the Gratuity of the pensioner. Such a practice violates the judgments of the Hon'ble Supreme court in the case of Sahibram V state of Haryana and others (1995 SCC(L&S)248) and Shyam BabuVerma V.Union of India (1994 (2)SCC-521).

3. The following Instructions under Annexure -II -Part-III-Maintenance of Records of Service, Gazatted Government Servants of Andhra Pradesh Fundamental Rules and Subsidiary Rules are reiterated.

**"12. Annual verification:** The service books and rolls in each office should be taken up for verification in April of every year by the Head of the office who, after satisfying himself that the services of the Government servant concerned are correctly recorded in his service book or roll in conformity with the above instructions, should record therein a certificate that the services are verified from pay bills. 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 periods a statement in writing by the Government Servant as well as a record of evidence of his contemporary employees is attached to the book or roll. Head of Offices will delegate the duties imposed upon them to their Gazatted Assistants, if any. They should, however, inspect at least 10 percent of the service books and rolls and initial them in token of having done so unless the Government specially fix a lower percentage in any case.

**Note:** The verification of service referred to above should be in respect of all service qualifying for person whether permanent, provisional, and temporary or officiating."

3. As per instruction No.2 under Annexure – II Part-III Annual Attestation of Service Books/Rolls:-

"It shall be the duty of every Head of the Office to initiate action to show the service books/rolls to Govt Servants under his administrative control every year and to obtain their signature there in intoken of their having inspected the service books /rolls a certificate to the effect that he has done so in respect of the preceding financial year should be submitted by him to his next superior officer by the end of every September. All Heads of Offices should issue notices to all the Government servants under their control to get personally their service books/rolls verified and brought up-to-date. The Government servants shall inter-alia ensure before affixing their signature that their service have been duly verified and certified as such. In the case of a Government servant on foreign service his signature shall be obtained in his service book/rolls after the Head of the Department has made therein necessary entries connected with his foreign service".

4. Government suffers considerable losses in cases of wrong fixation in view of the above position.
5. All Departments of Secretariat and Heads of departments are directed to strictly follow the above instructions. Every year each Head of department should complete this exercise between April to June. DTA, Hyderabad has been instructed not to pay salary of any employee for July unless the Head of the office/ DDO submits a Certificate that the annual verification of service has been completed and accordingly endorsed in the service Book.

Ranjeev R.Acharya  
Principal Secretary to Govt. (FP).

Proceedings of the Director of Collegiate Education,  
Andhra Pradesh, Hyderabad.

R.C.No. 2995/Ser.I-1/2001

Dated.15 - 07-2002.

Sub: A.P.E.S. - Government Degree Colleges - Full Additional  
Charge arrangements to the post of Principal - certain  
Instructions issued - regarding.

&&&&

The Principals of Government Degree Colleges in the state are informed that while submitting proposals for placing the senior most lecturer of the College in Full Additional Charge to the post of Principal, consequent on retirement of the Principal, or on proceeding on leave, certain important particulars are not being submitted, as a result of which delay is taking place in issue of orders..

They are therefore requested to submit the proposals along with the following information, for making Full Additional Charge arrangements to the post of Principal, whenever required.

1. The proposal for F.A.C. arrangement should be sent well in advance.
2. The seniority list of lecturers should be invariably submitted.
3. In the seniority list, it should be mentioned whether the lecturer concerned is a regular Government Employee or absorbed from any taken over college. If any lecturer was absorbed from a taken over College, the name of the college is to be indicated along with the date from which he/she was absorbed into Government Service.
4. The names of the lecturers working on deputation should not be included in the proposal submitted for placing in F A C. to the post of Principal.

The receipt of these proceedings should be acknowledged and complied with promptly.

Sd/- S.T.Surender Rao  
For Director of Collegiate Education.

To  
All the Principals of Government Degree Colleges, in the State.  
Copy to the Regional Joint Directors in the State.  
S.c.1

//L.c.f.b.o//

Superintendent

# CHECK MEMO

(Proforma for sanction of Additional charge allowance)

1. Name of the Govt Servant with Designation who has been given FAC
2. Post of to which she has been placed FAC
3. Procs No & Dt in which the employee has been placed in FAC of the post Principal
4. Date of taking over charge of the post And reasons (CTC both taken and Handing over to be enclosed)
5. Certificate regarding availment of Leave other than CL if any in the Period of FAC
6. Vacation period if any during the Period of FAC
7. Date of handing over the charge Of the post of FAC
8. Priod of FAC handled by the incu- bent
9. Period for which the charge allow- ance is now proposed for sanction
10. Scale of pay and basic pay of the Individual
11. Recommendation of the principal.

# ట్రాన్స్ ఫర్ సర్టిఫికేట్ తయారీలో నిబంధనలు

ట్రాన్స్ ఫర్ సర్టిఫికేట్ను సంబంధించిన నిబంధనలు సాధారణంగా కంప్లైంట్ ఓ ఆరిజిన్ జనరల్ ఆఫ్ ఇండియా వారి చేస్తారు. ఉద్యోగి ఎల్.పి.సి. వారి చేసిన తయారణ ఆధారిత సంబంధించిన ఎలాంటి క్లెయిమ్స్ ఏ డ్రాయింగ్ అధికారి చేయరాదు (అండ్రెస్సెడ్ సైనాన్వియర్ కోడ్ వాల్యూమ్-2, ఆపిండిక్స్) (అనుబంధం) 18 ప్రకారం ఎల్.పి.సి. వారి చేయాలి).

బయటి సర్టిఫికేట్లు (సాటిస్) అంటే ఎల్లీకె పెక్టర్ అండర్ టీకింగ్, ప్రభుత్వ అటానమస్ బోర్డ్ మండి బరిటీపై వచ్చిన ఉద్యోగులు, బరిటీ ముందు కాలావేత సంబంధించిన బాగాలు వారి మాతృసంస్థల డ్రా చేసి వెళ్లివాలి. అలా చేసిన వెళ్లింపు వివరాలను సాటిస్ ఎంప్లొయర్ కు ఎల్.పి.సి.లో తెలియపరచాలి.

ఉద్యోగి వెం మధ్యలో బదిలీ అయితే సాటిస్ కార్యాలయంలోనే ఆ వెలకు సంబంధించిన వూర్తి బీలాప్టు సంబంధిత హాక్ ఆఫ్ అకౌంట్లలో డ్రా చేసి ఇవ్వాలి. గజిటిడ్ అధికారులు తమ బిల్లులు తామే డ్రా చేసుకుంటారు. కావున ఇలాంటి సందర్భాల్లో సంబంధిత హాక్ ఆఫ్ అకౌంట్లలో డ్రా చేసుకొనే బాధ్యత వారి మాండలి (టి.ఆర్. 23 మార్చి 3 ప్రకారం).

ఎల్.పి.సి.లో ఉద్యోగి సంబంధించిన స్టాండర్డ్ మెమో యింపులు (డిడ్యూస్) రికవరీ వివరాలు సాంధ్యపరచాలి. కొత్త కార్యాలయంలో ఉద్యోగి మండి రికవరీ చేయవలసిన లోన్లు, అర్హత కిచ్చులు ఎంతవరకు రాబట్టుకోవాలి ఇంకా ఎప్పుడు కిచ్చులు రికవరీ చేయవలసి వున్నది ఎల్.పి.సి.లో వివరంగా తెలియపరచాలి (అర్జింట్ 239(సి)(2) ఎ.పి.యూ. వాల్యూమ్-1).

ఉద్యోగి ఒక బిల్లు మండి మరొక బిల్లు కార్యాలయానికి బదిలీ అయ్యింది ఆడిట్ వెర్సిన్ (అకౌంట్ లిబరల్ క్లీయరింగ్) పై ఇతర వివరాలను కాత్రిగా బదిలీ పై వెలుతున్న బిల్లు డ్రా చేసే రీతి సైన్ చేయాలి. సాధారణంగా ఐ.పి.ఎస్. అధికారుల బదిలీ సంబంధాల్లో ఎల్.పి.సి. ఏ అంటే అకౌంట్ అధికారి వారి చేస్తారు.

ఉద్యోగి వెళ్లింపులో అయిన ఎల్లీకె కార్యాలయ అధికారి/ అధికారి అధికారి ఎల్.పి.సి. వారి చేయాలి. ఉద్యోగి మండి డ్రాయింగ్ లో తయారణ బాగాలు వివరాలు పరిశీలించి, అవి సర్టిఫికేట్ లో తయారణ అనుభవించవలసివచ్చి, ఉద్యోగి మండి ఇంకా రాబట్టుకోవలసి బాగాలు మండి వివరాలను ఎల్.పి.సి.లో తెలియపరచి ఉద్యోగి వచ్చి డి.సి.ఆర్.లో మండి రాబట్టుకోవాలి. ఉద్యోగి వెళ్లింపులో మునుపటి తయారణ పే వచ్చిన అకౌంట్ లో మండి బిల్లులు ఎల్.పి.సి.లో రికవరీ పుర్తి చేయవలసివచ్చి, అవి ఎల్.పి.సి.లో రికవరీ పుర్తి చేయవలసివచ్చి.

ఇప్పుడు ఉద్యోగులకు తీరాలు బ్యాంకుల ద్వారా చెల్లించే కారణంగా ఎల్.పి.సి.లో ఉద్యోగి గుర్తింపు సంఖ్యను (ఎ.డి. వెంటనా సాంధ్యపరచాలి (టి.ఆర్. 80, అర్జింట్ (టి.ఎన్.ఆర్.) కా. త. 19.3.2008 మరియు టి.ఆర్. 90, అర్జింట్ (టి.ఎన్.ఆర్.) కా. త. 31.1.2002 ప్రకారం).

ప్రస్తుతం డ్రా చేసే కాలంలో ఉద్యోగుల తీరతర్జులు కంప్యూటరైజ్డ్ అన్ లైన్ లో లెక్చింపులు చేస్తున్న కారణంగా ఎల్.పి.సి. నమూనాలో కోరిన వివరాలను సరిగా సాంధ్యపరచి, బరిటీపై మరొక కార్యాలయంలో ఉద్యోగి ఇప్పుడి పడకుండా సర్టిఫికేట్ తయారణ పంపిణీ చేయాలి.

ఈ క్రింద తెలిపిన విధంగా మార్పు చేసిన ఎల్.పి.సి. సర్టిఫికేట్ను అమలుచేయడానికి ఉద్యోగి సంఖ్యలు క్రింద వేయాలి.

