

**PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION  
ANDHRA PRADESH**

**Present: Sri Vijay Rama Raju.V, I.A.S.**

**Rc.No.ESE02-30027/14/2024-A&I -CSE Dated:22/11/2024**

Sub:- School Education - Preservation of Earned Leaves to the staff who have attended SSC Advance Supplementary Examination works during summer vacation in the year 2022-23 and 2023-24 - Reg.

Read:- 1. Representation received from certain Teacher Associations.

2. Procs.Rc.No.362/E1-1/2013, Dated:16.11.2013 of this office.

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The attention of all the District Educational Officers in the State is invited to the references read above and informed that several representations have been received from certain teacher associations requesting orders for preservation of Earned leaves to the Headmasters/Teachers/Non-Teaching staff, who worked during the summer vacation for the conduct of SSC Advanced Supplementary Examinations held in the year 2022-23 and 2023-24.

In this regard, all the District Educational Officers in the state are hereby informed that clear instructions regarding the prevention of Earned Leave for teachers and non-teaching employees working in schools have been issued vide reference 2<sup>nd</sup> read above.

Therefore, all the District Educational Officers in the state are hereby requested to follow the instructions issued vide reference 2<sup>nd</sup> read above, scrupulously.

**Vijay Rama Raju V**  
DIRECTOR, SCHOOL EDUCATION

To

All the District Educational Officers in the State.

Copy to

All the Regional Joint Directors of School Education in the State.

The State Project Director, Samagra Shiksha, A.P., Vijayawada.

The Director of Government Examinations, A.P., Vijayawada.

The Director, SCERT, A.P., Vijayawada.

PROCEEDINGS OF THE COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION::  
ANDHRA PRADESH :: HYDERABAD - 04

Rc.No.362/E1-1/2013

Dated: 16-11-2013

Sub:- School Education - Drafting of teaching staff during summer vacation for Election duty/ enumeration censuses / Training etc., Mission Mode Project in School Education - Orders Issued -Reg.

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All the District Educational Officers in the State are informed that, the teachers Association are frequently requesting to issue clarificatory instructions to all the District Educational Officers with regard to preservation of Earned Leave to teachers and other employees working in schools as all the Deputy Educational Officers and MEOs are not following uniform procedure. Therefore, the instructions are hereby reiterated in connection with prevention from availing of summer vacation and preservation of E.L.

- 1 The teaching and non-teaching staff working in the schools / Educational Institutions who have availed the vacation / summer vacation, 6 days of E.L. in two spells i.e. three (3) days from 1<sup>st</sup> January to 30<sup>th</sup> June, and three (3) days from 1<sup>st</sup> July to 31<sup>st</sup> December in a calendar year may be credited to their leave account as per G.O.Ms.No.317, Education (Ser.V) Dept., dated 15.09.1994.
- 2 Prevention may be accorded during vacation including summer vacation as per the need and necessity and exigencies of work viz., examination related work / training etc.
- 3 Regarding prevention of the staff to prevent the following staff from the Educational Institutions. - (1) Headmaster, (2) Junior Assistant / Record Assistant, and (3) Office subordinate. If there is no Junior Assistant / Record Assistant, Senior most teacher may be prevented from availing of summer vacation, in any case the prevented staff should not exceed three (3) persons.
- 4 Any prevention of teaching / non-teaching staff during the vacation / summer vacation should be by a general or special / specific order of higher authority / competent authority.
- 5 Ruling 15 under FR 82 is that "If a Government servant of the vacation department does duties during vacation and separately remunerated therefore, he should not be considered as having been deprived of vacation." However, the teaching and non-teaching who are prevented from availing vacation / summer vacation for attending the duties such as preparation / revision of electoral rolls, enumeration, census and received remuneration shall not be treated as remuneration in terms of G.O.Ms.No.35, Edn., dated 16.01.1981 and G.O.Ms.No.355, GAD, dated 19.05.1991.
- 6 Regarding remuneration paid in connection with attending the examination work viz., spot valuation and instant examinations, receipt of TA and DA during training programmes shall be treated as remuneration and does not come under prevention
- 7 The Number of days of prevention/summer vacation shall be considered to have foregone vacation is the one that actually spent in attending to the duties assigned in terms of G.O.Ms.No.114, Finance, dated 28.04.2005.
- 8 In any case the total number of E.Ls., acquired by virtue of prevention of vacation/summer vacation shall not exceed 30 days (inclusive of 6 days).

