

**GOVERNMENT OF ANDHRA PRADESH
FINANCE (FR.I) DEPARTMENT**

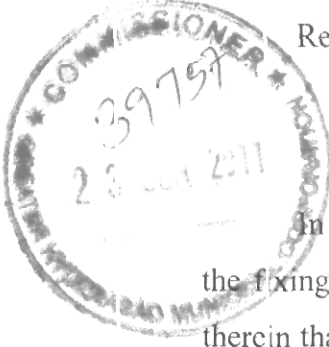
Cir.Memo.No.14781-C/278/FR.I/2011-226.

Dated:22-6-2011.

Sub: E.L – Surrender of Earned Leave - Encashment during the financial year 2011-2012 onwards – Instructions – Issued.

Ref: 1.Cir. Memo. No. 10472/C199/FR.I/2009, dt. 29-4-2009, Finance (FR.I) Dept.

2. Cir.Memo.No.15744-C/324/FR.I/2010, dt.15-6-2010 Finance (FR,I) Dept. ***



In the reference 1st cited, instructions have been issued dispensing with the fixing of calendar for surrender leave/encashment of E.L. It is also ordered therein that the instructions contained in Cir. Memo. No. 50798/1063/FR.I/79-1, Fin. (FR.I) Dept., dt. 22-11-1979 shall also be followed during the financial year 2010-2011 i.e., in the case of employees who surrendered E.L. as on 1st January or 1st July in any year, the number of days of E.L. so surrendered should, in the first instance, be deducted from the E.L. account and thereafter the advance credit of EL as per eligibility due for that half year be added as on 1st January/1st July of the respective year.

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In para 4 of the Cir. Memo. 1st cited, it is ordered that :-

a) The calendar for surrender of Earned Leave is dispensed with w.e.f. 1-4-2009 and employees are permitted to surrender earned leave at any time not exceeding 15/30 days within a block period of one/two financial years w.e.f. 1-4-2009. All other conditions prevailing before 1-4-1989 and other amendments issued on the subject till now will hold good.

b) Government permit the employees who have a balance of more than 285 days of E.L. as on 30th June, 2009 to surrender E.L. without waiting for completion of 12 months.

The above instructions shall also continue from the financial year 2011-2012 onwards for encashment of 15 days of E.L. by Government employees provided if there is 12 months gap for one surrender to another surrender in one financial year, and 30 days if there is gap of 24 months for two financial years. The gap of 12/24 months shall be worked out from the 1st day of leave surrendered last time to the 1st day of leave proposed for surrender now.