

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

**Cir.Memo.No.14781-C/278/FR.I/2011**

**Dated:22-6-2011.**

Sub: E.L. – Surrender of Earned Leave - Encashment during the financial year 2011-2012 onwards – Instructions – Issued.

Ref: 1.Cir. Memo. No. 10472/C199/FR.I/2009, dt. 29-4-2009, Finance (FR.I) Dept.

2. Cir.Memo.No.15744-C/324/FR.I/2010, dt.15-6-2010 Finance (FR,I) Dept.

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

In para 4 of the Cir. Memo. 1st cited, . it is ordered that :-

a) The calendar for surrender of Earned Leave is dispensed with w.e.f. 1-4-2009 and employees are permitted to surrender earned leave at any time not exceeding 15/30 days within a block period of one/two financial years w.e.f. 1-4-2009. All other conditions prevailing before 1-4-1989 and other amendments issued on the subject till now will hold good.

b) Government permit the employees who have a balance of more than 285 days of E.L. as on 30<sup>th</sup> June, 2009 to surrender E.L. without waiting for completion of 12 months.

The above instructions shall also continue from the financial year 2011-2012 onwards for encashment of 15 days of E.L. by Government employees provided if there is 12 months gap for one surrender to another surrender in one financial year, and 30 days if there is gap of 24 months for two financial years. The gap of 12/24 months shall be worked out from the 1<sup>st</sup> day of leave surrendered last time to the 1<sup>st</sup> day of leave proposed for surrender now.

In respect of the employees who are having 286 days and above of E.L. to their credit as on 30<sup>th</sup> June of every year, they are permitted to surrender without following the gap of 12 months.

The above orders will be applicable for every year i.e., no orders need be issued every year for encashment of earned leave, until further orders changing the above policy are issued by the Government.

The Departments of Secretariat/Heads of departments are requested to keep these instructions in view while sanctioning the surrender of earned leave for purpose of encashment from the Financial Year 2011-2012 onwards.

All the Treasury Officers/State audit authorities, Pay and Accounts Office, Hyderabad and Deputy Financial Advisor, Projects/Directors of Accounts of Major Projects are requested to follow these instructions scrupulously while dealing with the bills for encashment of earned leave from the Financial Year 2011-2012 onwards.

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

**RANJEEV R. ACHARYA**  
**PRINCIPAL SECRETARY TO GOVERNMENT (FP)**

To  
All the Departments of Secretariat.  
All the Heads of departments.  
The Pay and accounts Officer, A.P., Hyd.  
The Director of Treasuries & accounts, A.P., Hyd.  
The Director of State Audit, A.P., Hyderabad.  
All the dist. collectors.  
All the Dist. Treasury Officers.  
Copy to:  
The Accountant General, A.P., Hyderabad.  
A.P. Secretariat Association, Hd.  
SF/SC

//Forwarded :: By Order//

**SECTION OFFICER.**