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Commissionerate of Collegiate Education, A.P., Vijayawada
ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE COLLEGE TEACHERS
 (As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	1 st June, 2019 to 30 th April, 2020 (Academic Year 2019-20)
Name of the College	Government Degree College, Avanigadda
Name of the Lecturer with Emp ID & CFMS-ID Nos.	A. Bharu Prasad, Emp ID : 0629311 CFMS-14147188
Subject	Hindi

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS

CATEGORY-I: TEACHING (includes Lectures, Practicals, Tutorials and other teaching related Activities)

S.No.	Subject / Paper Taught	Method Adopted	Date / Semester	No. of Classes Assigned	No. of Classes Taught	Grading as per Self Evaluation	Grading as per the Principal Evaluation
1.	Hindi	Lecture, Question and Answer Method.	I	156	156	(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100
2.	Hindi	Lecture.	II	156	156		
3.	Hindi	Lecture	III	156	156		
4.	Human values & Professional Ethics	Lecture	I, IV	26	26		
5.	Leadership in Education	Lecture		26	26		
Total				520	520	(Good) 520 100%	100%
Grading Obtained (Good / Satisfactory / Not satisfactory)						Good	Good

Grading Criteria: (a) *Good* : 80% & Above, (b) *Satisfactory* : Below 80% but 70% & Above and (c) *Not satisfactory*: Less than 70%

Note: The Principal should verify the No. of classes taught by Lecturers as per the Mobile App usage in the College Web portal (the Lecturers should also attach screen shot of mobile app as an evidence for No. of classes taught).

CATEGORY II: ACTIVITIES (Involvement in the College Students related Activities/Research Activities)

S.No.	Name of the Activity / Contribution (all activities/ contributions shall be considered in the present academic year only)	Name of the Activity Date /Period	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/ Co-ordinator/ Warden etc.	Co-ordinator Dept. In-charge	Yes	Yes
2	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.	Examiner & Evaluation	Yes	Yes
3	Professional Development; (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses/RC/OC/ARPIT, dissemination and general articles and any other contribution)	Seminars ARPTI	Yes	Yes
4	Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counselling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services.	Student Seminars Co-curricular Literary Club	Yes	Yes
5	Organising Seminars/ Conferences/ Workshops/ other College Activities.	College Activities.	Yes	Yes
6	Evidence of actively involved in guiding Ph.D. students.	—	—	—
7	Conducting Minor or Major Research Project sponsored by National or International Agencies.	—	—	—
8	At least one single or joint Publication in peer- reviewed or UGC list of Journals.	—	—	—
Total No. of Activities / Contributions involved in (No. of Yes)			5	5
Grading Obtained (Good / Satisfactory / Not satisfactory)			Good	Good .

Grading Criteria:

- (a) **Good:** Involved in at least 4 Activities
- (b) **Satisfactory:** 2-3 Activities
- (c) **Not-satisfactory:** Less than 2 Activities.

Note: For every Activity/ Contribution necessary evidences should be attached

OVERALL GRADING:

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per the Principal Evaluation
1	I - Teaching	Good	Good
2	II - Activities	Good	Good
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)		Good	Good

Overall Grading Criteria:

- (a) **Good:** Good in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II)
- (b) **Satisfactory:** Satisfactory in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II).
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

Note: For the purpose of assessing the grading of Activity at Category - I and Category - II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for calculation of grade due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down as per the Acts, Statutes and Ordinances of the parent institution.

CATEGORY-III: ACADEMIC / RESEARCH ACTIVITIES:

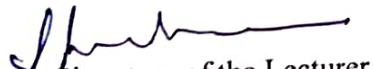
Methodology for College Teachers for calculating Academic / Research Score: Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,

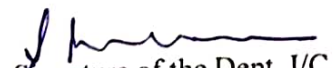
- A. Research Papers** in Peer Reviewed /UGC listed Journals (Faculty of Sciences -08/ Faculty of Other Disciplines – 10 per publication):
 The Score for joint publications shall be calculated in the following manner: (a) Two authors: 70% of total value of publication for each author. (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors. Paper presented as part of edited book or proceeding then it can be claimed only once.

The Research score for research papers would be augmented in Peer Reviewed /Referred /UGC listed journals:						
Impact Factor (IF)	Without IF	Less than 1	Between 1 and 2	Between 2 and 5	Between 5 and 10	Above 10
Score	5 Points	10 Points	15 Points	20 Points	25 Points	30 Points

S.No.	Title with Page No.	Name of the Journal (Scopus/ ICI/ Web of Science)	ISSN/ ISBN No.	UGC List No.	Month / Period	Impact Factor	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
-	-	-	-	-	-	-	-	/
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
Total								-nil-

Criteria of Evaluation	Grade /Score Obtained (Self Evaluation)	Grade /Score given by the Principal	Remarks
Category – I : Teaching (Good / Satisfactory / Not satisfactory)	Good	Good	
Category – II : Activities (Good / Satisfactory / Not satisfactory)	Good	Good	
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)	Good	Good	
Category – III : Academic/Research Activities			
A. Research Papers Published in Journals	Good		
B. Publications other than Journals (Books, chapters in Books)	—		
C. Creation of ICT	Good	Good	
D. i. Research Guidance	—		
D. ii. Research Projects Completed	—		
D. iii. Research Projects Ongoing	—		
D. iv. Consultancy	—		
E. i. Patents	—		
E. ii. Policy Document	—		
E. iii. Awards/Fellowship	—		
F. Invited Lectures in Conferences / Seminars	—		
Total (Category – III)	—	Good.	


Signature of the Lecturer


Signature of the Dept. I/C


Signature of the IQAC Coordinator


Signature of the Principal
GOVT. DEGREE COLLEGE
AVANIGADDA, Krishna. 521 122


Declaration by the Candidate

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.


Signature of the Lecturer

Certification by the Principal

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.


Signature of the Principal
GOVT. DEGREE COLLEGE
NINIGALDA, Krishna. 521 122

Government of Andhra Pradesh
Commissionerate of Collegiate Education

Academic & Administrative Audit of Degree Colleges (2020-21)

Format - III A (To be Filled by Faculty and handed over to Academic Advisor)

Zone: II

District: KRISHNA

Government Degree College, Avanigadda

R.Anka Rao

Commerce

24-12-2011

Date of Retirement:

31-08-2046

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
I-CURRICULAR ASPECTS									
1	Curricular Planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Design and Development to be considered)	Preparation and Implementation of 1. Annual Academic Curriculum Plan 2. Course Objectives & Outcomes 3. Teaching Diary 4. Lesson Plans 5. Active Participation in BOS	Course wise/Sem wise Records for the Academic Year Course wise/Sem wise Records for the Academic Year Invitation Letter & Attendance	2x5= 10 2x5= 10 10	30	B	60	60	1) All five key indicators =3 Grade points/A 2) Any four key indicators =2 Grade points/B 3) Any two key indicators =1 Grade points/C 4) No Indicator=0/D
2	Curriculum Flexibility/Enrichment	1. Additional inputs related to Curriculum of the courses taught 2. Value added courses offered & completed a) Certificate b) Diploma c) Any Online courses like MOOCs	a) Course wise/Sem wise additional inputs Reports b) Report on Certificate/ Diploma c) Any Online courses like MOOCs	10 2x5=10	20	A	60	60	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
3	Feedback system	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Course wise/Sem wise a) Reports of Feedback b) Analysis Reports c) Action taken Report	10	10	A	30	30	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
II-TEACHING, LEARNING & EVALUATION									
4	Catering to Student Diversity	1. Report on grouping of students into Slow, Moderate and Advanced learners 2. Course wise activities designed for Slow, Moderate and Advanced learners 1. Report on Course wise Bridge Courses conducted 2. Report on Course wise Remedial coaching conducted	1. Course wise/Sem wise Reports with lists of students (Slow, Moderate and Advanced learners) 2. Course wise/Sem wise Activities designed for Slow, Moderate and Advanced learners 1. Course wise/Sem wise Reports on Bridge Courses conducted 2. Course wise/Sem wise Report on Remedial coaching conducted	10 2x5=10	20	A	60	60	1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D

S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
5	Teaching-Learning Process	1. Report on student centered methods implemented (Course wise) 2. Report on implementation of ICT in teaching and learning (Course wise) or Report on implementation of Computer/Internet assisted learning (Course wise) 3. Report on the Use of LMS tools (Course wise) 4. Contribution for the development of LMS in the concerned subject 5. Report on innovative pedagogical Tools used	Course wise/ Sem wise Reports	50	50	B	100	100	1) All five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
6	Teacher Profile and Quality	1. Report on Seminars/Conferences/ Workshops/ Guest Lectures organized 2. Report on Participation in Seminars/Conferences/Workshops/ Guest Lectures/ Invited talks 3. Awards and recognition 4. Participation in Short term/ Orientation /Refresher courses/FDPs 5. E- Content Development /MOOCs (Massive Open Online Courses) 6. Additional Qualifications acquired during the last two years	Reports and Certificates	30	30	C	30	30	1) Any five key indicators =3 Grade points/A 2) Any three key indicators =2 Grade points/B 3) Any two key indicator =1 Grade point/C 4) Below two=0/D
7	Evaluation Process and Reforms	1. Report on Formative Evaluation (CIE) 2. Assignments-Critical, Innovative, text book and Internet based 3. Involvement in Summative evaluation 4. Maintaining Marks Register & Result Analysis register.	Department wise reports regarding 1. Mid exams, Seminar Reports, Assignment books, Projects and any other tools of Internal Assessment 2. Departmental Internal Marks Register for CIA verified by the Principal	10 10 5 5	30	A	90	90	1) All four key indicator Metrics =3 Grade points/A 2) Metrics 1, 2, 4 =2 Grade points/B 3) Metrics 1, 2, 3 =1 Grade point/C 4) Below two=0/D
8	Student Performance and Learning Outcomes	1. Announcement and Attainment of Course Outcomes 2. Report on Student seminars/ Student demonstrations (Course wise) 3. Report on activities like Quiz/ Group discussion/ Poster presentation (Course wise) 4. Report on Field trips (Course wise) 5. Report on Student Study projects (Course wise)	Course wise Reports	5x6=30	30	A	90	90	1) All five key indicators =3 Grade points/A 2) First KI Metric and any three other =2 Grade points/B 3) First KI Metric and any two other =1 Grade point/C 4) Below two=0/D

III-RESEARCH, INNOVATIONS AND EXTENSION


S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
9	Funding obtained for Research (Govt./Non-Governmental Bodies)	1.Minor Research Projects 2.Major Research Projects 3.Consultancy Projects	Letter of intimation and award letters (For Current Year only Either Ongoing OR Completed)	5 10 5	20	D	0	0	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
10	Research Publications and Awards	1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author 3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICJ or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5. Research Guideship 6. Awards in recognition of research work		10 15 10 5 10 10	60	C	60	60	1)Any three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4) No Indicator=0/D
11	Extension Activities	Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Doman related) Involvement in activities related to community service a. Sensitising the students about the value of Community Service b. Organising the activity (A maximum of 5 Programmes resulting in Community Service like ODI/Swachh Bharat/UBA etc)	Reports in the NAAC format	10 5+5	20	B	40	40	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
12	Functional MoUs /Collaborations with Govt and Non Governmental Organisations	1. Collaboration with University/ Industry/NGO/ Any other Agency 2. Consultancy offered 3. Amount generated through Consultancy.	MoUs/5 points Consultancy offered -10. Amount generated through Consultancy - 5 points	20	20	C	20	20	1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C 4)No Indicator=0/D
IV - USE OF INFRASTRUCTURE & LEARNING RESOURCES									
13	Physical facilities	Infrastructural facilities in the Department/Colleges a. Use of Digital Classrooms b. Use of Virtual Classroom c. Use of Lab d. Use of Library e. Nil use f. Maintenance of Departmental Library	Log books related to usage	20	20	A	60	60	1)Any four key indicators =3 Grade points/A 2)Any three indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C 4) Below two Indicators=0/D
V- ROLE IN STUDENT SUPPORT AND PROGRESSION									

No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
14	Student Support	<ol style="list-style-type: none"> 1. Counseling of students as Mentor/ Class teacher <ol style="list-style-type: none"> a. Student Profile Collection b. Semester wise updation and maintenance. 2. Any other Study Material /Guidance <ol style="list-style-type: none"> a) Academic guidance for the advanced learner (offering suggestions/ reference books) b) Handholding the slow learners (offering study material/ question banks) 3. Offering merit Scholarships 4. Organizing/Participation in Parent Teacher Meetings 	Reports in the NAAC format	20 10 10 10	50	B	100	100	<ol style="list-style-type: none"> 1) All Four key indicators =3 Grade points/A 2) Any Three key indicators =2 Grade points/B 3) Any Two key indicator =1 Grade point/C 4) Below two=0/D
15	Student Progression	Report on Programme/Course wise students' progression to <ol style="list-style-type: none"> a) Higher Education b) Employment c) Entrepreneurship 	Reports in the NAAC format	10 10 10	30	A	90	90	<ol style="list-style-type: none"> 1) All three key indicators =3 Grade points/A 2) Any two key indicators =2 Grade points/B 3) Any one key indicator =1 Grade point/C 4) No Indicator=0/D
VI - ROLE IN INSTITUTIONAL GOVERNANCE									
16	Participation in Institutional Governance and Leadership	<ol style="list-style-type: none"> a) Contribution to Departmental Vision & Mission and Departmental Action Plan b) Participation in different institutional committees and preparation of committee reports c) Participation in different institutional activities that focus on value based education d) Contribution to IQAC/quality initiatives 	Reports in the NAAC format	4x10	40	A	120	120	<ol style="list-style-type: none"> 1) All Four key indicators =3 Grade points/A 2) Any Three key indicators =2 Grade points/B 3) Any Two key indicator =1 Grade point/C 4) Below two=0/D
VII - BEST PRACTICES									
17	Best Practices	Identification and Contribution to <ol style="list-style-type: none"> a) The Departmental Best practices b) Institutional Best practices 	Reports in the NAAC format	20	20	A	60	60	<ol style="list-style-type: none"> 1) All Two key indicators =3 Grade points/A 2) Any one key indicator =2 Grade points/B 3) No Indicator=0/D
Total Grade points					500		960	1020	




Name & Signature of the Principal


PRINCIPAL
GOVT. DEGREE COLLEGE,
AYANGADDA, Krishna Dist.


 27/8/22


 17/8/22
 (RANGARAO)

Name & Signatures of the Academic advisors 'CSS'

- 1) 
- 2)  27/8/22
- 3)  27/8/22

ఆంధ్రప్రదేశ్ ప్రభుత్వం
Govt. of Andhra Pradesh



బీమా నిర్దేశాలయం
Directorate of Insurance

ఈ దిగువ అనుసూచికలో 'బీమాదారుగా' పేర్కొనబడిన ప్రతిపాదకుడు/ప్రతిపాదకురాలు అనుసూచికలో తెలిపిన బీమా ప్రతిపాదనను, ప్రకటనను ఆంధ్రప్రదేశ్ గవర్నరుగారి వద్ద నిక్షిప్తపరచి, తగు సంతకము చేసిన సదరు ప్రతిపాదన, ప్రకటన బీమా ఒప్పందమునకు ప్రాతిపదికగా ఉండుటకు అంగీకరించినందున

Whereas the proposer named as the "Insured" in the schedule annexed hereto has deposited with the Governor of Andhra Pradesh a proposal and declaration for assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for గవర్నరుగారు సదరు ప్రతిపాదనను ఆమోదించినందున, అనుసూచికలో పేర్కొనిన షరతులపై, అందులో తెలిపిన బీమా మొత్తమునకు గాను మొదటి ప్రీమియము వారికి ముట్టినందున
And WHEREAS the Governor has accepted the said proposal and has received the first premium for an assurance of the amount and on the terms stated in the Schedule

ఈ పాలసీ క్రింది అంశములకు సాక్షిభూతముగుచున్నది. ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా శాఖ డైరెక్టరుకి లేక తత్కాలముందు అతని కర్తవ్యములను నిర్వహించుచున్న అధికారికి లేక, ఇందు నిమిత్తము గవర్నరు గారిచే సక్రమముగా అధికార మియబడిన ఏ ఇతర అధికారికైనను సదరు అనుసూచిలో నిర్ణయించిన ప్రకారము లేక మరణము వీటిలో ఏది ముందు సంభవించునో అంతవరకు నెలసరి ప్రీమియములు చెల్లించిన యెడల గవర్నరు గారు బీమా మొత్తము, సదరు అనుసూచిక, షరతుల ననుసరించి చెల్లించదగియున్నట్లు సదరు ప్రకారముగా నిరూపించబడిన మీదట దానికి హక్కు కలిగి యున్నట్లు సదరు అనుసూచికలో పేర్కొనబడిన వ్యక్తికి లేక వ్యక్తులకు సదరు మొత్తమును చెల్లించుటకు భాధ్యులగుదురు.

Now this policy witnesseth that if the insured shall pay or cause to be paid to the Director, Directorate of Insurance, or the Officer for the time being performing his functions or any other Officer duly authorised by the Governor in this behalf, subsequent monthly premiums as stipulated in the said Schedule, or until his death, whichever shall occur earlier, the Governor shall upon satisfactory proof that the sum assured as become payable, in terms of the said Schedule, be subject and liable to pay the said sum to the person or persons mentioned in the said Schedule as entitled thereto :

ఐతే పై చెప్పిన ప్రతిపాదనలు గల వివరణ, ప్రకటన, యదారమైనవిగాని ఎడల ఒప్పందము చెల్లదని దాని క్రింది బీమాదారు చెల్లించిన పైకము జస్టు చేసుకొనబడవలెనను నిబంధనకు లోబడియు, అనుసూచికలో పేర్కొనబడిన ఏదేని ప్రత్యేక నిబంధనలకు ఈ పాలసీలో భాగముగా ఇక ముందు చేయడు ఏదేని ఎండార్సుమెంటుకు లోబడియు ఈ ఒప్పందము చేసుకొనడమైనది.

BUT HIS / HER contract is made subject to the provision that it shall be void and the payment made by the insured under it shall be confiscated if the statement contained in the aforesaid proposal and declaration be untrue and subject to the special provisions, if any, stipulated in the schedule and subject to further endorsements, if any, which may be made part of this Policy.

ఈ పాలసీ తత్కాలముందు అమలులోవున్న ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా శాఖ నియమావళికి లోబడి మంజూరు చేయబడినదని ఇందు మూలముగా ప్రకటించడమైనది.

AND IT IS HEREBY DECLARED that this policy is granted subject to the Andhra Pradesh Govt. Life Insurance Fund rules in force.

Schedule (అనుసూచి)

పేరు Name	KAZA MAHESH	పాలసీ నెం. Policy No.	806384 LC
పేరాదా Desgn.	J.A.	నెలసరి ప్రీమియం Montly Premium	300 A.E. 37
తండ్రి పేరు Father's Name	S P MUKHARJEE	బీమా మొత్తం Sum Assured	52218
కార్యాలయ చిరునామా Office Address	2202 GENERAL EDUCATION PRL, GDC, AVANIGADDA -- AVANIGADDA Krishna	బీమా ప్రారంభపు తేదీ Dt. of Commencement of Risk	01-04-2016
ప్రతిపాదన తేదీ Date of Proposal	6/13/2016	వివరి ప్రీమియం తేదీ Dt. of Last Monthly Prem. Due	31-03-2037
ప్రకటన తేదీ Dt. Of Declaration	01-04-2016	పుట్టిన తేదీ Date of Birth	29-07-1979
ప్రతిపాదన నెం. Proposal No.	1885103	పరిణామ తేదీ Date of Maturity	28-07-2039
		నామినీ పేరు మరియు వయస్సు Name of the Nominee & Age	K Naga Lakshmi 36 K Annapurnamma 56
		నామినీ తండ్రి పేరు Father's Name of the Nominee	K Y S Mukharjee & Ropalamma K Mahesh
		బంధుత్వము మరియు వాటా Relationship and Share	Wife 25 Mother 25 Daughter 25.00

ప్రత్యేక నిబంధనలు: Special Provisions :

బీమా మొత్తము ఎవరికి ఎప్పుడు చెల్లించదగియుండును, 58 సంవత్సరములు పూర్తియైన మీదట బీమాదారుకు లేక అతను మరణించిన సందర్భములో ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా శాఖ డైరెక్టరు కార్యాలయములో నమోదైవున్న అతనికి సంబంధించిన నామినీకి లేక నామినీలకు అట్టి నామినీలు లేనప్పుడు ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా శాఖ నియమావళిలో సాంధ్యపరచిన ప్రకారము అతని/ఆమె వారసులకు చెల్లించబడును.

TO WHOM AND WHEN THE SUM ASSURED IS PAYABLE : To the assured on his completing the age of 58 years or in the event of his death, to his valid nomiee or nominees registered in the Office of the Diretorate of Insurance, Government of Andhra Pradesh and failing such nominees, to his heirs as provided in the A.P.G.L.I. Department Rules.

జిల్లా బీమాధికారి

DIST. INS OFFICER

18-08-2016

Krishna

20.....తేదీ ఆంధ్రప్రదేశ్ గవర్నరు గారి కొరకు, వారి తరఫున

THE _____ DAY OF _____ 20____ FOR AND ON BEHALF OF THE GOVERNOR OF ANDHRA PRADESH

This Policy Bond is Electronically Generated, hence signature is not required.

(E.& O.E.)

Please visit : www.apgli.ap.gov.in

IMPORTANT INFORMATION

ముఖ్య విషయము

THE POLICY HOLDER is requested to note the following important provisions of the A.P.G.L.I. DEPARTMENT RULES. Further information can be had from the District insurance Office concerned.

ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళిలోని ఈ క్రింద ముఖ్య నిబంధనలను దృష్టిలో ఉంచుకొనవలసినదని పాలసీదారును కోరడమైనది. ఇతర వివరములను ఆంధ్రప్రదేశ్ ప్రభుత్వ జిల్లా బీమా కార్యాలయముల నుండి పొందవచ్చును.

1. When an Insured official ceases to be in the service of Government before completing the age of 58 years he/she has to choose one of the alternatives given below by giving a written request to the Department within 3 months of such cessation failing which he will be deemed to have agreed to surrender his policy.
 - a) To continue to pay the premium due on his policy till the date of last premium due.
 - b) To surrender the policy, or
 - c) To discontinue the payment of premium and accept a paid-up policy for a proportionately reduce sum.
2. A surrendered policy may be reinstated any time before the payment of surrender value at the discretion of the Director provided the policy holder undergoes medical examination at his own expense and pay up all the arrears of premiums, a paid-up policy can be reinstated like wise.
3. A policy holder who has chosen 1 (a) is allowed to pay the premiums monthly, quarterly, half-yearly or yearly, 15 days grace is allowed when the premium is payable monthly and one month's grace when it is payable otherwise.
4. Bonus at the time of claim will be paid to the claimant as per rates declared by the govt. time to time.
5. No assignment to third party is allowed.
6. All policies are exempted from attachment.
7. The policy holders are advised in their own interest to nominate someone under the provisions of the rules of the department, as otherwise unnecessary complications might arise at the time of settlement of claims.
8. Subject to budget provision a loan can be granted to the subscriber under rule 45 of APGLI Department Rules.
9. The sanctioning authority is authorised to pass orders to effect recoveries of the outstanding Premium/loan together with interest, if any, from the subscriber in such manner as per the rules of the department.
10. If payment of premium is discontinued while in service for any reason, the arrears of premium together with interest at the rate earned by the Fund balances shall be paid.
11. Correct Policy Number assigned has to be quoted in the monthly schedules to avoid suspense. Policy Number assigned shall be recorded on the first page of the service register for record.
12. Present insurable age is between the age group of 21 and 53.

1. బీమా చేసిన ఉద్యోగి 58 సంవత్సరముల వయస్సు పూర్తి చేయక ముందే ప్రభుత్వోద్యోగమును విరమించిన యెడల విరమించిన మూడు నెలలలోగా డైరెక్టరుకు లిఖిత పూర్వకమైన నోటీసు ద్వారా ఈ క్రింది పద్ధతులలో ఒక దానిని ఎంచుకొని తెలియజేయవలెను. అట్లు చేయని ఎడల అతని పాలసీని అర్పించుటకు అంగీకరించినట్లు భావించబడును.
 - (ఎ) చివరి ప్రీమియం తేదీవరకు చెల్లించవలెను.
 - (బి) పాలసీని అర్పణ చేయుట లేక
 - (సి) ప్రీమియము చెల్లింపును విరమించి, ఆ దామాషాలో తగ్గించిన మొత్తమునకు చెల్లించిన (పెయిడ్-అప్) పాలసీని స్వీకరించుట.
2. అర్పణ విలువ చెల్లించుటకు ముందు ఎప్పుడైనను డైరెక్టరు వినెచనానుసారము అర్పించిన పాలసీని పునరుద్ధరించ వచ్చును. అయితే పాలసీదారు తన స్వంత ఖర్చుపై వైద్య పరీక్ష చేయించుకొని ప్రీమియము బకాయిలన్నిటిని చెల్లించవలెను. అదే విధముగా చెల్లించిన (పెయిడ్-అప్) పాలసీని కూడా పునరుద్ధరించవచ్చును.
3. 1(ఎ)లో తెలిపిన పద్ధతిని ఎంచుకొన్న పాలసీదారు ప్రీమియములను నెలవారీగా గాని, మూడు నెలలకు, అర్థ సంవత్సరమునకు లేక సంవత్సరమునకు ఒక్కసారి గాని చెల్లించుటకు అనుమతించబడును. నెలవారీగా చెల్లించవలసిన ప్రీమియమునకు 15 రోజులు గడువు, ఇతర విధమైన ప్రీమియములకు ఒక నెల గడువు ఇవ్వబడును.
4. క్లెయిము సమయమునందు చందదారునికి చెల్లింపు బోనస్ ప్రభుత్వముచే నిర్ధారించబడును.
5. మూడవ వానికి అప్పగించుటకు ఏ విధముగాను అనుమతించబడదు.
6. అన్ని పాలసీలు జప్తు నుండి మినహాయించబడినవి.
7. శాఖ నియమావళిలోని నిబంధనల ప్రకారము స్వప్రయోజనము దృష్ట్యా ఎవరో ఒకరిని నామనిర్దిష్టము చేయవలసినదని పాలసీదారులందరికి సలహా ఇవ్వడమైనది. అట్లు చేయని యెడల క్లెయిములను పరిష్కరించు సమయమున అనవసరమైన చిక్కులు ఏర్పడవచ్చును.
8. ఆంధ్ర.ప్ర.ప్ర.జీ.బీ. శాఖ నియమావళిలోని 45వ నిబంధనల క్రింద బడ్జెటు కేటాయింపుకు లోబడి చందదారులకు పాలసీల అర్పణ విలువలో 90 శాతము మేరకు రుణము మంజూరు చేయబడును.
9. ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా నిధి నియమనిబంధనలనుసరించి ఆదేశించిన రీతిగా చందదారు చెల్లించవలసిన ప్రీమియము/బుణాము మరియు వడ్డీ ఏమయినా ఉన్నచో దానితో సహా రాహుబట్టుకొను నిమిత్తము ఉత్తరువుజారీ చేయుటకు బీమాధికారికి అధికారము ఇవ్వబడినది.
10. ఏదైన కారణము చేత ప్రీమియం తగ్గింపు చేయని పక్షములో, బకాయి పడిన ప్రీమియంలను బీమానిధిపై పొందే వడ్డీరేటుతో చెల్లించవలసి ఉంటుంది.
11. చందదారుల ప్రీమియం అనామతు ఖాతాలోనికి వెళ్ళకుండా నివారించుటకు గాను నెలసరి షెడ్యూల్లను పాలసీదారుల సరియైన పాలసీ నెంబరు పేర్కొనవలయును. మరియు ఉద్యోగులకు కేటాయించిన పాలసీ నెంబర్లను వారి సర్వీసు రిజిస్టరు మొదటి పేజీలో నమోదు చేయవలయును.
12. ప్రస్తుత బీమా అర్హత వయస్సు 21 సం॥ల నుండి 53 సం॥ల లోపు.

DISTRICT INSURENCE OFFICE Krishna

To,

The PRL, GDC, AVANIGADDA -- AVANIGADDA

Sir/Madam,

Sub:- Allotment of number and issue of policy to Sri/Smt. **KAZA MAHESH , J.A.**
Intimation-Reg.

