

## ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT

(ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION)

No.Dy.S(P)/430(01)/2023-PO(IT)

Office of the Commissioner  
RTC House, PNBS, Vijayawada

### **NOTIFICATION No. PD - 03/2023, dated: 31.01.2023**

Sub:- **LEAVES:** Implementation of Andhra Pradesh Leave Rules, 1933 to the Employees of APPTD on par with Govt. Employees w.e.f.01.01.2020 – Instructions issued – Reg.

- Ref:- 1. G.O.Ms.No.50 of TR&B(TR.II) Dept., dt.30.12.2019.  
2. G.O.Ms.No.51 of TR&B(TR.II) Dept., dt.31.12.2019.  
3. G.O.Ms.No.52 of TR&B(TR.II) Dept., dt.31.12.2019.  
4. G.O.Ms.No.113 of Finance (PC-TA) Department dated.03.06.2022.

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In terms of the G.O.s at reference 1<sup>st</sup> to 3<sup>rd</sup> cited above, all APSRTC Employees were absorbed in to Government service w.e.f.01.01.2020 by creating a new Head of the Department by name AP Public Transport Department under the administrative control of T,R&B Department. Salaries are being paid to PTD employees by the Government through APCFMS from Jan-2020 onwards.

2. The Government, through G.O. at reference 4<sup>th</sup> cited, issued comprehensive guidelines for implementation of PRC-2022 to PTD employees. Accordingly, PRC-2022 was implemented to all PTD employees and the revised salaries are being paid by the Drawing and Disbursing Officers through the local DTOs/STOs from Sep,2022 onwards.

3. At para 12 of the G.O. at reference 4<sup>th</sup> cited, the Government have issued the following instructions regarding implementation of A.P. Government Leave Rules to PTD employees, as stated below.

#### **"OTHER SERVICE BENEFITS"**

**"The Earned Leave (EL) and Half Pay Leave (HPL) at the credit of the absorbed PTD employees as on 01.01.2020 shall be carried over to their respective leave accounts with the Government. The past regular service rendered in the APSRTC should be counted for all purposes on absorption in the Government."**

4. From the above, it is clear that the leave balances accumulated as per APSRTC Leave Rules, in respect of each employee of APSRTC as on 31.12.2019 shall be carried forward to the leave records of the employees concerned in APPTD with effect from 01.01.2020. Thereon, the leave account of the PTD employees shall be maintained as per the A.P. Government Leave Rules from 01.01.2020 onwards.

5. While implementing PRC-2022, the service records of all PTD employees were migrated to APCFMS portal in Sep, 2022. Therefore, as per para 12 of the G.O. at reference 4<sup>th</sup> cited, it is decided to migrate the leave balances of each employees of APSRTC as on 31.12.2019 into Government system and maintain leave accountal/records of PTD employees as per Andhra Pradesh Leave rules, 1933 from 01.01.2020.
6. The Leaves rules applicable to Employees of GoAP in comparison to that of APSRTC are given at **Annexure**.
7. Steps involved in implementation of Andhra Pradesh Leave rules, 1933 to APPTD employees w.e.f., 01.01.2020 are given below.
- a. **Earned Leave** balances accumulated as per APSRTC Leave Rules for each employee as on 31.12.20219 shall be carried forward to 01.01.2020, as opening balance in Government system, duly omitting fractions.
  - b. Earned Leave shall be accumulated from 01.01.2020 onwards as per Govt. Rules i.e., 15 ELs on 1<sup>st</sup> Jan & 15 ELs on 1<sup>st</sup> Jul of every calendar year, duly deducting the Earned Leaves already availed by the employees in each month during this period.
  - c. The sum of HPL-MC and HPL-PA Leave balances accumulated as per APSRTC Leave Rules for each employee as on 31.12.2019 shall be carried forward to 01.01.2020, as opening balance of "**Half Pay Leave**" in Government system.
  - d. There is no system of accumulation of HPLs under two sub classifications like HPL-MC and HPL-PA, in Government system. There is only one kind of Half Pay Leave in Government system, which shall be followed in APPTD from 01.01.2020 onwards.
  - e. Half Pay Leave shall be accumulated from 01.01.2020 onwards as per Govt. Rules i.e., 20 days per year, duly deducting the sum of HPL-MC & HPL-PA already availed by the employees in each month during this period.
  - f. The EL and HPL balances calculated as per the above procedure and available at the credit of each PTD employee, at the end of every calendar year shall be carried forward as opening balances for the succeeding calendar years.
8. Necessary software modifications were carried out in APSRTC HRMS module of CIS project, to generate Annual Leave cards as per Government Leave Rules. In this connection, the following instructions are issued for strict implementation by PD and AD staff/supervisors.