## MODEL : LAST PAY CERTIFICATE

Lazy Pay Certificate of Sri/Smt. \_\_\_\_\_  
 Designation \_\_\_\_\_ of \_\_\_\_\_  
 transferred on promotion/on request/on Administrative grounds, vide Proc. No. \_\_\_\_\_ dt. \_\_\_\_\_ of \_\_\_\_\_ and he/she relieved on \_\_\_\_\_  
 The pay and allowances have been paid to him/upto \_\_\_\_\_ the following rates.

Earnings		Deductions	
Basic Pay	Rs. ....	GPF	Rs. ....
F.P.I.	Rs. ....	APGLIF	Rs. ....
Spl. Pay	Rs. ....	GIS	Rs. ....
P.P.	Rs. ....	PT	Rs. ....
D.A.	Rs. ....	C.P.S.	Rs. ....
H.R.A.	Rs. ....	F.A.	Rs. ....
C.A.	Rs. ....	E.A.	Rs. ....
O.A.	Rs. ....	HBA/MA	Rs. ....
Gross	Rs. ....	Total	Rs. ....
Net Pa.			

3. Employee's I.D. No.
4. G.P.F. A/c No.
5. Employee's PAN No.
6. APGLIF A/c No.
7. Name of the Bank (Salary credited) & Bank A/c No.
8. Head of A/c (Salary Debited)
9. C.P.S. (I/P & F/A) A/c No.
10. Estimate of Gas ( ), O.P.N. ( ), C.C.S. ( )
11. Details of recovered which are recovered in the past
12. From Payment Certificate certified that the DA Arrears/ Pay Fixation Arrears / AGI / Arrears/Leave Salary has not been drawn and paid for the period \_\_\_\_\_ to \_\_\_\_\_ by this office.

Signature of the Drawing Officer

#### **4.17 FULL ADDITIONAL CHARGE (FAC) ALLOWANCES TO THE INDIVIDUALS PLACED IN F.A.C. OF THE POST OF PRINCIPAL OF A COLLEGE**

The following information should be submitted to claim FAC allowances.

- 1) Specific proposal from the Principal of the Government Degree College (Successor of the individual who held the FAC of the post of Principal).
- 2) Check list \*
- 3) Copy of the proceedings of the Commissioner of Collegiate Education, wherein the individual was placed in FAC of the post of Principal.
- 4) Copy of the proceedings of the Commissioner of Collegiate Education, wherein the individual was relieved from the FAC of the post of Principal.
- 5) Copies of the CTCs both taking over and handing over.
- 6) Non-drawal certificate issued by the Principal.
- 7) Certificate of Non-availment of leave other than CL during the period of FAC held by the individual.
- 8) Certificate of mid term and summer vacation period.

#### **CHECK LIST**

##### **(PROFORMA FOR SANCTION OF ADDITIONAL CHARGE ALLOWANCE)**

- 1 Name of the Government Servant :  
with designation, who has been  
given FAC
- 2 Post to which he has been placed in :  
FAC
- 3 Proceeding No. & Date in which the :  
employee has been placed in FAC of  
the post of Principal.
- 4 Date of taking over the charge of :  
the post and reasons (CTC both  
taken over and handing over to be  
enclosed)
- 5 Certificate regarding availment of  
leave i.e. other than CL, if any in

- the period of FAC
- 6 Vacation period if any during the period of FAC :
  - 7 Date of handing over the charge of the FAC post :
  - 8 Period of FAC handled by the incumbent :
  - 9 Period for which the charge allowance is now proposed for sanction :
  - 10 Scale of pay and basis pay of the individual :
  - 11 Recommendation of the Principal :

Signature of the Principal with stamp

GAD

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Appointments/Promotions in Govt/Private Aided College

Sl.No	Cadre	Made of appointment	Minimum maximum Age	Basic Qualifications	Addl Qualifications	Eligible for promotion	Minimum service	Regularization	Probation
1	Contingent/ Class IV	Direct recruitment	18 years 33 years	V Class	Able to ride cycle			2/1 year	3/2 years
2	Attender/ OS	DR/Conversion	18 years 33 years	VII Class	--	Sl.No.1		2/1 Year	3/2 years
3	H Keeper	Appt by transfer / DR	18 years 33 years	8 <sup>th</sup> Passed	--	SLNo.1 & 2	Not less than 3 years	1 year	2 years
4	M. Keeper	Appt by transfer/ DR	18 years 33 years	8 <sup>th</sup> Passed	--	SLNo.1 & 2	Do	1 year	2 years
5	Record Asst	Appt by transfer only	--	10 <sup>th</sup> Passed	--	SLNo.1 & 2	Do	1 year	2 years
6	Typist	DR/Appointment by transfer	18 years 33 years	UG(DR) Intermediate	Telugu(H) English(H)	Sl.No. 2 to 5	Do	2/1 years	3/2 years
7	Store keeper	Appt by transfer	--	Intermediate		Sl.No. 2 to 5	Do	1 year	2 years
8	Junior Asst	DR/Appointment by transfer	18 years 33 years	UG(DR) Intermediate	Computer proficiency(DR)	Sl.No. 2 to 5	Do	2/1 (DR)	2/3 (DR)
9	Senior Asst	Promotion	--	--	DIT(F) SO-1	SL No. 6 to 8	Do	1 year	2 years
10	Superintendent	Promotion	--	--	--	SL No.9	Do	1 year	2 years

- 1) AP Lect Grade Service- Class IV Employees/ Off:z Subordinate:- (G O Ms.No.565 GAD Dept dated: 24.10.1992)
- 2) AP General Subordinates Service- Record Assistants( G O Ms.No.965 GAD Dept dated: 21.10.1995)
- 3) AP Ministerial Service- Typist/Store keeper/Junior Assistant/Sr Asst/Superintendent( G O Ms No.261 GAD,dt.14.07.88)  
G O Ms.No.32 GAD Dept dated: 03.02.2014  
G O Ms.No.135 GAD Dept dated: 12.05.2014
- 4) AP Intermediate Edn Service- Jr Lect/PD/Librarian/Principal/DVEO/RJDIE, Etc.,
- 5) AP Collegiate Edn Service-PD/Librarian/Lect/Principal/RJDCE, Etc.,
- 6) AP State & Subordinate Service Rules:- G O Ms.No.436 GAD Dept dated: 15.10.1996
- 7) SC & ST Rooster Points for Promotions:- G O Ms.No.2 SW Dept dated: 09.01.2014
- 8) AP Collegiate Edn Subordinate Service rules:- G O Ms.No.322 HE Dept dated: 25.11.1999.

Staff patten of Non teaching staff in Govt/Private Aided Degree Colleges in the state						
Vide Procs Rc.No.957/Admn.1-1/2000,dated: 01.11.2000 of the CCE,AP,Hyderabad						
SlNo	Desingation	above 2000	1000 to 2000	500 to 1000	below 500	Remarks
1	Superintendent	1	1	1	0	
2	Senior Assistant	3	3	2	1	
3	Junior Asst/ Comp Prog	5 3+2	4 3+1	3 2+1	3 2+1	
4	Typist	1	1	1	1	
5	Asst Librarian	1	1	1	0	
6	Store keeper	3 2+1	3 2+1	2	2	where science couses existing
7	Musuem/Herbarium Keeper	2 1+1	2 1+1	2 1+1	2 1+1	
8	Mechanic cum Gas Man/Electrician	1	1	1	1	
9	Office Attender	4	3	2	2	
10	Woman Attender	1	1	1	1	Girl Students Exceeds 50.
11	Library Record Asst Comp operator	2 1+1	2 1+1	1	1	
12	Library Attender	1	1	1	1	
13	Lab -Record Asst	14	14	8	6	
14	Lab -Attender	8	8	6	5	
<b>Contengent Staff</b>						
1	Watch Man	2	2	2	2	
2	Sweeper	2	2	2	2	
3	Scavenger	1	1	1	1	
4	Waterman	2	1	1	1	
5	Gardener	1	1	0	0	
<b>Total</b>		<b>55</b>	<b>52</b>	<b>38</b>	<b>32</b>	

no

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# PRC 2015

G O Ms.No.46 Dated: 30.04.2015 and G O Ms.No.68 Dated: 12.06.2015

S/No	Category of post	Ordinary Scale	Spl Grade 6-Years	SPP 1-A 12 Years scale 1 <sup>st</sup> Level	SAPP 1A 12 Years above 5G scale	SPP1-B 18 Years SPP1 A Scale	SAPP 1B 18 years SAPP1A Scale	SPP-II 24 Years 2 <sup>nd</sup> Level Promotion	SAPP -II 24 Years Above SPP1A/SAPP1A
1	Attender	13000-40720	13350-41380	15030-46060	14600-44870	15030-46060	14600-44870	16400-49870	15030-46060
2	Record Asst	15030-46060	15460-47330	16400-49870	16400-49870	16400-49870	16400-49870	22460-56330	17890-53950 21230-63010
3	M Keeper	15030-46060	15460-47330	16400-49870	16400-49870	16400-49870	16400-49870	22460-56330	17890-53950
4	H Keeper	15030-46060	15460-47330	16400-49870	16400-49870	16400-49870	16400-49870	22460-56330	17890-53950
5	Sergeant	15460-47330	16400-53950						
6	Junior Asst	16400-49870	17890-53950	22460-66330	18400-55410	18400-55410	18400-55410	28940-78910	19500-58330
7	Typist	16400-49870	17890-53950	22460-66330	18400-55410	18400-55410	18400-55410	28940-78910	19500-58330
8	Store Keeper	16400-49870	17890-53950	22460-66330	18400-55410	18400-55410	18400-55410	28940-78910	19500-58330
9	Asst Librarian	16400-49870	17890-53950		18400-55410	18400-55410	18400-55410		
10	Asst Phy Director	24440-71510	25140-73270		26600-77030	26600-77030	26600-77030		
11	Electrician	17890-53950	18400-55410		19500-58330	19500-58330	19500-58330		
12	Gas Mechanic	17890-53950	18400-55410		19500-58330	19500-58330	19500-58330		
13	Gas Man	13000-40270	13350-41380		13780-42490	13780-42490	13780-42490		
14	Pharmacist	18400-55410	19500-58330		21230-63010	21230-63010	21230-63010		
15	Senior Assistant	22460-66330	23100-67990	28940-78910					
16	Superintendent	28940-78910	29760-80930	37100-91450					
17	Admn Officer	37100-91450	40270-93780	46060-98440					
18	Asst Director	37100-91450	40270-93780	46060-98440					
19	Lecturer	40270-93780	42490-96110	46060-98440					
20	Physical Director	40270-93780	42490-96110	46060-98440					
21	Librarian	40270-93780	42490-96110	46060-98440					
22	Deputy Director	46060-98440	49870-100770	52590-103290					
23	Joint Director	52590-103290							

## IMPORTANT G.O.s IN ABSTRACT

### 1. TEMPORARY APPOINTMENT, EARNING OF THE INCREMENTS :

All persons who are appointed or promoted temporarily to any service or post are eligible for increments in the time scale. (G.O. Ms. No. 506 G.A. (Ser. A) Dept. Dt. 21-04-1961)

### 2. SANCTION OF INCREMENT WHEN CHARGES ARE PENDING :

An increment already accrued on the date of charge memo need not be held but drawn as matter of course.