With reference to the subject cited it is to inform that Sri/Smt. **KAZA MAHESH , J.A.** of your Department had been allotted Policy number **806384** . Kindly arrange to quote the policy number in the A.P.G.L.I. Schedule for proper accounting of the premium and also record the same in the S.R. of the employee. The premium shall be Compulsorily deducted every month till **31-03-2037** withoutfail.

The policy can be downloaded from our website www.apgli.ap.gov.in.

Yours faithfully,
District Insurance Officer
Krishna

Note: *This letter is electronically generated, hence signature is not required.*



ఆంధ్రప్రదేశ్ ప్రభుత్వం
Govt. of Andhra Pradesh



బీమా నిర్దేశాలయం
Directorate of Insurance

ఈ దిగువ అనుసూచికలో 'బీమాదారుగా' పేర్కొనబడిన ప్రతిపాదకుడు/ప్రతిపాదకురాలు అనుసూచికలో తెలిపిన బీమా ప్రతిపాదనను, ప్రకటనను ఆంధ్రప్రదేశ్ గవర్నరుగారి వద్ద నిక్షిప్త పరచి, తగు సంతకము చేసిన సదరు ప్రతిపాదన, ప్రకటన బీమా ఒప్పందమునకు ప్రాతిపదికగా ఉండుటకు అంగీకరించినందున

Whereas the proposer named as the "Insured" in the schedule annexed hereto has deposited with the Governor of Andhra Pradesh a proposal and declaration for assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for And WHEREAS the Governor has accepted the said proposal and has received the first Premium for an assurance of the amount and on the terms stated in the Schedule ఈ పాలసీ క్రింది అంశములకు సాక్షిభూతమగుచున్నది. ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ డైరెక్టరుకి లేక తత్కాలముందు అతని కర్తవ్యములను నిర్వహించుచున్న అధికారికి లేక, ఇందు నిమిత్తము గవర్నరు గారిచే సక్రమముగా అధికారమీయబడిన ఏ ఇతర అధికారికైనను సదరు అనుసూచిలో నిర్ణయించిన ప్రకారము లేక మరణము వీటిలో ఏది ముందు సంభవించునో అంతవరకు నెలసరి ప్రీమియములు చెల్లించిన యెడల గవర్నరు గారు బీమా మొత్తము, సదరు అనుసూచిక, పరతుల ననుసరించి చెల్లించదగియున్నట్లు సదరు ప్రకారముగా నిరూపించబడిన మీదట దానికి హక్కు కలిగియున్నట్లు సదరు అనుసూచికలో పేర్కొనబడిన వ్యక్తికి లేక వ్యక్తులకు సదరు మొత్తమును చెల్లించుటకు బాధ్యులగుదురు.

Now this policy witnesseth that if the insured shall pay or cause to be paid to the Director, Directorate of Insurance, or the Officer for the time being performing his functions or any other Officer duly authorised by the Governor in this behalf, subsequent monthly premiums as stipulated in the said Schedule, or until his death, whichever shall occur earlier, the Governor shall upon satisfactory proof that the sum assured as become payable, in terms of the said Schedule, be subject and liable to pay the said sum to the person or persons mentioned in the said schedule as entitled thereto: ఐతే పై చెప్పిన ప్రతిపాదనలు గల వివరణ, ప్రకటన, యదార్థమైనవిగాని ఎడల ఒప్పందము చెల్లదని దాని క్రింది బీమాదారు చెల్లించిన పైకము జప్తు చేసుకొనబడవలెనను నిబంధనకు లోబడియు, అనుసూచికలో పేర్కొనబడిన ఏదేని ప్రత్యేక నిబంధనలకు ఈ పాలసీలో భాగముగా ఇక ముందు చేయబడు ఏదేని ఎందార్డుమెంటుకు లోబడియు ఈ ఒప్పందము చేసుకొనదమైనది.

BUT HIS / HER contract is made subject to the provision that it shall be void and the payment made by the insured under it shall be confiscated if the statement contained in the aforesaid proposal and declaration be untrue and subject to the special provisions, if any, stipulated in the schedule and subject to further endorsements, if any, which may be made part of this Policy.

ఈ పాలసీ తత్కాలముందు అమలులో వున్న ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళికి లోబడి మంజూరు చేయబడినదని ఇందు మూలముగా ప్రకటించబడుచున్నది. AND IT IS HEREBY DECLARED that this policy is granted subject to the Andhra Pradesh Govt. Life Insurance Fund rules in force.

Schedule (అనుసూచి)

పేరు Name	A VEERA KUMARI	పాలసీ నెం. Policy No.	2408846_B
నోదా Desgn.	LECTURER	నెలసరి ప్రీమియం Monthly Premium	400 A.E. 29
తండ్రి పేరు Father's Name	VENKATESWARA RAO	బీమా మొత్తం Sum Assured	131800
కార్యాలయ చిరునామా Office Address	2202 GENERAL EDUCATION Krishna	బీమా ప్రారంభపు తేదీ Dt. of Commencement of Risk	01-09-2010
		చివరి ప్రీమియం తేదీ Dt. of Last Monthly Prem. Due	31-08-2039
		పుట్టిన తేదీ Date of Birth	05-03-1982
		పరిణతి తేదీ Date of Maturity	04-03-2040
ప్రతిపాదన తేదీ Date of Proposal	04-02-2013	నామినీ పేరు మరియు వయస్సు Name of the Nominee & Age	A SITARAVAMMA 0
ప్రకటన తేదీ Dt. Of Declaration	01-09-2010	నామినీ తండ్రి పేరు Father's Name of the Nominee	D NANCHARAI AH
ప్రతిపాదన నెం. Proposal No.	1363028	బంధుత్వము మరియు వాటా Relationship and Share	Mother 100

ప్రత్యేక నిబంధనలు : Special Provisions :
బీమా మొత్తము ఎవరికి ఎప్పుడు చెల్లించదగియుండును, 58/60 సంవత్సరములు పూర్తియైన మీదట బీమాదారుకు లేక అతను మరణించిన సందర్భములో ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా శాఖ డైరెక్టరు కార్యాలయములో నమోదైవున్న అతనికి సంబంధించిన నామినీకి లేక నామినీలకు అట్టి నామినీలు లేనప్పుడు ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమాశాఖ నియమావళిలో పొందుపరచిన ప్రకారము అతని/ఆమె వారసులకు చెల్లించబడును.
TO WHOM AND WHEN THE SUM ASSURED IS PAYBLE : To the assured on his completing the age of 58/60 years or in the event of his death, to his valid nominee or nominees registered in the Office of the Directorate of Insurance, Government of Andhra Pradesh and failing such nominees, to his heirs as provided in the A.P.G.L.I. Department Rules.

04-02-2013 **Krishna**
DIST. INSURANCE OFFICER

20.....తేదీ ఆంధ్రప్రదేశ్ గవర్నరు గారి కొరకు, వారి తరపున
THE.....DAY OF.....20.....FOR AND ON BEHALF OF THE GOVERNOR OF ANDHRA PRADESH (E.& O.E)

IMPORTANT INFORMATION

ముఖ్య సమాచారము

THE POLICY HOLDER is requested to note the following important provisions of the A.P.G.L.I. DEPARTMENT RULES. Further information can be had from the District insurance Office concerned.

- Submission of proposal form is mandatory in the next month of premium recovery and Correct Policy Number assigned has to be quoted in the monthly schedules to avoid suspense.** Policy Number assigned shall be recorded on the first page of the service register for record.
- Present insurable age is between the age group of 21 and 55.
- When an Insured official ceases to be in the service of Government before completing the age of 60 years he/she has to choose one of the alternative given below by giving a written request to the Department within 3 months of such cessation failing which he will be deemed to have agreed to surrender his policy.
 - To continue to pay the premium due on his policy till the date of last premium due.
 - To surrender the policy, or
 - To discontinue the payment of premium and accept a paid - up policy for a proportionately reduced sum.
- A surrendered policy may be reinstated any time before the payment of surrender value at the discretion of the Director provided the policy holder undergoes medical examination at his own expense and pay up all the arrears of premiums, a paid-up policy can be reinstated like wise.
- A policy holder who has chosen 1 (a) is allowed to pay the premiums monthly, quarterly, half-yearly or yearly, 15 days grace is allowed when the premium is payable monthly and one month's grace when it is payable otherwise.
- Bonus at the time of claim will be paid to the claimant as per rates declared by the govt. time to time.
- No assignment to third party is allowed.
- All policies are exempted from attachment.
- The policy holders are advised in their own interest to nominate someone under the provisions of the rules of the department, as otherwise unnecessary complications might arise at the time of settlement of claims.
- Subject to budget provision a loan can be granted to the subscriber @90% of surrender value and declared bonus under rule 45 of APGLI Department Rules.
- As per Govt order vide Go.Ms. No - 74 Finance (Admn - 2) Dept Dated 18-6-2015 such loan is recovered along with interest on equated monthly installment (EMI)
- If payment of premium is discontinued while in service for any reason, the arrears of premium together with interest at the rate earned by the Fund balances shall be paid.

ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళిలోని ఈ క్రింద ముఖ్య నిబంధనలను దృష్టిలో ఉంచుకొనవలసినదని పాలసీదారును కోరడమైనది. ఇతర వివరములను ఆంధ్రప్రదేశ్ ప్రభుత్వ జిల్లా బీమా కార్యాలయముల నుండి పొందవచ్చును.

- ప్రీమియం రికవరీ అయిన తదుపరి నెల తప్పనిసరిగా ప్రతిపాదన పత్రం సమర్పించవలెను. మరియు చందాదారుల ప్రీమియం అనామతు ఖాతాలోనికి వెళ్ళకుండా నివారించుటకు గాను నెలసరి షెడ్యూల్లనందు పాలసీదారుల సరియైన పాలసీ నెంబరు పేర్కొనవలయును. మరియు ఉద్యోగులకు కేటాయించిన పాలసీ నెంబర్లను వారి సర్వీసు రిజిస్టరు మొదటి పేజీలో సమోదు చేయవలయును.
- ప్రస్తుత బీమా అర్హత వయస్సు 21 సం॥ల నుండి 55 సం॥ల లోపు.
- బీమా చేసిన ఉద్యోగి 60 సంవత్సరముల వయస్సు పూర్తి చేయక ముందే ప్రభుత్వో ద్యోగమును విరమించిన యెడల విరమించిన మూడు నెలలలోగా డైరెక్టరుకు లిఖిత పూర్వకమైన నోటీసు ద్వారా ఈ క్రింది పద్ధతులలో ఒక దానిని ఎంచుకొని తెలియజేయవలెను. అట్లు చేయని ఎడల అతని పాలసీని అర్పించుటకు అంగీకరించినట్లు భావించబడును.
 - చివరి ప్రీమియం తేది వరకు చెల్లించవలెను.
 - పాలసీని అర్పణ చేయుట లేక
 - ప్రీమియము చెల్లింపును విరమించి, ఆ దామాషాలో తగ్గించిన మొత్తమునకు చెల్లించిన (పెయిడ్-అప్) పాలసీని స్వీకరించుట.
- అర్పణ విలువ చెల్లించుటకు ముందు ఎప్పుడైనను డైరెక్టరు వివేచనానుసారము అర్పించిన పాలసీని పునరుద్ధరించ వచ్చును. అయితే పాలసీదారు తన స్వంత ఖర్చుపై వైద్య పరీక్ష చేయించుకొని ప్రీమియము బకాయిలన్నిటిని చెల్లించవలెను. అదే విధముగా చెల్లించిన (పెయిడ్-అప్) పాలసీని కూడా పునరుద్ధరించవచ్చును.
- 1(ఎ)లో తెలిపిన పద్ధతిని ఎంచుకొన్న పాలసీదారు ప్రీమియములను నెలవారీగా గాని, మూడు నెలలకు, అర్థ సంవత్సరమునకు లేక సంవత్సరమునకు ఒక్కసారి గాని చెల్లించుటకు అనుమతించబడును. నెలవారీగా చెల్లించవలసిన ప్రీమియమునకు 15 రోజులు గడువు, ఇతర విధమైన ప్రీమియములకు ఒక నెల గడువు ఇవ్వబడును.
- క్లెయిము సమయమునందు చందాదారునికి చెల్లించు బోనస్ ప్రభుత్వముచే నిర్ధారించబడును.
- మూడవ వానికి అప్పగించుటకు ఏ విధముగాను అనుమతించబడదు.
- అన్ని పాలసీలు జప్తు నుండి మినహాయించబడినవి.
- శాఖ నియమావళిలోని నిబంధనల ప్రకారము స్వప్రయోజనము దృష్ట్యా ఎవరో ఒకరిని నామనిర్దిష్టము చేయవలసినదని పాలసీదారులందరికి నలహా ఇవ్వడమైనది. అట్లు చేయని యెడల క్లెయిములను పరిష్కరించు సమయమున అనవసరమైన చిక్కులు ఏర్పడవచ్చును.
- ఆం.ప్ర.ప్ర.జీ.బీ. శాఖ నియమావళిలోని 45వ నిబంధనల క్రింద బడ్జెటు కేటాయింపుకు లోబడి చందాదారులకు పాలసీల అర్పణ విలువలో 90శాతము ప్రకటించిన బోనస్ తో రుణము మంజూరు చేయబడును.
- ప్రభుత్వ ఉత్తర్వుల సంఖ్య 74 ఆర్డిక (పరిపాలన -2) శాఖ, తేది 18-6-2015 ప్రకారము అట్టి ఋణము, దానిపై వడ్డీతో సహా సమాన నెలసరి వాయిదాలలో రికవరీ చేయబడును.
- ఏదైన కారణము చేత ప్రీమియం తగ్గింపు చేయని పక్షములో, బకాయి పడిన ప్రీమియంలను బీమానిధి పై పొందే వడ్డీరేటుతో చెల్లించవలసి ఉంటుంది.



