



ఆంధ్రప్రదేశ్ ప్రభుత్వం
Govt. of Andhra Pradesh



బీమా నిర్దేశాలయం
Directorate of Insurance



2/2021

ఈ దిగువ అనుసూచికలో 'బీమాదారుగా' పేర్కొనబడిన ప్రతిపాదకుడు/ప్రతిపాదకురాలు అనుసూచికలో తెలిపిన బీమా ప్రతిపాదనను, ప్రకటనను ఆంధ్రప్రదేశ్ గవర్నరుగారి వద్ద నిక్షేపించి, తగు సంవత్సరము చేసిన సదరు ప్రతిపాదన, ప్రకటన బీమా ఒప్పందమునకు ప్రాతిపదికగా ఉండుటకు అంగీకరించినందున
Whereas the proposer named as the "Insured" in the schedule annexed herelo has deposited with the Governor of Andhra Pradesh a proposal and declaration for assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for the contract for And WHEREAS the Governor has accepted the said proposal and has received the first Premium for an assurance of the amount and on the terms stated in the Schedule ఈ పాలసీ క్రింది అంశములకు సాక్షిభూతమగుచున్నది. ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ డైరెక్టరుకి లేక తత్కాలముందు అతని కర్తవ్యములను నిర్వహించుచున్న అధికారికి లేక, ఇండు నిమిత్తము గవర్నరు గారిచే సక్రమముగా అధికారమీయబడిన ఏ ఇతర అధికారికైనను సదరు అనుసూచికలో నిర్ణయించిన ప్రకారము లేక మరణము వీటిలో ఏది ముందు సంభవించునో అంతవరకు నెలసరి ప్రీమియములు చెల్లించిన యెడల గవర్నరు గారు బీమా మొత్తము, సదరు అనుసూచిక, షరతుల ననుసరించి చెల్లించదగియున్నట్లు సదరు ప్రకారముగా నిరూపించబడిన మీదట దానికి హక్కు కలిగియున్నట్లు సదరు అనుసూచికలో పేర్కొనబడిన వ్యక్తికి లేక వ్యక్తులకు సదరు మొత్తమును చెల్లించుటకు బాధ్యులుగుదురు. Now this policy witnesseth that if the insured shall pay or cause to be paid to the Director, Directorate of Insurance, or the Officer for the time being performing his functions or any other Officer duly authorised by the Governor in this behalf, subsequent monthly premiums as stipulated in the said Schedule, or until his death, whichever shall occur earlier, the Governor shall upon satisfactory proof that the sum assured as become payable, in terms of the said Schedule, be subject and liable to pay the said sum to the person or persons mentioned in the said schedule as entitled thereto: ఐతే పై చెప్పిన ప్రతిపాదనలు గల వివరణ, ప్రకటన, యదార్థమైనవిగాని ఏదల ఒప్పందము చెల్లదని దాని క్రింద బీమాదారు చెల్లించిన పైకము జప్తు చేసుకొనబడవలెనను నిబంధనకు లోబడియు, అనుసూచికలో పేర్కొనబడిన ఏదేని ప్రత్యేక నిబంధనలకు ఈ పాలసీలో భాగముగా ఇక ముందు చేయబడు ఏదేని ఎండార్సుమెంటుకు లోబడియు ఈ ఒప్పందము చేసుకొనదమైనది. BUT HIS / HER contract is made subject to the provision that it shall be void and the payment made by the insured under it shall be confiscated, if the statement contained in the aforesaid proposal and declaration be untrue and subject to the special provisions, if any, stipulated in the schedule and subject to further endorsements, if any, which may be made part of this Policy. ఈ పాలసీ తత్కాలముందు అమలులో వున్న ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళికి లోబడి మంజూరు చేయబడినదని ఇండు మూలముగా ప్రకటించబడునది. AND IT IS HEREBY DECLARED that this policy is granted subject to the Andhra Pradesh Govt. Life Insurance Fund rules in force.

Schedule (అనుసూచి)

పేరు Name	P. HANUMANTHA RAO	పాలసీ నెం. Policy No.	2019190_A
హోదా Desgn.	LECT.	నెలసరి ప్రీమియం Monthly Premium	2,000 A.E.: 51
తండ్రి పేరు Father's Name	P. PUNNAIAH	బీమా మొత్తం Sum Assured	135820
కార్యాలయ చిరునామా Office Address	2202 GENERAL EDUCATION PRL. VISVODYA GOVT. DEGREE COLLEGE VENKATAGIRI -- VENKATAGIRI	బీమా ప్రారంభపు తేదీ Dt. of Commencement of Risk	01/03/2022
	Potti Sriramulu Nellore	చివరి ప్రీమియం తేదీ Dt. of Last Monthly Prem. Due	28/02/2031
		పుట్టిన తేదీ Date of Birth	20/06/1971
		పరిణతి తేదీ Date of Maturity	19/06/2031
ప్రతిపాదన తేదీ Date of Proposal	2022-06-20	నామినీ పేరు మరియు వయస్సు Name of the Nominee & Age	P.Jyothi 45
ప్రకటన తేదీ Dt. Of Declaration	01/03/2022	నామినీ తండ్రి పేరు Father's Name of the Nominee	Venkat Rao
ప్రతిపాదన నెం. Proposal No.	2586251	బంధుత్వము మరియు షాటా Relationship and Share	Wife 100 0

ప్రత్యేక నిబంధనలు : Special Provisions :
బీమా మొత్తము అతనికి ఉప్పుడు చెల్లించదగియుండుటకు, 60 సంవత్సరములు పూర్తియైన మీదట బీమాదారుకు లేక అతను మరణించిన సందర్భములో ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా శాఖ డైరెక్టరు కార్యాలయములో నమోదైవున్న అతనికి సంబంధించిన నామినీకి లేక నామినీలకు అట్టి నామినీలు లేనప్పుడు ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా శాఖ నియమావళిలో పొందుపరచిన ప్రకారము అతని/అమె వారసులకు చెల్లించబడును.
TO WHOM AND WHEN THE SUM ASSURED IS PAYBLE : To the assured on his completing the age of 60 years or in the event of his death, to his valid nominee or nominees registered in the Office of the Directorate of Insurance, Government of Andhra Pradesh and failing such nominees, to his heirs as provided in the A.P.G.L.I. Department Rules.

జిల్లా బీమాధికారి

Attention: Bonds due. Submit proposal forms. No proposal-No Risk covered

Ravi Jayaram
Asst. Director
Dist. Insurance Office
Govt. of Andhra Pradesh
S.P.S.R NELLORE (E. & O.E)

27/06/2022 THE _____ DAY OF _____ 20 _____ FOR AND ON BEHALF OF THE GOVERNOR OF ANDHRA PRADESH

Please visit : www.apgli.ap.gov.in - for all forms and Policy Details

IMPORTANT INFORMATION

ముఖ్య సమాచారము

THE POLICY HOLDER is requested to note the following important provisions of the A.P.G.L.I. DEPARTMENT RULES. Further information can be had from the District Insurance Office concerned.

ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళిలోని ఈ క్రింద ముఖ్య నిబంధనలను దృష్టిలో ఉంచుకొనవలసినదని పాలసీదారును కోరడమైనది. ఇతర వివరములను ఆంధ్రప్రదేశ్ ప్రభుత్వ జిల్లా బీమా కార్యాలయముల నుండి పొందవచ్చును.

1. Submission of proposal form is mandatory in the next month of premium recovery and Correct Policy Number assigned has to be quoted in the monthly schedules to avoid suspense. Policy Number assigned shall be recorded on the first page of the service register for record.
2. Present insurable age is between the age group of 21 and 55.
3. When an Insured official ceases to be in the service of Government before completing the age of 60 years he/she has to choose one of the alternative given below by giving a written request to the Department within 3 months of such cessation failing which he will be deemed to have agreed to surrender his policy.
 - a) To continue to pay the premium due on his policy till the date of last premium due.
 - b) To surrender the policy, or
 - c) To discontinue the payment of premium and accept a paid - up policy for a proportionately reduced sum.
4. A surrendered policy may be reinstated any time before the payment of surrender value at the discretion of the Director provided the policy holder undergoes medical examination at his own expense and pay up all the arrears of premiums, a paid-up policy can be reinstated like wise.
5. A policy holder who has chosen 1 (a) is allowed to pay the premiums monthly, quarterly, half-yearly or yearly, 15 days grace is allowed when the premium is payable monthly and one month's grace when it is payable otherwise.
6. Bonus at the time of claim will be paid to the claimant as per rates declared by the govt. time to time.
7. No assignment to third party is allowed.
8. All policies are exempted from attachment.
9. The policy holders are advised in their own interest to nominate someone under the provisions of the rules of the department, as otherwise unnecessary complications might arise at the time of settlement of claims.
10. Subject to budget provision a loan can be granted to the subscriber @90% of surrender value and declared bonus under rule 45 of APGLI Department Rules.
11. As per Govt order vide Go.Ms. No - 74 Finance (Admn - 2) Dept Dated: 18-6-2015 such loan is recovered along with interest on equated monthly installment (EMI)
12. If payment of premium is discontinued while in service for any reason, the arrears of premium together with interest at the rate earned by the Fund balances shall be paid.

