

**PROCEEDINGS OF THE SECRETARY::A.P.R.E.I.SOCIETY(R):: HYDERABAD.**

**Present:- Sri.G.Gopal Reddy, M.A., M.Ed.,**

**Rc.No.3337/A3-2/11**

**Dt.20.06.2012**

Sub:- Estt., APREI Society (Regd), Hyderabad – Certain instructions on sanction of Preservation of Earned leave –Error- Revised orders -Issued – Reg.

- Ref:-
- 1) This office Proc.Rc.No.9/A3/94, dt.29.3.1984
  - 2) This office Proc.Rc.No.8934/A5-2/2003, dt.29.05.2003
  - 3)This office Proc.Rc.No.5/A1-1/03-04, dt.19.05.2004
  - 4)This office Proc.Rc.No.3337/A3-2/2008, dt.25.08.2008
  - 5)This office Proc.Rc.No.3337/A3-2/2008, dt.29.11.2008
  - 6) G.O.Ms.No.354 Edn., Dept., dt.20.11.1989
  - 7)This office Proc.Rc.No.3337/A3-2/2008-10, dt.15.09.2010
  - 8)This office Proc.Rc.No.3337/A3-2/11, dt.11.06.2012

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In the reference 7<sup>th</sup> cited, the Principals of APRE Institutions are instructed to credit the Earned leave to the Teaching & Non-teaching staff as per the instructions issued in G.O. 6<sup>th</sup> cited, in respect of those who were prevented from availing Summer Vacation.

But, it was observed that the Principals of APRE Institutions are entering bulk no. of Earned leaves for the years without showing year wise breakup and without recording proper reasons or the orders under which they were sanctioned.

In view of the above, the Principals of APRE Institutions are hereby directed to follow the following instructions, while sanctioning the Preservation of Earned leave.

1. They should record the sanction orders of Preservation of Earned leave by showing year wise break up and with proper reasons , while sanctioning bulk no. of Earned leave in the Service Registers.
2. Preservation of Earned leave should not be sanctioned in attending Remunerative duties such as Trainings, NCC camps, Spot valuation, APRJC CET, CAT etc. In case of attending Census duties , Election duties for Local bodies, Assembly and Loksabha, necessary certificates such as Appointment orders of the concerned authorities, Relieving orders of the Principal and Attendance certificate issued by the concerned department should be produced to the concerned Principal for the sanction of Preservation of Earned leave.
3. The Principal should not allot duties to any other Teacher during short or long term vacations without the permission of the Secretary as he/she himself/herself has to attend the institution since the post of Principal of APR Schools declared as Non-Vacation post from the year 2004.
4. As per the existing rules, the maximum no. of Earned leave to be credited per annum is 30 days only. They should see that the Earned leave of 06 days eligible to the employees of non-vacation department and

proportionate Earned leave in lieu of attending duties in summer vacation should not exceed 30 days per year.

5. In any case the maximum Earned leaves should not exceed (300) days. If the no. of Earned leaves credit exceeded (300) days, it should be limited to (300) days only.
6. While sanctioning Proportionate Earned leaves, the Principals should satisfy himself/herself that the employee was actually prevented in Summer vacation with written orders and has signed in the Attendance Register during the days in case of school/college work and Attendance certificate from concerned authorities in case of out side duties. Any deviation in this regard will be viewed seriously.

The Principals are hereby directed to follow the above instructions scrupulously and they will be personally held responsible for any lapses on irregular extending the benefit of proportionate Earned leave to their staff.

Receipt of the proceedings should be acknowledged.

Sd/- G.Gopal Reddy,  
**SECRETARY.**

To  
The Principals of all APRE Institutions in the State.  
Copy to the President, APREI Teacher's Association for information.

//t.c.f.b.o.//

SUPERINTENDENT.