

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

PUBLIC SERVICES - STATE SERVICES - Andhra Pradesh Collegiate
Education Services Special Rules - Issued.

HIGHER EDUCATION (CE.I-1) DEPARTMENT

G.O.Ms.No. 47

Dated: 14.05.2007.

Read the following:.

1. From One Man Commission (SPF Services) General Administration Department, Lr. No. 380/OMC/(SPF.Ser)/90-1, dt:20.09.1990.
2. From the Director of Collegiate Education, A.P., Hyderabad, D.O.Lr. No. 1650/Ser.I-1/2000, dated: 26.10.2002.
3. From the Secretary (I/C), A.P. College Service Commission, Hyderabad Lr. No. 428/RR/2007, dated: 0,05.2007.

oOo

ORDER: -

The following notification shall be published in the Andhra Pradesh Gazette:

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling the Governor or Andhra Pradesh Collegiate Education Service in supersession of the Special and Adhoc Rules issued in the following G.Os from time to time, so far as they relate to the posts included in these Special Rules:

1. G.O.Ms.No. 259, G.A. (Rules) Department, dt:9.2.1962
2. G.O.Ms.No.258, Education dt:20,1.1971
3. G.O.Ms.No. 531, Education, dt:7.4.1975
4. G.O.Ms.No. 1196, Education, dt:27.12.1977
5. G.O.Ms.No.423, Education, dt:19.4.1979
6. G.O.Ms.No.843, Education, dt:19.9.1979
7. G.O.Ms.No.939, Education, dt:22.10.1979
8. G.O.Ms.No.399, Education, dt:21.5.1980
9. G.O.Ms.No.77, Education, dt:28.1.1981
10. G.O.Ms.No.1259, Education, dt:6.11.1981
11. G.O.Ms.No.491, Education, dt:16.11.1984
12. G.O.Ms.No.50, Education, dt:26.1.1986
13. G.O.Ms.No.158, Education, dt:10.6.1987
14. G.O.Ms.No.340, Education, dt:10.6.1987
15. G.O.Ms.No.131, Education, dt:29.5.1990
16. G.O.Ms.No.378, Education, dt:21.11.1991
17. G.O.Ms.No.37, Education, dt:5.2.1994

(P.T.0)

A.P.COLLEGIATE EDUCATION SERVICE RULES

1. Short Title

- i) These Rules may be called the Andhra Pradesh Collegiate Education Service Rules
- ii) they shall not be applicable to the teaching and non-teaching staff of Private Aided Colleges taken over by Government after 1982. In respect of teaching and non-teaching staff of Private Aided Colleges taken over by Government after 1982, separate rules shall be issued in accordance with the provisions of the Andhra Pradesh Education Act, 1982.

2. CONSTITUTION

The service shall consist of the following categories of posts.

Class A:

Category 1.	Director
Category 2.	Joint Director (H.0)/Regional Joint Director

Class B:

Category 1.	Principal, Government Degree College
Category 2.	Lecturer, Government Degree College

Class C:

Category 1.	Principal, Government Oriental College
Category 2.	Lecturer, Government Oriental College

Class D:

Category 1.

Class E:

Librarian

Category 1.

Class F:

Physical Director

Category 1.

Category 2.

Category 3.

Category 4.

Deputy Director
Assistant Director
Chief Auditor
Administrative Officer

Note: The Joint Director (H.0) promoted from the category of Principal will be inter-changeable with that of Regional Joint Director but a Joint Director (H.0) promoted from the category of Deputy Director will not be so inter-changeable.

3. Method of appointment and appointing authority:

Subject to the other provisions in these rules, the method of appointment and appointing authority for the several classes and categories of posts shall be as follows:

<u>Class & Category</u> (1)	<u>Method of Appointment</u> (2)	<u>Appointing Authority</u> (3)
<u>CLASS - A</u>		
1. Director	By promotion from Category 2 of Class A	Government
2. Joint Director (Head Office)	i) By promotion from Category 1 of Class B OR ii) By promotion from Category 1 of Class F	Government
Regional Joint Director	i) By promotion from Category 1 of Class B	Government
<u>Class - B</u>		
1. Principal, Government Degree College	i) By promotion from category 2 of Class B	Commissioner / Director of Collegiate Education.
2. Lecturer, Government College	i) Direct Recruitment ii) By recruitment by transfer from Junior Lecturer in the related subject in the Department of Intermediate Education.	Commissioner / Director of Collegiate Education. Commissioner / Director of Collegiate Education.
<u>Class - C</u>		
1. Principal, Government Oriental College	By promotion from Category 2 of Class C	Commissioner / Director of Collegiate Education.
2. Lecturer, Govt. Oriental College	i) By Direct Recruitment ii) By recruitment by transfer from Junior Lecturers in Sanskrit working in the Department of Intermediate Education	Commissioner / Director of Collegiate Education. Commissioner / Director of Collegiate Education.
<u>Class-D</u>		
1. Librarian	i) By Direct Recruitment ii) Recruitment by transfer from Graduate Librarian working in the Department of Intermediate Education	Commissioner / Director of Collegiate Education. Commissioner / Director of Collegiate Education.