ఆంధ్రప్రదేశ్ ప్రభుత్వం
Govt. of Andhra Pradesh



బీమా నిర్దేశాలయం
Directorate of Insurance

ఈ దిగువ అనుసూచికలో 'బీమాదారుగా' పేర్కొనబడిన ప్రతిపాదకుడు/ప్రతిపాదకురాలు అనుసూచికలో తెలిపిన బీమా ప్రతిపాదనను, ప్రకటనను ఆంధ్రప్రదేశ్ గవర్నరుగారి వద్ద నిక్షిప్త పరచి, తగు సంతకము చేసిన సదరు ప్రతిపాదన, ప్రకటన బీమా ఒప్పందమునకు ప్రాతిపదికగా ఉండుటకు అంగీకరించినందున

Whereas the proposer named as the "Insured" in the schedule annexed hereto has deposited with the Governor of Andhra Pradesh a proposal and declaration for assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for

And WHEREAS the Governor has accepted the said proposal and has received the first Premium for an assurance of the amount and on the terms stated in the Schedule

ఈ పాలసీ క్రింది అంశములకు సాక్షిభూతమగుచున్నది. ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ డైరెక్టరుకి లేక తత్కాలముందు అతని కర్తవ్యములను నిర్వహించుచున్న అధికారికి లేక, ఇండు నిమిత్తము గవర్నరు గారిచే సక్రమముగా అధికారమీయబడిన ఏ ఇతర అధికారికైనను సదరు అనుసూచిలో నిర్ణయించిన ప్రకారము లేక మరణము వీటిలో ఏది ముందు సంభవించునో అంతవరకు నెలసరి ప్రీమియములు చెల్లించిన యెడల గవర్నరు గారు బీమా మొత్తము, సదరు అనుసూచిక, షరతుల ననుసరించి చెల్లించదగియున్నట్లు సదరు ప్రకారముగా నిరూపించబడిన మీదట దానికి హక్కు కలిగియున్నట్లు సదరు అనుసూచికలో పేర్కొనబడిన వ్యక్తికి లేక వ్యక్తులకు సదరు మొత్తమును చెల్లించుటకు బాధ్యులగుదురు.

Now this policy witnesseth that if the insured shall pay or cause to be paid to the Director, Directorate of Insurance, or the Officer for the time being performing his functions or any other Officer duly authorised by the Governor in this behalf, subsequent monthly premiums as stipulated in the said Schedule, or until his death, whichever shall occur earlier, the Governor shall upon satisfactory proof that the sum assured as become payable, in terms of the said Schedule, be subject and liable to pay the said sum to the person or persons mentioned in the said schedule as entitled thereto:

ఐతే పై చెప్పిన ప్రతిపాదనలు గల వివరణ, ప్రకటన, యదార్థమైనవిగాని ఎడల ఒప్పందము చెల్లదని దాని క్రింది బీమాదారు చెల్లించిన పైకము జప్తు చేసుకొనబడవలెనను నిబంధనకు లోబడియు, అనుసూచికలో పేర్కొనబడిన ఏదేని ప్రత్యేక నిబంధనలకు ఈ పాలసీలో భాగముగా ఇక ముందు చేయబడు ఏదేని ఎందార్డుమెంటుకు లోబడియు ఈ ఒప్పందము చేసుకొనదమైనది.

BUT HIS / HER contract is made subject to the provision that it shall be void and the payment made by the insured under it shall be confiscated if the statement contained in the aforesaid proposal and declaration be untrue and subject to the special provisions, if any, stipulated in the schedule and subject to further endorsements, if any, which may be made part of this Policy.

ఈ పాలసీ తత్కాలముందు అమలులో వున్న ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళికి లోబడి మంజూరు చేయబడినదని ఇండు మూలముగా ప్రకటించబడుచున్నది. AND IT IS HEREBY DECLARED that this policy is granted subject to the Andhra Pradesh Govt. Life Insurance Fund rules in force.

Schedule (అనుసూచి)

పేరు Name	P ARUN KUMAR	పాలసీ నెం. Policy No.	2219823_A
నోదా Desgn.	LECTURER	నెలసరి ప్రీమియం Monthly Premium	2000 A.E. 29
తండ్రి పేరు Father's Name	P VIJAYA KUMAR	బీమా మొత్తం Sum Assured	533700
కార్యాలయ చిరునామా Office Address	2202 GENERAL EDUCATION PRL.A.B.R. GOVT.DEGREE COLLEGE REPALLE -- REPALLE GUNTUR	బీమా ప్రారంభపు తేదీ Dt. of Commencement of Risk	01-10-2018
		చివరి ప్రీమియం తేదీ Final Premium Due	30-09-2049
		పుట్టిన తేదీ Date of Birth	04-03-1990
		పరిణతి తేదీ Date of Maturity	03-03-2050
ప్రతిపాదన తేదీ Date of Proposal	25-10-2018	నామినీ పేరు మరియు వయస్సు Name of the Nominee & Age	M KANTHAMMA 58
ప్రకటన తేదీ Dt. Of Declaration	01-10-2018	నామినీ తండ్రి పేరు Father's Name of the Nominee	M DEVADAS
ప్రతిపాదన నెం. Proposal No.	2291706	బంధుత్వము మరియు వాటా Relationship and Share	Mother 100

ప్రత్యేక నిబంధనలు : Special Provisions :
బీమా మొత్తము ఎవరికి ఎప్పుడు చెల్లించదగియుండును, 58/60 సంవత్సరములు పూర్తియైన మీదట బీమాదారుకు లేక అతను మరణించిన సందర్భములో ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా శాఖ డైరెక్టరు కార్యాలయములో నమోదైవున్న అతనికి సంబంధించిన నామినీకి లేక నామినీలకు అట్టి నామినీలు లేనప్పుడు ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమాశాఖ నియమావళిలో పొందుపరచిన ప్రకారము అతని/ఆమె వారసులకు చెల్లించబడును.
TO WHOM AND WHEN THE SUM ASSURED IS PAYBLE : To the assured on his completing the age of 58/60 years or in the event of his death, to his valid nominee or nominees registered in the Office of the Directorate of Insurance, Government of Andhra Pradesh and failing such nominees, to his heirs as provided in the A.P.G.L.I. Department Rules.

25-10-2018

GUNTUR
DIST. INSURANCE OFFICER

20.....తేదీ ఆంధ్రప్రదేశ్ గవర్నరు గారి కొరకు, వారి తరపున

THE _____ DAY OF _____ 20____ FOR AND ON BEHALF OF THE GOVERNOR OF ANDHRA PRADESH

(E.& O.E)

IMPORTANT INFORMATION

ముఖ్య సమాచారము

THE POLICY HOLDER is requested to note the following important provisions of the A.P.G.L.I. DEPARTMENT RULES. Further information can be had from the District insurance Office concerned.

- Submission of proposal form is mandatory in the next month of premium recovery and Correct Policy Number assigned has to be quoted in the monthly schedules to avoid suspense.** Policy Number assigned shall be recorded on the first page of the service register for record.
- Present insurable age is between the age group of 21 and 55.
- When an Insured official ceases to be in the service of Government before completing the age of 60 years he/she has to choose one of the alternative given below by giving a written request to the Department within 3 months of such cessation failing which he will be deemed to have agreed to surrender his policy.
 - To continue to pay the premium due on his policy till the date of last premium due.
 - To surrender the policy, or
 - To discontinue the payment of premium and accept a paid - up policy for a proportionately reduced sum.
- A surrendered policy may be reinstated any time before the payment of surrender value at the discretion of the Director provided the policy holder undergoes medical examination at his own expense and pay up all the arrears of premiums, a paid-up policy can be reinstated like wise.
- A policy holder who has chosen 1 (a) is allowed to pay the premiums monthly, quarterly, half-yearly or yearly, 15 days grace is allowed when the premium is payable monthly and one month's grace when it is payable otherwise.
- Bonus at the time of claim will be paid to the claimant as per rates declared by the govt. time to time.
- No assignment to third party is allowed.
- All policies are exempted from attachment.
- The policy holders are advised in their own interest to nominate someone under the provisions of the rules of the department, as otherwise unnecessary complications might arise at the time of settlement of claims.
- Subject to budget provision a loan can be granted to the subscriber @90% of surrender value and declared bonus under rule 45 of APGLI Department Rules.
- As per Govt order vide Go.Ms. No - 74 Finance (Admn - 2) Dept Dated 18-6-2015 such loan is recovered along with interest on equated monthly installment (EMI)
- If payment of premium is discontinued while in service for any reason, the arrears of premium together with interest at the rate earned by the Fund balances shall be paid.

ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళిలోని ఈ క్రింద ముఖ్య నిబంధనలను దృష్టిలో ఉంచుకొనవలసినదని పాలసీదారును కోరడమైనది. ఇతర వివరములను ఆంధ్రప్రదేశ్ ప్రభుత్వ జిల్లా బీమా కార్యాలయముల నుండి పొందవచ్చును.

- ప్రీమియం రికవరీ అయిన తదుపరి నెల తప్పనిసరిగా ప్రతిపాదన పత్రం సమర్పించవలెను. మరియు చందాదారుల ప్రీమియం అనామతు ఖాతాలోనికి వెళ్ళకుండా నివారించుటకు గాను నెలసరి షెడ్యూల్లనందు పాలసీదారుల సరియైన పాలసీ నెంబరు పేర్కొనవలయును. మరియు ఉద్యోగులకు కేటాయించిన పాలసీ నెంబర్లను వారి సర్వీసు రిజిస్టరు మొదటి పేజీలో సమోదు చేయవలయును.
- ప్రస్తుత బీమా అర్హత వయస్సు 21 సం॥ల నుండి 55 సం॥ల లోపు.
- బీమా చేసిన ఉద్యోగి 60 సంవత్సరముల వయస్సు పూర్తి చేయక ముందే ప్రభుత్వో ద్యోగమును విరమించిన యెడల విరమించిన మూడు నెలలలోగా డైరెక్టరుకు లిఖిత పూర్వకమైన నోటీసు ద్వారా ఈ క్రింది పద్ధతులలో ఒక దానిని ఎంచుకొని తెలియజేయవలెను. అట్లు చేయని ఎడల అతని పాలసీని అర్పించుటకు అంగీకరించినట్లు భావించబడును.
 - చివరి ప్రీమియం తేది వరకు చెల్లించవలెను.
 - పాలసీని అర్పణ చేయుట లేక
 - ప్రీమియము చెల్లింపును విరమించి, ఆ దామాషాలో తగ్గించిన మొత్తమునకు చెల్లించిన (పెయిడ్-అప్) పాలసీని స్వీకరించుట.
- అర్పణ విలువ చెల్లించుటకు ముందు ఎప్పుడైనను డైరెక్టరు వివేచనానుసారము అర్పించిన పాలసీని పునరుద్ధరించ వచ్చును. అయితే పాలసీదారు తన స్వంత ఖర్చుపై వైద్య పరీక్ష చేయించుకొని ప్రీమియము బకాయిలన్నిటిని చెల్లించవలెను. అదే విధముగా చెల్లించిన (పెయిడ్-అప్) పాలసీని కూడా పునరుద్ధరించవచ్చును.
- 1(ఎ)లో తెలిపిన పద్ధతిని ఎంచుకొన్న పాలసీదారు ప్రీమియములను నెలవారీగా గాని, మూడు నెలలకు, అర్థ సంవత్సరమునకు లేక సంవత్సరమునకు ఒక్కసారి గాని చెల్లించుటకు అనుమతించబడును. నెలవారీగా చెల్లించవలసిన ప్రీమియమునకు 15 రోజులు గడువు, ఇతర విధమైన ప్రీమియములకు ఒక నెల గడువు ఇవ్వబడును.
- క్లెయిము సమయమునందు చందాదారునికి చెల్లించు బోనస్ ప్రభుత్వముచే నిర్ధారించబడును.
- మూడవ వానికి అప్పగించుటకు ఏ విధముగాను అనుమతించబడదు.
- అన్ని పాలసీలు జప్తు నుండి మినహాయించబడినవి.
- శాఖ నియమావళిలోని నిబంధనల ప్రకారము స్వప్రయోజనము దృష్ట్యా ఎవరో ఒకరిని నామనిర్దిష్టము చేయవలసినదని పాలసీదారులందరికి నలహా ఇవ్వడమైనది. అట్లు చేయని యెడల క్లెయిములను పరిష్కరించు సమయమున అనవసరమైన చిక్కులు ఏర్పడవచ్చును.
- ఆం.ప్ర.ప్ర.జీ.బీ. శాఖ నియమావళిలోని 45వ నిబంధనల క్రింద బడ్జెటు కేటాయింపుకు లోబడి చందాదారులకు పాలసీల అర్పణ విలువలో 90శాతము ప్రకటించిన బోనస్ తో రుణము మంజూరు చేయబడును.
- ప్రభుత్వ ఉత్తర్వుల సంఖ్య 74 ఆర్డిక (పరిపాలన -2) శాఖ, తేది 18-6-2015 ప్రకారము అట్టి ఋణము, దానిపై వడ్డీతో సహా సమాన నెలసరి వాయిదాలలో రికవరీ చేయబడును.
- ఏదైన కారణము చేత ప్రీమియం తగ్గింపు చేయని పక్షములో, బకాయి పడిన ప్రీమియంలను బీమానిధి పై పొందే వడ్డీరేటుతో చెల్లించవలసి ఉంటుంది.



