

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

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

Rc.No.130/Estt./2022

Dated: 13.12.2022.

Sub:- Collegiate Education - Government Degree Colleges - Certain Teaching & Non-teaching staff of Government Degree Colleges working / worked on OD basis in the O/o the Commissioner of Collegiate Education, A.P., Mangalagiri - Prevention from availing summer vacation - Preservation of Earned Leave for the period worked in the office - Instructions - Issued.

Read:- Representations of certain teaching and non-teaching staff of Government Degree Colleges working on OD basis in the O/o the Commissioner of Collegiate Education, A.P.

--oOo--

In the reference read above, certain teaching and non-teaching staff of various Government Degree Colleges worked / working in the O/o the Commissioner of Collegiate Education, A.P., Mangalagiri on "ON DUTY" basis, have stated that they are working in this office on OD basis since 2017-18 continuously without availing any summer vacation drawing their salaries in their parent colleges based on the attendance certificate issued by this office. They have requested for sanction of 30 days of Earned Leave to them on par with regular staff of this office.

In view of the above circumstances, the Principals of all the Government Degree Colleges in the State are hereby directed to sanction / credit Earned Leave to the Earned Leave account of Teaching and Non-teaching staff including aided absorbed staff of their respective Colleges whoever worked / working in this office on OD basis, subject to the following conditions:

1. The sanction orders of preservation of Earned Leave by showing year wise break up and with proper reasons should be recorded in the Service Registers, while sanctioning bulk number of Earned Leave.
2. The appointment orders / work orders of the Commissionerate of Collegiate Education, relieving orders of the Principal of the college concerned and Attendance Certificate issued by the O/o the Commissioner of Collegiate Education, A.P., should be produced to the concerned Principal for the sanction of Preservation of Earned Leave.
3. As per the existing rules, the maximum number of Earned Leave to be credited per annum is 30 days only. The Principals of the Government Degree Colleges should see that the Earned Leave of 06 days eligible to the employees of vacation department and proportionate Earned Leave in lieu of attending duties in summer vacation in non-vacation department (head quarter office) should not exceed 30 days per year.

4. In any case the maximum Earned leaves should not exceed (300) days. If the number of Earned leaves credit exceeded (300) days, it should be limited to (300) days only.
5. While sanctioning proportionate Earned leaves, the Principal should satisfy himself / herself that the employee was actually prevented in summer vacation and has signed in the Attendance Register during the days and produced Attendance certificate from the O/o the Commissioner of Collegiate Education, A.P. Any deviation in this regard will be viewed seriously.

The Principals of the Government Degree Colleges are hereby directed to follow the above instructions scrupulously and they will be personally held responsible for any irregularities occur while extending the benefit of proportionate Earned Leave to the staff of their colleges.

The receipt of these Proceedings should be acknowledged.

(Orders of the Commissioner of Collegiate Education have been obtained in the Note File)

Dr.R.David Kumar Swamy,
For Commissioner of Collegiate Education

To
All the Principals of Government Degree Colleges in the State.
Spare-5.

//True copy attested//


Assistant Director of Collegiate Education