### 3. L.p.c. handing over to employee :

The L.P.C. should be handed over to the employee concerned at the time of handing over charge. (Govt. Memo. No. 34892/1/1067, Accts/62-1 Fin. Dept. Dt. 20-05-1962).

### 4. PAYMENT OF LEAVE SALARY IN ADVANCE :

Govt. Servants are eligible for advance of leave salary if the leave exceeds 30 days. (G.O. Ms. No. 527, Fin. (Accts) Dept. Dt. 06-01-1963.

### 5. Claim for salary without L.P.C. :

Minimum basic pay with allowances can be drawn pending receipt of L.P.C. from old station. (G.O. Ms. No. 454 Fin. & Plg. Dept., Dt. 06-12-1962.

### 6. ADMISSIBILITY OF H.R.A. WITH IN 8 KMS. :

Employees working within a radius of 8 Kms. from Municipal limits are eligible for H.R.A. as applicable in the municipal areas. (G.O. Ms. No. 239, Fin. & Plg. (PRC-I) Dept. Dt. 17-09-1979)

### 7. SANCTION OF H.B.A. AND MOTOR CYCLE LOANS etc. :

Govt. decided to allow sanction of Long Term loans by the Department to which the Govt. Servant has been deputed instead by the parent Department subject to the condition that the full information of sanction of Long Term Loans shall have to be included in the L.P.C. at the time of repatriation of the deputationists to their parent dept. and that necessary entries may be made in the service books of the deputationists as and when Long Term Loans like H.B.A., M.C.A. etc. are sanctioned to them (Fin. & Plg. (FWA & L) Dept, Circular Memo No. G-88-08-183-399/A & L/88, Dt. 20-04-1989).

### 8. OPERATION OF APPROVED PANELS :

Only for those vacancies which arose during panel year, if there has been delay in issuing order of approval for any administrative reasons orders of promotion can be issued upto 31/12 of the year to the candidates from out of the panel already approved and not for vacancies that arose after 31/8 of the said year. G.O. Ms. No. 111305/ ser Dt. 2000-2001 GA (Ser.D) Dept. Dt. 3/32K.

### 9. CONCESSIONS FOR A SERVANT WHO DIES WHILE IN GOVT. SERVICE:

1. Pay and allowances due to him upto Rs. 5,000/- are to be paid without surety and detailed procedure. (G.O. Ms. No. 301 F&P, dt. 24-08-1997).
2. Pension and D.C.R.G. as per liberalised pension rules, (G.O. (P) No. 88 F&P, Dept. Dt. 26-03-1980).
3. The family is eligible to draw travelling allowance with mileages eligible for the family + 1 (if they desire they can draw in advance) (T.A. Rule 106).
4. Eligible for encashment of earned leave accrued upto a limit of 300 days.
5. Outstanding balance of loans and advances can be written off by the Head of the Department (G.O. Ms. No. 171, Fin & Plg. Dept. dt. 04-07-1975 and G.O. Ms. No. 212 F & P dated 20-06-1997 and G.O. Ms. No. 401, F & P, dt. 14-11-1990).
6. Spouse or dependent children be appointed to the Ministerial Post even on outside the purview of APPSC. (G.O. Ms. No. 1005 Employment & Social Welfare Dept. dated 27-12-1974).
7. Under A.P. State Employees Group Insurance Scheme 1984 a sum of Rs. 15,000/- is payable to the family of the deceased Govt. employee for every unit of Rs. 15/- p.m. (G.O. Ms. No. 367 Fin & Plg. dated 15-11-1994).

8. In case of deceased employees additional amount equal to the G.P.F. amount to his credit at the time of death will be paid, vide Booster scheme at the following rates (G.O. Ms. No. 302 F & P, dated 28-04-1978).

Minimum balance of Rs.4,000/- for Gazetted Officers, Rs.3,000/- for Non Gazetted Officers, Rs.1,000/- for others in the last 3 years in the GPF account subject to maximum of Rs. 10,000/- (G.O. Ms. No. 425 F & P Dept., dt. 28-09-1975 and G.O. Ms. No. 320 F & P dated 14-11-1989).

9. The family should be paid exgratia of Rs.5,000/- for obsequies.

10. Sanction of exgratia relief to the extent of actual loss incurred towards the damage of properties of state & central govt. employees due to extremists & violence.

G.O. Ms. No. 343 F&P (FW)Admn-II Dept., dt. 27-12-1996.

G.O. Ms. No. 39 GAD (Ser.A) Dept., dt. 08-02-2000.

11. Payment of Exgratia amount of Rs. One Lakh in respect of Govt. Employee met with accidental death while performing duty. (G.O. Ms. No. 343 F & P (FW)Admn. II Dept., dt. 27-12-1996).

#### 10. ADDITIONAL CHARGE ALLOWANCE :

All superior service establishments can draw 1/5 of their basic pay as additional charge allowance.

(G.O. Ms. No. 256, Fin. (F.R.I) Dept., dt. 03-09-1960, (F.R. 49) and

G.O. Ms. No. 275 F & P, dated 08-08-1977 and G.O. Ms. No. 121 F & P, dated 03-05-1978).

Additional charge allowance sanctioned under F.R. 49 shall be treated as pay for purpose of calculation of D.A., H.R.A. and C.A. Special Pay (G.O. Ms. No. 401) F&P (FW,FR-1), Dept., dt. 07-11-1977).

#### 11. PREPONEMENT OF DATE OF INCREMENT :

Preponement of date of increment of the senior with the date of increment of the junior is permissible in the pay revision of 1974 (G.O. Ms. No. 180 Fin. & PLg. (FW,PRC.III) Dept., dt. 15-07-1975) pay revision of 78 (G.O. Ms. No. 2325 Fin. & Plg. (FW,PRC.I) Dept., dt. 17-09-1979 and pay revision of 1986 (G.O. Ms. No. 268 Finance & Planning (F,W,PRC-1) Dept., dt. 17-11-1986) Provided (1) the junior was drawing pay at the higher stage than the senior (2) the pay of both is fixed at the same stage in the new scale and (3) both have opted for the revised scale on 01-01-1974, 01-04-1978, 01-04-1986 and 01-07-1992 during the respective pay revisions.

#### 12. PAY DURING JOINING TIME (FR 107) :

1. In case of transfer while on duty, during joining time he is entitled to pay drawn at the old station. However, if it is a reversion or promotion he will draw the pay of the lower post. Allowances such as HRA and CCA will be admissible at the old headquarters.

2. In case of transfer while on leave, transit pay equal to leave salary is payable.

3. Where the transfer of charge involves number of days, relieving officer is treated as on duty and the relieved officer as on joining time.

4. Conveyance allowance and FTA are not admissible during joining time.

5. Overstay after joining time is treated as misbehavior and he is not entitled to pay / leave salary (Fr 108).

#### 13. MARKING OF G.O.s TO THE RECOGNISED SERVICE ASSOCIATIONS:

Govt. issued orders that all non-confidential General orders or instructions issued by Govt. from time to time may be marked to all recognised service associations. (G.O. Ms. No. 1014/SW/92-1 dated 04-11-1992 of General Admn. Dept.)

**14. Transfer of office bearers of recognised service Association.**

- i) Office bearers of recognised service association shall not be transferred from District/Taluk Headquarters before completion of three terms or two terms as the case may be Viz., 6 years of their tenure in such office/officer, i.e., 3 terms for those having two years as term of office. However, the competent authorities can effect such transfers on administrative grounds even before the expiry of the six years period, after recording the reasons.
- ii) Such office bearers are liable to transfer to different places after completion of six years stay at District/Taluk Headquarters irrespective of whether they are re-elected to the same office or a different office.
- iii) If on being transferred to a different place, the office bearer gets re-elected to the same office, he cannot claim a right to transfer to District / Taluk Headquarters, if he has already spent six years in Headquarters.
- iv) These instructions are applicable to all Office bearers and not restricted to President or Secretary.

(G.O. Ms. No. 475/SER, Wel/A-1/94-1, dt. 15-94)

**15. exemption from passing department tests :**

Govt. employees whose have crossed 45 years of age shall be exempted from passing of the Departmental tests prescribed in the special rules for the purpose of promotion for the next higher category i.e., promotion / appointment by transfer to the post above the one held by him/her, if they could not pass the same.

(G.O. Ms. No. 165 GA (Ser.C) Dept, dt. 22-04-1997)

The orders are applicable only in the cases of Departmental test for promotion and not applicable where qualifications, academic or technical are prescribed for promotion to the next higher category post.

(Circular Memo No. 49152/Services-C/97-2 G.A. (Ser.C) Dept., dt. 28-07-1997)

The exemption is not available for a second promotion to an employee who has already got one promotion even if it is for a post for which no tests are prescribed. This is because of the intention of the Government to ensure that every employee gets at least one promotion. (Circular Memo No. 10922/Services C/98/GAD, dt. 26-03-1998).

To consult the recognised employees Association before taking major decisions affecting the service conditions of employees. (UO Note No. 539/Ser.Wel/A1/94-1, dt. 17-09-1994).

**16. E.O.L. for taking up employment abroad**

1. G.O. Ms. No. 214, Fin. & Plg. (F.W.F.R.I) Dept., dt. 03-09-1996 :- Grant of E.O.L. for five years to Govt. employees to take up employment abroad.
2. U.O. Note No. 13127-A/113/FR.I/98, dt. 13-05-1998 clarification that Grant of E.O.L. for five years to Govt. employees is only to take up employment abroad but not to seek jobs abroad.
3. G.O. Ms. No. 756, Fin (FR.I) Dept., dt. 07-08-2002: The benefit of E.O.L. extended in G.O. Ms. No. 214 shall be given to Govt. employees at a single stretch or in different spells subject to a maximum period of five years.