<p>Class E</p> <p>1. Physical Director</p>	<p>i) By Direct Recruitment</p> <p>ii) Recruitment by transfer from Physical Director working in the Department of Intermediate Education</p>	<p>Commissioner / Director of Collegiate Education.</p> <p>Commissioner / Director of Collegiate Education.</p>
<p>Class - F</p> <p>1. Deputy Director</p> <p>2. Assistant Director</p> <p>3. Chief Auditor</p> <p>4. Administrative Officer</p>	<p>By promotion / transfer of Assistant Directors and Chief Auditors (Gazetted) working in the O/o in the Office of the Commissioner / Director of Collegiate Education and Administrative Officers in the muffasils.</p> <p>By recruitment by transfer from Superintendents and Auditors in the Office of the Commissioner / Director of Collegiate Education and Superintendents and Auditors in the offices of the Regional Joint Directors of Collegiate Education.</p> <p>By recruitment by transfer from Superintendents and Auditors in the Office of the Commissioner / Director of Collegiate Education.</p> <p>By recruitment by transfer from Superintendents / Auditors working in the Office of the Commissioner / Director of Collegiate Education and Superintendent working in the Offices of the Regional Director of Collegiate Education I Government Degree Colleges.</p>	<p>Commissioner / Director of Collegiate Education.</p> <p>Commissioner / Director of Collegiate Education.</p> <p>Commissioner / Director of Collegiate Education.</p> <p>Commissioner / Director of Collegiate Education.</p> <p>Commissioner I Director of Collegiate Education.</p>

Note:

1. Promotion to the Post of Joint Directors in the Office of the Commissioner/Director of Collegiate Education, Andhra Pradesh, Hyderabad shall be made from the cadre of Principals of Government Degree Colleges and Deputy Directors working in the Office of the Commissioner/Director of Collegiate Education, Andhra Pradesh, Hyderabad, in the ratio of 1 : 1.

2. The post of Deputy Director in the O/o the CCE/DCE shall be filled up by promotion/transfer of Asst. Directors and Chief Auditor (Gazetted) working in the O/o the CCE/DCE and Administrative Officers in the ratio of 3 : 7. In a unit of (10) vacancies, the 1st, 4th and 7th vacancies shall be filled up from a combined cadre of Assistant Directors and Chief Auditor (G), while the remaining vacancies shall be filled up with Administrative Officers.
3. The post of Administrative Officer shall be filled up by recruitment by transfer of Superintendents and Auditors in the office of the Commissioner / Director of Collegiate Education and Superintendents working in the Offices of the Regional Joint Directors of Collegiate Education / Government Degree College and in a unit of 3 vacancies, the 2nd shall be filled by the Superintendents / Auditors working in the office of the Commissioner / Director of Collegiate Education and the 1st and 3rd vacancies shall be filled in by the Superintendents working in the offices of Regional Joint Directors of Collegiate Education / Government Degree Colleges.
4. The persons working as Assistant Lecturers, Tutors and Demonstrators and junior Lecturers who were allowed the Pay Scale of Rs. 700-1600 of Lecturers in the Revised Pay Scales of 1976, by virtue of the orders issued in G.O.Ms.No. 1072, Education dt.26th November, 1976 as amended in G.O.Ms.No. 719, Education, dt.03.07.1978 read with G.O.Ms.No. 423, Education, / G.O.Ms.No. 37, dt.19.04.1979 shall be deemed to have become Lecturers w.e.f. 01.04.1976 or on completion of the prescribed period of service, as the case may be.
5. The posts of Lecturer in Category 2 of Class B, in a particular subject or language in a Zone, shall be regarded as constituting one unit and out of every 4 vacancies in such unit, 2nd vacancy shall be filled by recruitment by transfer from among Junior Lecturers possessing the requisite qualification.
6. The posts of Lecturers in the subjects under restructured courses like Computer Sciences, Computer Applications, Biotechnology, Genetics, Tourism and Travel Management, Medical Lab Technician, Dairying etc., and in any other subject where no Junior Lecturer in the same subjects is available in Government Junior College, such posts shall be filled by direct recruitment only.
7. The persons working as Assistant Lecturers in Sanskrit and Junior Lecturers in Sanskrit who were allowed the Pay Scales of Rs. 700-1600 of Lecturers in the Revised Pay Scales of 1976, by virtue of the orders issued in G.O.Ms.No. 1072, Education, dt.26th November, 1976 as amended in G.O.Ms.No. 719, Education, dt. 03.07.1978 read with G.O.Ms.No. 23, Edn., dt.19.04.1979 shall be deemed to have become Lecturers w.e.f. 01.04.1976 or on completion of the prescribed period of service, as the case may be.
8. The posts of Lecturers in Category 2 of class C, in a particular subject or language in a Zone, shall be regarded as constituting one unit and out of every 4 vacancies in such unit, 2nd vacancy shall be filled up by direct recruitment and 1st, 3rd and 4th vacancies shall be filled by recruitment by transfer from among Junior Lecturers who acquired NET / SLET. If any vacancy is unfilled due to non-availability of suitable Junior Lecturer with NET/SLET qualification, such vacancy shall be filled up by direct recruitment.
9. In making appointments to the posts of Librarians, out of 4 vacancies, 2nd vacancy shall be filled by direct recruitment and the 1st, 3rd and 4th vacancies shall be filled by recruitment by transfer from the Graduate Librarian working in Government Junior Colleges in Intermediate Education Department. If any vacancy is unfilled due to non-availability of suitable Graduate Librarian with prescribed qualifications, such vacancy shall be filled up by direct recruitment.

