

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

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

No.IR1/430(01)/2021-PO-III

NOTIFICATION NO. PD - 13/2021, DATED 05.10.2021

Sub:- **Surrender of Earned Leave** –Encashment of EL for the Financial
Years 2020-21 and 2021-22 – Instructions issued – Reg.
Ref:- Circular Memo No.14781-C/278/FR.I/2011 dated 22.06.2011

Vide G.O.Ms.NO.50, 51 and 52 of T,R&B (TR.II) Dept., dated 31.12.2019, all the employees of APSRTC were absorbed into Government service by creating a new Head of the Department by name "Public Transport Department (PTD)" under the administrative control of T,R&B Department with effect from 01.01.2020 and salaries are being paid through APCFMS portal from the month of January, 2020 onwards.

As per Section 4 of Andhra Pradesh State Road Transport Corporation (Absorption of employees into Government service) Act, 2019 (ACT No. 36 of 2019),

Save as otherwise provided for by the Government, by notification specifically applicable to the absorbed employees of APSRTC, all the rules made by or under any law for the time being in force applicable to the State Government employees shall be applicable to the employees of APSRTC absorbed into Government service by virtue of this Act.

As per the instructions communicated vide Circular Memo No.14781-C/278/FR.1/2011 dated 22.06.2011, all Government employees can avail encashment of Earned leave for every financial year. Accordingly, all PTD employees are also eligible for encashment of Earned leave every year on par with Government employees from the financial year 2020-21 onwards.

You are aware that encashment of Earned Leave was not availed by PTD employees for the financial year 2020-21. Now, after taking all the clarifications from the Government, it is decided to surrender and encash Earned Leave for the financial years 2020-21 and 2021-22.

In this regard, the following instructions are issued for immediate action.

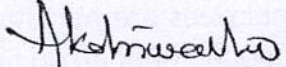
1. PTD employees are permitted to surrender EL, not exceeding 15/30 days, within a block period of one/two financial years, as per eligibility.
2. Employees can surrender and encash 15 days of EL, if there is 12 months gap from one surrender to another surrender in a financial year; and 30 days if there is gap of 24 months in a period of two financial years.

3. Employees who have completed minimum one year of regular service, as on 11.10.2021, are only eligible for EL encashment.
4. Contract employees are not eligible for EL encashment.
5. All the eligible willing employees shall submit request applications to the Depot Manager/Unit Officer in the format enclosed herewith.
6. The cutoff date for surrender of EL for encashment is 11.10.2021. Employees having 15/30 days of EL at their credit as on 11.10.2021 are only eligible for encashment of 15/30 days, as applicable.
- 7. The procedure to generate encashment bill in HRMS and Payroll modules will be communicated separately by PO-IT:HO.**
8. The schedule for completion of EL encashment task is given below.

S.No.	Task	Date to be Completed
1	Generation of EL encashment reports in HRMS	11.10.2021
2	Collection of EL Encashment applications from Employees and verification with HRMS reports	23.10.2021
3	Generation of final EL encashment eligibility check list in HRMS	25.10.2021
4	Generation of EL encashment Reports in Payroll module	26.10.2021
5	Sending Encashment Bills with relevant documents to regional/zonal Audit	28.10.2021
6	Completion of Audit	03.11.2021
7	Submission of consolidated summary reports (Unit wise) by Dy.CAOs/AOs to AO(B&F):HO	05.11.2021

9. The audited Encashment bills of all depots/units will be uploaded in to CFMS portal by PO-IT:HO to process the bills for payment by Government.

Therefore, all Unit Officers shall take necessary action accordingly.


EXECUTIVE DIRECTOR (A)

Copy to all Officers.

LEAVE ENCASHMENT APPLICATION

Place:

Date:11.10.2021

To

The Depot Manager/Unit Officer

_____ Depot/Unit,

APSRTC.

Sir/Madam

Sub:-Surrender of Earned Leave and Encashment for the financial Years 2020-21
and 2021-22 – Application submitted – Reg.

Ref:-Notification No.13/2021 dated:05.10.2021

** **

I Request you to permit me to surrender Earned Leave for -----(15/30) days
from the EL balances available at my credit as on 11.10.2021, for the financial year(s)
2020-21 & 2021-22 and arrange to encash the same at the earliest.

I am aware that I will be permitted to encash either 15 days or 30 days of EL
only, as per my eligibility.

Yours faithfully,

Signature of the Employee

Name :

Staff No.:

Designation:

Unit/Depot: