

**E.L PRESERVATION FOR ELECTION DUTY**

Rc No----- Dt----- of -----

In Terms of Govt Memo No 20214 /PE Ser I /2009 Edn Dated: 4.1.2010 &CSE Procs Rc No 174/E1-1/2010 dt 22.11.2010&CSE Procs.Rc.No.362/E1-1/2013,Dtd 16.11.2013 and also Basing On the Attendance Certificate Issued By Election Authority of ----- Assembly Constituency ,-----(-) Days Credited/Preserved to The E.L Account of the individual i.e Equal days spent on actual Election related duty including training classes in lieu of prevention of Summer vacation From Dt-----  
-----as per the provisions of FR 82

HEAD OF OFFICE

APPLICATION FOR PRESERVATION OF EARNED LEAVE FOR ELECTION RELATED WORK DURING SUMMER 2024  
(Vide Memo.No.20214 /PE SER I/2009 Edn Dated: 4.1.2010 Duty Certificate Issued By R.O)

1. Name of the Employee & Design. : .....

2. Name of Office/School Working :-----

3. Are you A Regular Employee : Yes/No

4. Name Of Assembly Constituency :-----

Alloted For Election Duty

5 Polling Station No & Name : -----

6 Days Actually Spent On Election

Related Work In Summer 2024

Date

Nature Of Duty

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7 Total No Of Days Prevented From Availing Summer Vaccation 2024 ;-----

8 No Of Days Of Earned Leave To BE preserved  
As Per Govt Orders In Vogue

Signature of the Employee.

**PROCEEDINGS OF THE -----**

**Present: -----**

**Rc No: -----/EL PRESERVATION/2024**

**Date:-----**

**Sub:- Establishment – Secondary Education --Drafting of teaching staff for Election work during the summer vacation 2024 Preservation of Earned Leave for Certain teaching staff and non teaching employees in conduct of Election duty in summer vacation May- 2024-Orders issued .**

**Ref:- 1 Govt Memo NO No 20214/PE-Ser/2009 Edn dated; 04.01.2010 of the Principal Secretary Andhrapradesh,Hyderabad .**

**2 CSE AP Procs Rc No 174/E1-1/2010 Dt 22-11-2010**

**3 Procs Rc No----- Dt -----Of Dist Educational Officer -----**

**4 Election Duty Certificate Issued By Concerned Returnng Officer of Assembly Constituency**

**In Pursuance of the reference 2 nd cited the following teaching and non teaching staff are appointed as Training Personnel / Polling Officer/ Asst Poling Officer/ Other Polling Officers for the conduct of General Elections 2024 held on 13 th May 2024 .**

**In Terms Of Orders Cited in Reference 1<sup>st</sup>, To 3 rd Above Provision has been made to preserve Earned leave to those who have been prevented from availing Summer Vacation during May 2024 For Discharging Election Related Work**

**Accordingly Earned Leave is credited To The EL Account to the following Teaching and Non-Teaching Staff Equivalent To The Days Spent Actually on Election Related work i.e Training Days, Polling Duty, Instructor Duty etc Drafted by Concern Election Authority**

<b>Sl.No</b>	<b>Name of the teacher and employee</b>	<b>Designation</b>	<b>Period of Days on Election Related Work</b>	<b>No.of days Prevented from summer Vaccation 2024</b>	<b>No of Days Of EL Preserved</b>
1					
2					
3					
4					
5					
6					
7					
8					

**Necessary entries are made in the Service registers to This End. It is informed that this preservation is Subject To the Future Audit Objection**

**1. Copy to the individual**

**HEAD OF OFFICE**



**GOVERNMENT OF ANDHRA PRADESH**

**ABSTRACT**

General Elections to House of the People/APLA,2004 – Drafting of Teaching staff during summer vacation for Election duty – Crediting of Earned Leave – Orders – Issued.

**GENERAL ADMINISTRATION (ELECS.B) DEPARTMENT**

**G.O.Ms.No.435**

**Dated:27-12-2004**

**Read the following:-**

- 1.G.O.Ms.No.355, G.A.(Elecs.H) Department. dt.19-5-1991.
2. G.O.Ms.No.347, G.A.(Elecs.B) Department. dt.3-8-1996.

**APUS** \*\*\*

**ORDER:**

Certain Teachers Associations have represented to the Government that Teachers who were on summer vacation were instructed by the election authorities concerned not to leave the headquarters on the eve of General elections to Lok Sabha/ Andhra Pradesh Legislative Assembly, 2004 so as to attend to the training classes and also for election duty. The Associations therefore, requested for grant of Earned Leave to the Teaching Staff drafted for election duty in lieu of loss of their summer vacation.

2. Government after careful examination, have decided to delegate powers to the Heads of Educational Institutions concerned in this regard and they accordingly order that the Heads of Educational Institutions concerned shall credit the number of days actual election duty during the summer vacation for schools to their Earned Leave account based on the attendance certificate issued by the Returning Officers concerned.

3. The returning officers are authorized to issue the attendance certificate for the actual day on which the teaching staff attended to the training classes and election duty during the summer vacation.

4. Government also direct that the remuneration offered for the number of days spent for undergoing training and for the number of days actually spent on election duty during vacation shall not be treated as remuneration within the scope of the Ruling 15 under F.R.82.

5. This orders issued with the concurrence of the Finance & Planning (FW.F.R.I) Department vide their U.O.No.30948/739FRI/04,dated:21-12-2004.

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

**M.NARAYANA RAO,**  
Chief Electoral Officer,& Special Chief Secretary to Government

Rro Rc, No 174/E1-1/2010

Dated : 22-11-2010

Sub : SCHOOL EDUCATION - Election - Census -2010 sanction of E.L in Summer Vacation to teacher requested -Regarding

Read : 1. Letter on 04-10-2010 of Sri G.Srinivasa Naidu, M.L.C at Vijayanagaram District

2. Letter No 96/ PRTU 2010 Dt 25-10-2010 of the President & General Secretary, of PRTU, AP Hyderabad.

3. Letter No 227/2010-II Dt 28-09-2010 & 04-11-2010 of the President, STU AP Hyderabad

4. Govt Memo, No 20214/PE-Serdt/2009 dt 04-01-2010

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In the reference cited, the teacher organization and the M.L.C requested for sanctioning of Earned Leave for the Work done in the Vacation Training Programmers in Vacation / SSC advance Supplementary Examination and Censes work attended by the Teachers

In this connection all the District Educational Officers in the State are requested to concenter the cases for preserving of EL for the work done by them in respect of work done relating to Election /Censes as issue by Government Memo in the reference 4<sup>th</sup> cited and as per F/R 82 basing on the attendance certificate issued by respective Election Authorities. The copy of the Government Memo is enclosed herewith .

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

K.GHOWRISHANKAR

For Commissioner & Director of School Education AP

To

All the District Educational Officers in the State .

All the Regional Joint Directors of School Education in the State

RCNO: 13094/A3/10 Dt. 22.11.10 to the District Educational Officer GUNTUR

Copy communicated to all the subordinates officers in the District for necessary action -

*[Signature]*  
DIST. EDUCATIONAL OFFICER  
GUNTUR  
10/11/10



GOVERNMENT OF ANDHRA PRADESH  
EDUCATION (PE-SER I) DEPARTMENT

Memo No 20214/PE-Ser I/2009

Dated 04-01-2010

Sub: Elections – Drafting of teaching staff for Election related work during the summer or any vacation – Preservation of E.L. as per the provision of FR 82 to the teachers working in Election related work – Orders – Issued

- Ref. 1. G.O Ms No 355, G.A (Elevs.H) Department, dated 19.05 1991  
2. Govt. Memo No 6055/ Ser VI/2009, dated 13.05 2009  
3. From the Progressive Recognised Teachers Union, A.P., Hyderabad Lr. No.192/PRTU/2008, dated 20.09.2008

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In reference 1<sup>st</sup> cited Government have issued orders to credit the number of days the teaching staff spent on actual election duty to their E.L. account based on the attendance certificate issued by the Returning Officers concerned.

2. In Memo. 2<sup>nd</sup> cited instructions have been issued to the Director of School Education, to take action as per the provisions of F.R. 82 and the amendment issued by the Finance Department in G.O.Ms.No 114, Finance (FR.I) Department, dated 28.04 2005, while preserving the E.L. to the teachers who worked for bye-elections 2008 in summer vacation.

3. After careful examination of the matter and keeping in view the orders issued in the references 1<sup>st</sup> and 2<sup>nd</sup> cited, Government hereby direct the Commissioner & Director of School Education, Hyderabad to take necessary action to preserve E.L. to the teachers in all the districts who worked for election related work, i.e., revision of electoral rolls, issue of EPICs, General Elections and bye-elections during the summer or any vacation as per the provision of FR 82 and the amendment issued by the Finance Department in G.O.Ms.No.114, Finance (FR.I) Department, dated 28.04.2005, basing on the attendance certificate issued by the respective Election Authority.

SURESH CHANDA  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
The Commissioner & Director of School Education, A.P., Hyderabad.  
Copy to:  
The General Administration (Elevs.E) Department.  
SF/SCs

// FORWARDED BY ORDER //

G. Madhukar Reddy  
SECTION OFFICER

PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER :: GUNTUR  
Present : Sri D.Anjaneyulu, M.Sc., M.Ed., CIPE (London)

Rc.No.3338/A8/2013

Dt.10-04-2013

Sub: Earned Leave Preservation – Request for issue of necessary instructions to all the Sub-Ordinate Officers to follow existing Govt., orders to preserve EL for prevention of surrender holidays to discharge election duty – Reg.

Ref: (1) Lr.Rc.No.36/PRTU dt.11-3-2013 from Sri CVS Mani, District President, PRTU, Guntur.  
(2) Govt., Memo NO.20214/PE-Ser.I/2009, dt.4-1-2010.

\* \* \*

All the Deputy Educational Officers / Headmasters of High Schools and Mandal Educational Officers in the District are hereby directed to take action for preservation of E.L to the teachers who were drafted to election related work during the summer or any vacation as per the directions issued in Govt., Memo No.20214/PE.Ser.1/2009, dt.4-1-2010.

This has got the approval of the District Educational Officer, Guntur.

Encls: Copy of Govt., Memo.

  
10/4/13  
for District Educational Officer,  
Guntur.

To  
All the Deputy Educational Officers in the District.  
All the Headmasters of High Schools in the District  
through the Deputy Educational Officers concerned.  
All the Mandal Educational Officers in the District.  
Copy to Sri CVS Mani, District President, PRTU, Guntur.



**PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER, GUNTUR**  
**Present : Sri K.V.Srinivasulu Reddy, M.A., M.Ed.,**

**LDis.No. 1118/A8/2015**

**Dt: 01 -12-2015**

- Sub: Earned Leave Preservation –Preserve Earned Leave for prevention of Surrender Holidays to discharge Election Duty –Reiterating the content- Reg.
- Read: 1) G.O.Ms.No.355GAD(Elections.H)Department dated19-05-1991.  
2) Government Memo .No.20214/PC-Ser-I/2009 Dt.04-01-2010.  
3)Rc.No.1118/A8/2015dated06-02-2015 of the District Educational Officer,Guntur.  
4) Rc.No.Spl/Ele/2015 dated 07-11-2015 of the Mandal Educational Officer,Sattenapalli

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The Mandal Educational Officer,Sattenapalli is invited to the reference 1<sup>st</sup> & 2<sup>nd</sup> read above, to credit the No. of days the teaching staff actually spent for attending training classes and the number of days actual election duty to their Earned leave account based on the attendance certificate issued by the Returning officer concerned.

Encl:- Copy of Govt.,Memo  
1<sup>st</sup> & 2<sup>nd</sup>

*[Signature]*  
2/12/15  
for District Educational Officer,  
Guntur.

To  
The Mandal Educational Officer,Sattenapalli , Guntur District