

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 - 18/2022, DATED 12.12.2022

Sub:- **Earned Leave** - Surrender of Earned Leave by PTD employees for the Financial Year 2022-23 – Instructions issued – Reg.

- Ref:-
1. Circular Memo No.14781-C/278/FR.I/2011 dated 22.06.2011
 2. Notification No. PD – 13/2021 dated: 05.10.2021
 3. This office letter No.IR1/430(01)/2021-PO-III, dated: 23.11.2022 addressed to DTA:IBM
 4. Endt No. FIN02-18024/1/2022- H SEC- DTA dated: 07.12.2022.

In terms of G.O.Ms.NO.50, 51 and 52 of T,R&B (TR.II) Dept., dated 30/31.12.2019, all 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.

In terms of the provisions of Section 4 of Andhra Pradesh State Road Transport Corporation (Absorption of employees into Government service) Act, 2019 (ACT No. 36 of 2019), all the rules applicable to Government employees are as well applicable to PTD employees from 01.01.2020 onwards.

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. As such, all PTD employees are eligible for encashment of Earned leave every year on par with Government employees from 01.01.2020. Accordingly, the eligible PTD employees have already availed the benefit of Leave encashment for the F.Y.s 2020-21 and 2021-22, vide Notification at reference 2nd cited. The bills were already uploaded in APCFMS portal and payment is awaited.

Now as per Government rules, it is decided to upload the EL encashment bills of PTD employees for the **F.Y.2022-23** in Dec, 2022. 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 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 the date of submission of application for surrender, 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. Employees having 15/30 days of EL at their credit as on the date of submission of application are only eligible for encashment of 15/30 days, as applicable.
7. Employees can avail surrender of Earned Leave @15/30 days, at any date as per his willingness, subject to minimum gap of 12/24 months from the previous surrender.
8. The documents to be uploaded in payroll herb and APCFMS portals for the purpose of verification by STOs/DTOs are given at **Annexure**.
9. **The procedure to upload encashment bills in Payroll herb and APCFMS portals and onward submission to STOs/DTOs will be communicated separately by PO-IT:HO.**
10. The schedule for completion of EL encashment task is given below.

S.No.	Task	Date to be Completed
1	Generation of " APSRTC Employee Leave Balances " report in HRMS; Collection of EL Encashment applications from Employees.	19.12.2022
2	Verification of EL balances with HRMS Leave reports and previous leave encashment availed by the employee.	20.12.2022
3	Preparation of proceedings copy and Leave encashment bill for the eligible employees	21.12.2022
4	Completion of auditing of encashment bills in DDO office	23.12.2022
5	Uploading of encashment bills in payroll herb and CFMS portals and submit to DTOs/STOs for verification and approval.	26.12.2022

11. After uploading of encashment bills in payroll herb and CFMS portals, the data files shall be submitted to PO-IT:HO through mail poitho5333@gmail.com, so as to deduct leave balances in HRMS.

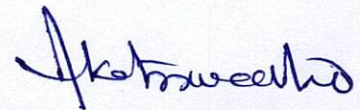
The above instructions are applicable for surrender and encashment of Earned Leave every Financial year on par with other Government employees. No separate orders will be issued in this regard from F.Y.2023-24 onwards.

Employees for whom fixation as per PRC-2022 was not completed:

The procedure explained above shall be followed in respect of employees whose pay fixation in PRC-2022 was not completed and drawing salaries as per APSRTC pay scales.

Separate proceedings, encashment bills shall be prepared in respect of these employees and shall be forwarded to PO-IT:HO by 23.12.2022 for uploading these bills centrally from HO to APCFMS portal.

Therefore, all Depot Managers/Unit Officers/DDOs shall take necessary action accordingly.



EXECUTIVE DIRECTOR (A)

Copy to all Officers.

LEAVE ENCASHMENT APPLICATION

Date. _____.

To
The Depot Manager/DDO,
_____ (Depot/Unit),
A.P.S.R.T.C.

Sir/Madam,

Sub:-Surrender of Earned Leave and Encashment for the financial Year
2022-23 – Application submitted- Reg.

I request you to permit me to surrender Earned Leave for _____ (15/30) days
from the EL balances available at my credit as on _____ (date) for the financial
year 2022-23 and arrange to encash the same at the earliest.

I am aware that I will be permitted to encash _____ (15/30) days of EL only,
as per my eligibility.

Yours faithfully,

Signature of the Employee

Name :
Staff No:
Designation:
Unit/Depot:

SURRENDER OF EARNED LEAVE BILL OF EMPLOYEES OF O/O _____ (unit) FOR F.Y. 2022-23												
Sl. No	NAME	DESIG.	CFMS ID	TIME SCALE	PAY	PP	DA	HRA	FPP	CCA	TOTAL	PAYBLE FOR 15 DAYS ON SURRENDER OF EL
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
											Total	-

PASS ORDER: Passed for Rs.0

REMARKS: Enclosed proceedings no: _____

Dated: _____ of _____, permitting the above individuals for surrender of earned leave

CERTIFICATE: Certified that the amount claimed in this bill has not been drawn and paid previously

DRAWING & DISBURSING OFFICER

PROCEEDINGS OF THE _____
AP PUBLIC TRANSPORT DEPARTMENT

Present:
Station :

Proc.No.

Date:

Sub:-**ESTABLISHMENT** – Public Transport Department – APPTD Services – Surrender of Earned leave for the Financial year 2022-23 – Sanctioned – Orders – Issued

- Ref:-1) G.O.Ms.No. 1 dated 31.01.1983 of Finance & Planning (FW.FR.1)Department
 2) G.O.Ms.No. 252 dated 17.08.1983 of Finance & Planning (FW.FR.1)Department
 3) Circular Memo No. 14781-C/278/FR.1/2011 dated 22.06.2011 of Finance(FR.1)Dept.
 4) Application dated
 5) Application dated
 6) Application dated
 7) Application dated
 8) Application dated
 9) Application dated
 10) Application dated
 11) Application dated
 12) Application dated
 13) Application dated

ORDER:

In pursuance of the orders issued by the Government vide reference 3rd cited, sanction is hereby accorded to surrender of Earned Leave for the Financial year 2022-23 as noted against their names, out of their earned leave credit and necessary sanction is also accorded for payment of leave salary with usual allowances admissible as per rules in force.

SL NO	Name Of Employee	Desig.	CFMS ID	Surrendered To Which The F.Y	Dt. Of Appln .	ELs balance as on (date of appln.)	No. of Days Surrendered	Balance EL after availment of this leave	From which date he/she surrendered	Date of last surrendered
1				2022-23						11-10-2021
2				2022-23						11-10-2021
3				2022-23						11-10-2021
4				2022-23						11-10-2021
5				2022-23						11-10-2021
6				2022-23						11-10-2021
7				2022-23						11-10-2021
8				2022-23						11-10-2021

9				2022-23						11-10-2021
10				2022-23						11-10-2021

CERTIFICATE

1. Certified that the services of the above individuals have been regularized and governed by AP leave rules 1933.
2. Certified that necessary entries have been made in SR of the individual concerned
3. Certified that the surrender of Earned Leave permitted for the financial year 2022-23 have not claimed and not sanctioned to the above individuals earlier.

DRAWING & DISBURSING OFFICER

Copy to: DTO/STO: _____ for information and necessary action