10. In making appointments to the posts of Physical Directors, out of 4 vacancies, 2' vacancy shall be filled up by direct recruitment and the 1st, 2nd and 4th vacancies by recruitment by transfer from among the Physical Director working in Government Junior Colleges in Intermediate Education Department. If any vacancy is unfilled due to non-availability of suitable Physical Director with prescribed qualifications, such vacancy shall be filled up by direct recruitment.

4. Conditions of Appointment

- (i) Promotion to every post in the service shall be made on the grounds of seniority-cum-merit.
- (ii) In respect of teaching and non-teaching staff of private aided colleges taken over by the Government prior to 27.01.1982, the following procedure will be followed for absorption and seniority in Government.
- la) In respect of teaching staff other than Principal and non-teaching staff, 50% weightage will be given for the past aided service rendered under the private management.
- b) In respect of Principals, the aided service rendered by them as Lecturers will be given 50% weightage for absorption and seniority in the cadre of Principals only if he/she has completed 15 years of aided service as Lecturer on the date of absorption into Government Service. In case he/she has not completed 15 years of service, his/her absorption and seniority as Principal in Government service will be counted from the date he completes 15 years of total service in both aided and Government.

5. Reservation of Appointments

- (a) The Rule of Special Representation in General Rule 22 shall apply to all the appointments to be made by Direct Recruitment to the posts in this service.
- (b) In the matter of Direct Recruitment to any post in this service women shall be selected to an extent of at least 33 1/3% of the posts in each category of Open Competition, Backward Classes, Scheduled Castes, Scheduled Tribes and Physically Handicapped quota provided.

6. Age:

No person shall be eligible for appointment by direct recruitment to any post in the service if he has completed 33 years of age on the 1st day of July of the year in which notification for the selection is made (as per G.O.Ms.No. 336, GA (Ser.A) Dept., dt.30.7.2002. Relaxation of age in respect of SC/ST/BCs shall be provided as per Government rules prescribed in the Andhra Pradesh State and Subordinate Service Rules.

7. Minimum Service for promotion:

No member of the service shall be eligible for promotion to the next higher category of post or appointment by transfer unless he has put in 3 years of service in the category from which promotion or appointment by transfer is made.

8. Qualifications.

No person shall be eligible for appointment to the category of post in the class specified in column (1) of the Annexure to these rules by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entry in column 3 thereof.

9. Probation.

- (a) Every person appointed by direct recruitment to any post in the service shall from the date on which he commences probation, be on probation for a period of 2 years on duty within a continuous period of 3 years.
- (b) Every person appointed by transfer or by promotion shall, from the date on which he commences probation, be on probation for a total period of one year on duty within a continuous period of 2 years.
- (c) The suspension, termination or extension of probation of a probationer shall be governed by the provisions of Rule 17 of A.P. State Et Subordinate Service Rules, 1996.

10. Tests:

A member of service shall pass the following Test / Tests for the purpose of promotion or for appointment by transfer or completion of probation as the case may be.

TABLE

Member of service (1)	Tests (2)	Purpose (3)
i) Lecturer in Government Degree College	Accounts Test for Executive Officers	For promotion as Principal of Government Degree College.
ii) Lecturer in Government Degree College appointed by Recruitment or Recruitment by transfer from category of Junior Lecturer in Government Junior College.	i) Special Language Test for Officers in Education Department (Higher Standard in Telugu)	For completion of probation.
iii) Lecturer in Government Oriental Colleges	Accounts Test for Executive Officers	For promotion as Principal of Government Oriental Degree College
iv) Lecturer in Government Oriental Colleges appointed by Direct Recruitment or recruitment by transfer from the category of Junior Lecturers in Sanskrit in Government Junior College.	i) Special Language Test for Officers in Education Department (Higher Standard in Telugu)	For completion of probation

v) Assistant Director! Chief Auditor / Administrative Officer.	Accounts Subordinate Part I and II	Test for Officers	For promotion as Deputy Director
vi) Superintendent Auditor	Accounts Subordinate Part I and II	Test for Officers	For appointment by transfer as Assistant Director / Chief Auditor / Administrative Officer.