Government of Andhra Pradesh
Employees Health Scheme



HEALTH CARD
CE0003980/01

VEERA KUMARI, Male

DOB: 05/03/1982, Self






Address : 20-64
, VENKATRAMA BAGH, CHINTALAPUDI ,
CHINTALAPUDI, WEST GODAVARI District


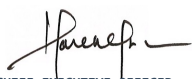
Employee : VEERA KUMARI

Employee ID No. : 0519469

**Aadhar ID/Enrollment ID :
592716110475**

Issued by :
Collector & District Magistrate,
WEST GODAVARI District

 EMPLOYEES HEALTH SCHEME (GOVERNMENT OF ANDHRA PRADESH)		
HEALTH CARD CE0008003/01		
Name	: POTTY ARUN KUMAR	
Gender	: Male	
D.O.B / Age	: 04/03/1990	
Relation	: Self	
Blood Group	: O+ve	
Employee/Pensioner ID No.	: 2912584	
Department	: Commissioner Collegiate Education	
		
డా॥ వై.యస్.ఆర్. ఆరోగ్య శ్రీ హెల్త్ కేర్ ట్రస్ట్		

GOVERNMENT OF ANDHRA PRADESH	
Health Card No	: CE0008003/01
House/Door No	: 6-263/2
Address	: R S NAGAR
Village	: VISSAKODERU
Mandal	: PALACODERU - R
District	: WEST GODAVARI
MobileNo	: 9502035544
	
ఉచిత ఆరోగ్య సమాచారం మరియు ఫిచ్చాదులు కొరకు 18004251818 కు ఫోన్ చేయగలరు. WWW . YSRAAROGYASRI . AP . GOV . IN	
 CHIEF EXECUTIVE OFFICER Dr YSR AHCT	



Sri Y. S. Jagan Mohan Reddy
Hon'ble Chief Minister
Andhra Pradesh



Government of Andhra Pradesh Commissionerate of Collegiate Education



Sri Botcha Satyanarayana
Hon'ble Minister for Education
Andhra Pradesh

Data submission : [Login for Colleges](#) Data Reports : [Login for Colleges](#) [AC-Login](#)
 CCE Web News : [Form for uploading College News Letter for the month of May, 2021](#)



[Online Application of CAS 2023](#) [CCE Learning Management System](#) [Academic Repository](#) [Downloads](#)

CCE Web News : [Update/edit Photos \(use edit option\) related to the activities](#)

ASAR 2020-21 Abstract

ASAR 2020-21 Abstract

Uploaded so far (Total : 2843)

S.No	District	Name of the College	Number of Employees
1	ANANTAPUR	GDC BUKKAPATNAM	11
2	ANANTAPUR	GDC HINDUPUR	12
3	ANANTAPUR	GDC KALYANDURG	12
4	ANANTAPUR	GDC PENUGONDA	8
5	ANANTAPUR	GDC TADIPATRI	6
6	ANANTAPUR	GDC URVAKONDA	10

44	GDC/W GUNTUR	GUNTUR	Government	T.GUSEELAMMA	Physical Educator	Good	Good				
45	JMJ FOR (W), TENALI	GUNTUR	Aided	Dr.KARUNA SUJATHA	Physical Educator	Good	Good				
46	GDC POURMAMILLA	KADAPA	Government	A.Sreenivasulu	Library Science	Good	Not Satisfactory	Not Satisfactory	Good	Satisfactory	Good
47	GDC POURMAMILLA	KADAPA	Government	K.RATNA KARUNA KUAMR	Physical Educator	Good	Good	Good	Satisfactory	Good	Good
48	GDC VEMPALLI	KADAPA	Government	P.MADHAVA RAO	Library Science	Good	Not Satisfactory	Satisfactory	Good	Satisfactory	Good
49	GDC/W KADAPA	KADAPA	Government	K.MADAN MOHAN	Physical Educator	Satisfactory	Good	Good	Good	Good	Satisfactory
50	GDC-SCNR PRODDUTUR	KADAPA	Government	Ch.Gubba Rao	Physical Educator	Good	Good	Good	Good	Good	Good
51	AJIKALASALA, MACHILIPATNAM	KRISHNA	Aided	V.MANI PRASAD	Physical Educator	Good	Good	Good	Good	Good	Good
52	ANDHRA LOYOLA COLLEGE VIJAYAWADA	KRISHNA	Aided	DR.G.A.PRASAD RAO	Library Science	Good	Good	Good	Good	Good	Good
53	ANDHRA LOYOLA COLLEGE VIJAYAWADA	KRISHNA	Aided	SRI J.V. NAGENDRA PRASAD	Physical Educator	Good	Good	Good	Good	Good	Good
54	GDC AVANIGADDA	KRISHNA	Government	K.VISWESWARA RAO	Library Science	Good	Not Satisfactory	Not Satisfactory	Satisfactory	Good	Good
55	GDC AVANIGADDA	KRISHNA	Government	Dr.NALLURI SRINIVASA RAO	Physical Educator	Good	Good	Good	Good	Good	Good
56	GDC KAIKAKULURU	KRISHNA	Government	L.Narasimha Rao	Library Science	Good	Good	Satisfactory	Good	Good	Good
57	GDC KAIKAKULURU	KRISHNA	Government	S.D.V. Satyanarayana	Physical Educator	Good	Satisfactory	Satisfactory	Good	Good	Good
58	GDC MYLAVARAM	KRISHNA	Government	MAJOR MANNE SWAMY	Physical Educator	Good	Good	Good	Good	Good	Good
59	GDC TIRUVURU	KRISHNA	Government	Dr.K.Kusuma kumari	Library Science	Good	Not Satisfactory	Satisfactory	Good	Good	Good
60	GDC TIRUVURU	KRISHNA	Government	Dr.Vasireddy Nageswara Rao	Physical Educator	Good	Not Satisfactory	Not Satisfactory	Satisfactory	Satisfactory	Good
61	GDC(SRR & CVR) VIJAYAWADA	KRISHNA	Government	Dr.D.Yugandhar	Physical Educator	Good	Good	Good	Satisfactory	Good	Good
62	GDC(VRK) MOVVA	KRISHNA	Government	Dr.T.Srikanth	Library Science	Good	Not Satisfactory	Good	Good	Good	Good
63	GDC(VRK) MOVVA	KRISHNA	Government	BONIGALA CHINA SANGEETHA RAO	Physical Educator	Good	Satisfactory	Good	Good	Good	Good
64	GDC BANAGANAPALLI	HURNOOL	Government	Smt.V.VIJAYA KUMARI	Physical Educator	Good	Satisfactory	Satisfactory	Satisfactory	Good	Good
65	GDC DROWACHALAM	HURNOOL	Government	Dr.L.C.S.Khanna	Physical Educator	Good	Good	Satisfactory	Good	Satisfactory	Good

AVANIGADDA 19/19

^ v x

Teachers are encouraged to take up career development program by sending them under FDP programmes of UGC, if they are pursuing M.Phil/Ph.D. For attending RCs, OCs & FDPs the teachers are given leave with pay and their absence is considered on duty leave.

**Proceedings of the Commissioner of Collegiate Education
Andhra Pradesh, Vijayawada
Present: Dr. Pola. Bhaskar, I.A.S.**

Re. No: 236/AP/RC-OC/Acad.Cell/AC-8/2020-21

Dated: 11/02/2022

Sub: - Collegiate Education - Faculty Induction Programme (OC) at HRDC, Andhra University, Visakhapatnam, from 16-02-2022 to 15-03-2022 - Deputation of Lecturers - Accord of Permission & Information to attend - Reg.

Ref: - (1) Intimation received through email from the Director, UGC_HRDC, Andhra University, Visakhapatnam, Dated 31-01-2022.

The UGC Human Resource Development Centre (HRDC), Andhra University, Visakhapatnam is organizing Faculty Induction Programme (OC) for Lecturers from 16-02-2022 to 15-03-2022.

In this regard the Director, HRDC Andhra University, Visakhapatnam, vide reference cited has requested to nominate/depute Lecturers working in Govt. Degree Colleges for "**Orientation Course**" to be held at HRDC Andhra University, Visakhapatnam from 16-02-2022 to 15-03-2022. The list of lecturers nominated for the course is enclosed with their place of work for the information of the principal.

The Principal, subject to the exigencies of administrative and academic matters, is instructed to relieve the Lecturer in time with instructions to report at the above said venue before 9:30 Am on the date of commencement of course. The period shall be treated as **ON Duty**.

1 sub 9/12/22
308
01/02/2022
For Commissioner of Collegiate Education

Enclosure:
List of Participants

To
The Director, HRDC, AU, Visakhapatnam
Copy to the Principal(s) Concerned

ACADEMIC GUIDANCE OFFICER
Commissionerate of Collegiate Education
Government of Andhra Pradesh
3rd, 4th Floors, ANR Towers, Prasadampadu,
VIJAYAWADA-521 108.

ANDHRA UNIVERSITY HRDC - VISAKHAPATNAM
FACULTY INDUCTION PROGRAMME 16-02-2022 TO 15-03-2022

S.NO	ZONE	DISTRICT	NAME OF THE LECTURER	SUBJECT	NAME & PLACE OF GDC	MOBILE NUMBER	EMAIL ADDRESS
1.	I	SRIKAKULAM	P. RAMAKRISHNA	ENGLISH	GDC, ICHAPURAM	9949463567	prkgdcel@gmail.com
2.	I	SRIKAKULAM	DR.S. DILLESWARARAO	TELUGU	GDC (M), SRIKAKULAM	9441944208	eswar.dilli820@gmail.com
3.	I	SRIKAKULAM	LENKA VENKATA RAMANA	MATHEMATICS	GDC, RAJAM	9491841623	tarunnaidu39@gmail.com
4.	I	SRIKAKULAM	MARADANA SRINIVASA RAO	TELUGU	GDC (W)(A), SRIKAKULAM	9490544789	srinivasavadhani@gmail.com
5.	I	VISAKHAPATNAM	GOLTHI VENKATESH	CHEMISTRY	GDC, CHODAVARAM	8712707778	venkatesh.golthi@gmail.com
6.	I	VISAKHAPATNAM	S. MALLIBABU	ENGLISH	GDC, CHODAVARAM	9966545448	mallibabu08@gmail.com
7.	I	VISAKHAPATNAM	RAMESH DANTULURI	COMMERCE	D.V.S.K GDC (A), VISAKHAPATNAM	9912378877	ap353535@gmail.com
8.	I	VISAKHAPATNAM	DR GATTU RAJU KUMAR	COMMERCE	D.V.S.K GDC (A), VISAKHAPATNAM	9885623910	rajukumar.gattu0@gmail.com
9.	II	EAST GODAVARI	PALLAVI VUDUMULA	POLITICAL SCIENCE	GDC, PITHAPURAM	8309138849	yudumulapallavi@gmail.com
10.	II	EAST GODAVARI	DR. S PRIYADARSHINI	CHEMISTRY	ASD GDC (W) (A), KAKINADA	898 581 1702	priya.sayala@gmail.com
11.	II	EAST GODAVARI	SWARNA SRI YADADA	ENGLISH	ASD GDC (W) (A), KAKINADA	7729056532	swarnapranith@gmail.com
12.	II	EAST GODAVARI	K.SUBHASHINI DEVI	ZOOLOGY	GDC (A), RAJAHMUNDY	7995336544	subharenibagi@gmail.com
13.	II	EAST GODAVARI	S NARAYANA VAVILAPALLI	CHEMISTRY	GDC (A), RAJAHMUNDY	9182687403	vavilapalli22@gmail.com
14.	II	EAST GODAVARI	K. NAGENDRA PRASAD	BOTANY	GDC (A), RAJAHMUNDY	8143288215	nagendrabotany@gmail.com
15.	II	EAST GODAVARI	CH.VENNELA	ENGLISH	GDC (A) RAJAHMUNDY	8978841816	vennelachilikoti6@gmail.com
16.	II	EAST GODAVARI	P.SAILAJA	TELUGU	GDC,RAZOLE	8985953834	sailajapraisry@gmail.com
17.	II	WEST GODAVARI	PIDATHALA RAMACHANDRUDU	TELUGU	GDC TADEPALLIGUDEM	7981066369	ramachandrudu111@gmail.com
18.	II	WEST GODAVARI	CH DEVI PALAKA	BOTANY	GDC TANUKU	9491687697	chamudevi120@gmail.com
19.	II	WEST GODAVARI	SURENDRA BAIRLA	CHEMISTRY	GDC TADEPALLIGUDEM	9959991246	bairlasurendra1246@gmail.com
20.	II	KRISHNA	DR C. CHANDRA SEKHAR	ENGLISH	SRR & CVR VIJAYAWADA	9642063326	chandufu@gmail.com
21.	II	KRISHNA	P. ARUN KUMAR	COMPUTER SCIENCE	GDC AVANIGADDA	9502035544	arunkumar.potti@gmail.com
22.	II	KRISHNA	D. SRINIVASA RAO	HISTORY	GDC MYLAVARAM	7981017916	srinudharavathu007@gmail.com
23.	III	GUNTUR	DR. ANITHA PULAGARA	ENGLISH	GDC (W) GUNTUR	9502554881	anithapulagara@gmail.com
24.	IV	CHITTOOR	A CHANDRA BABU	TELUGU	GDC PILER	8919834314	spoorthiabc@gmail.com

25.	IV	CHITTOOR	DR. A. KIRANMAYEE	ENGLISH	NPS GDC (W), CHITTOOR	9849671707	kiranmayee.a19@gmail.com
26.	IV	CHITTOOR	N. SRAVANI	MICROBIOLOGY	NPS GDC (W), CHITTOOR	6303444971	sravani.microbiology2018@gmail.com
27.	IV	KURNOOL	ANGAM,JAYALAKSHMI	HISTORY	KVR GDC (W) (A) KURNOOL	9346430738	jayapragna1977@gmail.com
28.	IV	KURNOOL	MORAM SUNIL KUMAR REDDY	COMPUTER SCIENCE	GDC (M),KURNOOL	7659955402	sunil.rgm@gmail.com
29.	IV	KADAPA	APPALA NAIDU VAKAMULLU	MATHEMATICS	GDC (M) (A), KADAPA	8886454767	naidu33143@gmail.com
30.	IV	KADAPA	G. DAYANANDAM	COMPUTER SCIENCE	GDC (M) (A), KADAPA	9885553539	gdayanandam@gmail.com
31.	IV	KADAPA	K SRINIVASULU	CHEMISTRY	GDC (M) (A),KADAPA	8328551932	srinivasneck@gmail.com
32.	IV	KADAPA	KURELLA UTTAMSAGAR	COMMERCE	GDC PORUMAMILLA	78939 17014	uttamsagar8@gmail.com
33.	IV	KADAPA	H SUDHAKARA RAO	PHYSICS	GDC (M) (A), KADAPA	9884770142	harsudha@gmail.com
34.	IV	KADAPA	VASU BABU DABBADA	BOTANY	GDC PRODDATUR	09440360148	vasubabu148@gmail.com
35.	IV	KADAPA	D.MANOJ PRABHAKAR	COMPUTER SCIENCE	GDC PRODDATUR	9492441242	manoj07573@gmail.com

Indu
9/2/22
ACADEMIC GUIDANCE OFFICER
 Commissionerate of Collegiate Education
 Government of Andhra Pradesh
 3rd, 4th Floors, ANR Towers, Prasadampadu,
 VIJAYAWADA-521108.

PROCEEDINGS OF COMMISSIONER OF COLLEGIATE EDUCATION
VIJAYAWADA, ANDHRA PRADESH
Present:Dr.Pola.Bhaskar,I.A.S

Rc.No.156/ Trainings/CCE/ 2021-22. dated 15/11/2020

Sub: CCE-Capacity Building Programme for Principals & ALOs of Govt Degree College of AP from 25.11.2021 to 29.11.2021-Instructions- Reg.