17. Absorption of Surplus personnel into other Government Departments before making Direct Recruitment in the absence of any provision in the relevant special rules. (G.O. Ms. No. 267, G.A. (Ser.A) Department, dt. 17-7-1998).

18. Public Services - Disciplinary cases against Members of service - Consultation with APPSC under Regulation 17 for awarding Major Penalties - Clarification - Issued. (Memo. No. 32667/Ser.C/98-8, GA (Ser.C) Department dated 13-05-1999).

19. Appointment by promotion/transfer to Higher Categories of employees who are facing disciplinary cases Guidelines - Issued. (G.O. Ms. No. 225), GA (Ser.C) Department, dt. 10-06-1999.

20. Scheme of compassionate appointments to the dependents of Deceased Government employees - Compassionate appointment to dependents who have disappeared and whose whereabouts are not known for more than 7 years - orders - Issued (G.O. Ms. No. 378, GA (Ser.A) Dept., Dt. 24/08/1999).

21. Public Services - Compassionate appointment to the dependants of the deceased Daily wage/NMRs/Consolidated Pay/Contingent workers on Full time basis/part-time employees - Specific scheme - Formulated. (G.O.Ms.No.118, Finance & Planning (FW.PC.III) Department, dt. 18.8.399)
22. Public Services - Compassionate appointment - Appointment of a married daughter of deceased Government employees - certain clarification - Issued. (Memo.No.557/Ser.A/99-3, dated 27-1-2000, GA(Ser.A) Department).
23. Public Services - Compassionate appointments to the Son/Spouse/ Daughter of deceased Government employee of SC/ST/BC Candidates - who die in harness while in service - certain clarification issued (Memo.No.5786/Ser.A/97-14, dt. 2-11-99,GA(Ser.A) Dept.)
24. Public Services - Compassionate appointments to the dependents of deceased Government employees who die in harness-creation of supernumerary posts - Further clarification - Issued. (Memo.No.64928/Ser.A/99-2, dt. 11.1.2000, GA(Ser.A) Dept.)
25. Enhancement of Educational concession to Children of NGOs from Rs.300 to Rs.400 P.A. per Pupil. (G.O.Ms.No.119, Education (Ser.IV) Dept., dt.22-09-2005.
26. PENSIONS - Sanction of pension - Delegation of powers to Head of Offices - Orders - Issued. (G.O.Ms.No.262, Fin. & Plg. (GW.PSC) Dept., dt.23.11.98).
27. Simplification of Pension Application and other prescribed forms - Orders - Issued. (G.O.Ms.No.263, Fin.&Plg.(FW.PSC) Dept., dt. 23.11.98).
28. Settlement of Pensionary benefits in time - Avoiding payment of penal interest in case of delay - Instruction (Cir.Memo.No.378989-A/494/A2/Pen.I/98, dt.21.4.99).
29. Enhancement of Maximum limit of retirement gratuity from Rs.2,50,000 to Rs.3,50,000 (G.O.Ms.No.249, Fin.&Plg.(FW.Pen.I)Dept., dt.04.10.2005).
30. Enhancement of limit on commutation of Pension to 40% (G.O.Ms.No.158, Fin.&Plg.(FW.Pen.I)Dept., dt.16.9.1999).
31. Pensions - Family Pensions for life in respect of Handicapped son/daughter of Government servant - Reg. (Memo.No.42885/81/Aa2/Pen.I/Dept. dt. 26.5.2000).
32. Reconstitution of Medical Boards - Amendment to rule 37 of A.P.Revised Pension Rules, 1980 (G.O.Ms.No.Fin.&plg.(Fw.Pen i) Dept., dt.10-04-2000).
33. Pensions - Payment of Pensionary Benefits to the Government servants retired from service pending disciplinary action - action against the retired persons for their lapses - consolidated orders - Issued (G.O.Ms.No.1097, Fin.&Plg.(FW.Pen.I)Dept., dt.22.06.2000).
34. Public Services - Government Employees - Permitted to take up employment abroad on Extraordinary Leave - Action against the retired persons for their lapses - consolidated orders - Issued. (G.O.Ms.No.77, Finance & Planning (FW.Pen.I) Dept., dt.4.5.1999).
35. Services Welfare - Welfare of Government employees - Sanction of expenditure on obsequies of deceased Government employees - Enhancement of obsequies grants from Rs.2000/- to Rs.5000/- Amendment to para.3 of G.O. - Orders - Issued. (G.O.Ms.No.250, GA(SW) Dept. dt. 04.10.2005.
36. Medical Attendance - Medical Assistance to Govt./Retired employees - Raising of maximum ceiling from Rs.75,000/- to Rs.1,00,000/- and upto a maximum of Rs.1,40,000/- for CGHS diseases like bypass surgery, Kidney Transplantation, Cancer and Neuro-surgery only. (G.O.Ms.No.74, HM&FW (K1) Department, dt.15.03.2005).
37. Public Service - Accumulation of earned leave / privilege leave and Encashment of earned leave / Privilege leave on retirement from service - Recommendations of the Pay Revision Commission, 2005 - Enhancement of ceiling from 240 days to 300 days - Orders - Issued. (G.O.Ms.No.232, dt. 16-09-2005).
38. Public Service - Paternity Leave to Male Government Employees - Orders - Issued for a period of 15 days subjected to condition that it shall be granted to those with less than two surviving children vide G.O.Ms.No.231, dt.16-09-2005.

39. P.S. - T.E. - Relaxation of 5% marks in qualification for recruitment of Lecturers. Senior Lecturers in Government Polytechnics - Amendment to the orders issued in G.O.Ms.No.580, Education (T.E.2) Department, dated 03-12-1998 vide G.O.Ms.No.47, dt.01-03-2000.
40. TE - Appointment of guest lecturers in Govt. Polytechnics - Revision of rate of remuneration to the guest faculty - Orders - Issued.
- Guest faculty to handle classes From Rs.20/- to Rs.100/- per to the Diploma students, Lecturer-Hour.
  - Guest faculty to handle classes From Rs.50/- to Rs.200/- per Students of Post Diploma Class (G.O.Ms.No.37, dt.24-06-2002).
41. Public Services - Amendment to rule 18 of the Andhra Pradesh Fundamental Rules - Notification - Orders Issued. In all cases of unauthorized absence to duty for a continuous period exceeding 'one year', the penalty of removal from service shall be imposed on the Government employee, after duly following the procedure laid down in the Andhra Pradesh Civil Services (CCA) Rules, 1991". (G.O.Ms.No.8, dt.08-01-2004).
42. Improving the efficiency and for accelerated growth in the administration, duly utilising the Information Technology, is of considerable importance. In this endeavour computer knowledge to hone the skills of the employees is necessary. Government decided to make compulsory to impart computer skills as part of Training to every government employee at Dr.M.C.R. Institute of Administration. (G.O.Ms.No.171, dt.13-07-2004).
43. TE - APTES - Withdrawal of provision of filling up of the vacant posts of Workshop Superintendents with Senior Instructors working in Govt. Polytechnics in G.O.Ms.No.214, Education (TE-2) Department, dated 23-08-1990 - Orders - Issued. After careful examination of the matter, Govt. hereby cancel the G.O.Ms.No.214, Education (TE-2) Department, dated 22-08-1990 with immediate effect and direct the Director of Technical Education to consider any eligible candidate as on the date of issue of these orders as Workshop Superintendents in the State Scales and anyone who becomes eligible after issue of this order cannot be considered. (G.O.Ms.No.117, dt.02-11-2004).
- vii) Pensioners : Enhancement of medical reimbursement for pensioners from Rs. 1,00,000 to 2,00,000 vide G.O.Ms. No. 397, Dt. 14-11-08 Health, Medical & Family welfare (K) Dept.

#### **Important Govt. Orders in respect of certain Financial matters**

- Andhra Pradesh Treasury Code Vo.II - Bill Forms for drawal of moneys from the Treasury - Revision of Bill Forms - Orders - Issued. (G.O.Ms.No.87, Fin (TFR) Dept., Dt.31-01-2002)
- Payment of Salaries and all other payments of the employees through Banks. (G.O.Ms.No.90, Fin (TFR) Dept., Dt.31-01-2002)
- Norms for Public Finance Accountability before releases and drawal of funds - Instructions Issued. (G.O.Ms.No.507, Fin (TFR) Dept., Dt.10-04-2002)
- Salary - Employee Payment through Banks - Amendment Orders - Issued. (G.O.Ms.No.508, Fin (TFR) Dept., Dt.10-04-2002)
- Norms for Public Finance Accountability before releases & drawal of funds - Further instructions - Issued. (Memo No. 15154-A/268/TFR/2002, Dt.30-09-2002).
- Employee Loan Scheme - House Building Advance through Banks - Orders - Issued. (G.O.Ms.No.828, Fin (TFR) Dept., Dt.30-09-2002)

**Important PRC G.Os. issued by State Government**

- a) **Allowance for Physically challenged employees:**  
As per G.O.Ms.No.108, Finance (TA) Dept. Dt.07-04-2010.
- b) **City Compensatory Allowance:**  
As per G.O.Ms.No.65, Finance (PC-1) Dept. Dt.09-03-2010.
- c) **T.A. & D.A. Rules:**  
As per G.O.Ms.No.129, Finance (TA) Dept. Dt.17-04-2010.
- d) **Special Compensatory Allowance:**  
As per G.O.Ms.No.139, Finance (TA) Dept. Dt.28-04-2010.
- e) **Transfer Travelling Allowance:**  
As per G.O.Ms.No.128, Finance (TA) Dept. Dt.17-04-2010.
- f) **Additional H.R.A.:**  
As per G.O.Ms.No.121, Finance (TA) Dept. Dt.08-04-2010.
- g) **LTC Facility:**  
As per G.O.Ms.No.151, Finance (TA) Dept. Dt.04-05-2010.
- h) **Enhancement of maximum limit of retirement gratuity:**  
As per G.O.Ms.No.101, Finance (Pension-1) Dept. Dt.06-04-2010.
- i) **Payment of HRA & CCA while on leave on the ground of suffering from cancer & other ailments such as mental illness, Heart diseases, leprosy.... in respect of state Government Employees.**  
As per G.O. Ms. No. 29, Finance (F.R.I) Dept. Dt. 09-03-2011

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GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services -State and Subordinate Services -Prescription of minimum service for promotion / appointment by recruitment by transfer to next higher class, category of grade - Ad-hoc Rule re-issued.

GENERAL ADMINISTRATION (SERVICES.A) DEPARTMENT

G.O.Ms.No.175

Date: 27.11.2017.