Explanations:

- 1) In the cases of persons appointed by direct recruitment they shall pass the test prescribed within the period of probation and in case of persons for appointment by promotion/transfer, the passing of tests is prerequisite.
- 2) A person who has studied and passed Telugu as a subject either as second language or as a group subject at Intermediate Level shall be deemed to have been exempted from passing the Special Language Test for Officers in Education Department (Higher Standard in Telugu)

11. Unit of appointment:

For the purposes of recruitment, appointment, seniority, promotion, transfer and appointment as a full member, the units of appointment for the posts indicated in column (1) of the table below shall be a zone as specified in Column (2) thereof:

<u>Posts</u> (1)	<u>Unit of appointment</u> (2)
I) 1) Regional Joint Director	

- 2) Principals in Government Degree Colleges
- 3) Principals in Government Oriental Colleges
- 4) Administrative Officers in the Offices of Regional Joint Directors of Collegiate Education and Government Degree Colleges.
- II)
- 1) Lecturer in Government Degree College
- 2) Lecturer in Government Oriental College.
- 3) Librarian in Government Degree College
- 4) Physical Director in Government Degree College
- State wide post
- Zone-I:
Comprising Srikakulam, Vizianagaram and Visakhapatnam Districts
- Zone-II:
Comprising East-Godavari, West-Godavari and Krishna Districts
- Zone-III:
Comprising Guntur, Prakasam and Nellore Districts
- Zone-IV:
Comprising Chittoor, Cuddapah, Anantapur and Kurnool Districts
- Zone-V:
Comprising Adilabad, Karimnagar, Warangal and Khammam Districts
- Zone-VI:
Comprising Nizamabad, Medak, Mahabubnagar, Nalgonda and Ranga Reddy and Hyderabad districts, excluding City of Hyderabad
- City cadre:
Comprising the City of Hyderabad
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12. Training.

Every persons promoted from Category-2 of Class-B to Category 1 of Class B and from category 2 of Class C to Category 1 of Class C shall undergo administrative training that may be prescribed by the Government.

ANNEXURE
(See Rule 8)

Class and Category of post	Method of Appointment	Educational Qualification
(1)	(2)	(3)
Class A Category 2 Joint Director/	Regional Joint Director By promotion	3 years of service in the cadre of Principal of Government Degree College / Deputy Director
Class B Category 1 Principal, Government Degree College	By promotion	<p>i) Must possessa Master's Degree with a minimum of 55% ofmarks or its equivalent degree or grade of B in the 7 points scale with letter grades 0,A,B,C,D,E & F, obtained from the Universities recognized in India.</p> <p>ii) Must possess Ph.D or equivalent qualification</p> <p>iii) An experience of of teaching as a Lecturer in Government Degree College.</p> <p>Note:</p> <p>(a) Persons who were appointed as Lecturers on or before 01.01.86 are exempted from possessing the qualification at item (ii) above.</p> <p>(b) They are also exempted from possessing minimum of 55% of marks in Masters Degree. However, the percentage of marks should not be less than 50% marks in the relevant subject.</p>
Class B Category 2 Lecturer, Government Degree College	i) By Direct Recruitment	<p>i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades Q A B C D, E & F at the master's Degree level, in the relevant subject, obtained from the Universities recognized in India.</p> <p>ii) Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC, CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>

	ii) Recruitment by transfer from Junior Lecturers in the relevant subject working in Government Junior College	<p>i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E or F at the Master's Degree level, obtained from the Universities recognized in India.</p> <p>ii) Should have passed National Eligibility Test (NET) for Lecturers conducted by UGC, CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>
Class C Category 1 Principal, Government Oriental College	By promotion	<p>i) Must possess a Master's Degree with 55% and above or its equivalent degree or grade of B in the 7 point scale with letter grades O, A, B, C, D, E or F, obtained from the Universities recognized in India.</p> <p>ii) Must possess Ph.D or equivalent qualification.</p> <p>iii) An experience of 15 years of teaching as a Lecturer in Government Oriental College.</p> <p>Note:</p> <p>(a) Persons who were appointed as Lecturers on or before 01.01.86 are exempted from possessing the qualification at item (ii) above.</p> <p>(b) They are also exempted from possessing minimum of 55% of marks in Masters Degree. However, the percentage of marks should not be less than 50% marks in the relevant subject.</p>
Class C Category 2 Lecturer, Government Oriental College	i) Direct Recruitment	<p>i) Good academic record with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E or F at the Master's Degree level, in the relevant subject, obtained from the Universities recognized in India.</p> <p>ii) They should have passed National Eligibility Test (NET) for Lecturers conducted by UGC,</p>

<p>ii) Should have passed National Eligibility Test (NET) for lecturers conducted by UGC, CSIR, or similar tests accredited by APPSC.</p>	<p>ii) Recruitment by transfer from Junior Lecturer in the subject working in Government Junior College.</p> <p>i) Direct Recruitment</p>	<p>CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p> <p>i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E Et F at the Mater's Degree Level, in the relevant subject, obtained from the Universities recognized in India.</p> <p>(NET) for lecturers conducted by the UGC or SLET conducted by</p> <p>i) Good academic record with a Master's Degree in Library Science with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades 0, A, B, C, D, E Et F or equivalent Degree, obtained from the Universities recognized in India.</p>
<p>Class-D Category Librarian</p>	<p>i) Recruitment by transfer</p>	<p>ii) Should have passed National Eligibility Test (NET) conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p> <p>i) Good academic record in Master or Library Science with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades, 0, A, B, C, D, E Et F or an equivalent degree from an Indian University.</p> <p>ii) Should have passed National Eligibility Test (NET) conducted by UGC / CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>