Commissionerate of Collegiate Education has proposed to conduct 05 day Capacity building programme for all the principals working in GDCs and absorbed aided of Andhra Pradesh from 25.11.2021 onwards. The objective of this training is create holistic approach through empowering the principals in academic, administrative, financial aspects and also leadership qualities.

The capacity building programmes were planned in 02 locations i.e Andhra University(Visakhapatnam), Acharya Nagarjuna University(Guntur)comprising 05days of training which includes both stress relieving techniques and leadership programmes.

Hence principals as per annexure (I,II) are instructed to relieve themselves to attend this training programme as per the schedule and report at the respective venue in coordination with ID college principals of Visakhapatnam, Guntur.

As this is a complete residential training programme, hence the department will provide accommodation for all participants and principals are informed to report at the venue on the evening of 24.11.2021 at 5pm without fail, as the 1st day programme of stress management course will commences at 6am of 25.11.2021.

All the Principals are instructed to maintain strict attendance for all sessions and have to complete the assessment after the training programme. The absence for the 05 days may be treated as ON-DUTY. Any deviation in this regard shall be vicwed seriously

Enclosures:
Annexure- I,II

Sd/- Dr.Pola Bhaskar,IAS
Commissioner of Collegiate Education

Copy To
Principals of all Govt. Degree Colleges
RJDCEs of Rajahmundry, Guntur
AGO and all Academic Cell members, O/o CCE

//True Copy attested //


22/11/21
Academic Guidance Officer

COMMISSIONERATE OF COLLEGIATE EDUCATION : Vijayawada, A.P

BATCH -I (Acharya Nagarjuna University) 25.11.2021 to 29.11.2021

S.No	Zone	District	Name of the College	Name of the Principal	Mobile No.	
1	I	Srikakulam	GDC Veeragattam	Dr.Ch.Sudhakar Reddy	9291275355	
2			GDC Bantumilli	Dr. S Jagan Mohan Rao		
3	II	Krishna	GDC Kaikaluru	Dr.B.Raghunatha Reddy	9948422020	
4			GDC Mylavaram	Dr.I.Ravi	9440630271	
5			GDC Avanigadda	Dr.D.Uma Rani	9247276451	
6			GDC Tiruvuru	Dr.M.Susheela Rao	9491716380	
7			GDC (A) Vijayawada	Dr. K.Bhagya Lakshmi	9948121714	
8			SWRGDC Kanchikacharla	Dr. V. Neeraja	9440276133	
9			GDC Pamarru	Dr.P.Srinivas	9603227727	
10			GDC Movva	Dr.S.Madhavi	9440969636	
11			West Godavari	GDC Eluru	Dr.G.Giri Babu	9441303670
12			III	Guntur	GDC (W) Guntur	V.R.Jyotsna Kumari
13	GDC Chebrole	Dr.V.Sridevi			9440961086	
14	GDC Macherla	Dr.J Lakshmi Kumari			9491880547	
15	GDC Repalle	Dr. T.C.Ravichandra Kumar			7673928069	
16	GDC Vinukonda	Dr. K. Srinivasa Rao			9866456431	
17	GDC (W) Bapatla	Dr.K.Malyadri			8106288345	
18	Prakasam	GDC (W) Ongole			Dr.D.Kalyani	9492903586
19		GDC (W) Chirala		Dr.Ch.Ramanamma	9440945039	
20		GDC Addanki		Dr.V.Mohan Rao	9441518793	
21		GDC Cumbum		Dr.N.Srinivasa Rao	9885446519	
22		GDC Ulvapadu		Dr.G.L.Sudha Rani	9885940292	
23		GDC Kandukur		Dr.M.Ravi Kumar	9440221228	
24		GDC Ypalem		Dr.G.Sreedhar Naidu	9290006280	
25		GDC Kanigiri		Dr.J.Usha Rani	9490443058	

**Proceedings of the Commissioner of Collegiate Education
Andhra Pradesh, Vijayawada
Present: Dr. Pola. Bhaskar, I.A.S.**

Rc. No: 236/AP/RC-OC/Acad.Cell/AC-8/2020-21

Dated: 10/02/2022

Sub: - Collegiate Education - Faculty Induction Programme (OC) at HRDC, Andhra University, Visakhapatnam, from 16-02-2022 to 15-03-2022 - Deputation of Lecturers - Accord of Permission & Information to attend - Reg.

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For Commissioner of Collegiate Education

ACADEMIC GUIDANCE OFFICER
Commissionerate of Collegiate Education
Government of Andhra Pradesh
3rd, 4th Floor, ANR Towers, Prasanna, Vijayawada-521108.

Enclosure:
List of Participants

To
The Director, HRDC, AU, Visakhapatnam
Copy to the Principal(s) Concerned

**ANDHRA UNIVERSTIY HRDC - VISAKHAPATNAM
FACULTY INDUCTION PROGRAMME 16-02-2022 TO 15-03-2022**

S.NO	ZONE	DISTRICT	NAME OF THE LECTURER	SUBJECT	NAME & PLACE OF GDC	MOBILE NUMBER	EMAIL ADDRESS
1.	I	SRIKAKULAM	P. RAMAKRISHNA	ENGLISH	GDC, ICHAPURAM	9949463567	prkgdcel@gmail.com
2.	I	SRIKAKULAM	DR.S. DILLESWARARAO	TELUGU	GDC (M), SRIKAKULAM	9441944208	eswar.dilli820@gmail.com
3.	I	SRIKAKULAM	LENKA VENKATA RAMANA	MATHEMATICS	GDC, RAJAM	9491841623	tarunnaidu39@gmail.com
4.	I	SRIKAKULAM	MARADANA SRINIVASA RAO	TELUGU	GDC (W)(A), SRIKAKULAM	9490544789	srinivasayadham@gmail.com
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6.	I	VISAKHAPATNAM	S. MALLIBABU	ENGLISH	GDC, CHODAVARAM	9966545448	mailibabu09@gmail.com
7.	I	VISAKHAPATNAM	RAMESH DANTULURI	COMMERCE	D.V.S.K GDC (A), VISAKHAPATNAM	9912378877	ap353535@gmail.com
8.	I	VISAKHAPATNAM	DR GATTU RAJU KUMAR	COMMERCE	D.V.S.K GDC (A), VISAKHAPATNAM	9885623910	rajukumar.gattu0@gmail.com
9.	II	EAST GODAVARI	PALLAVI VUDUMULA	POLITICAL SCIENCE	GDC, PITHAPURAM	8309138849	yudumulapallavi@gmail.com
10.	II	EAST GODAVARI	DR. S PRIYADARSHINI	CHEMISTRY	ASD GDC (W) (A), KAKINADA	898 581 1702	priya.sayala@gmail.com
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12.	II	EAST GODAVARI	K.SUBHASHINI DEVI	ZOOLOGY	GDC (A), RAJAHMUNDURY	7995336544	subharenibagi@gmail.com
13.	II	EAST GODAVARI	S NARAYANA VAVILAPALLI	CHEMISTRY	GDC (A), RAJAHMUNDURY	9182687403	vavilapalli22@gmail.com
14.	II	EAST GODAVARI	K. NAGENDRA PRASAD	BOTANY	GDC (A), RAJAHMUNDURY	8143288215	nagendrabotany@gmail.com
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18.	II	WEST GODAVARI	CH DEVI PALAKA	BOTANY	GDC TANUKU	9491687697	chamudevi120@gmail.com
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20.	II	KRISHNA	DR C. CHANDRA SEKHAR	ENGLISH	SRR & CVR VIJAYAWADA	9642063326	chanduef@gmail.com
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23.	III	GUNTUR	DR. ANITHA PULAGARA	ENGLISH	GDC (W) GUNTUR	9502554881	anithapulagara@gmail.com
24.	IV	CHITTOOR	A CHANDRA BABU	TELUGU	GDC PILER	8919834314	spoorthiabc@gmail.com



**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

LEAVE RULES: - Recommendations of PRC 2010 - Maternity Leave to Married Women Government Servants - Enhancement from 120 days to 180 days – Orders – Issued.

FINANCE (FR.I) DEPARTMENT

G.O.Ms.No. 152

Date:04. 05. 2010.

Read the following:-

1. G.O.Ms.No. 384, Fin, & Plng. (FW: FR.I) Dept. dt. 5.11.1977.
2. G.O.Ms.No. 219, Fin, & Plng. (FW: FR.I) Dept. dt. 25.6.1984.
3. G.O.Ms.No. 38, Fin, & Plng. (FW: FR.I) Dept. dt. 18.03.1992.
4. G.O.Ms.No. 254, Fin, & Plng. (FW: FR.I) Dept. dt. 10.11.1995.
5. G.O.Ms.No. 438, G.A. (Spl. A) Department, dated: 07.07.2008.
6. G.O.Ms.No. 598, G.A. (Spl. A) Department, dated: 26.11.2009.

@@@

ORDER:

In the Government Order 5th read above, orders were issued constituting Ninth Pay Revision Commission and Government appointed Sri. C.S. Rao, IAS, (Retd) as Pay Revision Commissioner. In the Government Order 6th read above, the terms of reference of the Pay Revision Commissioner were laid down.

2. The Ninth Pay Revision Commission submitted its report to the Government on 05.12.2009 and recommended, inter alia, that, **“The Commission therefore recommends grant of Maternity leave to the married women employees of the State up to 180 days on par with the employees of Government of India subject to the condition that the same would be available up to 2 surviving children only”**.

3. In the Government orders 1st and 2nd read above, orders are issued to the effect that married female Government servants, temporary or permanent, shall be granted maternity Leave for a period of 90 days. In the Government Order 3rd read above, orders were issued that the Maternity Leave to the married female Government servants shall be granted to those with less than two surviving children. In the Government orders 4th read above, orders were issued enhancing the maternity leave to the married female Government servants, temporary or permanent, from 90 days to 120 days.

4. The 9th PRC in their report observed that, the Government of India earlier issued orders enhancing the Maternity Leave to 135 days and it was further enhanced to 180 days based on the recommendations of 6th CPC. The Employees Associations have requested to extend the same to the Women employees working in the State Government also. PRC 2005 did not recommend the extension of this leave from 120 to 135 days on the ground that a period of 120 days is considered adequate and since paternity leave is also recommended. The recommendation of 6th CPC up to 180 days was based on the guidelines of Ministry of H & FW which recommends nursing of children up to the age of 6 months. Hence, the Commission recommends grant of Maternity leave to the married women employees of the State up to 180 days on par with the employees of Government of India subject to the condition that the same would be available up to 2 surviving children only.

5. After careful consideration of the report, Government decided to accept the recommendations of the Pay Revision Commissioner and hereby order that the grant maternity leave on full pay to married women employees of State Government is enhanced from 120 days to 180 days on par with the employees of the Govt. of India subject to the condition that it shall be granted to those with less than two surviving children only.

6. These orders shall come into force with immediate effect. Those who are availing Maternity Leave of 120 days as on the date of issue of G.O may continue till they complete 180 days of Maternity Leave. Those who have already completed 120 days of Maternity Leave and still continuing on other type of leave are not eligible to avail this benefit. The employees who have already availed 120 days of Maternity Leave and joined duty are also not eligible to avail this benefit.

7. The G.O is available on Internet and can be accessed at the address <http://www.ap.gov.in/goir> and <http://www.apfinance.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

L.V. SUBRAHMANYAM
PRINCIPAL SECRETARY TO GOVERNMENT (FP)

To
All the Departments of Secretariat (10 copies each)
The Accountant General, AP., Hyd. (20 copies)
The Accountant General, AP., Hyd (by Name)
The Pay & Accounts Officer, Hyd.
The Secretary to Governor, A.P., Hyderabad.
All Secretaries to Government.
The Private Secretary to the Chief Minister and Private Secretaries to all Ministers.
All the Heads of Departments (including Collectors and District Judges).
The Registrar, High Court of Andhra Pradesh, Hyderabad (with Covering Letters)
All the District Treasury Officers.

The Secretary, Andhra Pradesh GENCO/TRANSCO]
The General Manger, A.P., State Road Transport Corporation, Hyderabad (with covering letter).
All District Educational Officer.
All the District Development Officer.
All District Panchayat Officers.
All Secretaries of Zilla Grandhalaya Samsthas through Director of Public Libraries, Hyderabad.
All Secretaries of Agricultural Market Committees through Director of Marketting,A.P., Hyderabad.
All Commissioners/Special Officers of Municipalities.
All Recognized service Associations.
The Director, Government Printing Press, A.P., Hyderabad for publication in the A.P. Gazette.
Copy to the General Administration (Cabinet) Department.
Copy to the General Administration (SW) Department.
Copy to SF/SCs.

Andhra Pradesh Leave Rules, 1933

- A.P.Leave Rules came into existence w.e.f 4.10.1933.
- These Leave Rules are applicable to all employees working in the Govt. Offices/Institutions/Societies and Local Bodies including employees workings in the Vacation department.
- The Govt. Servant should specify his clear address in his leave application (FR – 74)

- Leave cannot be claimed as a right. (Prior permission must be obtained. The leave should be properly sanctioned, proper relief and proper handover of charge)
- Cannot be compelled to take leave against the wishes of Govt. Servant. (FR 67)
- will full absence from duty may be treated as dies-non. (FR-18)
- Nature of leave sanctioned cannot be altered by the sanctioning authority.
- Recall from leave and Preponement of leave. (FR - 70, Rule 76 of AP TA Rules and FR - 72)
- No employment should be undertaken by the Govt. Servant during leave. (FR - 69)

- Public Holidays are allowed to be suffixed and prefixed to the leave applied.
(Govt.Memo.No 865/1210/FR-1, Dt.25.9.81)
- Local holidays are not allowed to be suffixed or prefixed to the leave application.(FR-68)
- No leave should be sanctioned to the Govt. Servant when disciplinary authority has decided to dismiss, remove or compulsory retire from service and leave also shall not sanctioned to a suspended employee. (FR 55 and 74)

A Govt. Servant shall be deemed to have resigned from service if he/her:

1. If absent without authorization for a period exceeding 'one year'.

2. Remaining absent from duty for a continuous period exceeding (5) Years without or with leave.
3. Continuous on foreign service beyond approved by the Govt. (FR-18(a) and 5(a) and(b) of leave rules)

The following are the duty periods:

- 1) Casual Leave and Optional Holiday,
- 2) Public Holidays,
- 3) Prefix or suffix to the leave period,
- 4) Vacation Period,
- 5) Foreign Service,
- 6) Joining Time,
- 7) Sanctioned leave,
- 8) Compulsory wait and
- 9) Date of Death. (Rule-4(a) & AP Revised Pension Rules ,1980)

1. Casual Leave and Optional Holiday

- Included in Annexure – VI of FR
- Maximum availment in calendar year (15 days, if not availed lapse.
- Period availment should not exceed (10) days, including prefix and suffix.
- For temporary employees sanction depends upon the discretion of the sanctioning authority.
- Grant of half day casual leave either FN or AN allowed.
(G.O.Ms.No.112 Fin. Dt.3.6.1966)
- (5) days addl. Casual Leave for women teachers.
(G.O.Ms.No.374 GAD, Dt.16.3.1996 and Govt. Memo.No.2334 GA (SWD) Dept, Dt.2.5.2011)
- Similar facility extended to women Jr. Lectures.
(G.O.Rt.No.3 Higher Edu. (E1) Dept, Dt.5.1.2011.)
- (5) Optional Holidays can be utilized in a calendar year from the given list.

