

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

No.IR1/430(1)/2019-PO-III

Office of the Managing Director,  
RTC House, PNBS, Vijayawada.

**NOTIFICATION No: PD-02 /2019 DATED: 21.01.2019**

Sub: LEAVE- Surrender and encashment of Earned Leave for the year 2016 to the  
Employees of APSRTC – Instructions – Issued - Reg.

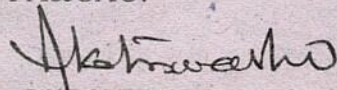
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It is in practice that as per Regulation 50A of Leave Regulations 1963, the employees of APSRTC are permitted to surrender and encash 15 or 30 ELs as applicable at their credit every year or once in two years respectively and the leave salary is being paid to them. It is decided to permit employees to surrender and encash 15 or 30 days Earned Leave only for the year 2016 ( 2015 and 2016 as applicable ) and to pay the amount through Bank. The following instructions are issued in this regard.

1. Employees are permitted to surrender and encash upto 15/30 days Earned Leave only existing at their credit as on 31.12.2016 for the year 2016 or 2015 and 2016 as per the eligibility.
2. Employees who have EL at their credit as on 31.12.2016 are only eligible for encashment for the year 2016. Further, they should also have EL at their credit as on 16.12.2018 and as on the date of preparation of Encashment bill for becoming eligible for encashment for the year 2016.
3. The Employees who do not have EL at their credit as on 31.12.2016 or those Employees who are having EL at their credit as on 31.12.2016 but subsequently exhausted the Earned Leave as on 16.12.2018 and the employees who are not on rolls as on the date of payment are not eligible for encashment. The Employees who are on rolls as on the date of payment and who have EL at their credit as on 31.12.2016 and as on 16.12.2018 are only eligible for Leave encashment.
4. Pay & Allowances for this encashment shall be the same as applicable as per the salary bill of December, 2016.
5. In case Employees transferred from one Depot/Unit to another Depot/Unit after December, 2016, the amount payable on Encashment of Earned Leave for the year 2016 shall be worked out and drawn at the present place of work only, based on the Service Record entries and leave card entries or image files of December, 2016 Pay Rolls duly obtaining particulars of Pay & Allowances of December, 2016. However, Pay and Allowances for this purpose shall be the same as applicable for salary bill for December, 2016 drawn by the Employees at his/her unit where he/she was on rolls during December, 2016.
6. The Leave balances are to be updated in the PMS Module.

All the Unit Officers are requested to arrange payment through Bank on or after  
**24.01.2019.**

This has the approval of VC&MD and concurrence of FA&CAO.

  
EXECUTIVE DIRECTOR (A)

To  
All Officers of the Corporation

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- Copy to: OSD to Chairman.
- Copy to: OSD to VC & MD
- Copy to: Sr.RAO/AG: RTC Branch, RTC House, Vijayawada.
- Copy to: ED(A)/TSRTC with a request to issue instructions to the Unit Officers concerned where APSRTC Employees are working on deputation in TSRTC.
- Copy to: General Secretary, APSRTC Employees' Union.
- Copy to: General Secretary, APSRTC National Mazdoor Union.
- Copy to: General Secretary, APSRTC APSRTC Karmika Parishat.
- Copy to: General Secretary, APSRTC APSRTC Staff & Workers Federation.
- Copy to: General Secretaries of APSRTC Bahujana Workers' Union/ APSRTC Karmik Sangh/APSRTC Workers' Union/ President, APSRTC YSR RTC Mazdoor Union.
- Copy to: General Secretary, APSRTC Officers' Association.
- Copy to: General Secretary, APSRTC Class II Supervisors' Association.
- Copy to: General Secretary, APSRTC Security Staff Welfare Association.
- Copy to: Notice Board & I/c Record Room.