



SRI A S N M GOVERNMENT COLLEGE

Palakol, West Godavari District, Andhra Pradesh- 534260

Affiliated to Adikavi Nannaya University, Rajamahendravaram

(NAAC Re-accredited by 'B' Grade with 2.61 CGPA)

College e-mail: sriasnmgcd@gmail.com Website: <https://sriasnmgcdpalakol.ac.in> Phone: 08814229069

List of Staff Welfare Measures, Leave, HR Policy

Staff Welfare Measures:

Medical Loan facility

Non-Teaching Staff Festival advance

Staff Incentives

- Headship (In-charge of various Departments)
- Book and journal Publications
- Honorarium (NSS Pos , Examination works)
- Recognition and Rewards
- Professional/Career development of staff
- Gratuity
- Maternity and Medical Leaves

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 compulsorily 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), avail 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]



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Administration & Human Resource:

- The progress of the institution depends on the administrative strength and participation of human resource in various institutional activities, it is therefore necessary for the GB to know what initiatives the various administrative wings are taking.
- Principal's performance and institution's performance is judged through the presentation by the Principal in GB highlighting various achievements in the quarter and action taken on the discussions that had happened in the previous GB meeting.
- The GB is responsible for the proper administrative functioning in the institution and approving the employment policy in line with the recommending agencies.
- The GB is responsible to approve the cadre pattern, incentive policies and related matters on the basis of the requirements projected by the institution
- The GB is responsible to approve intake enhancement, starting of new programs and reduction in intake / closure of program(s).
- Internal grievance and disciplinary committees are set up to take care of any complaints.
- To instill academic accountability among faculty and staff is important from administration point of view and GB is responsible to do so through constant interaction with them
- Implementation of performance based incentives and fine-tuning of authorities & responsibilities at various levels.
- Accountability and financial sustainability is planned through the departmental budgeting procedures committed.
- Sustainability is incomplete without "Sustainability and Respect for Gender", keeping this mind, equal opportunity is given to female employees and students in various positions and activities.

Human resource planning

- The principal shall assess in the month of April every year, the staff requirement for the subsequent academic year.
- He/She will obtain the staff requirement lists from all the Heads of department and arrive at the number of faculty members, Lab assistants and administrative staff required with the following guidelines in mind.
- He/She will consider appointing a professor to be the Head of every discipline, besides the number of Assistant Professors and Lectures required in accordance with the teacher student ratio prescribed herein.
- The teacher student ratio shall be 1:30 and for this purpose the Principal shall also be included in counting the number of teachers.
- He/She will appoint a selection Committee for recruitment in each discipline, composed of the Principal, HOD, and the Department's Advisors/Experts from the neighboring institutions.

Sri A.S.N.M. Government College (A), Palakol.
Teaching Staff Leave Particulars for the year 2017 to 2022

Sl. No	Name of the Employee	Medical Leave	Paternity/Maternity Leave	RC/OC/FDP Training	Child Care Leave
2017					
1	Smt B. Subha, Lecturer in Economics			3 months 8 days	
2	Sri G.V.Ramana Murthy, Lecturer in Physics	14 + 44 + 50 = 108 days			
2018					
1	Smt T.V.V. Priya, Lecturer in Physics	41 + 111 = 152 days			
2	Dr N. Trinadh, Lecturer in Economics		15 days (Paternity)		
3	Sri B. Adinarayana Murthy, Lecturer in Physics			14 days (FDP)	
4	Dr N. Trinadh, Lecturer in Economics			14 days (FDP)	
5	Dr P. Naga Raju, Lecturer in Telugu			14 days (FDP)	
6	Dr Ch. Naga Manisha, Lecturer in Comp.Applications			14 days (FDP)	
7	Sri M. Sudhakara Rao, Lecturer in Chemistry			14 days (FDP)	
2019					
1	Sri M. Sudhakara Rao, Lecturer in Chemistry			One day (RC)	
2	Smt T.V.V. Priya, Lecturer in Physics	3 months 16 days			
2020					
1	Sri M. Sudhakara Rao, Lecturer in Chemistry			5 days (FDP)	
2	Sri M. Sudhakara Rao, Lecturer in Chemistry			9 + 12 = 21 days (OC)	
3	Sri M. Sudhakara Rao, Lecturer in Chemistry		15 days (Paternity)		
4	Dr D. Sailaja, Lecturer in Zoology				21 days (Child Care)
2021					
1	Dr K. Srirama Murthy, Lecturer in Zoology	21 days			
2	Dr P. Sailaja, Lecturer in Zoology	20 days			
2022					
NIL					

Principal 27/2/2023

Sri A.S.N.M. GOVT. COLLEGE (A)
PALAKOL-534 260, W.G.DIST.

Sri A.S.N.M. Government College (A), Palakol.

Non-Teaching Staff Leave Particulars for the year 2017 to 2022

Sl. No	Name of the Employee	Medical Leave	Paternity/Maternity Leave	Earned Leave	Child Care Leave
2017					
1	Sri V. Malleswara Rao, Store Keeper	22 + 31 = 53 days			
2	Smt K. Missamma, Office Subordinate	22 + 25 = 47 days			
2018					
1	Sri P.V.Siva Rao, Record Assistant	15 days			
2	Sri D. Vamsi, Senior Assistant			21 days	
2019					
1	Sri S.Sri Rama Chandra Murthy, Junior Assistant		15 days (Paternity)		
2	Sri E. Satyanarayana, Store Keeper		15 days (Paternity)		
2020					
1	Sri G.S.V.Prasad, Museum Keeper	29 days			
2021					
Nil					
2022					
1	Sri P.V.Siva Rao, Record Assistant	15 days			
2	Smt N.D.R. Jyotsna, Record Assistant				9 days (Child Care)
3	Sri P.V.Siva Rao, Record Assistant	12 days			
4	Smt N.D.R. Jyotsna, Record Assistant				21 days (Child Care)
5	Sri M. Satyanarayana, Record Assistant	8 + 10 = 18 days			

[Signature]
PRINCIPAL 27/2/2023

Sri A.S.N.M. GOVT. COLLEGE (A)
PALAKOL-534 260, W.G.DIST.

[Signature]
27/2/23