2. Compensatory Casual Leave

- CCL can be sanctioned in lieu of working Public Holidays.
- Maximum accumulation 7 days (10) days can be availed in a calendar year.
- CCL should be utilized within (6) months from the date of leave credit. (G.O.Ms.No.35, GAD Dt.16.11.1981)

3. Spl. Casual Leave

Occasion

No. of days Leave

1. Donation of Blood -- (2)days. One day on the date of donation. Another Spl. CL to be utilised with in six months.
(G.O.No.137, Dt.23.2.84.)

2. Summons to give witness in a court In which his private interest is not Issue. attendance -- As per attendance Certificate.

For Family Planning Operations

1. Male – Vasectomy -- (6) working days
(G.O.Ms.No.607, Dt.12.11.91)
2. Female-Tubectomy (1st & 2nd) -- (14) working days
(G.O.Ms.No.124 F&P, Dt.13.4.1982)
3. Male for Tubectomy of wife (1st & 2nd) -- (7) days
4. Incerption of contraceptives -- 1 day
5. Recanalisation (Both) -- 21 days
6. Hysterectomy Operation -- 45 days
(G.O.Ms.No.52, Dt.1.4.2011)
- 7.Spl.casual Leave for Teachers -- 7 days
(G.O. Ms.No.47, Dt.19.2.1965)

Sports

1. For participating in sporting events -- 30 days

If (30) days exceeds treated as regular leave.

2. Principal Office bearers of recognized service
Associations -- 21 days

3. To participate in Rallies, Camps etc.,
Organized by AP Bharat Scouts and Guides -- 10 days

4. Elected President and Secretary of National
Sports Bodies -- 15 days

5. AP Secretariat Cultural Association Members
For dramas . -- 6 days

6. Members of Institutions Engineers:

a) For attending annual Meeting at Hyderabad -- 7 days

b) For attending annual convention to any part -- 10 days
of the country.

4. Earned Leave

Rules 8, 10, 17 and 20

- All Temporary and Permanent Govt. Employees are eligible for Earned Leave.
- Earned leave is earned for duty and leave also except EOL.
- Advance credit for Permanent Govt. Employees (15) days on 1st Jan and 1st July, Total (30) days and for Temporary Govt. employees (8) days on 1st Jan and 1st July Total (16) days.
- Those who are retire in the in the middle of the spell 2 ½ days credits should be given for each Month. In respect of temporary (1) day per month for 1st (2) months, (2) days for 3rd month and so on should be given.

- The credit afforded should be reduced by 1/10 of the period of dies-non or EOL if any in the previous half year.
(As per G.O.Ms.No.384 Fin Dept, Dt.5.11.77)

EL credit for Vacation Department

- Vacation department means a department where vacation exceeds (15) days such as School, Colleges and Judiciary Dept. (FR - 82)
- Advance credit for Permanent employees (3) days on 1st Jan and 1st July, Total (6) days and for Temporary Govt. Employees (2) days on 1st Jan and 1st July Total (4) days.

- If the vacation is not availed, Addl. EL will be credited to leave account. If the vacation is availed below (15) days total leave will be credited to his account.
(FR-82(B)).

27 x Vacation availed leaves

Total leaves

- Either on the day of vacation starts or on the days of vacation close, the Govt. Servant should be on duty. If not the vacation period will be treated as regular leave.
- Vacation can be availed in combination of any kind of leave that should not exceed 180 days.
- The maximum accumulation of EL has been further enhanced from 240 to 300 days w.e.f. 16.9.2005 vide **G.O.Ms.No.232 Fin.(FR.I)Dept.Dt.16.9.2005**. For Temp. Employees maximum accumulation (30) days.

- The maximum E.L can be granted at a time only (120) 180 days as per **G.O.Ms.No.153 Fin (FR.I) Dept Dt.4.5.2010 and Rule 10 and 17(2)**.For Probationers – 120 days (**Rule - 22**)and Temp employees (30) days (**Rule-24**).
- Addl. Credit of EL(30) days in (2) installments 15 days each to the police personnel of the rank of Inspector and below as **per G.O.Ms.No.187 F & P Dt.29.6.79, G.O.NMs.No.323 F & P Dt.11.11.80 and G.O.Ms.No.355F & P Dt.17.2.1980.**

Recasting of Leave (Rule 20)

- Leave has to be recast from the date of regularization after declaration of probation period.
- The leave availed during the period remains the same , only leave balance will increase.

- The addl. credit consequent of recasting of leave shall be availed later date.

Surrender of Earned Leave

- Introduced from 13.8.1969.
- The Govt. Employee can surrender EL (30) days maximum and can received cash value in lieu of the leave so surrendered.
- Leave sanctioning authority is the competent authority to sanction SL.
- Validity for SL proceedings is (90) days from the date of sanction. (Govt.Memo.No.27/423/A2/FR-I/97-1, Dt18.8.97.)
- There should an interval of 24 months gap between one surrender to another to surrender (30) days and 12 months for 15 days. For Temp. Employees 24months for surrender (15) days EL.

- Govt. permits employees who have balance more than 285 days of EL as on 30th June, can surrender EL without waiting for completion of (12) months. The above instruction continued from 2011-12 onwards.

(Govt.Memo.No.14787-C/278/FR-1/2011, Dt. 22.6.2011).

- In the cases where date of sanction of SL is on 1st Jan and 1st July, debit has to be made 1st and credit entry later.

5.Half Pay Leave

- Every Permanent Govt. Employee earns (20) days of HPL for ever completed year of service including EOL and there should be no limit for max. accumulation.(Rule – 13(a), 18(a) and 23(1))

- Grant of HPL either on medical certificate or Private affair. No limit for sanction of HPL (Rule – 11)

- During HPL a Govt. Employee is entitled to half-pay + Half DA only irrespective of scale of Pay. HRA/CCA full up to (180) days.
(Govt. Memo.No.14568/-A/63/PC1/2010, Dt.31.1.2011).
- Temp. Employees are not eligible.

HPL on full Pay

- HPL on full pay can be granted to a Permanent Govt. Servant for (6) months who are suffering from Heart diseases, Cancer, Mental illness and Renal failure (Kidney). If HPL balance is not available in his account this facility should not be availed.
(G.O.Ms.No.268 F & P (FW FR-1) Dept., Dt. 28.10.1991.)

Leave not due (Rule – 15 C and 18 – C)

- Leave not due can be sanctioned and debited to HPL account to a Permanent Govt. Employee when there is no balance in EL/HPL account and should be adjusted by later accumulation of HPL.
- To be granted on medical grounds only.
- Max. limit for availment period is (180) days during entire service.
- While sanctioning leave not due left over service should be taken into account.
- Temp. Employees are not eligible.
- If resigned or Voluntarily retired after availing leave, before adjustment of minus balance, salary paid should be recovered. If compulsory retirement due to medical illness and incapacitating from service, then dies no recovery.

6. Commuted Leave

- To be granted on medical certificate.
- Availment limited to (240) days during entire service.
- Twice the no of HPLs debited to HPL account.
- EL + Commuted Leave can be combined with shall not exceed (180) days. (Rule – 15B)
- Commuted leave cannot be granted on private affair.

7. Extra Ordinary Leave

- May be granted to a Permanent Govt. Employee in Spl. circumstances.
- EOL can be granted when no other leave admissible to him but it can also be granted other leave being admissible . (Rule – 16(ii) and 19)
- On request by the Govt. Servant in writing.

- For Temp. Govt. Servants EOL shall be not exceed (3) months.
- If completed 3 years of service (6) months on medical grounds.
- For under going Leprosy treatment – 18 months.
- For treatment of cancer and mental illness – (12) months. For prosecuting higher studies in Public interest after completion of (3)years of service –(24) months.**(Rule 23(a)).**
- EOL above (36) months is non-qualifying service for pension.
- EOL on medical grounds counts for pension.
(Rule 21 of AP Revised Pension Rules-1980)

As per G.O.Ms.No:155: Fin (FR – i) Dept.,Dt:4-5-2010

- Ex-Gratia Allowance to Government Employees on EOL for treatment for Leprosy/TB/Cancer mental Illness /Heart Deceases/Kidney failure

- **(Non Gazetted Officers)**

Pay not exceeding Rs 11,860/- an ex-gratia allowance equal to half of his Pay subject to a Min of Rs 5770/- and Max of Rs 7490/- per month. Whose drawing pay in R.P.S.2010.

Class IV Employees

- Ex-gratia allowance equal to half of his pay subject to a Min of Rs 4295/- and Max of Rs 6430/- per month. (whose drawing pay in revised pay scales 2010)
- HPL Encashment at the time of Retirement as per GO Ms No.154/Fin FR I Dept(Dt 4.05.2010)

FORMULA

- (c) Cash payment of Half pay leave component =HPL Pay admissible on date of Retirement +DA admissible on the dt.30XNo of days of HPL at credit subject to the total of EL and HPL at credit not exceeding 300 days.

8.Special Disability Leave (Rule – 83)

- Govt. is competent to sanction leave.
- The leave in no case shall not exceed (24) months in the entire services
- For Gazetted Officers certificate by Medical Boards and in the case of NGOs Civil Surgeon is necessary.
- For 1st 180 days full pay is given and for the remaining period half pay.
- It may be granted more than once.
- It may be granted to sustain injuries and road accidents while proceeding on official duty from office to another office or Court or a work spot on the field. But not road accident while going to office from residence and vice versa. **(G.O.Ms.No.133 F & P Dt.10.6.1981)**
- Leave shall not debited against the leave account.

9. Hospital Leave

(FR 101 (b))

- Temporary Govt. servants are not eligible.
- All employees specified in SR 2 under FR 101 (b) are eligible for hospital leave (Risk born duties).
- The employee will draw half pay leave salary.
- Should not exceed (6) months in every 3 years of service.

10. Study Leave

(FR - 84)

- Leave is granted by Govt. only.
- Not to be granted to NGOs.
- For the study of Scientific, Technical and similar programmes, it should serve public interest.
(2) years in the entire service.
- Leave shall not be debited against the leave account.
- The employee will draw half pay leave salary.

11. Maternity Leave

(FR – 101 (a))

- Admissible to married female Govt. Servants less than (2) living children for a period not exceeding 180 days for each confinement.

(G.O.Ms.No.152 Fin (FR I)Dept Dt.4.5.2010.)

- In case of miscarriage – (6) weeks
- The leave application should be supported by medical certificate.
- This leave can be combined with any kind of leave with support of medical certificate.
- HOD is competent to grant leave.
- If the leave falls during vacation, the leave and vacation put together should not exceed (180) days.

(G.O.No.152 Fin (FR_I) Dt.4.5.2010)

Maternity Leave to Contract/Outsourcing Employees

- (180) days paid maternity paid leave sanctioned to Contract/Outsourcing Women employees for the 1st two deliveries w.e.f. 1.4.2019.

(G.O.Ms.No.17 Fin.(HR.I – Plg & Policy Dept, Dt.31.1.2019).

- Leave shall not debited against the leave account.

12. Child Care leave

(G.O.Ms.No.132 Fin HR-IV-FR Dept., Dt.6.7.2016)

- 2 months (3) spells below 18 Years
(Disable children up to 22 Years) can be sanctioned.

13. Perternity Leave

- Married male Govt. Servants are eligible with less than two living children.

(G.O.Ms.No.231, Fin (FR.I) Dept., Dt.16.9.2005)

- Can be availed (15) days at the time of delivery or after six months from the date of delivery.
- Leave sanctioning authority is the competent authority.

14. Leave for Employment in Abroad

- Permanent Govt. Servant who desires to work at abroad is eligible for (5) years EOL with prior permission of Govt. on employment proof.
- If not joined after completion of leave that can be treated as cease the employment. (G.O.Ms.No.756 Fin (FR I) Dept., Dt.7.8.20)
- There should be no disciplinary proceedings and there should be no dues to Govt.

A.P. LEAVE RULES, 1933
[ANNEXURE-III OF FUNDAMENTAL RULES]

- 1] Leave salary shall be claimed in A.P.T.C. Form 47 in regular salary head of account
- 2] Ink signed copy of leave sanction proceedings should be enclosed to the Bill.
- 3] A certificate to the effect that the necessary entries have been made in the SR of the Individual should be appended on the Bill.

4] Kinds of leaves:

- [a] Earned Leave
- [b] Half pay leave
- [c] Commuted leave on full pay on Medical Grounds
- [d] Leave not due on M.C.
- [e] Surrender leave
- [f] Leave Preparatory to retirement
- [g] Extra Ordinary Leave[EOL]
- [h] Maternity leave
- [i] Hospital leave
- [j] Special disability leave
- [k] Study leave

- 5] Leave cannot be claimed as a matter of right
[Authority: FR 67]

- 6] Nature of leave already sanctioned cannot be altered by the sanctioning authority
- 7] A Govt Servant returning to duty before expiry of leave should apply for permission to cancel the un-expired portion of leave [Authority : FR. 72]

- 8] If any employee recall to duty before expiry of leave, he is entitled for T.A.FR 70 Rule 76 of APTA Rules

- 9] The individual should specify the clear address in his leave application in prescribed proforma Authority: Rule 3 Annexure II FR 74

- 10] If Medical leave, Medical certificate should be enclosed to the application. Authority: Rule 9 Annexure II FR 74

- 11] A Govt. servant after completion of medical leave should produce fitness certificate to join duty (authority: FR 72)

- 12] For issue of MC for NGOs - Civil Asst. Surgeon and for Gazetted Officers - Civil Surgeon is competent to issue M.C.