<p>Class-E Category Physical Director</p>	<p>1) Direct Recruitment</p> <p>ii) Recruitment by transfer</p>	<p>i) Good academic record with a Master's Degree in Physical Education with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E Et F, obtained from the Universities recognized in India</p> <p>ii) Should have passed National Eligibility Test (NET) conducted by UGC/ CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p> <p>i) Good academic record with a Master's in Physical Education with 55% and above marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E Et F, obtained from the Universities recognized in India</p> <p>ii) Should have passed National Eligibility Test (NET) conducted by UGC/ CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>
<p>Class-F Category 1 Deputy Director</p> <p>Category 2 Assistant Director</p>	<p>By promotion</p> <p>By recruitment by transfer</p>	<p>Must possess a Bachelor Degree in Arts or Science or Commerce of any University in India established or incorporated by or under a State Act, Central Act, Provincial Act or an Institution recognized by the UGC or any other equivalent qualification.</p> <p>Must possess a Bachelor Degree in Arts or Science or Commerce or any University in India established or incorporated by or under State Act, Central Act, Provincial Act or an Institution recognized by the UGC or any other equivalent qualification</p> <p>Experience for a period of 3 years as Superintendent / Auditor in the Office or the Commissioner of Collegiate Education.</p>

<p>Category 3 Chief Auditor</p>	<p>By recruitment by transfer</p>	<p>Must possess a Bachelor Degree in Arts or Science or Commerce of any University in India established or incorporated by or under a State Act, Central Act, Provincial Act or an Institution recognized by the UGC or any other equivalent qualification</p> <p>Experience for a period of 3 years as Superintendent / Auditor in the Office of the Commissioner of Collegiate Education</p> <p>Must have 3 years of experience as Auditor in the Collegiate Education Department</p>
<p>Category 4 Administrative Officer</p>	<p>By recruitment by transfer</p>	<p>Must possess a Bachelor Degree in Arts or Science or Commerce of any University in India established or incorporated by or under a State Act, Central Act, Provincial Act or an Institution recognized by the UGC or any other equivalent qualification</p> <p>Experience for a period of 3 years as Superintendent / Auditor in the Office of the Commissioner of Collegiate Education.</p>

NOTE:

- 1) The minimum qualification for the post of Lecturer in the newly started subjects under restructured courses in Government Degree Colleges shall be as prescribed by the Commissioner of Collegiate Education from time to time in consultation with the Universities concerned.
- 2) A relaxation of 5% marks may be provided, (from 55% to 50% of the marks) at the Master's level for the SC/ST category.
- 3) A relaxation of 5% marks may be provided (from 55% to 50% of marks) to the Ph.D degree holders who have passed their Master Degree Prior to 19.09.1991.
- 4) NET/SLET shall remain the compulsory requirement for appointment as Lecturer. However, the candidates who have M.Phil degree in the concerned subject are exempted from passing NET/SLET for U.G. level teaching and those who have Ph.D Degree in the concerned subject are exempted from passing NET/SLET for both P.G. and U.G. level teaching.

- 5) B in the 7 point scale which is given hereunder with letter grades O,A,B,C,D,E Et F shall be regarded as equivalent of 55% wherever the grading system is followed:

<u>SEVEN POINT SCALE</u>		
GRADE	GRADE POINT	% EQUIVALENT
O = Outstanding	5.50 to 6.00	75-100
A = Very Good	4.50 to 5.49	65-74
B = Good	3.50 to 4.49	55-64
C = Average	2.50 to 3.49	45-54
O = Below Average	1.50 to 2.49	35-44
E = Poor	0.50 to 1.49	25-34
F = Fail	0.00to 0,49	00-24

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

ASUTOSH MISRHA
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Commissioner of Collegiate Education, A.P., Hyderabad,
The Director of Printing Press, Chanchalguda, Hyderabad
for publication of the notification in the A.P. Gazette and
send 500 copies to the Govt.

The Commissioner of Intermediate Education, A.P., Hyderabad
The Commissioner of School Education, A.P., Hyderabad
The Secretary, A.P. Public Service Commission, Hyderabad,
The Accountant General, A.P., Hyderabad
The Director of Treasuries & Accounts, A.P., Hyderabad
The Pay & Accounts Officer, Hyderabad
The General Administration (Ser) Department
The Law Deptt.,
P.S to Special Secretary to Chief Minister
P.S. to Minister (Higher Education)
P.S. to Principal Secretary (Higher Education)
SF/SC

//FORWARDED BY ORDER//

Sd/- X X X
SECTION OFFICER

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PROCEEDINGS OF THE REGIONAL JOINT DIRECTOR OF COLLEGIATE EDUCATION:: KADAPA
Present: Dr.D.Nagalinga Reddy, M.Sc, M.Phil, Ph.D.,

Rc.No.2556 /A1 & B1/2023

Dated:16-08-2023

Sub: Collegiate Education - Contract Faculties - Engaging Contract Faculty by renewal in Government Degree College in Zone-IV for the academic year 2023-24 - Schedule - Regarding.

- Read: [1] G.O.Ms.No.142, Higher Education [HE] Dept., dt. 09/10/2000
[2] G.O.Rt.No.99 HE [CE.A1] Department, dt.20/06/2022
[3] G.O.Rt.No. 111 HE [CE.A1] Department, dt. 14/08/2023
[4] Procs.Rc.No.11/Ser.I-B/2023, dt. 14/08/2023 of the Commissioner of Collegiate Education, Andhra Pradesh, Mangalagiri.
[5] Memo.No.60/Ser.I-B/2023, dt. 16/08/2023 of the Commissioner of Collegiate Education, Andhra Pradesh, Mangalagiri.