Read the following:

1. G.O.Ms.No.627 G.A.(Ser.A) Department, Dated:21.12.1983
2. G.O.Ms.No.230, G.A.(Ser.A) Dept., Dt: 31.05.2014
3. From the Secretary, APPSC Letter No.819/RR/2017 Dated.08.11.2017.

\*\*\*\*

**ORDER:**

According to the policy enunciated in the G.O. 1<sup>st</sup> read above, in certain special /adhoc rules relating to various State and Subordinate Services, a provision was made to the effect that the minimum period of service was reduced from 'five years to 'three years' and since the above adhoc rule position created certain confusion, and to keep the matter beyond doubt without giving scope for any other interpretation, in the G.O.2<sup>nd</sup> read above, an ad-hoc rule was issued that minimum period of service wherever prescribed in the said rules for a member of a service from the lower category, class or grade, to the next higher category, class or grade, whether such appointment is made either by promotion in the regular line or by recruitment by transfer from any other service, that period shall be three years in the category, class or grade from which such promotion or transfer is made.

2. Government with a view to avoid administrative difficulties and in the interest of administration it is decided to issue an ad-hoc rule reducing the minimum required service from 3 years to 2 years.

3. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling and in supersession of the ad-hoc rule issued in G.O.Ms.No.230, G.A.(Ser.A)Department, dated:31.05.2014, the Governor of Andhra Pradesh hereby makes the following ad-hoc rule:

The ad-hoc rule hereby made shall come into force with immediate effect.

All the Departments who are following the Ad-hoc rules framed in G.O.Ms.No.230 G.A.(Ser.A) Department, dated:31.05.2014, shall issue separate rules prescribing minimum service in the feeder cadre / category as 2 years.

**AD-HOC RULE**

"Not withstanding anything contained in the relevant Special Rules for the State and Subordinate Services and in supersession of the Ad-hoc rule issued in relation to prescribing minimum service for

promotion/appointment by transfer, no member of service is eligible for

P.T.O.

Promotion/appointment by transfer from the lower category, class or grade, to the next higher category, unless he has put in not less than two years service in such lower category, class or grade."

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

DINESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT

To  
All Departments of Secretariat,  
All Heads of Departments,  
All Collectors and District Judges,  
All Service Sections in GAD.

//FORWARDED :: BY ORDER//

SECTION OFFICER

### Functions of Principal in managing the financial matters

The Principal of the college should check accounts every day to see that his subordinates do not commit fraud, misappropriation or any other irregularity. The Head of Office (Principal) will be held personally responsible for any loss that may be found due to any neglect of the duties laid upon him by the provisions of financial code. Every Govt Servant should be familiar with the financial rules and exercise a specially strict and close control over his subordinate in regard to the use of public funds and the maintenance of proper accounts(as per Art.5 of APFC.)

Govt Colleges receive finances from different sources like

- I. Budget released by the State Government.
  - II. Fee Collected from the students
  - III. Assistance received from the UGC
  - VI. Grants received from other agencies.
- It is the responsibility of the Principal to maintain proper accounts of receipts and expenditure of money received from the above sources.

1. Budget released by the State Government under different heads

- a) O10-Salaries:-will include pay, allowances in all forms of personnel including honoraria and leave encashment except travel expenses.
- b) Q20-Wages:-Payments required for full time and Part Time Employees, are provided under this
- c) 110-Domestic Travel Expenses:-will cover all expenses on account travel on duty in India including conveyance and fixed travelling allowances.
- d) 130-Other office Expenses:-
  - 1) 131-Utility Payments:-will include postage, telephone, water and Electricity charges
  - 2) 132-Office Expenses:-will include all contingent expenses for running an office such as furniture, purchase and maintenance of office machinery and equipment ,liveries, hot and cold water charges,stationary,printing of forms Etc.,
  - 3) 140-Rent, Rates and Taxes:-will include payment of rent for hired buildings, municipal rates and taxes, etc., It will also include lease charges for land.
  - 4) 520 Machinery and Equipment:- will include machinery, equipment apparatus etc.,Purchase of books, periodicals and Laboratory equipment are included under this.
- e) 270.Minor works:- will record expenditure on repairs and maintenances of works, and equipment
- f) 300-Other Contractual Services:- will include expenditure on service or commitment charges and not include value of gifts received etc., and payments for contract appointments.

Annexure IIJOB CHART OF Vice Principal in GDCs:ADMINISTRATIVE:

- To be the in-charge of the college in the absence of the Principal
- Should sign on T.C., Bonafide, Bus passes, Verification of Scholarships, etc.,
- To pursue and obtain information from the college / other GDCs and prepare draft material and submit to Principal/D Principal for finalization.
- Pursue DRC action plan and coordinate with all stake holders
- Assist the Principal in admission process

ACADEMIC:

- Motivate the teaching faculty to apply for MRP, National Seminar/Workshops etc.,
- Monitor for effective implementation of the Institutional Academic Plan
- Monitor all Unit, terminal and Pre-final exams
- Preparing for effective Academic Audit
- Monitor implementation of time table, adjustment of class work
- Monitor the action plan of the committees of college

*Note: In all the above Administrative and Academic matters, the vice principal shall work under directions and active advice of the Principal*

Sd/- K.Sunitha  
Commissioner of Collegiate Education

*//True copy attested//*

  
For Commissioner of Collegiate Education

## Annexure III

**Duties of Mentor and Terms & Conditions thereof**

The services of the JKC Mentor on contract basis will be engaged in JKC activities on full time basis duly following the instructions of the JKC Monitoring Cell, O/o CCE, A.P., Hyderabad.

1. a) The Mentor has to involve in mentoring the JKC students in the following areas:
  - Technical Skills – Units from 1 to 10 (100 Hrs)
  - Analytical skills – Units from 1 to 13 (100 Hrs)
  - News Paper Reading, JAM and GDCs - Assistance to Guest English Mentor/Coordinator
- b) Duty Chart of Mentor :
  - Technical Assistance to JKC & ELL Labs
  - Consolidation and compilation of data relating to activities of CCE
  - Recording the particulars of all communications received through email of respective college in a file or record
  - To involve in Departmental activities like NAAC, DRC, DCEDRC without disturbance to core training activities
  - To get trained in CCE Administrative procedures and documentation
  - Mentors should not be used for routine office works
  - Any other work assigned by the JKC Monitoring Cell
- 2) The Mentor shall attend the JKC duties from 10 AM to 6 PM or as per the timings fixed by the JKC of the college as the case may be. The Mentor will be entitled to one day off in the week other than Saturday & Sunday as decided by the JKC of the respective college.
- 3) The Mentor shall execute a bond with the Principal of college concerned on a Rs.100/- bond paper and submit to the Principal/JKC Coordinator of GDC concerned at the time of reporting for duty.
- 4) Current contract of Mentors expires by 28<sup>th</sup> February, 2013.
- 5) The Mentor shall give one month prior notice to withdraw from the JKC otherwise he/she shall pay an amount equivalent of one month honorarium to CCE-JKC, JKC Monitoring Cell through DD and obtain their original certificates.
- 6) He /She shall be liable to be terminated by JKC MC at any point of time without any prior notice & without assigning any reason there for.
- 7) He/she shall be liable to be shifted/ re-shuffled to any JKC in the state as per the requirement of work during the contract period.
- 8) He/she shall report to the Principal/Chairman of the respective JKC on or before 5<sup>th</sup> May, 2012 falling which it will be deemed as he/she is unwilling to accept the offer .
- 9) The services of the candidate will be considered for renewal (after expiry of present contract) strictly subject to requirement of his services with reference to work load at that point of time and his satisfactory performance of service during the current contract which will be evaluated by both the JKC Committee of the College concerned (internal) and by the third party agency (external).
- 10) The Principal/Chairman JKC shall report the joining of the Mentor immediately through e mail (ece.jkc@gmail.com) to JKCMC, O/o CCE, Hyderabad.
- 11) Monthly Honorarium of Rs.8000/- shall be paid to the Mentor from 1<sup>st</sup> May, 2012 which is the joining date from the Govt. budget provided for Mentors honoraria. The Mentor should submit work done statement and attendance sheet for the month regularly to the Principal of the College through the JKC Coordinator concerned and the coordinator shall send a copy of it to the JKCMC by e mail by 5<sup>th</sup> of succeeding month.

For Commissioner Collegiate Education

## DA Rates of State and UGC from 01.01.2004

Date	State 1999	State 2005	State 2010	state 2015	UGC 1996	UGC 2006	GPF
01.01.2004		1.884			61		01/04 to 06/04
01.07.2004		4.71			64		07/04 to 12/04
01.01.2005	36.81	7.536			67		01/05 to 07/05
01.07.2005	40.082	11.304			71		07/05 to
01.01.2006	42.536	14.13			74		01/06 to
01.07.2006	46.626	18.84			79	2	07/06 to
01.01.2007		24.492			85	6	01/07 to
01.07.2007	56.442	30.144			91	9	07/07 to 09/07
01.01.2008	61.35	35.796			47 (50% Merged with Basic)	12	01/08 to 03/08
01.07.2008	67.076	42.39			54	16	07/08 to 10/08
01.01.2009	75.256	51.81	5.136		64	22	01/09 to 03/09
01.07.2009	82.618	60.288	9.416		73	27	07/09 to 10/09
01.01.2010	94.074	73.476	16.264		87	35	01/10 to 06/10
01.07.2010	107.158	88.548	24.824		103	45	07/10 to 11/10
01.01.2011	116.97	99.85	29.96		115	51	01/11 to 04/11
01.07.2011	126.79	111.16	35.952		127	58	07/11 to 10/11
01.01.2012	136.606	122.46	41.944		139	65	01/12 to 04/12
01.07.2012	146.422	133.764	47.936		151	72	07/12 to 10/12
01.01.2013	158.692	147.894	54.784		166	80	01/13 to 04/13
01.07.2013	172.598	163.908	63.344	0	183	90	07/13 to 09/13
01.01.2014	186.504	179.922	71.904	5.24	200	100	01/14 to 04/14
01.07.2014	196.32	191.226	77.896	8.908	212	107	07/14 to 09/14
01.01.2015	205.318	201.558	83.032	12.052	223	113	01/15 to 02/16
01.07.2015	214.316	211.95	88.168	15.196	234	119	07/15 to 07/16
01.01.2016	223.314	222.312	93.304	18.34	245	125	01/16 to 02/17
01.07.2016			99.296	22.008		132	07/16 to 08/17
01.01.2017			102.72	24.104		136	01/17 to 02/18

**PROCEEDINGS OF THE DIRECTOR OF COLLEGIATE EDUCATION  
ANDHRA PRADESH: HYDERABAD  
Present: Smt. K.SUNITHA, I.A.S.,**

Sl.No.43/QP/11/2010

Dt. 13-5-2011

Sub. PUBLIC SERVICES- Department of Collegiate Education -RTI 2006 (ACT 22 OF 2005 Central Act )- Appointment of Appellate authority and PIOs , State Assistant Public Information Officers etc., under Section 5(1) of the ACT -Modification Orders-issued.