[Authority: SR 10 in Annexure II of FR 74 and Circular Memo.No.21102-B/371/A2/FR-1/98 of 07-08-1998 of F & P (FW FR-1) Dept.

- 13] No leave shall be granted to a Govt. servant when a disciplinary authority has to decide to dismiss, remove or compulsory retired from service
[Authority: Rule 25 Annexure II of FR 74]

- 14] The orders of sanctioning EL/HPL shall indicate the balance of such leave at his credit [Authority: G.O.Ms.NO.384, F & P (FW FR-1) Dept.dt.5-11-75]
- 15] A Govt. servant cannot be compelled against his wishes to take leave of half pay when EL on full pay is admissible to him.
- 16] No employment should be undertaken during leave
- 17] While sanctioning the commuted leave on MC, the sanctioning authority should mention the commuted leave already availed on MC in the proceedings. In the entire service the Govt. Servant is eligible to avail commuted leave on MC is 240 days only. It should be sanctioned on Medical Certificate only and cannot be sanctioned on private affairs. [Rule 15(B) of AP Leave Rules 1933]
- 18] Will full absence from duty not covered by the grant of any kind of leave will be treated as dies-non.[Authority: Rule 5 note 1 and FR 18]

- 19] Leave may not be granted to a Govt. servant under suspension.
[Authority: FR 55]
- 20] Compulsory wait on leave for want of posting orders shall be treated as duty by the Govt. only [Authority: Rule 9(6)(a) ruling 13]
- 21] Accumulation of EL is 15 days for every six months i.e., Advance credit is allowed on 1st January and 1st July with a maximum of 300 days [G.O.Ms.NO.232 Finance (FR 1)Dept.dt.16-9-2005]
- 22] Every Govt. servant earns 20 days of Half Pay leave for every completed year of service including EOL and there is no limit for maximum accumulation.[Authority: Rule 13(a), 18(a) and 23(i)]
- 23] During the Half Pay leave a Govt. employee is entitled to half of pay + half DA only irrespective of time scale of pay.
[Memo No.3220/87/A1/PC1/05.dt.19-2-2005 of Finance (PC I)Dept.
- 24] HRA /CCA should be in full during leave upto 120 days. No compensatory allowance shall be allowed beyond 120 days.
- 25] If a Govt. servant suffering from TB/Cancer/Mental illness/ Leprosy/ Heart disease and Renal failure[kidney], compensatory allowances are payable for 8 months.
- 26] The validity for sanction of surrender leave is 90 days from the date of order. If the bill is not preferred within 90 days; the sanction order should be deemed to have been lapsed.
[Authority: Govt.Memo.No.27/423/a2/FR-1/97-1.dt.18-8-97]
- 27] For claiming HRA/CCA during leave the certificate prescribed in FR 44 should be furnished.
- 28] The maximum EL that may be granted at a time to a Govt. servant in Superior service shall be 120 days
[Authority: Rule 11 of A P Leave Rules 1933]

- 29] The total duration of EL and commuted leave taken in conjunction shall not exceed 180 days [Authority: Rule 15 B]

- 30] The public holidays are allowed to be suffixed or prefixed to the leave applied
[Authority: Govt. Cir. Memo.No.86595/1210/FR.1/7.dt.25-9-81.]

- 31] Local holidays cannot be suffixed or prefixed to that leave.
[Authority: Explanation 2 of SR 3 under FR 68]

32] NO Govt. employee shall be granted leave of any kind for a continuous period of exceeding 5 years.

33] If a Govt. servant suffering from TB/ cancer/ Mental illness/ leprosy/ heat diseases and renal failure(kidney), avial Half pay leave upto 6 months and it should be debited in Half Pay leave Account but he should be paid in full salary. In case of the credit of Half Pay leave is not available in his leave account, this facility should not be availed.

[Authority: G.O.Ms.No.188 F & P.Dept dt.30-7-73

G.O.Ms.No.234 F & P.Dept dt.29-8-75,

G.O.Ms.No.336 F & P.Dept dt.6-9-76

G.O.Ms.No.449 F & P.Dept dt.28-10-76

LEAVE NOT DUE [RULE 15(C),25(1,2) G.O.Ms.No.519,F & P Dept.dt.20-12-79.]

1. Leave not due should be granted when the Half Pay Leave account has become NIL and it should be adjusted by the later accumulation of Half pay leave
2. Leave not due shall be granted on MC only.
3. For entire service 180 days of leave not due shall be allowed.
4. While sanctioning leave not due, left over service for retirement shall be taken into consideration for further accumulation of Half Pay leave.
5. Temporary Govt. servant are not eligible for sanction of leave not due.

EXTRA ORDINARY LEAVE [SR 16,18 & 23]

- 1] EOL can be granted when no other leave is admissible, but it can also be granted other leave being admissible
[Authority: Rule 16 (ii)]
- 2] While on EOL the Govt servant is not entitled to any leave salary [**Authority: Rule 28(c)]**
- 3] Permanent Govt servant in superior service can remain absent on any kind of leave for 5 years.
[Authority: Rule 5 (a) & 19]
- 4] Period of absence can be regulated as EOL
[Authority: Rule 16 (iii)]
- 5] If a Govt. servant is under going treatment for TB in recognized sanitarium, he is eligible up to 12 months and if treatment taken at his residence is eligible up to 18 months
- .6] In case of a Govt Servant is under going treatment for cancer, he is eligible up to 12 months
- 7] For the purpose of prosecuting higher studies for the public interest, the employee is eligible up to 24 months.

E.O.L ON MEDICAL CERTIFICATE COUNTS FOR INCREMENTS

Upto 6 months--Head of Department is competent for sanction of increments for the period of E.O.L on M.C.

above 6 months-- Government is competent for sanction of increments for the period of E.O.L. on M.C.

[FR 26 (b)(ii) and Cir.Memo.No. 21102-B/371/A2/FR.I/98 dt. 7-8-98 and Memo.No. 4392-B/124/Admn.II/02 dt. 4-2-2002 of Finance(Admn.II) dept]

ADDITIONAL CREDIT OF EL TO THE POLICE PERSONNEL

[GO MS NO 187 F&P DT 29-6-79, GO MS NO 323 F&P DT 11-11-80, GO MS NO 355 F&P DT 17-12-80]

- 1] 30 Days of additional credit of EL should be given in 2 installments at the rate of 15 days on 1st January and 1st July to the police personnel of the rank of Inspectors and below.

MATERNITY LEAVE [FR 101] [GO MS NO 254 F&P(FW FR I)DEPT DT 10-11-95]

- 1] A regular female Govt servant is entitled to maternity leave on full pay for 120 days subject to the condition that it shall be granted to those who are having less than two surviving children.
- 2] In case of abortion the leave shall not exceed 6 weeks when supported by medical certificate.

[[Authority: GO MS NO 762 F&P DT 11-8-76]

- 3] Maternity leave may be combined with any kind of leave.

HOSPITAL LEAVE

- 1] All employees specified in SR 2 under FR 101 (b) are eligible for Hospital leave[Risk born duties]
- 2] Hospital leave on half average pay may be granted for a period of not exceeding 6 months in every 3 years of service
- 3] It may be combined with any kind of leave

STUDY LEAVE [FR 84]

- 1] It may be granted to study in scientific, technical or similar programmes, it should serve public interest.
- 2] Not to be granted to non gazetted officers
- 3] It may be granted up to 12 months at a time and 2 years in entire service
- 4] This leave may be combined with any kind of leave
- 5] During study leave, a Govt servant is eligible for HPL on half pay.

SPECIAL DISABILITY LEAVE [FR 83]

- 1] A Govt servant who is disabled /injured while on duty may be granted this leave by the Government.
- 2] Necessary Medical certificate to be issued by the Medical Board to the Gazetted Officers and Civil Surgeons to the others.
- 3] Such leave shall not exceed 24 months.
- 4] For 1st 120 days full pay is given, and for remaining period half pay may be given.
- 5] It may be combined with any kind of leave.
- 6] It may be granted more than once in service.
- 7] It may be granted to sustain injuries and road accidents while proceeding on Official Duty from the office to another office, or Court or a work spot on the field. But not road Accident while going to office from residence and vice a versa.
[Authority:GOMS NO 133 F&P FW FR-I]DEPT DT 10-6-81.]

ABROAD LEAVE [GOMS NO 214 F&P DT 3-9-96 AND UO NOTE NO 13127-A/113/FR-I/98 DT 10-5-98.]

- 1] A Govt servant who desires to work at abroad is eligible for 5 years as EOL with a permission from Govt irrespective of category.
- 2] The period of absence is treated as EOL.
- 3] The benefit of the scheme shall be given to Government employee at a single stretch or in different spells, but for a period not exceeding 5 years in all spells during entire Service
[G.O.Ms.No. 756 Finance (FR.I) Dept dt. 7-8-2002]

SURRENDER LEAVE /ENCASHMENT OF EL ON RETIREMENT

- 1] A Govt servant is eligible for Encashment of EL at the time of retirement or death subject to maximum of 300 days.Leave salary with DA, HRA,CCA and Addl HRA is eligible for entire 300 days.
- 2] A Govt servant who completed two years of service is eligible to surrender 15 days of EL in every Financial Year and receive cash in lieu of leave so surrendered.
[Authority:[Govt Memo No 84957-2175-FR-I/78-1 dated 14-12-78] and [GOMS NO 294 F&P FW FR-I DEPT DT 16-11-88]

- 3] If a Govt servant retired from service while under suspension, or when any disciplinary or criminal cases are pending against him, the competent authority shall grant the leave after conclusion of the final proceedings, and the amount so withheld after adjustment of the Govt dues if any.

[Authority: GO MS NO 11 F & P FW FR-I DEPT DT 15-1-97]

ENCASHMENT OF HPL AT THE TIME OF RETIREMENT

[GO MS NO 420 F&P(FR-I)DEPT DT 3-12-90 & GO MS NO 342 F&P FW FR-I DEPT DT 30-9-91 AND GO MS NO 234 F&P FW FR-I DEPT DT 27-10-98]

- 1] A Govt servant who retires from Govt service on superannuation is eligible for encashment of HPL at his credit. Death cases and invalidated pensioners are also eligible.
- 2] No compensatory allowances are admissible.
- 3] DA has to be calculated proportionately.
- 4] DA is admissible up to 300 days for both EL + HPL put together. And for remaining days of HPL at his credit no DA is admissible on Half pay.
- 5] Compensation pensioners, compulsory retired pensioners and contingent employees are not eligible for this benefit.

OTHER ITEMS ON LEAVE

- [1] At the time of retirement/death, the encashment of Earned Leave, the leave salary consisting of pay with DA, HRA, Addl H.R.A., CCA in full for entire period of leave so surrendered.
[G.O.Ms.No. 38 Finance dt/ 26-2-96]
- [2] The Surrender leave proceedings is valid for 90 days from the date of sanction only.
[Authority: Memo.No. 27/423/A2/FR.I/97-1 dt. 18-8-97]

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Public Services-A.P. Fundamental Rules – Extension of five (5) days additional casual leave facility to all the Women employees working in the State Government – Orders - Issued.

Finance (HR.IV-FR&LR) DEPARTMENT

G.O.MS.No. 18

**Dated: 10-03-2021
Read the following:-**

1. G.O.Rt.No.374, Education (Ser.V) Department, Dated:16-03-1996.
2. G.O.Rt.No.3, Higher Education (IE.I) Department, Dated:05-01-2011.
3. Rep. of A.P. Secretariat Women Employees Welfare Association, dated.02-09-2018 & 2-07-2019.
4. Rep. of A.P. Secretariat Association, Dated:18-02-2021.
5. Rep. of A.P.NGO Association, Dated:14-10-2019.
6. Rep. of AP JAC Amaravati, Dated:10-02-2020.
7. Rep. of Andhra Pradesh Government Employees Federation, Dated:18-02-2021.

ORDER:-

In the reference 1st read above, orders were issued permitting the women teachers under the control of School Education Department to avail five (5) days extra casual leave in addition to the (15) casual leaves and (5) optional holidays being availed by them per calendar year as per rules in vogue.

2. In the reference 2nd read above, Government have extended the same benefit to the women Junior Lecturers working in the Government Junior Colleges.

3. Various service associations requested to extend the same facility to all the Women employees working in the State.

4. Government after careful examination of the issue, hereby order to extend the benefit of availing five (5) days casual leave in addition to the (15) days casual leave and (5) days optional holidays per calendar year to all the Women employees working under the control of State Government of Andhra Pradesh.

(Contd...2)

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5. The G.O.is available on internet and can be accessed at the address <http://www.goir.ap.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr.K.V.V SATYANARAYANA
SPECIAL SECRETARY TO GOVERNMENT (B &HR)

To

The Prl. Accountant General (A&E), A.P., Hyderabad.
The Accountant General (Audit-I), A.P., Hyderabad.
The Accountant General (Audit-II) A.P. Hyderabad.
The Secretary to Governor, Raj Bhavan, Vijayawada.
The Registrar, Hon'ble High Court of Andhra Pradesh.
All Departments of A.P. Secretariat.
All Heads of Departments, Andhra Pradesh.
The Pay &Accounts Officer, Andhra Pradesh, Ibrahimpatnam.
The Director of Treasuries of Andhra Pradesh, Ibrahimpatnam.
The Andhra Pradesh Public Service Commission, Vijayawada.
All Collectors & District Magistrates in the State.
All the District Treasury Offices, A.P.

Copy to,

The President of A.P. Secretariat, Association.
The president of A.P. Secretariat Women employees Welfare Association.
The President of A.P. Government Employees Federation.
The Chairman of A.P. JAC Amaravati.
The President of A.P.NGO, Association.
SF/SCS (Computer No.651376)

//FORWARDED :: BY ORDER//

SECTION OFFICER