

Forest Department

Ref.No.48608/78-M1
Dated:30-1-1979

Office of the Chief Conservator of
Forests, Andhra Pradesh, Hyderabad.

Sri A.Ramakrishna, I.F.S.,
I/C. Chief Conservator of Forests.

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Circular No.3/79-M1

Sub:- Establishment - Forest Department - Gazetted Officers
Grant of leave/surrender leave etc. - Instructions -
Issued - Regarding.

Ref:- CCF Circular No.33/78-M1 (Re.No.81144/78-M1) dt:10-9-78

In this office Circular cited, instructions have been issued to all Gazetted Officers (including I.F.S.Officers) in regard to the procedure of submitting of applications for grant of leave/surrender leave etc.

An instance has come to notice of this office wherein a Conservator of Forests, has granted surrender leave to a Divnl. Forest Officer under his control as per the instructions issued in G.M.No.51238/667/SPF/77 Finance & Planning (S.P.F) Department dated 25-7-1977 communicated in CCF ref.No.111805/76-B3 dated 3-8-1977. However all the officers are informed that the above G.M. is only by way of instructions regarding the procedure to be followed for sanction of increments and sanction of leave/surrender leave etc., by the Head of the Office of the sanctioning authority which ever is applicable. In this connection attention of all the Officers is invited to G.O.Ms.No.215 Finance & Planning (Adm.I) Department dated 22-6-1977 (copy enclosed for ready reference) wherein Government have issued specific instructions for sanction of (i) increments (ii) leave/surrender leave as the case may be.

In para (3)(ii) of the G.O., it has been clearly laid down that "For purpose of sanction of leave by the sanctioning authority, the Head of the office or any Gazetted Assistant authorised by him for maintenance of Service Register and leave account should furnish a certificate of admissibility of the leave applied for, with full details of the leave at credit as on the date of last return from leave. In case of surrender leave, details about the last availment should also be furnished to the sanctioning authority. The sanctioning authority should satisfy himself about the correctness of the particulars furnished by the Head of the Office or his Gazetted Assistant before sanctioning the leave or surrender leave.

It is therefore evident from the above, that now here it has been laid down that the Head of the Office is competent to grant leave/surrender leave to the officers under his control. All the Heads of Offices are therefore requested to follow the instructions issued in this office Circular No.33/78-M1 dated 10-9-1978 scrupulously and forward the leave applications for grant of leave/surrender leave etc., to the Chief Conservator of Forests.

P.T.O.

In continuation of the instructions issued in the Circular cited, all the officers are requested to furnish the following certificate as laid down in G.O.Ms.No.215 Fin & Plg. Department dated 22-6-1977.

"The eligibility for leave/surrender leave has been calculated on the basis of rules and particulars in the Service Register and certified to be correct"

All the officers are informed that the applications for grant of leave/surrender leave without furnishing the above certificate will not be considered for sanction and the responsibility for such non-entertaining the applications will rest with the concerned Heads of Offices.

These instructions shall not apply to I.F.S. Officers as the Pay and Accounts Officer is the authority to maintain leave account of I.F.S. Officers.

The receipt of the circular may please be acknowledged in the enclosed proforma.

Sd/-A. Ramakrishna,
I/C. Chief Conservator of Forests.

/True Copy/

Copy of:-

Government of Andhra Pradesh
Abstract

Pay and Allowances - Gazetted Officers - Drawal and disbursement of Pay and Allowances by Heads of Offices - Orders - Issued.

FINANCE AND PLANNING (ADMN.I) DEPARTMENT

G.O.Ms.No.215

Dated: 22-6-1977

Read the following:-

1. G.O.Ms.No.437 Fin & Plg.(F.W.Admn.I) Dept. dt:13-10-76
2. Director of Fisheries Lr.No.L/36113/76 dt:7-2-1977
3. Director of Treasuries & Accounts D.C.Lr.No.F1/71934/76 dt:31-5-1977

ORDER:

In para 5 of Annexure-I to the G.O. first read above it was ordered that the pay and allowances due to officers including sanctioning regulation of increment should be determined by Heads of the Office and test checked by the next superior officer. The pay and allowances, increments etc., of the Head of the Office, should be regulated by his immediate superior officer.

Some of the Heads of Departments have sought clarification regarding the procedure to be followed for sanction of increments and leave to Gazetted officers as the same has not been clearly spelt out in G.O. 1st read above.

The following procedure should be followed for sanction of increments and leave to the Gazetted officers:-

(i) Sanction of increments: In case of sanction of increments of Heads of Offices, the Head of the Office should send proposals to the Competent authority in the prescribed form viz. A.P.T.C., Form 49. The sanctioning authority after approved the same. The increment certificate approved by the sanctioning authority should be filed in the Service Book of the concerned Gazetted Officers to enable the inspecting officer to verify its correctness with entries in the service Book, during the inspection of the office. A copy of the increment certificate signed by the Drawing Officer can be enclosed to the bill duly observing the provisions under SR 13 under T.R. 16.

The increments of officers other than the Heads of Offices can be sanctioned by the Head of the office and while sanctioning the increments he should ensure that all conditions precedent to the drawal of increments are fulfilled.

(ii) Sanction of leave/Surrender Leave: For purpose of sanction of leave by the sanctioning authority the Head of the Office or any Gazetted Assistant authorised by him for maintenance of SR and leave account, should furnish a certificate of admissibility of the leave applied for with full details of the leave at credit as on the date of last return from leave, I have subsequently earned and total leave at credit on the day prior to the intended date of proceeding on leave. In case of surrender leave, details about the last availment should also be furnished to the sanctioning authority. The sanctioning authority should satisfy himself about the correctness of the particulars furnished by the Head of the Office or his Gazetted Asst. before sanctioning the leave or surrender leave.

Care should be taken to send proposals sufficiently in advance to avoid delay in respect of sanction of increments, leave, surrender leave etc. The proposals in respect of the above items should be accompanied with a certificate as follows:

"The eligibility for leave/surrender leave and the correctness of eligibility for increments has been calculated on the basis of rules and particulars in the service Register and certified to be correct."

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

B.P.R. VITHAL
SECRETARY TO GOVERNMENT.