1. ప్రీమియం రికవరీ అయిన తదుపరి నెల తప్పనిసరిగా ప్రతిపాదన పత్రం సమర్పించవలెను. మరియు చందాదారుల ప్రీమియం అనామకు ఖాతాలోనికి వెళ్ళకుండా నివారించుటకు గాను నెలసరి షెడ్యూల్లనందు పాలసీదారుల సరియైన పాలసీ నెంబరు పేర్కొనవలయును. మరియు ఉద్యోగులకు కేటాయించిన పాలసీ నెంబర్లను వారి సర్వీసు రిజిస్టరు మొదటి పేజీలో నమోదు చేయవలయును.
2. ప్రస్తుత బీమా అర్హత వయస్సు 21 సం||ల నుండి 55 సం||ల లోపు.
3. బీమా చేసిన ఉద్యోగి 60 సంవత్సరముల వయస్సు పూర్తి చేయక ముందే ప్రభుత్వ దోహదమును విరమించిన యెడల విరమించిన మూడు నెలలలోగా డైరెక్టరుకు రివీత పూర్వకమైన నోటీసు ద్వారా ఈ క్రింది పద్ధతులలో ఒక దానిని ఎంచుకొని తెలియజేయవలెను. అట్లు చేయని ఎడల అతని పాలసీని అర్పించుటకు అంగీకరించినట్లు భావించబడును.
 - (ఎ) చివరి ప్రీమియం తేదీ వరకు చెల్లించవలెను.
 - (బి) పాలసీని అర్పణ చేయుట లేక
 - (సి) ప్రీమియము చెల్లింపును విరమించి, ఆ దామాషాలో తగ్గించిన మొత్తమునకు చెల్లించిన (పెయిడ్-అప్) పాలసీని స్వీకరించుట.
4. అర్పణ విలువ చెల్లించుటకు ముందు ఎప్పుడైనను డైరెక్టరు వివేచనానుసారము అర్పించిన పాలసీని పునరుద్ధరించ వచ్చును. అయితే పాలసీదారు తన స్వంత ఖర్చుపై వైద్య పరీక్ష చేయించుకొని ప్రీమియము బకాయిలన్నిటిని చెల్లించవలెను. అదే విధముగా చెల్లించిన (పెయిడ్-అప్) పాలసీని కూడా పునరుద్ధరించవచ్చును.
5. 1(ఎ)లో తెలిపిన పద్ధతిని ఎంచుకొన్న పాలసీదారు ప్రీమియములను నెలవారీగా గాని, మూడు నెలలకు, అర్ధ సంవత్సరమునకు లేక సంవత్సరమునకు ఒక్కసారి గాని చెల్లించుటకు అనుమతించబడును. నెలవారీగా చెల్లించవలసిన ప్రీమియమునకు 15 రోజులు గడువు, ఇతర విధమైన ప్రీమియములకు ఒక నెల గడువు ఇవ్వబడును.
6. క్లెయిము సమయమునందు చందదారునికి చెల్లించు బోనస్ ప్రభుత్వముచే నిర్ధారించబడును.
7. మూడవ వానికి అప్పగించుటకు ఏ విధముగాను అనుమతించబడదు.
8. అన్ని పాలసీలు జప్తు నుండి మినహాయించబడినవి.
9. శాఖ నియమావళిలోని నిబంధనల ప్రకారము స్వప్రయోజనము దృష్ట్యా ఎవరో ఒకరిని నామనిర్దిష్టము చేయవలసినదని పాలసీదారులందరికి నలహా ఇవ్వడమైనది. అట్లు చేయని యెడల క్లెయిములను పరిష్కరించు సమయమున అనవసరమైన చిక్కులు ఏర్పడవచ్చును.
10. ఆం.ప్ర.ప్ర.జీ.బీ. శాఖ నియమావళిలోని 45వ నిబంధనల క్రింద బడ్జెటు కేటాయింపుకు లోబడి చందాదారులకు పాలసీల అర్పణ విలువలో 90శాతము ప్రకటించిన బోనస్ తో రుణము మంజూరు చేయబడును.
11. ప్రభుత్వ ఉత్తర్వుల సంఖ్య 74 ఆర్డీక (పరిపాలన -2) శాఖ, తేదీ 18-6-2015 ప్రకారము అట్టి ఋణము, దానిపై వడ్డీతో సహా సమాన నెలసరి వాయిదాలలో రికవరీ చేయబడును.
12. ఏదైన కారణము చేత ప్రీమియం తగ్గింపు చేయని పక్షములో, బకాయి పడిన ప్రీమియంలను బీమానిధిపై పొంది వడ్డీరేటుతో చెల్లించవలసి ఉంటుంది.



EMPLOYEES HEALTH SCHEME (GOVERNMENT OF ANDHRA PRADESH)



HEALTH CARD

CE0007444/01

: PAVULURI HANUMANTHARAO

: Male

: 20/06/1971

: Self

: B+ve

: 0756583

: Commissioner Collegiate Institutions



Department

Employee/Pensioner ID No.

Blood Group

Relation

D.O.B / Age

Gender

Name

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GOVERNMENT OF ANDHRA PRADESH

Health Card No : CE0007444/01

House/Door No : 12-740

Address : ARUNODAYA NAGAR

Village : PERNAMITTA

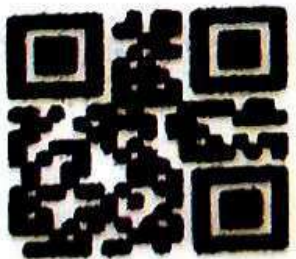
Mandal : S.N.PADU

District : PRAKASAM

MobileNo : 9963511193

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CHIEF EXECUTIVE OFFICER
Dr YSR ANCT

Andhra Pradesh Leave Rules, 1933

- A.P.Leave Rules came into existence w.e.f 4.10.1933.
- These Leave Rules are applicable to all employees working in the Govt. Offices/Institutions/Societies and Local Bodies including employees workings in the Vacation department.
- The Govt. Servant should specify his clear address in his leave application (FR – 74)

- Leave cannot be claimed as a right. (Prior permission must be obtained. The leave should be properly sanctioned, proper relief and proper handover of charge)
- Cannot be compelled to take leave against the wishes of Govt. Servant. (FR 67)
- will full absence from duty may be treated as dies-non. (FR-18)
- Nature of leave sanctioned cannot be altered by the sanctioning authority.
- Recall from leave and Preponement of leave. (FR - 70, Rule 76 of AP TA Rules and FR - 72)
- No employment should be undertaken by the Govt. Servant during leave. (FR - 69)

- Public Holidays are allowed to be suffixed and prefixed to the leave applied.
(Govt.Memo.No 865/1210/FR-1, Dt.25.9.81)
- Local holidays are not allowed to be suffixed or prefixed to the leave application.(FR-68)
- No leave should be sanctioned to the Govt. Servant when disciplinary authority has decided to dismiss, remove or compulsory retire from service and leave also shall not sanctioned to a suspended employee. (FR 55 and 74)

A Govt. Servant shall be deemed to have resigned from service if he/her:

1. If absent without authorization for a period exceeding 'one year'.

2. Remaining absent from duty for a continuous period exceeding (5) Years without or with leave.
3. Continuous on foreign service beyond approved by the Govt. (FR-18(a) and 5(a) and(b) of leave rules)

The following are the duty periods:

- 1) Casual Leave and Optional Holiday,
- 2) Public Holidays,
- 3) Prefix or suffix to the leave period,
- 4) Vacation Period,
- 5) Foreign Service,
- 6) Joining Time,
- 7) Sanctioned leave,
- 8) Compulsory wait and
- 9) Date of Death. (Rule-4(a) & AP Revised Pension Rules ,1980)

1. Casual Leave and Optional Holiday

- Included in Annexure – VI of FR
- Maximum availment in calendar year (15 days, if not availed lapse.
- Period availment should not exceed (10) days, including prefix and suffix.
- For temporary employees sanction depends upon the discretion of the sanctioning authority.
- Grant of half day casual leave either FN or AN allowed.
(G.O.Ms.No.112 Fin. Dt.3.6.1966)
- (5) days addl. Casual Leave for women teachers.
(G.O.Ms.No.374 GAD, Dt.16.3.1996 and Govt. Memo.No.2334 GA (SWD) Dept, Dt.2.5.2011)
- Similar facility extended to women Jr. Lectures.
(G.O.Rt.No.3 Higher Edu. (E1) Dept, Dt.5.1.2011.)
- (5) Optional Holidays can be utilized in a calendar year from the given list.