Ref.-Govt Memo.No. 8592/MCA/2011-1 HE (MC) Dept Dt 27-6-2011

The following designations have been nominated (appointed ) as Public Information Officers/Asst Public Information Officers etc., under Section 5 (1) of the RTI Act 2005 in the Department of Director of Collegiate Education, Andhra Pradesh.

## I. Head Office

S. No	Designation	Name	Nominated as	Subject	Contact Number
1	Director of Collegiate Education (Head of the Department )	Smt.K.Sunitha,I.A.S.	Appellate Authority	Right to Information Act, 2005	
2	Joint Director - I	Dr./CSN Sarma	State Public Information Officer	Right to Information Act, 2005 (All matters related to Private Aided Degree Colleges)	
3	Joint Director - II	Vacant	State Public Information Officer	Right to Information Act, 2005 (All matters related to Govt. Degree Colleges)	
4	Deputy Director - I	B.Patbaker	State Asst. Public Information Officer	Right to Information Act, 2005 (All matters related to Private Aided Degree Colleges)	
5	Deputy Director - II	Vacant	State Asst. Public Information Officer	Right to Information Act, 2005 (All matters related to Govt. Degree Colleges)	

## 1. Regional Offices (Rajahmundry / Guntur / Kalyana / Warangal)

S. No	Designation	Office	Nominated as	Subject	Contact Number
1	RJDC	4	Appellate Authority	Right to Information Act, 2005	
2	Administrative Officer	4	Regional Public Information Officer	Right to Information Act, 2005	
3	Superintendent (to be nominated by the RJDC concerned)	4	Regional Assistant Public Information Officer	Right to Information Act, 2005	

## II. Government Degree Colleges in the State of Andhra Pradesh

-2-

S. No.	Designation	Offices	Nominated as	Subject	Contact Number
1	Principal (of the college concerned)	248	Appellate Authority	Right to Information Act, 2005	
2	Senior Lecturer (to be nominated by the Principal concerned)	248	College Public Information Officer	Right to information Act, 2005	
3	Administrative Officer or Superintendent or senior Asst (to be nominated by the Principal concerned)	248	College Assistant Public Information Officer	Right to information Act, 2005	

## IV. Private Aided Degree Colleges in the State of Andhra Pradesh

S.No.	Designation	Offices	Nominated as	Subject	Contact Number
1	Principal (of the college concerned)	179	Appellate Authority	Right to information Act, 2005	
2	Senior Lecturer (to be nominated by the Principal concerned)	179	College Public Information Officer	Right to information Act, 2005	
3	Administrative Officer or Superintendent or senior Asst (to be nominated by the Principal concerned)	179	College Assistant Public Information Officer	Right to information Act, 2005	

56/- K.Suritha  
Director of Collegiate Education

To  
All the Nominated Officers of the Office of the Director of Collegiate Education in the State  
All the Regional Joint Director/s of Collegiate Education in the State - with a request to upload the information under your jurisdiction under Sec 5 (1) of the RTI Act in the official website of the Director of Collegiate Education, AP, Hyderabad and A.P. Information Commission Website  
All the Principals of Govt/Private Aided Degree Colleges in the State of A.P. with a request to upload the information under your jurisdiction under Sec 5 (1) of the RTI Act in the official website of the Director of Collegiate Education and A.P. Information Commission Website  
Copy submitted to the Spl Chief Secretary (GPM/Art Training & coordination) Dept, Government of Andhra Pradesh.  
Copy submitted to the Principal Secretary to Government, Higher Education Dept, Andhra Pradesh.  
Copy to all the Officers /all the Sections of the Office of the Director of Collegiate Education  
10-3.

Withdwl

*B. Suritha*  
SUPERINTENDENT

"The real 'Swaraj' will come not by the acquisition of authority by a few but by the acquisition of capacity by all to resist authority when abused." - Mahatma Gandhi

"Freedom of information is a fundamental human right and is the touchstone for all freedoms for which the United Nations is consecrated." - Kofi Annan  
Secretary, General United Nations

సమాచార హక్కు మొట్టమొదట 1776లో స్వీడన్ దేశంలోని పౌరులందరికీ కల్పించడం జరిగింది. 1948లో ఐక్యరాజ్యసమితి జనరల్ అసెంబ్లీలో సమాచార హక్కు అనుబంధ మానవాళి యొక్క ప్రాథమిక హక్కుగా తీర్మానం చేయడం జరిగింది. ఇంకా చాలా దేశాలలో దీన్ని చట్టంగా చేయడానికి ప్రయత్నాలు కొనసాగుతున్నాయి. జమినికా సంయుక్త రాష్ట్రాలలో కూడా 1966 సమాచార చట్టానికి, చాలా దేశాలకు ఉదాహరణగా తరువాత 1974లో మిస్సో సవరణలు తీసుకొని రాబడం జరిగింది. సమాచారహక్కు ప్రాముఖ్యతను ప్రపంచ వ్యాప్తంగా ఆప్టి దేశాలలో గుర్తించారు. దాదాపు ఆన్ని ప్రజాస్వామ్య దేశాలలో, సమాచార హక్కును చట్టంగా చేయడం జరిగింది.

భారతదేశంలో మొట్టమొదటిసారిగా 1982లో మున్సిపల్ కార్పొరేషన్లకు ద్వారా సమాచార హక్కుకు చట్టబద్ధత కల్పించాలనే ఆర్డర్ తీర్చడం జరిగింది. 1986లో మిస్టర్ కుర్బన్ వెర్మన్ జైవార్ మున్సిపల్ కార్పొరేషన్ కేసు విషయంలో మున్సిపల్ కార్పొరేషన్లకు సమాచార హక్కు అనేది లేకుంటే భారత రాజ్యాంగములో అర్టికల్-19 కల్పించిన ప్రీడమ్ అండ్ స్పీచ్ & ఎక్స్ ప్రెషన్సు భారత పౌరులు పూర్తిగా పొందజాలరు అని వ్యాఖ్యానించింది. అంతేకాకుండా, ఎంతోమంది సమాచారహక్కు విషయాల పరిష్కారం పొరటాల వెలితంగా, మనదేశంలో కూడా సమాచార హక్కు చట్టంగా 2005లో భారత పార్లమెంటు ఆమోదించింది.

- ఉదా: 1) మజ్దార్ కిసాన్ శక్తి సంఘటన్ రాజస్థాన్ శ్రీమతి ఆదిత్యా రామ్ గారి నాయకత్వంలో మే 1990లో జరిగిన పోరాటం.  
2) శ్రీ వారన్ మందార్, డిఎజనల్ కమిషన్ లైలాన్ పూర్, మర్యాదదేకే వారి కృషి.  
3) అన్నా వాళారే నాయకత్వంలో మచారాష్ట్రలో 2001లో జరిగిన ఉద్యమము.  
4) చిన్న ప్రదేశము Bhilongana block in Tehri Gadhwal లో ఒక ఎన్టీవో జరిపిన ఉద్యమము.

భారతదేశానికి స్వాతంత్ర్యము వచ్చిన తరువాత భారత పార్లమెంటు తయారుచేసిన చట్టంలో, సమాచార హక్కు చట్టం 2005 ముంబయి నడిగా తయారైంది. దీని ఆమోదాలు పూర్తిగా రాజకీయ మతము ప్రభుత్వ అధికార యంత్రాంగం యొక్క చిత్త కుర్చిపై ఆధారపడుతుండవలసింది. ఎటువంటి వెండిపాం లేదు.

సమాచార హక్కు చట్టం యొక్క ముఖ్య విషయాలు, వాటిని వివరించుకుంటున్నప్పుడు తీసుకొనవలసిన పద్ధతులు రూపము ఎంత చర్చించాలి, అప్పుడు ఏ విధంగా చేయాలి, అధికారులు ఎన్ని రోజులలో సమాచారాన్ని అందించాలి మొదలగు విషయాలను క్లుప్తంగా వివరించడం జరిగింది.

- 1) సమాచారహక్కు చట్టం 2005కు భారత రాష్ట్రపతి 15.6.2005న తన ఆమోదముద్ర వేశారు. దీనిని 21.6.2005లో గెజిట్ లో పబ్లిష్ చేయడం జరిగింది.
- 2) ఇందులో 31 సెక్షన్లు ఉన్నాయి.
- 3) పై చట్టం అమలులోనికి రావడం మూలంగా సమాచార స్వేచ్ఛ చట్టం 2002 రద్దవుతుంది.
- 4) జమ్మూ కాశ్మీర్ రాష్ట్రం మినహా దేశమంతా ఈ చట్టం వర్తిస్తుంది.
- 5) ఈ చట్టం క్రింద సమాచారాన్ని కోరడలయితో వారు, ఇంగ్లీషులో లేక హిందీలో లేక స్థానిక అధికారభాషలో రాతపూర్వకంగా లేక ఎలక్ట్రానిక్ రూపంలో తమ అభ్యర్థనను సమర్పించుకోవచ్చు.
- 6) సమాచారం కోరుతున్న దరఖాస్తుదారు ఎవరైనా అందుకు గల కారణం ఏమిటో వివరించాల్సిన అవసరం లేదు.
- 7) కేవలం తనకు కలుగు చేసేందుకు అవసరమైన వివరాలు మినహా ఎలాంటి వ్యక్తిగత వివరాలు కూడా సమర్పించాల్సిన పని లేదు.
- 8) ఒక సమాచారం కోసం అధికార యంత్రాంగానికి ఒక దరఖాస్తు అందినప్పుడు ఆ సమాచారం మరో అధికార యంత్రాంగం దగ్గర ఉన్నట్లయితే, అటువంటి సందర్భంలో దరఖాస్తు అందుకున్న వారు, ఆ దరఖాస్తును సంబంధిత అధికార యంత్రాంగానికి పంపి, ఆ విషయాన్ని దరఖాస్తుదారునికి తెలియజేయాలి. ఈ పనిని పీల్చినంత త్వరగా చేయాలి. అయితే దరఖాస్తు అందుకున్న వాటి నుంచి 5 రోజులు మించరాదు.
- 9) దరఖాస్తుదారుడు కోరిన సమాచారం, ఒక వ్యక్తి ప్రాణానికి, లేక స్వేచ్ఛకు సంబంధించినవయితే, అభ్యర్థన అందిన 48 గంటల రోజు ఆ సమాచారం అందించాలి.
- 10) దరఖాస్తు అందిన వాటి మంచి, పీల్చినంత త్వరగా 30 రోజులలోపు నిర్ణయించిన కుసుము వెల్లించిన దరఖాస్తుదారునికి ఆ సమాచారం అందించాలి.
- 11) దరఖాస్తు తిరస్కరిస్తే, దానియొక్క కారణాలను దరఖాస్తుదారునికి తెలియజేయాలి.
- 12) ప్రభుత్వం నిర్ణయించిన దాని ప్రకారం దారిద్ర్యరేఖ దిగువన ఉన్నవారి నుంచి ఎలాంటి కుసుము వసూలు చేయరాదు.
- 13) సర్టిఫికేషన్ కాల పరిమితిలోపు సమాచారం ఇవ్వడంలో అధికార యంత్రాంగం విఫలమైన సందర్భంలో, దరఖాస్తుదారునికి ఆ సమాచారం ఉచితంగా అందించాలి.
- 14) అభ్యర్థనను తిరస్కరించిన సెక్షన్లో, పోర సమాచార అధికారి దరఖాస్తుదారునికి ఈ క్రింది విషయాలు తెలపాలి.  
ఎ) అభ్యర్థనను తిరస్కరించడానికి గల కారణాలు  
బి) తిరస్కరణపై అప్పీలు చేసుకునేందుకు ఉన్న కాల పరిమితి.  
సి) అప్పీలు విచారించే అధికారి వివరాలు.
- 15) ఈ క్రింద విధాల సమాచారాలను పొందుట అందించాల్సిన బాధ్యత లేదు.