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- a) Annual Leave cards up to 31.12.2018 were already generated, audited and filed in the P cases of the employees concerned.
- b) Now, in the 1<sup>st</sup> phase, Annual Leave card for the calendar year **2019** (generated as per APSRTC Leave rules) shall be generated from APSRTC HRMS system.
- c) In the 2<sup>nd</sup> phase, Annual Leave cards for the calendar years **2020, 2021 and 2022** with revised accrual and leave balances as per Govt. Leave Rules shall be generated from APSRTC HRMS system (Report Name: APPTD Employee Annual Leave Card Report).
- d) Leave calculation report for four years from **2019 to 2022**, which contains the opening balance, accrual, availment, encashment, closing balances etc., of EL and HPL, shall be generated for all employees from APSRTC HRMS System. (Report Name: APPTD Employee Leave Calculation till Date Report)
- e) The Leave calculation report for four years from **2019 to 2022**, along with the Annual Leave cards for the years from 2019 to 2022 shall be submitted, duly signed by Unit Officer and DDO, to District/Zonal Accounts wing, as applicable, for audit and certification.
- f) After completion of audit, the certified Leave calculation report along with Leave Cards (as mentioned at S.No. 2 to 4 above) shall be filed in the P case of the employee duly making an entry in SR.
- g) The Annual Leave cards generated, audited, certified for the years from **2020 to 2022** as per APSRTC Leave Rules and already filed in the P-cases earlier are not valid from 01.01.2020 onwards. Therefore, the following enforcement shall be made on these old Leave cards and filed in the P-cases.

"New Leave cards from 01.01.2020 onwards, generated as per AP Leave Rules, 1933 are filed in the P Case.

Hence, the Leave Cards generated as per APSRTC Leave Rules for the years from 2020 to 2022 are not valid and the same are cancelled."

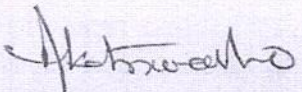
#### **Other Instructions:**

- i. Excess CLs availed in the years 2019, 2020, 2021 and 2022, if any, shall be converted as ELs. An office order shall be given to that extent and get the Leave balances modified in HRMS through PO-IT: HO. After modification of the leave balances, Leave calculation report (Report Name: APPTD Employee Leave Calculation till Date Report) shall be audited/certified.

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- ii. EL/HPL accrual for Class-IV Employees is on par with all other category of employees of APPTD, as per Government Leave rules, w.e.f., 01.01.2020.
- iii. A.P. Government Leave rules are not applicable to Contract/Casual Employees of APSRTC. The Leave rules of APSRTC applicable to such categories shall be followed.

In case of any issues in the process, PO-IT:HO shall be contacted for assistance. The above activities shall be completed in all respects at all Depots/Units by **11.03.2023** and compliance be reported to CM(P)&BS:HO by **15.03.2023**.

  
EXECUTIVE DIRECTOR (ADMIN.)

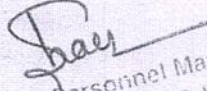
Copy to all Officers

**Annexure to the Notification No. PD.03/2023 dated: 31.01.2023**

RTC Procedure	Govt. Leave Rules
<b>Casual Leave</b>	
15 days per calendar year	<b>15 days</b> per calendar year
<b>Earned Leave</b>	
<p>1/12 accrues per working day for Class-1/2/3 Employees 1/23 accrues per working day for Class-IV Employees</p>	<p>Accrues <b>15 days on 1<sup>st</sup> Jan &amp; 15 days on 1<sup>st</sup> Jul</b> every year for all categories of Employees duly deducting 10% of EOL (rounded to nearest 1&amp; maximum of 15) availed in the last 6 months.</p> <p>For employees appointed in the middle of the year, ELs shall be accrued @ 2.5 per full calendar month. No ELs shall be accrued for part of the calendar month.</p> <p><b>Eg.1.</b> Date of Appt. 20.09.2020.</p> <p>No EL accrual is allowed for Jul-2020, Aug-2020 and Sep, 2020. For Oct-2020, Nov, 2020 and Dec-2020, ELs accrual shall be <math>3 \times 2.5 = 7.5</math> rounded to 8.</p> <p><b>Eg.2.</b> <b>Same procedure to be followed in case of cessation also.</b></p> <p>Date of retirement. 30.04.2020 .</p> <p>EL accrual shall be allowed for four months Jan, 2020 to Apr, 2020 i.e., <math>2.5 \times 4 = 10</math> ELs only.</p> <p><b>Eg.3.</b> Date of Appt. 01.01.2022.</p> <p>15 ELs shall be credited on 01.01.2022 for 6 calendar months up to Jun, 2022. Again on 01.07.2022, 15 ELs are to be credited to his/her leave account.</p>

RTC Procedure	Govt. Leave Rules
<b>Half Pay Leave</b>	
HPL-MC and HPL-PA	There is HPL only in Government system; No sub classification of HPL-MC and HPL-PA exists.
<p>HPL-MC will be credited @<b>12</b> per each completed year from the date of initial appointment onwards, for Class-1/2/3 Employees</p> <p>HPL-MC will be credited @<b>6</b> per each completed year from the date of initial appointment onwards, for Class-4 Employees. After completion of 20 years of regular service, @12 per year on par with Class-1/2/3 employees.</p> <p>HPL-MC can be commuted.</p>	<p>HPL will be credited @<b>20 days</b> per each completed year from the date of initial appointment onwards, for all categories of Employees (Class-1/2/3/4).</p> <p>If an employee is on leave/absent on the day of HPL credit, the same will be credited on the next day on which employee reports for duty. HPL credit shall be postponed to the extent of Suspension/Removal period.</p> <p>HPLs can be commuted, as per Government Leave Rules.</p>
<p>HPL-PA will be credited @<b>6</b> per each completed year from the date of initial appointment onwards, for Class-1/2/3 Employees</p> <p>No HPL-PA is allowed for Class-4 Employees.</p> <p>HPL-PA cannot be commuted.</p>	

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 Dy Chief Personnel Manager (A)  
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