2. Compensatory Casual Leave

- CCL can be sanctioned in lieu of working Public Holidays.
- Maximum accumulation 7 days (10) days can be availed in a calendar year.
- CCL should be utilized within (6) months from the date of leave credit. (G.O.Ms.No.35, GAD Dt.16.11.1981)

3. Spl. Casual Leave

Occasion

No. of days Leave

1. Donation of Blood -- (2)days. One day on the date of donation. Another Spl. CL to be utilised with in six months.
(G.O.No.137, Dt.23.2.84.)

2. Summons to give witness in a court In which his private interest is not Issue. attendance -- As per attendance Certificate.

For Family Planning Operations

1. Male – Vasectomy -- (6) working days
(G.O.Ms.No.607, Dt.12.11.91)
2. Female-Tubectomy (1st & 2nd) -- (14) working days
(G.O.Ms.No.124 F&P, Dt.13.4.1982)
3. Male for Tubectomy of wife (1st & 2nd) -- (7) days
4. Incerption of contraceptives -- 1 day
5. Recanalisation (Both) -- 21 days
6. Hysterectomy Operation -- 45 days
(G.O.Ms.No.52, Dt.1.4.2011)
- 7.Spl.casual Leave for Teachers -- 7 days
(G.O. Ms.No.47, Dt.19.2.1965)

Sports

1. For participating in sporting events -- 30 days

If (30) days exceeds treated as regular leave.

2. Principal Office bearers of recognized service
Associations -- 21 days

3. To participate in Rallies, Camps etc.,
Organized by AP Bharat Scouts and Guides -- 10 days

4. Elected President and Secretary of National
Sports Bodies -- 15 days

5. AP Secretariat Cultural Association Members
For dramas . -- 6 days

6. Members of Institutions Engineers:

a) For attending annual Meeting at Hyderabad -- 7 days

b) For attending annual convention to any part -- 10 days
of the country.

4. Earned Leave

Rules 8, 10, 17 and 20

- All Temporary and Permanent Govt. Employees are eligible for Earned Leave.
- Earned leave is earned for duty and leave also except EOL.
- Advance credit for Permanent Govt. Employees (15) days on 1st Jan and 1st July, Total (30) days and for Temporary Govt. employees (8) days on 1st Jan and 1st July Total (16) days.
- Those who are retire in the in the middle of the spell 2 ½ days credits should be given for each Month. In respect of temporary (1) day per month for 1st (2) months, (2) days for 3rd month and so on should be given.

- The credit afforded should be reduced by 1/10 of the period of dies-non or EOL if any in the previous half year.
(As per G.O.Ms.No.384 Fin Dept, Dt.5.11.77)

EL credit for Vacation Department

- Vacation department means a department where vacation exceeds (15) days such as School, Colleges and Judiciary Dept. (FR - 82)
- Advance credit for Permanent employees (3) days on 1st Jan and 1st July, Total (6) days and for Temporary Govt. Employees (2) days on 1st Jan and 1st July Total (4) days.

- If the vacation is not availed, Addl. EL will be credited to leave account. If the vacation is availed below (15) days total leave will be credited to his account.
(FR-82(B)).

27 x Vacation availed leaves

Total leaves

- Either on the day of vacation starts or on the days of vacation close, the Govt. Servant should be on duty. If not the vacation period will be treated as regular leave.
- Vacation can be availed in combination of any kind of leave that should not exceed 180 days.
- The maximum accumulation of EL has been further enhanced from 240 to 300 days w.e.f. 16.9.2005 vide **G.O.Ms.No.232 Fin.(FR.I)Dept.Dt.16.9.2005**. For Temp. Employees maximum accumulation (30) days.

- The maximum E.L can be granted at a time only (120) 180 days as per **G.O.Ms.No.153 Fin (FR.I) Dept Dt.4.5.2010 and Rule 10 and 17(2)**.For Probationers – 120 days (**Rule - 22**)and Temp employees (30) days (**Rule-24**).
- Addl. Credit of EL(30) days in (2) installments 15 days each to the police personnel of the rank of Inspector and below as **per G.O.Ms.No.187 F & P Dt.29.6.79, G.O.NMs.No.323 F & P Dt.11.11.80 and G.O.Ms.No.355F & P Dt.17.2.1980.**

Recasting of Leave (Rule 20)

- Leave has to be recast from the date of regularization after declaration of probation period.
- The leave availed during the period remains the same , only leave balance will increase.

- The addl. credit consequent of recasting of leave shall be availed later date.

Surrender of Earned Leave

- Introduced from 13.8.1969.
- The Govt. Employee can surrender EL (30) days maximum and can received cash value in lieu of the leave so surrendered.
- Leave sanctioning authority is the competent authority to sanction SL.
- Validity for SL proceedings is (90) days from the date of sanction. (Govt.Memo.No.27/423/A2/FR-I/97-1, Dt18.8.97.)
- There should an interval of 24 months gap between one surrender to another to surrender (30) days and 12 months for 15 days. For Temp. Employees 24months for surrender (15) days EL.

- Govt. permits employees who have balance more than 285 days of EL as on 30th June, can surrender EL without waiting for completion of (12) months. The above instruction continued from 2011-12 onwards.

(Govt.Memo.No.14787-C/278/FR-1/2011, Dt. 22.6.2011).

- In the cases where date of sanction of SL is on 1st Jan and 1st July, debit has to be made 1st and credit entry later.

5.Half Pay Leave

- Every Permanent Govt. Employee earns (20) days of HPL for ever completed year of service including EOL and there should be no limit for max. accumulation.(Rule – 13(a), 18(a) and 23(1))

- Grant of HPL either on medical certificate or Private affair. No limit for sanction of HPL (Rule – 11)

- During HPL a Govt. Employee is entitled to half-pay + Half DA only irrespective of scale of Pay. HRA/CCA full up to (180) days.
(Govt. Memo.No.14568/-A/63/PC1/2010, Dt.31.1.2011).
- Temp. Employees are not eligible.

HPL on full Pay

- HPL on full pay can be granted to a Permanent Govt. Servant for (6) months who are suffering from Heart diseases, Cancer, Mental illness and Renal failure (Kidney). If HPL balance is not available in his account this facility should not be availed.
(G.O.Ms.No.268 F & P (FW FR-1) Dept., Dt. 28.10.1991.)

Leave not due (Rule – 15 C and 18 – C)

- Leave not due can be sanctioned and debited to HPL account to a Permanent Govt. Employee when there is no balance in EL/HPL account and should be adjusted by later accumulation of HPL.
- To be granted on medical grounds only.
- Max. limit for availment period is (180) days during entire service.
- While sanctioning leave not due left over service should be taken into account.
- Temp. Employees are not eligible.
- If resigned or Voluntarily retired after availing leave, before adjustment of minus balance, salary paid should be recovered. If compulsory retirement due to medical illness and incapacitating from service, then dies no recovery.

6. Commuted Leave

- To be granted on medical certificate.
- Availment limited to (240) days during entire service.
- Twice the no of HPLs debited to HPL account.
- EL + Commuted Leave can be combined with shall not exceed (180) days. (Rule – 15B)
- Commuted leave cannot be granted on private affair.

7. Extra Ordinary Leave

- May be granted to a Permanent Govt. Employee in Spl. circumstances.
- EOL can be granted when no other leave admissible to him but it can also be granted other leave being admissible . (Rule – 16(ii) and 19)
- On request by the Govt. Servant in writing.

- For Temp. Govt. Servants EOL shall be not exceed (3) months.
- If completed 3 years of service (6) months on medical grounds.
- For under going Leprosy treatment – 18 months.
- For treatment of cancer and mental illness – (12) months. For prosecuting higher studies in Public interest after completion of (3)years of service –(24) months.**(Rule 23(a)).**
- EOL above (36) months is non-qualifying service for pension.
- EOL on medical grounds counts for pension.
(Rule 21 of AP Revised Pension Rules-1980)

As per G.O.Ms.No:155: Fin (FR – i) Dept.,Dt:4-5-2010

- Ex-Gratia Allowance to Government Employees on EOL for treatment for Leprosy/TB/Cancer mental illness /Heart Deceases/Kidney failure

- **(Non Gazetted Officers)**

Pay not exceeding Rs 11,860/- an ex-gratia allowance equal to half of his Pay subject to a Min of Rs 5770/- and Max of Rs 7490/- per month. Whose drawing pay in R.P.S.2010.

Class IV Employees

- Ex-gratia allowance equal to half of his pay subject to a Min of Rs 4295/- and Max of Rs 6430/- per month. (whose drawing pay in revised pay scales 2010)
- HPL Encashment at the time of Retirement as per GO Ms No.154/Fin FR I Dept(Dt 4.05.2010)

FORMULA

- (c) Cash payment of Half pay leave component = HPL Pay admissible on date of Retirement + DA admissible on the dt.30XNo of days of HPL at credit subject to the total of EL and HPL at credit not exceeding 300 days.

8.Special Disability Leave (Rule – 83)

- Govt. is competent to sanction leave.
- The leave in no case shall not exceed (24) months in the entire services
- For Gazetted Officers certificate by Medical Boards and in the case of NGOs Civil Surgeon is necessary.
- For 1st 180 days full pay is given and for the remaining period half pay.
- It may be granted more than once.
- It may be granted to sustain injuries and road accidents while proceeding on official duty from office to another office or Court or a work spot on the field. But not road accident while going to office from residence and vice versa. **(G.O.Ms.No.133 F & P Dt.10.6.1981)**
- Leave shall not debited against the leave account.

9. Hospital Leave

(FR 101 (b))

- Temporary Govt. servants are not eligible.
- All employees specified in SR 2 under FR 101 (b) are eligible for hospital leave (Risk born duties).
- The employee will draw half pay leave salary.
- Should not exceed (6) months in every 3 years of service.

10. Study Leave

(FR - 84)

- Leave is granted by Govt. only.
- Not to be granted to NGOs.
- For the study of Scientific, Technical and similar programmes, it should serve public interest.
(2) years in the entire service.
- Leave shall not be debited against the leave account.
- The employee will draw half pay leave salary.

11. Maternity Leave

(FR – 101 (a))

- Admissible to married female Govt. Servants less than (2) living children for a period not exceeding 180 days for each confinement.

(G.O.Ms.No.152 Fin (FR I)Dept Dt.4.5.2010.)

- In case of miscarriage – (6) weeks
- The leave application should be supported by medical certificate.
- This leave can be combined with any kind of leave with support of medical certificate.
- HOD is competent to grant leave.
- Of the leave falls during vacation, the leave and vacation put together should not exceed (180) days.

(G.O.No.152 Fin (FR_I) Dt.4.5.2010)

Maternity Leave to Contract/Outsourcing Employees

- (180) days paid maternity paid leave sanctioned to Contract/Outsourcing Women employees for the 1st two deliveries w.e.f. 1.4.2019.

(G.O.Ms.No.17 Fin.(HR.I – Plg & Policy Dept, Dt.31.1.2019).

- Leave shall not debited against the leave account.

12. Child Care leave

(G.O.Ms.No.132 Fin HR-IV-FR Dept., Dt.6.7.2016)

- 2 months (3) spells below 18 Years
(Disable children up to 22 Years) can be sanctioned.

13. Perternity Leave

- Married male Govt. Servants are eligible with less than two living children.
(G.O.Ms.No.231, Fin (FR.I) Dept., Dt.16.9.2005)
- Can be availed (15) days at the time of delivery or after six months from the date of delivery.
- Leave sanctioning authority is the competent authority.

14. Leave for Employment in Abroad

- Permanent Govt. Servant who desires to work at abroad is eligible for (5) years EOL with prior permission of Govt. on employment proof.
- If not joined after completion of leave that can be treated as cease the employment. (G.O.Ms.No.756 Fin (FR I) Dept., Dt.7.8.20)
- There should be no disciplinary proceedings and there should be no dues to Govt.

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

PUBLIC SERVICES - STATE SERVICES - Andhra Pradesh Collegiate
Education Services Special Rules - Issued.

HIGHER EDUCATION (CE.I-1) DEPARTMENT

G.O.Ms.No. 47

Dated: 14.05.2007.

Read the following:-

1. From One Man Commission (SPF Services) General Administration Department, Lr. No. 380/OMC/(SPF.Ser)/90-1, dt:20.09.1990.
2. From the Director of Collegiate Education, A.P., Hyderabad, D.O.Lr. No. 1650/Ser.I-1/2000, dated: 26.10.2002.
3. From the Secretary (I/C), A.P. College Service Commission, Hyderabad Lr. No. 428/RR/2007, dated: 0,05.2007.

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ORDER: -

The following notification shall 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 the Governor or Andhra Pradesh Collegiate Education Service in supersession of the Special and Adhoc Rules issued in the following G.Os from time to time, so far as they relate to the posts included in these Special Rules:

1. G.O.Ms.No. 259, G.A. (Rules) Department, dt:9.2.1962
2. G.O.Ms.No.258, Education dt:20,1.1971
3. G.O.Ms.No. 531, Education, dt:7.4.1975
4. G.O.Ms.No. 1196, Education, dt:27.12.1977
5. G.O.Ms.No.423, Education, dt:19.4.1979
6. G.O.Ms.No.843, Education, dt:19.9.1979
7. G.O.Ms.No.939, Education, dt:22.10.1979
8. G.O.Ms.No.399, Education, dt:21.5.1980
9. G.O.Ms.No.77, Education, dt:28.1.1981
10. G.O.Ms.No.1259, Education, dt:6.11.1981
11. G.O.Ms.No.491, Education, dt:16.11.1984
12. G.O.Ms.No.50, Education, dt:26.1.1986
13. G.O.Ms.No.158, Education, dt:10.6.1987
14. G.O.Ms.No.340, Education, dt:10.6.1987
15. G.O.Ms.No.131, Education, dt:29.5.1990
16. G.O.Ms.No.378, Education, dt:21.11.1991
17. G.O.Ms.No.37, Education, dt:5.2.1994

(P.T.O)

A.P.COLLEGIATE EDUCATION SERVICE RULES

1. Short Title

- i) These Rules may be called the Andhra Pradesh Collegiate Education Service Rules
- ii) they shall not be applicable to the teaching and non-teaching staff of Private Aided Colleges taken over by Government after 1982. In respect of teaching and non-teaching staff of Private Aided Colleges taken over by Government after 1982, separate rules shall be issued in accordance with the provisions of the Andhra Pradesh Education Act, 1982.

2. CONSTITUTION

The service shall consist of the following categories of posts.

Class A:

Category 1.	Director
Category 2.	Joint Director (H.0)/Regional Joint Director

Class B:

Category 1.	Principal, Government Degree College
Category 2.	Lecturer, Government Degree College

Class C:

Category 1.	Principal, Government Oriental College
Category 2.	Lecturer, Government Oriental College

Class D:

Category 1.

Class E:

Librarian

Category 1.

Class F:

Physical Director

Category 1.	Deputy Director
Category 2.	Assistant Director
Category 3.	Chief Auditor
Category 4.	Administrative Officer

Note:The Joint Director (H.0) promoted from the category of Principal will be inter-changeable with that of Regional Joint Director but a Joint Director (H.0) promoted from the category of Deputy Director will not be so inter-changeable.

3. Method of appointment and appointing authority:

Subject to the other provisions in these rules, the method of appointment and appointing authority for the several classes and categories of posts shall be as follows:

<u>Class & Category</u> (1)	<u>Method of Appointment</u> (2)	<u>Appointing Authority</u> (3)
<u>CLASS - A</u>		
1. Director	By promotion from Category 2 of Class A	Government
2. Joint Director (Head Office)	i) By promotion from Category 1 of Class B OR ii) By promotion from Category 1 of Class F	Government
Regional Joint Director	i) By promotion from Category 1 of Class B	Government
<u>Class - B</u>		
1. Principal, Government Degree College	i) By promotion from category 2 of Class B	Commissioner / Director of Collegiate Education.
2. Lecturer, Government College	i) Direct Recruitment ii) By recruitment by transfer from Junior Lecturer in the related subject in the Department of Intermediate Education.	Commissioner / Director of Collegiate Education. Commissioner / Director of Collegiate Education.
<u>Class - C</u>		
1. Principal, Government Oriental College	By promotion from Category 2 of Class C	Commissioner / Director of Collegiate Education.
2. Lecturer, Govt. Oriental College	i) By Direct Recruitment ii) By recruitment by transfer from Junior Lecturers in Sanskrit working in the Department of Intermediate Education	Commissioner / Director of Collegiate Education. Commissioner / Director of Collegiate Education.
<u>Class-D</u>		
1. Librarian	i) By Direct Recruitment ii) Recruitment by transfer from Graduate Librarian working in the Department of Intermediate Education	Commissioner / Director of Collegiate Education. Commissioner / Director of Collegiate Education.

Class E		
1. Physical Director	i) By Direct Recruitment	Commissioner / Director of Collegiate Education.
	ii) Recruitment by transfer from Physical Director working in the Department of Intermediate Education	Commissioner / Director of Collegiate Education.
Class - F		
1. Deputy Director	By promotion / transfer of Assistant Directors and Chief Auditors (Gazetted) working in the O/o in the Office of the Commissioner / Director of Collegiate Education and Administrative Officers in the muffasils.	Commissioner / Director of Collegiate Education.
2. Assistant Director	By recruitment by transfer from Superintendents and Auditors in the Office of the Commissioner / Director of Collegiate Education and Superintendents and Auditors in the offices of the Regional Joint Directors of Collegiate Education.	Commissioner / Director of Collegiate Education.
3. Chief Auditor	By recruitment by transfer from Superintendents and Auditors in the Office of the Commissioner / Director of Collegiate Education.	Commissioner / Director of Collegiate Education.
4. Administrative Officer	By recruitment by transfer from Superintendents / Auditors working in the Office of the Commissioner / Director of Collegiate Education and Superintendent working in the Offices of the Regional Director of Collegiate Education I Government Degree Colleges.	Commissioner I Director of Collegiate Education.

Note:

1. Promotion to the Post of Joint Directors in the Office of the Commissioner/Director of Collegiate Education, Andhra Pradesh, Hyderabad shall be made from the cadre of Principals of Government Degree Colleges and Deputy Directors working in the Office of the Commissioner/Director of Collegiate Education, Andhra Pradesh, Hyderabad, in the ratio of 1 : 1.

2. The post of Deputy Director in the O/o the CCE/DCE shall be filled up by promotion/transfer of Asst. Directors and Chief Auditor (Gazetted) working in the O/o the CCE/DCE and Administrative Officers in the ratio of 3 : 7. In a unit of (10) vacancies, the 1st, 4th and 7th vacancies shall be filled up from a combined cadre of Assistant Directors and Chief Auditor (G), while the remaining vacancies shall be filled up with Administrative Officers.
3. The post of Administrative Officer shall be filled up by recruitment by transfer of Superintendents and Auditors in the office of the Commissioner / Director of Collegiate Education and Superintendents working in the Offices of the Regional Joint Directors of Collegiate Education / Government Degree College and in a unit of 3 vacancies, the 2nd shall be filled by the Superintendents / Auditors working in the office of the Commissioner / Director of Collegiate Education and the 1st and 3rd vacancies shall be filled in by the Superintendents working in the offices of Regional Joint Directors of Collegiate Education / Government Degree Colleges.
4. The persons working as Assistant Lecturers, Tutors and Demonstrators and junior Lecturers who were allowed the Pay Scale of Rs. 700-1600 of Lecturers in the Revised Pay Scales of 1976, by virtue of the orders issued in G.O.Ms.No. 1072, Education dt.26th November, 1976 as amended in G.O.Ms.No. 719, Education, dt.03.07.1978 read with G.O.Ms.No. 423, Education, / G.O.Ms.No. 37, dt.19.04.1979 shall be deemed to have become Lecturers w.e.f. 01.04.1976 or on completion of the prescribed period of service, as the case may be.
5. The posts of Lecturer in Category 2 of Class B, in a particular subject or language in a Zone, shall be regarded as constituting one unit and out of every 4 vacancies in such unit, 2nd vacancy shall be filled by recruitment by transfer from among Junior Lecturers possessing the requisite qualification.
6. The posts of Lecturers in the subjects under restructured courses like Computer Sciences, Computer Applications, Biotechnology, Genetics, Tourism and Travel Management, Medical Lab Technician, Dairying etc., and in any other subject where no Junior Lecturer in the same subjects is available in Government Junior College, such posts shall be filled by direct recruitment only.
7. The persons working as Assistant Lecturers in Sanskrit and Junior Lecturers in Sanskrit who were allowed the Pay Scales of Rs. 700-1600 of Lecturers in the Revised Pay Scales of 1976, by virtue of the orders issued in G.O.Ms.No. 1072, Education, dt.26th November, 1976 as amended in G.O.Ms.No. 719, Education, dt. 03.07.1978 read with G.O.Ms.No. 23, Edn., dt.19.04.1979 shall be deemed to have become Lecturers w.e.f. 01.04.1976 or on completion of the prescribed period of service, as the case may be.
8. The posts of Lecturers in Category 2 of class C, in a particular subject or language in a Zone, shall be regarded as constituting one unit and out of every 4 vacancies in such unit, 2nd vacancy shall be filled up by direct recruitment and 1st, 3rd and 4th vacancies shall be filled by recruitment by transfer from among Junior Lecturers who acquired NET / SLET. If any vacancy is unfilled due to non-availability of suitable Junior Lecturer with NET/SLET qualification, such vacancy shall be filled up by direct recruitment.
9. In making appointments to the posts of Librarians, out of 4 vacancies, 2nd vacancy shall be filled by direct recruitment and the 1st, 3rd and 4th vacancies shall be filled by recruitment by transfer from the Graduate Librarian working in Government Junior Colleges in Intermediate Education Department. If any vacancy is unfilled due to non-availability of suitable Graduate Librarian with prescribed qualifications, such vacancy shall be filled up by direct recruitment.

10. In making appointments to the posts of Physical Directors, out of 4 vacancies, 2' vacancy shall be filled up by direct recruitment and the 1st, 1st and 1st vacancies by recruitment by transfer from among the Physical Director working in Government Junior Colleges in Intermediate Education Department. If any vacancy is unfilled due to non-availability of suitable Physical Director with prescribed qualifications, such vacancy shall be filled up by direct recruitment.

4. Conditions of Appointment

- (i) Promotion to every post in the service shall be made on the grounds of seniority-cum-merit.
- (ii) In respect of teaching and non-teaching staff of private aided colleges taken over by the Government prior to 27.01.1982, the following procedure will be followed for absorption and seniority in Government.
- la) In respect of teaching staff other than Principal and non-teaching staff, 50% weightage will be give for the past aided service rendered under the private management.
- b) In respect of Principals, the aided service rendered by them as Lecturers will be given 50% weightage for absorption and seniority in the cadre of Principals only if he/she has completed 15 years of aided service as Lecturer on the date of absorption into Government Service. In case he/she has not completed 15 years of service, his/her absorption and seniority as Principal in Government service will be counted from the date he completes 15 years of total service in both aided and Government.

5. Reservation of Appointments

- (a) The Rule of Special Representation in General Rule 22 shall apply to all the appointments to be made by Direct Recruitment to the posts in this service.
- (b) In the matter of Direct Recruitment to any post in this service women shall be selected to an extent of at least 33 1/3% of the posts in each category of Open Competition, Backward Classes, Scheduled Castes, Scheduled Tribes and Physically Handicapped quota provided.

6. Age:

No person shall be eligible for appointment by direct recruitment to any post in the service if he has completed 33 years of age on the 1st day of July of the year in which notification for the selection is made (as per G.O.Ms.No. 336, GA (Ser.A) Dept., dt.30.7.2002. Relaxation of age in respect of SC/ST/BCs shall be provided as per Government rules prescribed in the Andhra Pradesh State and Subordinate Service Rules.

7. Minimum Service for promotion:

No member of the service shall be eligible for promotion to the next higher category of post or appointment by transfer unless he has put in 3 years of service in the category from which promotion or appointment by transfer is made.

8. Qualifications.

No person shall be eligible for appointment to the category of post in the class specified in column (1) of the Annexure to these rules by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entry in column 3 thereof.

9. Probation.

- (a) Every person appointed by direct recruitment to any post in the service shall from the date on which he commences probation, be on probation for a period of 2 years on duty within a continuous period of 3 years.
- (b) Every person appointed by transfer or by promotion shall, from the date on which he commences probation, be on probation for a total period of one year on duty within a continuous period of 2 years.
- (c) The suspension, termination or extension of probation of a probationer shall be governed by the provisions of Rule 17 of A.P. State Et Subordinate Service Rules, 1996.

10. Tests:

A member of service shall pass the following Test / Tests for the purpose of promotion or for appointment by transfer or completion of probation as the case may be.

TABLE

Member of service (1)	Tests (2)	Purpose (3)
i) Lecturer in Government Degree College	Accounts Test for Executive Officers	For promotion as Principal of Government Degree College.
ii) Lecturer in Government Degree College appointed by Recruitment or Recruitment by transfer from category of Junior Lecturer in Government Junior College.	i) Special Language Test for Officers in Education Department (Higher Standard in Telugu)	For completion of probation.
iii) Lecturer in Government Oriental Colleges	Accounts Test for Executive Officers	For promotion as Principal of Government Oriental Degree College
iv) Lecturer in Government Oriental Colleges appointed by Direct Recruitment or recruitment by transfer from the category of Junior Lecturers in Sanskrit in Government Junior College.	i) Special Language Test for Officers in Education Department (Higher Standard in Telugu)	For completion of probation

v) Assistant Director! Chief Auditor / Administrative Officer.	Accounts Subordinate Part I and II	Test for Officers	For promotion as Deputy Director
vi) Superintendent Auditor	Accounts Subordinate Part I and II	Test for Officers	For appointment by transfer as Assistant Director / Chief Auditor / Administrative Officer.