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In pursuance of the orders issued in the reference 4th read above [copy enclosed], the Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada has issued orders for engaging of contract Faculties by renewal in Government Degree Colleges for the Academic Year 2023-24.

The Principals of Identified Government Degree Colleges of Kadapa, Chittoor, Kurnool, Anantapur, Annamayya, Tirupati, Nandyal and Srisatyasai Districts are informed that, the Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada has constituted District Selection Committee with the following members for renewal of Contract Faculties as per the reference 4th read above:-

- | | | |
|-----|------------------------------------|------------|
| [1] | Collector and District Magistrate | - Chairman |
| [2] | Principal, Govt Degree College(ID) | - Convener |
| [3] | Principal of GDC concerned | - Member |

In this context, the following time schedule is furnished hereunder to take up renewal of contract faculties for the academic year 2023-24

1.	Date of issue of paper notification by all the Principals of ID colleges in Zone-IV through leading daily news papers	17/08/2023
2.	Last Date of receiving applications along with X class marklist with attestation, from the contract faculties who are working as on 31/03/2023 in Government Degree Colleges during the academic year 2022-23 [including the Contract Faculty disturbed due to General Transfers]	19/08/2023
3.	Date of submission of applications by the Principals of Government Degree Colleges to the concerned ID college along with SSC, pass percentage of students, Workload & Vacancy position]	21/08/2023
4.	Date of counseling for contract faculty by the DSC [including the CF disturbed due to General Transfers]	23/08/2023
5.	Date of entering into contractual agreement in Government Degree Colleges [including the CF disturbed due to General Transfers]	24/08/2023
6.	Date of submission of list of renewed contract faculties and minutes resolved by DSC to the Regional Joint Director of Collegiate Education, Kadapa from the ID Colleges	26/08/2023

The District Selection Committee should follow the guidelines issued by the Commissioner of Collegiate Education, Andhra Pradesh, Vijayawada from time to time while renewal of contract faculties for the academic year 2023-24.

Encl: CCE proceedings.

To
The Principals of ID GDCs In Zone-IV
Copy to the Principals of Government Degree Colleges In Zone-IV
Copy submitted to the Commissioner of Collegiate Education, Andhra Pradesh, Mangalagiri, for favour of information

REGIONAL JOINT DIRECTOR OF
COLLEGIATE EDUCATION[FAC]
KADAPA.

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Higher Education Department – Renewal of services of Contract Lecturers working in Government Degree Colleges for a further period from 01.06.2023 to 30.04.2024 with a break of one month, in principle as 'no work - no pay', for the Academic Year, 2023-2024 – Permission – Accorded - Orders - Issued.

HIGHER EDUCATION [CE.A1] DEPARTMENT

G.O.Rt.No.111

Dated:14/08/2023

Read the following:-

- 1.G.O.Rt.No.50, Higher Education (CE.A1) Dept., Dated:11.04.2023.
- 2.From the CCE, A.P, Lr.Rc.No.12/Ser.I-B/2023, Dated:3.7.2023
- 3.From the CCE, A.P, Lr.Rc.No.11/Ser.I-B/2023, Dated:10.07.2023 through e-file No:2137165.

ORDER:

In the circumstances reported by the Commissioner of Collegiate Education, Andhra Pradesh, Mangalagiri in the letters 2nd & 3rd read above, and after careful examination of the matter, Government hereby accord permission to the Commissioner of Collegiate Education, A.P, Mangalagiri, for renewal of the services of (695) contract faculty (i.e 683 No's in Government Degree Colleges and 12 No's in Private Aided Oriental Colleges) working in the Degree Colleges in the State for a further period of 11 months w.e.f 01.06.2023 to 30.04.2024, with a break of one month, in principle as 'no work-no pay', for the Academic Year, 2023-2024 for smooth functioning of Academic activities in the Degree colleges effectively.

2. The Commissioner of Collegiate Education, Andhra Pradesh, Mangalagiri, shall take further action in the matter accordingly.
3. This order issues with the concurrence of the Finance (HR-II) Dept.,vide their U.O.No.1427207/HR-II/FIN01-HR0MISC/99/2021, dt:26.07.2023.

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

**J.SYAMALA RAO
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Commissioner of Collegiate Education, A.P., Mangalagiri.

Copy to:

The Accountant General, Andhra Pradesh, Vijayawada,

The Public Accounts Officer, A.P, Vijayawada.

The Director of Treasuries and Accounts, A.P, Ibrahimpatnam.

The Finance (HR-II) Department,

The OSD to Minister for Education,

The P.S. to Prl. Secretary to Government (HE)

Sf/Sc.

//FORWARDED :: BY ORDER//


SECTION OFFICER

Proceedings of the Commissioner of Collegiate Education

Andhra Pradesh: Mangalagiri

Present: Dr. Pola Bhaskar, I.A.S.,

Rc.No.11/Ser. I-B/2023

Dated:-14/08/2023

Sub:- Department of Collegiate Education- Engaging the services of Contract Lecturers by renewal in the vacant posts at Government Degree Colleges for the Academic Year 2023-24 – Orders - Issued.