Therefore, all the District Educational Officers in the state are requested to take necessary action in the matter.

This has the approval of the Commissioner and Director of School Education, Andhra Pradesh, Hyderabad.

P.V.Srihari  
For Commissioner and Director  
of School Education

To

All the District Educational Officers in the State.

Copy to all Regional Joint Directors of School Education in the State.

Copy to Rashtriya Madhyamik Shiksha Abhiyan (RMSA), Hyderabad.

Copy to the State Project Director, Rajiv Vidya Mission (SSA), Hyderabad.

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# GOVERNMENT OF ANDHRA PRADESH

## ABSTRACT

EDUCATION-Drafting of Teachers during Holidays for Enumeration Census etc.,-Reservation of Leave-Orders Issued.

EDUCATION (H) DEPARTMENT

G.O.Ms.No.35

Dt.16-01-1981

### ORDER:

1. Under the leave rules applicable to vacation department, teachers under all managements are eligible to earn leave of 3 days in a calendar year. When they are prevented from utilizing summer vacation due their being drafted for enumeration census etc., they are eligible for reservation of proportionate leave to the extent they are prevented from utilizing the summer vacation. During Mid-term holidays, they are being allowed to utilize compensatory leave to the extent they are prevented from utilizing the mid-term holidays due to the above duties.

2. Proposals are being received by Government for reservation of leave in respect of teachers under different managements each time they are drafted for enumeration, preparation of electoral rolls, census etc., during holidays.

3. Government has examined the matter and has decided to delegate powers to the heads of institutions concerned in this regard. Government accordingly authorize the heads of the educational institutions concerned to reserve proportionate leave to the extent teachers under their control are prevented from utilizing summer vacation due to enumeration, preparation or revision of electoral rolls, Census etc., based on the certificate issued by the appropriate appointing authority for such work. They are also authorized to sanction compensatory leave proportionate to the extent the teachers under their control are prevented to utilize mid-term holidays due to the said work on the strength of the certificate issued by the said appointing authorities.

4. Government also direct that the remuneration offered for the work such as remuneration ,preparation or revision of electoral rolls, census etc., done during vacation shall not be treated as remuneration within the scope of ruling 15 under F.R-82.

5. This order issues with the Concurrence of Finance and Planning (FW.FR-1) Department-vide their U.O.No.57972/1598/A2/FR-1/ dated 2.1.1981.

(BY ORDER AND IN THE NAME OF THE GOVERNMENT A.P)

**O.BHAVANISANKARA MURTHY,**  
Deputy Secretary to Government.

PROCEEDINGS OF  
THE COMMISSIONER OF SCHOOL EDUCATION, ANDHRA PRADESH.

Present: **Sri. S Suresh Kumar, IAS**

Rc.No.ESE02-30/28/2023-A&I Date: #ApprovedByDate#

Sub: School Education - Conduct of SSC Advance Supplementary Examinations, June 2023 - Pre and Post SSC Advanced Supplementary Examinations works- Headmasters and Non-teaching staff to facilitate children - Instructions - Issued.

Read: Letter Rc.No.GE-EXAMOSSC(HMI)/1/2023, dated: 04/05/2023 of the Director of Government Examinations, Andhra Pradesh, Amaravati.

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In the reference read above, the Director of Government Examinations has informed about the SSC Advanced Supplementary examinations scheduled in June and requested to issue instructions to all the District Educational Officers to direct all the Heads of Secondary Schools under all Managements along with their Non - Teaching Staff to be available in schools from the day of release of results of SSC March 2023 to till reopening of schools and and facilitate the children in applying for the Advanced Supplementary exams.

In this connection, all the District Educational Officers in the State are informed to issue instructions to all the Head Masters of High Schools to be present along with non teaching staff to follow up the SSC Advanced Supplementary Examinations to be held from 2nd to 10 th June,2023 as per the schedule issued by the Director of Government Examinations, AP from time to time. They shall also take care of the distribution of Iron tablets to the students during the summer vacation and preparation of JVK kits to be distributed on the first day of reopening.

**S Suresh Kumar**  
COMMISSIONER OF SCHOOL EDUCATION

To  
All the Regional Joint Directors of School Education in the State  
All the District Educational Officers in the State  
Copy to the Director of Government Examinations, Andhra Pradesh, Amaravati.  
Copy to All District Collectors for information

Copy submitted to the Principal Secretary for information.  
Copy to SF

Signed by S Suresh Kumar  
Date: 08-05-2023 09:04:34  
Reason: Approved