Explanations:

- 1) In the cases of persons appointed by direct recruitment they shall pass the test prescribed within the period of probation and in case of persons for appointment by promotion/transfer, the passing of tests is prerequisite.
- 2) A person who has studied and passed Telugu as a subject either as second language or as a group subject at Intermediate Level shall be deemed to have been exempted from passing the Special Language Test for Officers in Education Department (Higher Standard in Telugu)

11. Unit of appointment:

For the purposes of recruitment, appointment, seniority, promotion, transfer and appointment as a full member, the units of appointment for the posts indicated in column (1) of the table below shall be a zone as specified in Column (2) thereof:

<u>Posts</u> (1)	<u>Unit of appointment</u> (2)
I) 1) Regional Joint Director	

- 2) Principals in Government Degree Colleges
- 3) Principals in Government Oriental Colleges
- 4) Administrative Officers in the Offices of Regional Joint Directors of Collegiate Education and Government Degree Colleges.
- II)
- 1) Lecturer in Government Degree College
- 2) Lecturer in Government Oriental College.
- 3) Librarian in Government Degree College
- 4) Physical Director in Government Degree College
- State wide post
- Zone-I:
Comprising Srikakulam, Vizianagaram and Visakhapatnam Districts
- Zone-II:
Comprising East-Godavari, West-Godavari and Krishna Districts
- Zone-III:
Comprising Guntur, Prakasam and Nellore Districts
- Zone-IV:
Comprising Chittoor, Cuddapah, Anantapur and Kurnool Districts
- Zone-V:
Comprising Adilabad, Karimnagar, Warangal and Khammam Districts
- Zone-VI:
Comprising Nizamabad, Medak, Mahabubnagar, Nalgonda and Ranga Reddy and Hyderabad districts, excluding City of Hyderabad
- City cadre:
Comprising the City of Hyderabad
-

12. Training.

Every persons promoted from Category-2 of Class-B to Category 1 of Class B and from category 2 of Class C to Category 1 of Class C shall undergo administrative training that may be prescribed by the Government.

ANNEXURE
(See Rule 8)

Class and Category of post	Method of Appointment	Educational Qualification
(1)	(2)	(3)
Class A Category 2 Joint Director/	Regional Joint Director By promotion	3 years of service in the cadre of Principal of Government Degree College / Deputy Director
Class B Category 1 Principal, Government Degree College	By promotion	<p>i) Must possessa Master's Degree with a minimum of 55% ofmarks or its equivalent degree or grade of B in the 7 points scale with letter grades 0,A,B,C,D,E & F, obtained from the Universities recognized in India.</p> <p>ii) Must possess Ph.D or equivalent qualification</p> <p>iii) An experience of of teaching as a Lecturer in Government Degree College.</p> <p>Note:</p> <p>(a) Persons who were appointed as Lecturers on or before 01.01.86 are exempted from possessing the qualification at item (ii) above.</p> <p>(b) They are also exempted from possessing minimum of 55% of marks in Masters Degree. However, the percentage of marks should not be less than 50% marks in the relevant subject.</p>
Class B Category 2 Lecturer, Government Degree College	i) By Direct Recruitment	<p>i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades Q A B C D E & F at the master's Degree level, in the relevant subject, obtained from the Universities recognized in India.</p> <p>ii) Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC, CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>

	ii) Recruitment by transfer from Junior Lecturers in the relevant subject working in Government Junior College	<p>i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E or F at the Master's Degree level, obtained from the Universities recognized in India.</p> <p>ii) Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC, CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>
Class C Category 1 Principal, Government Oriental College	By promotion	<p>i) Must possess a Master's Degree with 55% and above or its equivalent degree or grade of B in the 7 point scale with letter grades 0, A,B,C,D,E & F, obtained from the Universities recognized in India.</p> <p>ii) Must possess Ph.D or equivalent qualification.</p> <p>iii) An experience of 15 years of teaching as a Lecturer in Government Oriental College.</p> <p>Note: (a) Persons who were appointed as Lecturers on or before 01.01.86 are exempted from possessing the qualification at item (ii) above. (b) They are also exempted from possessing minimum of 55% of marks in Masters Degree. However, the percentage of marks should not be less than 50% marks in the relevant subject.</p>
Class C Category 2 Lecturer, Government Oriental College	i) Direct Recruitment	<p>i) Good academic record with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E or F at the Master's Degree level, in the relevant subject, obtained from the Universities recognized in India.</p> <p>ii) They should have passed National Eligibility Test (NET) for Lecturers conducted by UGC,</p>

<p>ii) Should have passed National Eligibility Test (NET) for lecturers conducted by UGC, CSIR, or similar tests accredited by APPSC.</p>	<p>ii) Recruitment by transfer from Junior Lecturer in the subject working in Government Junior College.</p> <p>i) Direct Recruitment</p>	<p>CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p> <p>i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E Et F at the Mater's Degree Level, in the relevant subject, obtained from the Universities recognized in India.</p> <p>(NET) for lecturers conducted by the UGC or SLET conducted by</p> <p>i) Good academic record with a Master's Degree in Library Science with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E Et F or equivalent Degree, obtained from the Universities recognized in India.</p>
<p>Class-D Category Librarian</p>	<p>i) Recruitment by transfer</p>	<p>ii) Should have passed National Eligibility Test (NET) conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p> <p>i) Good academic record in Master or Library Science with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades, O, A, B. C, D, E Et F or an equivalent degree from an Indian University.</p> <p>ii) Should have passed National Eligibility Test (NET) conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>

<p>Category 3 Chief Auditor</p>	<p>By recruitment by transfer</p>	<p>Must possess a Bachelor Degree in Arts or Science or Commerce of any University in India established or incorporated by or under a State Act, Central Act, Provincial Act or an Institution recognized by the UGC or any other equivalent qualification</p> <p>Experience for a period of 3 years as Superintendent / Auditor in the Office of the Commissioner of Collegiate Education</p> <p>Must have 3 years of experience as Auditor in the Collegiate Education Department</p>
<p>Category 4 Administrative Officer</p>	<p>By recruitment by transfer</p>	<p>Must possess a Bachelor Degree in Arts or Science or Commerce of any University in India established or incorporated by or under a State Act, Central Act, Provincial Act or an Institution recognized by the UGC or any other equivalent qualification</p> <p>Experience for a period of 3 years as Superintendent / Auditor in the Office of the Commissioner of Collegiate Education.</p>

NOTE:

- 1) The minimum qualification for the post of Lecturer in the newly started subjects under restructured courses in Government Degree Colleges shall be as prescribed by the Commissioner of Collegiate Education from time to time in consultation with the Universities concerned.
- 2) A relaxation of 5% marks may be provided, (from 55% to 50% of the marks) at the Master's level for the SC/ST category.
- 3) A relaxation of 5% marks may be provided (from 55% to 50% of marks) to the Ph.D degree holders who have passed their Master Degree Prior to 19.09.1991.
- 4) NET/SLET shall remain the compulsory requirement for appointment as Lecturer. However, the candidates who have M.Phil degree in the concerned subject are exempted from passing NET/SLET for U.G. level teaching and those who have Ph.D Degree in the concerned subject are exempted from passing NET/SLET for both P.G. and U.G. level teaching.

- 5) B in the 7 point scale which is given hereunder with letter grades O,A,B,C,D,E Et F shall be regarded as equivalent of 55% wherever the grading system is followed:

<u>SEVEN POINT SCALE</u>		
GRADE	GRADE POINT	% EQUIVALENT
O = Outstanding	5.50 to 6.00	75-100
A = Very Good	4.50 to 5.49	65-74
B = Good	3.50 to 4.49	55-64
C = Average	2.50 to 3.49	45-54
O = Below Average	1.50 to 2.49	35-44
E = Poor	0.50 to 1.49	25-34
F = Fail	0.00to 0,49	00-24

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

ASUTOSH MISRHA
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Commissioner of Collegiate Education, A.P., Hyderabad,
The Director of Printing Press, Chanchalguda, Hyderabad
for publication of the notification in the A.P. Gazette and
send 500 copies to the Govt.