- Read:-
1. G.O.Ms.No.142. Higher Education (HE) Dept., dt. 09.10.2000.
 2. GO Rt.No.435 HE Dept Dt. 27-6-2012 (2012-13)
 3. CCE's Procs Rc.No.522/OP.1/2022.dt. 27-4-2022.
 4. G.O.Rt.No.99 Higher Education (CE-A1) Dept. Dt.20.06.2022
 5. G.O.Rt.No.50 Higher Education (CE-A1) Dept. Dated 11.04.2023.
 6. G.O.Rt.No.111 Higher Education (CE-A1) Dept. dated 14.08.2023

1. In the reference 1st read above Government have issued orders for making contract arrangement in the vacant posts of Lecturers in Government Degree Colleges during the academic year 2000-01. Since then, the services of Contract Lecturers are utilizing in the vacant posts of Lecturer in Government Degree Colleges on need basis on obtaining Government orders from time to time.
2. In the reference 2nd read above, orders were issued to renew the services of the Contract Lecturers who worked in the previous year shall be with the involvement of Additional Joint Collector in selection procedure of contract lectures from the academic year 2012-13.
3. In the reference 6th read above, the Government have accorded permission to the Commissioner of Collegiate Education A.P., Mangalagiri for renewal of services of (695) Contract faculty i.e (683 numbers in Government Degree Colleges and 12 numbers in Private Aided Oriental Colleges) working in Degree Colleges in the state for a further period of eleven (11) months w.e.f from 01-6-2023 to 30.04.2024 with a break of one month, in Principle as "No work No Pay" for the academic year 2023-24 (or) till the post filled on regular basis whichever is earlier to enable to run the college

effectively.

4. In pursuance of the orders issued by the Government in the reference 6th read above, the Commissioner of Collegiate Education, A.P. Vijayawada hereby accorded permission to the Regional Joint Directors of Collegiate Education/Principals of Identified Government Degree Colleges/Principals of all Government Degree Colleges in the State to renew the services of the 695 (Six hundred and Ninety Five) i.e (683 numbers in Government Degree Colleges and 12 in Private Aided Oriental Colleges) Contract Lecturers working in Government Degree Colleges who worked for the academic year 2022-23 duly entering into a fresh contract from June, 2023, subject to condition that the contract agreement period should not be exceeded ten

(11) months till the posts are filled on regular basis whichever is earlier or until further orders from the Commissioner of Collegiate Education, A.P., Mangalagiri by duly following the guidelines given in Annexure-I.

5. Further, the Regional Director of Collegiate Education/Principals of Identified Government Degree Colleges and Principals of Government Degree Colleges are requested to engage the services of 695 Contract Lecturers by way of renewal for the academic year 2023-24 in their respective zone basing on the following priorities.

All renewals must be strictly made on need based criteria taking into consideration of workload/student strength. Further the transfer of Contract Lecturers who have completed the service of five (5) academic years shall be made in accordance with the work-load/students strength. A preference shall also be given to place where all the posts in a particular subject are vacant. The transfer shall be made in the order of preferences as follows:-

- GDCs located in ITDA areas.
- GDCs going for NAAC reaccreditation and fresh accreditation during 2022-23.
- Autonomous College (Candidates with PhD/NET/SLET only)
- GDCs located Interior and remote areas,

Any deviation in renewing the contract lecturers, the Principals of Government Degree Colleges (ID) concerned are held responsible and follow the procedure and guidelines scrupulously in renewal of contract faculties.

Allotment of Posts

Zone	Government	Aided Oriental	Total
I	143	-	143
II	172	2	174
III	40	10	50
IV	328	-	328
Total	683	12	695

6. The following is the proposed action plan for engaging the services of Contract Lecturer by renewal in Government Degree Colleges for the academic year 2023-24.
7. All the Principals of Government Degree Colleges, Principals of Identified Government Degree Colleges and all the Regional Joint Directors of Collegiate Education in the State are permitted to engage the services of Contract Lecturers who worked in the last academic year by renewal in Government Degree Colleges for the academic year 2023-24.
8. The Regional Joint Directors concerned are directed to frame timelines i.e.. publishing in leading news papers by publication of dates for receiving applications, date of counseling etc. for the renewal of the Contract Lecturer for the academic year 2023-24. They are further informed that before renewing the Contract Lecturer, performance appraisal reports which were submitted by the Contract Lecturer shall be scrutinized by the District Selection Committee.
9. The District Selection Committees shall be constituted for renewal of contract arrangement with the following members:
 - 1) Collector and District Magistrate- Chairman
 - 2) Principal, Govt. Degree College (ID) - Convener
 - 3) Principal of GDC concerned- Member
10. Further, the Contract Lecturer who could not be renewed by the District Selection Committee shall be renewed by the respective Regional Joint Director of Collegiate Education. The entire process shall be completed within 10 days from the date of receipt of these orders.
11. The guidelines (Annexure-1) and agreement (Annexure-II) are enclosed to these Proceedings for engaging Contract Lecturer by renewal in Government Degree Colleges for 2023-24.