ఎ) భారతదేశ సార్వభౌమాధికారము శుభ్రముగా ప్రతిపాదించు ప్రయత్నము చేసిన సమాచారం; ఓ) పాఠశాల సమాచారం ప్రకటించు కార్యక్రమం ఏర్పాటు చేసిన సమాచారం; లీ) ప్రభుత్వం అధికారంలో ఉన్నప్పుడు; ఘ) పార్లమెంట్ రాష్ట్ర శాసనసభ చాక్యూలరు ఉద్బంధించిన సమాచారం; డి) వాణిజ్యపరమైన గోప్యత, వ్యాపార రహస్యాలు, మేళనంపత్రిక సంబంధించిన సమాచారము; ఇ) సమాచారం వెల్లడి వల్ల పాఠశాలలో తృప్తియివ్వడానికి పాని కలిగిఉంటుంటే; ఎన్) విద్యనభ్యర్థించిన సంబంధం రీత్యా ఒక వ్యక్తికి అందుబాటులో ఉన్న సమాచారం; జి) ఏదైనా విదేశీ ప్రభుత్వం నుండి విద్యనభ్యర్థించిన అందిన సమాచారం; హెచ్) ఏదైనా సమాచారం వెల్లడి వల్ల ఏ వ్యక్తి ప్రాణానశ్చయం లేక భౌతిక దుర్భలత్వం పాని కలుగుతుందంటే అలాంటి సమాచారం; ఐ) దర్బారు ప్రక్రియకు నేరస్థులను పట్టుకొనేందుకు ప్రాసిక్యూటర్ చేసేందుకు అవకాశాలు కల్పించే సమాచారం; జి) అభ్యర్థన అందినరోజు నుండి 20 సంవత్సరాలు ముందు సంబంధించిన ఎలాంటి సంఘటన వివరాలను సంబంధించిన సమాచారమైతే, దానిపై కేంద్ర ప్రభుత్వ నిర్ణయము తుది నిర్ణయం అవుతుంది; కి) సమాచారం అందినదం వలన రాజ్యానికి చెందినది కాకుండా ఒక వ్యక్తికి చెందిన కాపీరైట్ ఉల్లంఘన జరిగే పక్షంలో అలాంటి సమాచారం.

16) సమాచారాన్ని చట్టం ప్రకారం తృప్తియివ్వడం అనగా అధికార దుష్ప్రయోగం సహా సమాచారం కోసం అభ్యర్థించే పౌరుడు కాక ఇతర వ్యక్తి అని అర్థం.

17) తృప్తియివ్వడానికి చెందిన సమాచారం కావాలని అభ్యర్థించినపుడు ఈ క్రింది విధానము పాటించాలి.

ఎ) అభ్యర్థన అందిన రోజు నుండి 5 రోజులలోపు దరఖాస్తు వివరాలలో నోటీసు ఇవ్వాలి; ఓ) వెల్లడి సమాచారం గురించి, వెల్లడి చేయాలి/లేదో తెలుపుతూ మౌఖికంగా కాని, లిఖితపూర్వకంగా కాని సంప్రదించాలని తృప్తియివ్వడానికి తెలపాలి; ఘ) నిర్ణయం తీసుకొనే ముందు తృప్తియివ్వడం అభ్యర్థన పరిగణనలోకి తీసుకోవాలి; డి) నోటీసు అందిన 10 రోజులలోగా, తృప్తియివ్వడం తన నిర్ణయం తెలపాలి; ఇ) తృప్తియివ్వడానికి నోటీసు ఇచ్చిన తరువాత 40 రోజుల పాటు సమాచారం అధికారి తన నిర్ణయం తీసుకొని నోటీసు ద్వారా తృప్తియివ్వడానికి తెలపాలి. అందులో తన నిర్ణయంపై అప్పీలుకు వెళ్లించుకు వాళ్ళు వందని కూడా తెలియపరచాలి.

18) ఈ చట్టం క్రింద లేక చట్టం క్రింద రూపొందిన చట్టం క్రింద మంచి చేస్తున్నానన్న సమ్మతంతో ఎవరేం చేసినా, చేసేందుకు ఉద్దేశించినా, అందుకు వారిపై ఎలాంటి దావాలు చేయడం, ప్రాసిక్యూటర్ చేయడం, చట్టపరమైన చర్యలు తీసుకోవడం కుదరదు.

19) ఈ చట్టం క్రింద ఎలాంటి అదేశము జారీ అయినా దానిపై దావానుగాని, దరఖాస్తునుగాని, ఇతర విచారణలకుగాని, ఏ వ్యాయస్థానం చేపట్టరాదు. ఈ చట్టం క్రింద అప్పీలు చేయడం మినహాయించి ఆ ఆదేశాలను ప్రశ్నించడం కుదరదు.

20) ఈ చట్టంలో పేర్కొన్న ఇంటలిజెన్స్ బిద్రతా సంస్థలకు రాష్ట్ర ప్రభుత్వం నెలకొల్పిన ఇంటలిజెన్స్ బిద్రతా సంస్థలకు ఈ చట్టం వర్తించదు.

కానీ, అందిన ఆదేశాలు, మానవ హక్కుల ఉల్లంఘనలకు

ఉంటుంది. మానవ హక్కులకు సంబంధించిన సమాచారాన్ని, కేంద్ర సమాచార కమిషన్/రాష్ట్ర సమాచార కమిషన్, ఆమోదించి పాటించి తరువాత, అభ్యర్థన అందిన నాటి నుండి 45 రోజులలోగా సమాచారం అందించాల్సి వుంటుంది.

21) కేంద్ర సమాచార కమిషన్ లేక రాష్ట్ర సమాచార కమిషన్ ప్రతి ఏదాని ఆఖరులో ఈ చట్టంలోని నిబంధనల అమలుపై ఒక నివేదిక రూపొందించి దాని కాపీని సముచిత ప్రయత్నానికి పంపాలి.

22) ఈ చట్టం క్రింద చేసిన ప్రతి రూల్నూ, కేంద్ర ప్రభుత్వం/రాష్ట్ర ప్రభుత్వం, పార్లమెంటు ఉభయసభల ముందు/రాష్ట్ర విధాన సభ ముందు ఉంచాలి.

23) ఈ చట్టంలో ఏర్పడినవి రుసుమును వగదు ద్వారా గాని, డిమాండ్ ద్రాఫ్టు ద్వారా గాని, బ్యాంకింగ్ ద్వారా గాని, ఇండియన్ పోస్టల్ ఆర్డరు ద్వారా, కోర్టుపేజి స్టాంపు ద్వారా గాని చెల్లించవచ్చును. అంతేకాకుండా ఈ క్రింది ఖాతా నెరవేరుకు కూడా జమచేయవచ్చు.

- 0070 - ఇతర పరిపాలనా సర్వీసులు
- 60 - ఇతర సర్వీసులు
- 800 - ఇతర రాబడులు
- ఎన్.హెచ్.(25) - 2005 సమాచారాన్ని చట్టం క్రింద

రాబడులు.

- 001 - సమాచారాన్ని చట్టం క్రింద రాబడులు

24) రుసుము వివరాలు: ఎ) గ్రామస్థాయిలో ప్రభుత్వ అధికార వర్గాల విషయంలో - రుసుము లేదు; ఓ) మండలస్థాయిలో ప్రభుత్వ అధికారవర్గాల విషయంలో - దరఖాస్తు ఒక్కొంటికి రూ. 5; ఘ) సైన్ వర్తించినవి కాక ఇతర ప్రభుత్వ అధికార వర్గాల విషయంలో - దరఖాస్తు ఒక్కొంటికి రూ. 10; డి) తెల్ల రేషంకార్డులకు వారు ఎటువంటి దరఖాస్తు రుసుము చెల్లించవలసరం లేదు.

25) సమాచారం సమకూర్చడానికి విధించే రుసుము- ఎ) విదేశీ దరలు గల సామాగ్రి- విక్రయధరం; ఓ) విదేశీ దరలు లేని సామాగ్రి- 1) ముద్రించిన లేదా టెక్స్ రూపంలో గల సామాగ్రి 24, 23 సైజు పేపరులో ప్రతి కాపీకి ఒక్కొక్క పుటకు రూ. 2; 2) 24, 23 సైజుకంటే పెద్దది- దాని వాస్తవధరం; 3) మ్యాపులు, ప్లానులు- వాస్తవధరం; 4) 1.44 ఎం.బి. ప్లాపీకి- రూ. 50; 5) 700 ఎంబి సిడికి- రూ. 100; 6) సిడి (డివిడి)కి రూ. 200; 7) కాంప్యూటర్/మెమరీ- వాస్తవ ధర; 8) రికార్డుల తనఖీ- మొదటి గంటలకు రుసుము లేదు, తరువాత ప్రతి గంటకు లేదా దానిలోని భాగానికి రూ. 5; 9) పోస్టు ద్వారా పంపే సామాగ్రి- పై చార్జీలు అదనంగా తప్పాలా చార్జీలు.