The Commissioner of Intermediate Education, A.P., Hyderabad
The Commissioner of School Education, A.P., Hyderabad
The Secretary, A.P. Public Service Commission, Hyderabad,
The Accountant General, A.P., Hyderabad
The Director of Treasuries & Accounts, A.P., Hyderabad
The Pay & Accounts Officer, Hyderabad
The General Administration (Ser) Department
The Law Deptt.,
P.S to Special Secretary to Chief Minister
P.S. to Minister (Higher Education)
P.S. to Principal Secretary (Higher Education)
SF/SC

//FORWARDED BY ORDER//

Sd/- X X X
SECTION OFFICER

== oOo ==

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

Present : Dr.Pola Bhaskar, I.A.S.,

Rc.No.10/OP.I/2019-1

Dated: 02.08.2021.

Sub:- Collegiate Education - Engaging Contract Faculty by renewal in Government Degree Colleges for the academic year 2021-22 - Orders - Issued.

Read:- 1) G.O.Ms.No.142, Higher Education (HE) Department, dt. 09.10.2000.
2) G.O.Rt.No.94, Higher Education (CE) Department, dated 15.07.2019.
3) G.O.Rt.No.187, Higher Education (CE) Department, dated 18.11.2019.
4) G.O.Rt.No.148, Higher Education (CE.A1) Dept., dated 28.09.2020
5) G.O.Rt.No.100, Higher Education (CE.A1) Department, dt.23.07.2021.

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In the reference 1st read above, Government have issued orders for making contract arrangement in the vacant posts of Lecturers in Government Degree Colleges during the academic year 2000-2001. Since then, the vacant posts of Lecturer in Government Degree Colleges are being filled with Contract faculty after obtaining Government orders from time to time.

In the reference 5th read above, the Government have accorded permission to the for renewal of services of 705 Contract Lecturers who worked in the preceding year i.e., 2020-21 in Government Degree Colleges for a further period of 12 months by giving (10) days break for the academic year i.e., 2021-22 from June, 2021.

In pursuance of the orders issued by the Government in the reference 5th read above, the Commissioner of Collegiate Education, A.P., Vijayawada hereby accords permission to the Regional Joint Directors of Collegiate Education/Principals of Identified Government Degree Colleges/Principals of all Government Degree Colleges in the State to renew the services of the 705 Contract Lecturers in Government Degree Colleges who were working as on 31.03.2021 for the academic year 2021-22 duly entering into a fresh contract from June, 2021, subject to condition that the contract agreement period should not be exceeded 12 months with (10) days break from 11.05.2022 to 20.05.2022 (or) till the posts are filled on regular basis whichever is earlier or until further orders from the Special Commissioner of Collegiate Education, A.P., Vijayawada by duly following the guidelines given in Annexure-I.

Further, the Regional Joint Directors of Collegiate Education/Principals of Identified Government Degree Colleges and Principals of Government Degree Colleges are requested to engage the services of 684 Contract Lecturers by way of renewal for the academic year 2021-22 in their respective zone basing on the following priorities.

All renewals must be strictly made on need based criteria taking into consideration of workload/student strength. The Principals of Identified Government Degree Colleges concerned are held responsible in scrupulously follow the procedure and guidelines in renewal of contract lecturers.

Allotment of posts

Zone-I	Zone-II	Zone-III	Zone-IV	Total
149	168	93	295	705

The following is the proposed action plan for engaging the services of Contract Lecturers by renewal in Government Degree Colleges for the academic year 2021-22.

1. All the Principals of Government Degree Colleges, Principals of Identified Government Degree Colleges and all the Regional Joint Directors of Collegiate Education in the State are permitted to engage the services of Contract Lecturers who worked in the last academic year by renewal in Government Degree Colleges for the academic year 2021-22.
2. The Regional Joint Directors concerned are directed to frame timelines i.e., publishing in leading news papers by publication of dates for receiving applications, date of counseling etc., for the renewal of the Contract Lecturers for the academic year 2021-22. They are further informed that before renewing all the Contract Lecturers, performance appraisal reports which were submitted by the Contract Faculty shall be scrutinized by the District Selection Committee.

The District Selection Committees may be constituted for renewal of contract arrangement with the following members:

- i) Joint Collector (Development) - Chairman
- ii) Principal of Identified College --- Convener
- iii) Principal of GDC concerned --- Member

Further, the contract lecturers who could not be renewed by the District Selection Committee shall be renewed by the respective RJDCEs.

The entire process shall be completed within 10 days from the date of receipt of these orders.

The guidelines (Annexure-I) and agreement (Annexure-II) are enclosed to these Proceedings for engaging Contract Lecturers by renewal in Government Degree Colleges for 2021-22.

The Regional Joint Directors of Collegiate Education are requested to furnish the number of Contract faculty renewed and report compliance.

Sd/- Dr.POLA BHASKAR,
COMMISSIONER OF COLLEGIATE EDUCATION

To
The Regional Joint Directors of Collegiate Education,
Rajahmundry, Guntur and Kadapa.
The Principals of Identified Government Degree Colleges in the State.
The Principals of all the Government Degree Colleges in the State.
Copy forwarded to the Additional Joint Collector of the Districts concerned.
Copy submitted to the Spl. Chief Secretary to Government, Higher Education
Department for favor of information.
Copy to the Superintendents of Zone-I, II, III & IV.
Copy to the Officers concerned.
Spare-2.

//True copy attested//


JOINT DIRECTOR OF COLLEGIATE EDUCATION



ANNEXURE-I

Renewal of Contract Lecturers 2021-22

GUIDELINES

(A) The RJDCEs/Principals of Identified Government Degree Colleges / Principals of the Government Degree Colleges in the State shall fill in the clear vacant sanctioned posts.

(B) The Principals shall renew only those Contract Lecturers, who were working as on 31.03.2021 and applied for clear vacancy in the institution for current academic year 2021-22 without interview, by entering into a fresh agreement subject to the satisfactory performance of Contract Lecturers during the year 2020-21 as per the existing norms i.e., through the District Committee for renewals.

With regard to past performance of the Contract Lecturers :-

(i) The Principals of Government Degree Colleges should report the adverse remarks if any against the Contract Lecturer during the last academic year itself.

(ii) If the performance of the contract faculty is found not satisfactory or not up to the mark, the Principal of the College shall bring such cases to the notice of the above committee in advance with relevant material which may decide on merits.

(C) The posts, in which Part Time Lecturers are working on Court orders, shall be examined and if the court orders prescribe continuation, they shall not be disturbed. If not, the posts shall be deemed to be vacant due to discontinuation of the part time lecturers on dismissal of Court orders filed by them.

(D) The Principals are informed that no Contract Lecturer should be renewed wherever there is un-economic strength in the subject causing inadequate workload and the same Lecturer may be renewed in the nearby needy College with adequate work load under the jurisdiction of the present committee and such cases should be brought to the notice of the committee concerned.

- (E) In case, the services of any Contract Lecturer cannot be renewed for want of vacancies in the District, their cases may be considered within the zone. As per the Govt. Memo.No.2955/CE.I.1/2011-1, Higher Education (CE.I) Department, dated 07.07.2011, Contract Lecturers from one Zone to another Zone cannot be considered for renewals.
- (F) While renewing the services of an existing Contract Lecturer, it should be reviewed whether he/she recorded at least 40 pass percentage in the concerned paper in the University results during the last academic year and the Principal must certify to this effect. The contract faculties who have registered less than 40 pass percentage should not be renewed. If any Contract lecturer is renewed contrary to the above specification, the Principal of the College will be held responsible and would be liable for disciplinary action.
- (G) Preference should be given to accommodate the women candidates in women colleges. Male contract lecturers should not be posted as far as possible in women colleges. Where there are no women candidates, male contract lecturers may be posted in Women Colleges but they should mandatorily be above 50 years of age.
- (H) Request transfers i.e., for renewal in other colleges may be considered only in respect of spouse cases, Women Contract faculty and disabled categories keeping in view of the pandemic situation Covid-19.
- (I) The entire process should be monitored by the Committee of Additional Joint Collector, RJDCE, Principals of ID College and Principals of Government Degree Colleges concerned.
- (J) If their performance falls short of the established bench marks i.e., basing on the students feedback API scores of each quarter, their service relationship shall be extinguished.

Sd/- Dr. POLA BHASKAR,
COMMISSIONER OF COLLEGIATE EDUCATION

//True copy attested//


JOINT DIRECTOR OF COLLEGIATE EDUCATION



ANNEXURE-II

Agreement for Contractual Services for the year 2021-22

An agreement made on ----- day of ----- between College Planning and Development Council (CPDC) of ----- College, represented by President (First part) and ----- (Second Part).

NOW, THEREFORE THIS AGREEMENT WITNESS AS FOLLOWS:

1. That the party to the second part agrees to perform the teaching work in accordance with the curriculum of the University for the course from (date of permission) ----- to ----- or the last day of instruction of University concerned whichever is earlier and that the party to the second part shall carry out further instructions given to him by the College Planning and Development Council (CPDC) from time to time in the discharge of his/her duties as a teacher, mentioned in Para 1 above.
2. That the part to the second part agrees after being informed that he/she is fully aware of the fact that his/her service is being taken not to fill any vacancy either on temporary or permanent basis, that he/she will be paid a consolidated amount per month during the contract period and that his/her contract shall automatically come to an end on expiry of the said period or on report of a regular Lecturer to duty in that subject whichever is earlier. The contract shall not be treated as continuing from the past but as new contractual arrangement for limited duration.
3. That the contract is terminable by the part to first part, i.e., College Planning and Development Council at any time during the said period and the party to the second part in such case is entitled to only prorate amount till such time. In case of termination during the said period for any reasons, the party to the second part is not entitled to question the correctness of the decision of College Planning and Development Council.
4. That the part to the second part is not entitled for any other perks, allowances or any other facility except for the consolidated amount payable monthly mentioned in condition 3 above.

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
ANDHRA PRADESH : VIJAYAWADA

Present : Dr.Pola Bhaskar, I.A.S.,

Rc.No.124/OP.I/2022-3

Dated: 30.01.2022

Copy of:

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

GOVERNMENT OF ANDHRA PRADESH ABSTRACT Contracting
and Outsourcing of Certain Services in Government Departments -
Enhancement of Remuneration - Orders - Issued.

FINANCE (HR-I - Plg. & Policy) DEPARTMENT

G.O. Ms. No.7

Dated:17.01.2022

Read the following:-

1. G.O.Ms.No.151 Finance (HR.I.Plg & Policy) Department, dated: 08.08.2016.
2. G.O.Ms.No.136 GA(SU.I) Department, dated: 04.11.2019.

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ORDER:

The Government, in the reference 1st read above have issued the orders fixing the remuneration for Outsourced Man power by re grouping into 3 categories i.e. Category-I, Category-II & Category-III.

2. Further, the Government in the reference 2nd read above have issued orders for establishing the APCOS (Andhra Pradesh Corporation for Outsourcing Services) for creating a transparent, accountable and sustainable Outsourcing eco system in the Government of Andhra Pradesh.

3. After careful examination of the matter, the Government here by order for enhancing the monthly remuneration to the Outsourced Man power as follows:

S.No.	Category	Remuneration per Month (In Rs.)
1	Category-I: 1. Senior Assistant 2. Senior Steno	

	3. Senior Accountant 4. Translator 5. Data Processing Officer	21,500/-
2	Category -II 1. Driver 2. Junior Assistant 3. Junior Steno 4. Typist 5. Telephone Operator 6. Storekeeper 7. Photographer 8. Data Entry Operator 9. Data Processing Assistant 10. Electrician 11. Mechanic 12. Fitter 13. Librarian 14. Lab Assistant 15. Cinema/Film/ Audio visual Operator 16. Supervisor 17. Manager	18,500/-
3	Category -III 1. Office Subordinate 2. Watchman 3. Mali 12,000 4. Kamati 5. Cook 6. Chowkidar 7. Cycle Orderly 8. Lift Operator 9. Lab Attendant 10. Dafedar 11. Jamedar 12. Roneo/Xerox Operator 13. Record Assistant 14. Shroff/Cashier	15,000/-

4. The enhancement of remuneration shall come into force with effect from 1st January 2022 i.e. remuneration payable for the month of January 2022.

5. The above orders shall be applicable only to the Outsourced employees under the purview of APCOS.

6. All the secretariat Departments and all Heads of Departments shall take further necessary action in the matter accordingly.

7. this Order is available in on line and can be accessed at <http://apegazette.cgg.gov.in>.

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

Shamshersingh Rawat
Special Chief Secretary to Government

// Forwarded :: By Order //

Sd/- X-X-X
Section Officer

(Copy) Communicated.

The Principals of all Government Degree Colleges and Regional Joint Directors of Collegiate Education in the State are directed to allow the enhanced remuneration in Revised State Pay Scales 2022 to the Outsourced employees working in Government Degree Colleges with effect from 01.01.2022 without any other allowances, as per the Government Orders.

Sd/- **Pola Bhaskar**
Commissioner of Collegiate Education

To
The Principals of
All Government Degree Colleges in the State.
All the Regional Joint Directors of
Collegiate Education in the State.
Copy to all DTOs/STOs concerned.
Copy to Chief Accounts Officer of this Office.
Copy to All Officers and All Sections in the Office.
Spare.2

// True Copy Attested //


Deputy Director of Collegiate Education



PROCEEDINGS OF THE SPL. COMMISSIONER OF COLLEGIATE EDUCATION
ANDHRA PRADESH :: VIJAYAWADA.

Present : Sri M.M.Nayak, I.A.S.,

Rc.No.121/Ser.II/2016

Dated: 27/11/2020

Sub:- GOVERNMENT DEGREE COLLEGES - Permission to engage
Guest Faculty in Government Degree Colleges in the State
on hourly basis - Certain instructions - Issued.

- Read:- 1) G.O.Ms.No.3, Education (CE.I-1) Dept., dated 06.01.2000.
2) G.O.Ms.No.241, Higher Education (CE.I) Department,
dated 13.10.2008.
3) G.O.Ms.No.1, Higher Education (UE.II) Dept., dt.10.01.2012.
4) G.O.Ms.No.57, Finance (Budget.1) Dept., dated 07.04.2017.
5) G.O.Rt.No.138, Higher Education Department, dt.21.08.2017.
6) Spl.C.C.E.'s Procs.Rc.No.121/Ser.II/2016, dated 22.11.2017.
7) Spl.C.C.E.'s Procs.Rc.No.121/Ser.II/2016, dated 23.08.2018.
8) G.O.Ms.No.42, Finance (Budget.I) Department, dt.24.04.2019.
9) Spl.C.C.E.'s Procs.Rc.No.121/Ser.II/2016, dated 19.07.2019.

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With reference to subject cited above, for every academic year
practicise of engaging guest faculty against sanctioned vacancies is in
vogue. As colleges have reopened and academic session started,
Government Degree Colleges Principals are requesting for engaging guest
faculty. Basing on their request and existing procedure being followed
since for years, hereby permitted to engage guest faculty in the existing
sanctioned vacancies for the academic year 2020-21.

The Government pay the remuneration to the Guest faculty at Rs.200/-
per hour not exceeding Rs.14,400/- per month limiting to 72 hours vide
Government order in the reference 5th read above.

The Government has also ordered vide G.O.Ms.No.42, Finance
(Budget.I) Department, dated 24.04.2019, the payment of remuneration
to Guest faculty has to be incurred from the Head of account 2202-03-
103-07-300-301.

All the Principals of Government Degree Colleges are directed to
engage guest faculty subject to following conditions:

1. All the Principals of the Government Degree Colleges in the State
are requested to engage the guest faculty in the respective subjects
against sanctioned posts (excluding the Lecturers who are working
under Regular, Deputations, on duty, Redeployed, Part Time
Lecturers continuing on Court Orders and Contract Faculty etc.).

2. The guest faculty should be engaged against the vacant sanctioned post only.
3. The guest faculty should be engaged if there is a spill over work load of minimum 10 hours per week.
4. The guest faculty shall be engaged for the academic year 2020-21 from 1st Sept., 2020 since the guest faculty were involved in academic activities from September 2020 onwards for online classes, evaluation, LMS work etc.
5. After engaging guest faculty, the information regarding subject wise number of guest faculty has been engaged should be submitted to this office through RJDCE concerned.

In view of the above instructions, the Principals of all Government Degree Colleges in the State are hereby instructed to draw and disburse the honorarium to the guest faculties engaged by them for the academic year 2020-21 under the head of account 2202-03-103-07-300-301. Any deviation in the above instructions, the Principals concerned will be held responsible.

The Director of Treasuries and Accounts, A.P., Amaravathi is hereby requested to communicate these orders to all the District Treasury Officers/Sub Treasury Officers in the State and to instruct to admit the claims presented by the Principals of all Government Degree Colleges by the concerned Treasury Officers all over the State.

M M Nayak
SPL. COMMISSIONER OF COLLEGIATE EDUCATION

To
All the Principals of Government Degree colleges in the State.
Copy to all the Regional Joint directors of Collegiate Education in the State.
Copy forwarded to the Director of Treasuries and Accounts, A.P., Amaravathi.
Copy forwarded to the DTOs/STOs in the State.
Spare-1.

Signed by M M Nayak
Date: 27-11-2020 06:11:47
Reason: Approved