26) అప్పీల్లను జీ.ఓ.ఎం.ఎన్.ఎం. 66, తేది 25.2.2006, ప్రధాన పరిపాలన (సమాచారాధికారి సంబంధం) కాక, తెలిసిన వ్యక్తి ప్రకారం ఎలాగింది, పరిష్కరించాలి.

27) ప్రతి ఏదో ఈ చట్టం క్రింద సమాచారాన్ని కోరుతూ వ్యక్తుల నుండి అందిన విజ్ఞప్తుల పరిష్కారం రికార్డు చేసేందుకు 1వ రిపోర్టును విరచించాలి.

28) ప్రతి మొదటి అప్పీల్లో అధికార వర్గం, వాటి వివరాలను విశదీకరించడానికి 2వ రిపోర్టును విరచించాలి.

29) జీ.ఓ.ఎం.ఎన్.ఎం. 667, తే.ఎ. (తెలిసిన 25.2.2006) కాక, తెలిసిన 25.2.2006 ద్వారా ఈ క్రింద తెలిసిన విధానము అమలు

చాక్య వట్టం వర్తించదు.

a) State Intelligence Department, State Security Wing; b) State Grey Hounds Organisation; c) All District Special Branches; d) All Security Units in the District; e) APSP-A.P. Special Police; f) SPF- Special Protection Force; g) SARCPL - State Armed Reserved Central Police Line

30) పౌర సమాచార అధికారి, సమాచారం ఇవ్వడానికి తీర్పు రిందిచా, లేక కాలపరిమితిలోపు సమాచారం ఇవ్వకున్నా, దురుద్దేశం తో తిరస్కరించినా, దరఖాస్తు స్వీకరించకపోయినా, సమాచారాన్ని ద్వంసం చేసినా, అధికార సమాచారం అందించినా, ఇటువంటి సందర్భాలలో కేంద్ర/రాష్ట్ర సమాచార కమిషన్ తన విధ్యయం తీసుకోవే ముందు, పౌర సమాచార అధికారికి, తగిన సమయం ఇవ్వాలి. ఆ తరువాత, తప్పి చేశాడని బావిస్తే-

1) దరఖాస్తును స్వీకరించేంత వరకు, లేక సమాచారం అందించేంతవరకు రోజుకు రూ. 250 చొప్పున రూ. 25000 మించకుండా అధికారా విధించవచ్చు. 2) ఆ అధికారిపై వాటికి వర్తించే నిర్ణయ విబంధనల ప్రకారం చర్య తీసుకోవాలిందిగా సిఫారసు చేయవచ్చు.

31) సమాచారాన్ని పొందడం కోసం ప్రజలు పిల్లినంత

తక్కువగా ఈ చట్టాన్ని అక్రయించేటట్లు చూడటం కోసం, అధికార యంత్రాంగం ఏదైనా పట్టువ సమాచారాన్ని ఇంటర్నెట్ సహా వివిధ ప్రసార సాధనాల ద్వారా క్రమానుగతంగా ప్రజలకు అందించేందుకు కృషి చేయాలి.

32) ఆంధ్రప్రదేశ్ సమాచార కమిషను ఆర్డరు- హాకారవన్, ఆరిండియారడీయా స్టేట్ ప్రెస్సు, హైదరాబాద్-500 004. ఫోన్: 040-2323 0245, 2323 0246; ఫ్యాక్స్- 040-2323 0592.

"In a Government... where all the agents of the public must be responsible for their conduct, there can be but few secrets. The people... have a right to know every public act, everthing that is done in a public way, by their public functionaries... The responsibilities of officials to explain or justify their acts is the chief safeguard against appression and corruption."

-Justice K.K. Mathew, Supreme Court of India

33) కర్ణాటక, రాష్ట్ర సమాచార కమిషను, తన తీర్పులో ప్రతిభక్త ఉద్యోగి యొక్క, 'Asset and Liabilities' దానిపెట్టడగినవి కావని, వాటిని కూడా చేక పారులు అడిగితే, వెల్లడి చేయాలిందని తెలపడం అరిగింది.

(ఇండియన్ ఎక్స్ప్రెస్, జనవరి 11, 2006)



# క్లర్కుల కబుర్లు

శరత్: ఓయ్ బాస్కర్! నాకర్థంగాదు ప్రతివాళ్ళు 'రాజ్యాధికారం' కావాలి! కావాలి! అనే డిమాండ్ చేస్తుంటారు, అదేమన్నా ఎవరన్నా పీరినిచ్చే చందనతాంబూలమటయ్యా?

భాస్కర్: మోయ్ శరత్ ఏదో వికారంగా మాట్లాడుతున్నావ్! ఎవరిని రిస్క్లో పెట్టుకోవే మాట్లాడుతున్నావ్? కేవలం అది నీకు వాళ్ళింట్లో వెంటే వచ్చేవాన్ని మాత్రమే తెలియచేస్తుంది బాబూ, గుప్త పెట్టుకో!

శరత్: మాకు సీమకుప్పట్లు ఎవరెవల్ల ద్వేషం, అనూయలు, పెండుకోవాలి అపవరం లేదు, మే మందరం బాగుండాలనే కోరుకునే వాళ్ళమే నాయనా!

భాస్కర్: తెలుసుకోవయ్యా, మీలాంటివాళ్ళు ఎవరు బాగుండాని కోరుకుంటారో, మీ బాగుకోసం ఎవర్లు ఎలా వాడుకుంటారో! కానీ రోజులు మారాయి, ఎవర్లుతే మీ బాగుకోసం ఇచ్చేట్లా పావులుగా వాడుకున్నారో వాళ్ళంతా కళ్ళు తెరిచారని, పిడికిళ్ళు దిగించి రాజ్యాధికారం కోరుకుంటున్నారనేగా నీ అక్కసంతా గూడాను!

శరత్: అక్కడే నాకు మందేది! మే మెవరమయ్యా బదుగులమ అణగారోక్కీ రాజ్యాధికారాన్ని వారి మంచి లాక్కోదానికి? అయి ఆ బదుగుల మర్య వక్రత ఎక్కడెక్కోందని, అంతా ఇంక తప్పింది, ఏదెక్కోవ వ్యవహారమేగా! వాళ్ళల్లో వాళ్ళే పీఠాల్లా ఒకప్పు కాళ్ళు ఒకళ్ళు పెట్టుకోవే పైకి పాకకుండా ఏక్కింటుంటే?

భాస్కర్: అదే బాబూ నేనూ చెప్పేది, ఆ బదుగులే నేటికీ కళ్ళు తెరిచి రాజ్యాధికారం కోసం ఏకమైతుంటే, మీలాంటివాళ్ళు తగ్గ పిల్లినానా, నీ మన్నావ్ చూడు పీరినిచ్చే చందనతాంబూలంగా రాజ్యాధికారం అంటే అది, అదిగాదే బావనలోనే చేకవ్యాపితంగా బదుగుల మర్యవక్రత, మ్లంకంం ఏదెప్పువారు అని త్రోవాలి!

శరత్: ఓయ్ బాస్కర్ నేనుంటూ బదుగు బలహీనంగా

వ్యవహారయ్యా, నేనే నమ్మి ఎరిగా అర్థం చేసుకోవట్లీయి. నాకు ఈ భారత సమాజం ఎట్ల సంస్కార అవగాహన వుండయ్యా, వాదనల్లో భారత సమాజం అనాది మంచి వృత్తి శ్రామికుల నైపుణ్యంతో ఏరా జిల్లందనే బావిస్తాను, సహజ వృత్తులతో పరిడవిల్లిన సమ సమాజమే భారతగ్రామీణ వ్యవస్థ అనేది నా ప్రగార విశ్వాసం!

భాస్కర్: మరి అలాంటపుడు రాజ్యాధికారం కోసం బదుగు బలహీనులు తాపత్రయంపడుతున్నట్లు వెలకారంగా ఎందుకు మాట్లాడుతున్నావ్?

శరత్: అదే పొరబాటు, నా ఉద్దేశంలో ఈ రేకంలో మూల వాసులైన మ్య, ప్లీ, బీసీ, మైన్యార్లు మొత్తంగా 90% వారు నిజంగా నైతన్యం పొంది పతైక్యమైతే రాజ్యాధికారం పొందడం పెద్ద సమస్య గాదు, దేశ స్వతంత్ర్యాన్ని తిరగరాదుగలరని నా అచంచల విశ్వాసం!

భాస్కర్: అంత ఊకదంపుడు ఎందుకుగానీ, వాస్తవానికోర్కాం, ఇక్కడ విస్సినమెట్ల సమాజం ఒక కులంపై మరొక కులం పెత్తనం, అబయాయిషీ చేస్తున్నంతకాలం, పెంచి పోషిస్తున్నంతకాలం, తక్కువ శాతంగా వున్న అగ్రకులాల వాళ్ళ పెత్తనం చేస్తుంటారు, రాజ్యాధికారాన్ని కేవలం దుజాలు మార్చుకుంటుంటారు సమకల్లీలుగా!

శరత్: అందుకే నేననది బదుగు బలహీనుల్లో స్వప్నాపెరిగారి, 'మనరూపి, మనసీరు, మన వనరులు మనసాలవ మనమే చేసు కుందాం, మనల్ని మనమే పాలించుకుందాం' అనే నైతన్యం పొందాలి.

భాస్కర్: ఇక్కడే గమనించాలిందేదంటే ప్రాంతీకరణ పీడిత బదుగుకులాలకు ప్రాణగండంగా మారి, అగ్రకులం పెత్తం దార్లకు సంబంధిక్య పరమాణ్లమై, బదాపెట్టుబడిదారీ వర్గంగా దూపు రాల్చారు, బహుశకాతి కంపెనీల యజమానులుగా పరిణామం చెందారపుడి.

శరత్: అంతేగాదోయ్ నేటి మన సార్లమెంటోలో 315 మంది కోటీశ్వరులైన ఎంపీలున్నారే, మరి రాజ్యాధికారం నిజంగా ఎవరి దండానో? ఇక బదుగు బలహీనులు వారితో పోటీపడి రాజ్యాధికారం పొందడం సాధ్యమేనంటావో? (అదే అయోగమయంలోకీ చెప్పాం.)