12. The Regional Joint Directors of Collegiate Education/Principals of Government Degree College (ID) are requested to furnish the number of Contract Lecturer renewed along with copies of minutes and report compliance.

Sd/- Dr.Pola Bhaskar
Commissioner of Collegiate Education

Encl: Annexure I&II

To

The Regional Joint Directors of Collegiate Education, Rajahmundry, Guntur and Kadapa.

Copy to the Principals of Government Degree Colleges in the state.

Copy forwarded to the Collector & District Magistrate of all the Districts

Copy submitted to the Principal Secretary to Government Higher Education Dept. for favor of information.

//True Copy Attested//


Assistant Director of Collegiate Education


14/8/23

ANNEXURE-I
Renewal of Contract Lecturers 2023-24

GUIDELINES

- (A) The RJDCEs/Principals of Identified Government Degree Colleges / Principals of the Government Degree Colleges in the State shall fill in the clear vacant sanctioned posts.
- (B) The Principals shall renew only those Contract Lecturers, who were working as on 31.03.2023 and applied for clear vacancy in the institution for current academic year 2023-24 without interview, by entering into a fresh agreement subject to the satisfactory performance of Contract Lecturers during the year 2022-23 as per the existing norms ie., through the District Committee for renewals.

With regard to past performance of the Contract Lecturers:

- (1) The Principals of Government Degree Colleges should report the adverse remarks if any against the Contract Lecturer during the last academic year itself.
- (ii) If the performance of the contract faculty is found not satisfactory or not up to the mark, the Principal of the College shall bring such cases to the notice of the above committee in advance with relevant material which may decide on merits.
- (C) The posts, in which Part Time Lecturers are working on Court orders, shall be examined and if the court orders prescribe continuation, they shall not be disturbed. If not, the posts shall be deemed to be vacant due to discontinuation of the part time lecturers on dismissal of Court orders filed by them.
- (D) The Principals are informed that no Contract Lecturer should be renewed wherever there is un-economic strength in the subject causing inadequate workload and the same Lecturer may be renewed in the nearby needy College with adequate work load under the jurisdiction of the present committee and such cases should be brought to the notice of the committee concerned.
- (E) In case, the services of any Contract Lecturer cannot be renewed for want of vacancies in the District, their cases may be considered within the zone. As per the Govt. Memo No.2955/CEL1/2011-1, Higher Education (CEI)

Department, dated 07.07.2011, Contract Lecturers from one Zone to another Zone cannot be considered for renewals.

- (F) While renewing the services of an existing Contract Lecturer, it should be reviewed whether he/she recorded at least 40 pass percentage in the concerned paper in the University results during the last academic year and the Principal must certify to this effect. The contract faculties who have registered less than 40 pass percentage should not be renewed. If any Contract lecturer is renewed contrary to the above specification, the Principal of the College will be held responsible and would be liable for disciplinary action
- (G) Preference should be given to accommodate the women candidates in women colleges. Male contract lecturers should not be posted as far as possible in women colleges. Where there are no women candidates, male contract lecturers may be posted in Women Colleges but they should mandatorily be above 50 years of age.
- (H) Request transfers i.e. for renewal in other colleges may be considered only in respect of spouse cases, Women Contract faculty and disabled categories keeping in view of the pandemic situation Covid-19.
- (I) The entire process should be monitored by the Committee of Additional Joint Collector, RJDCE, Principals of ID College and Principals of Government Degree Colleges concerned.
- (J) If their performance falls short of the established bench marks ie., basing on the students feedback API scores of each quarter, their service relationship shall be extinguished.

Sd/- Dr.Pola Bhaskar
COMMISSIONER OF COLLEGIATE EDUCATION

//True Copy Attested//

Assistant Director of Collegiate Education

Pola
14/8/23

ANNEXURE-II

Agreement for Contractual Services for the year 2023-24

An agreement made on ----- day of-----between College Planning and Development Council (CPDC) of----- represented by President (First part) and ----- (Second Part).

NOW, THERE FORE THIS AGREEMENT WITNESS AS FOLLOWS:

1. That the party to the second part agrees to perform the teaching work in accordance with the curriculum of the University for the course from (date of permission) ----- to ----- or the last day of instruction of University concerned whichever is earlier and that the party to the second part shall carry out further instructions given to him by the College Planning and Development Council (CPDC) from time to time in the discharge of his/her duties as a teacher, mentioned in Para 1 above.
2. That the part to the second part agrees after being informed that he/she is fully aware of the fact that his/her service is being taken not to fill any vacancy either on temporary or permanent basis, that he/she will be paid a consolidated amount per month during the contract period and that his/her contract shall automatically come to an end on expiry of the said period or on report of a regular Lecturer to duty in that subject whichever is earlier. The contract shall not be treated as continuing from the past but as new contractual arrangement for limited duration.
3. That the contract is terminable by the part to first part, i.e., College Planning and Development Council at any time during the said period and the party to the second part in such case is entitled to only prorated amount till such time. In case of termination during the said period for any reasons, the party to the second part is not entitled to question the correctness of the decision of College Planning and Development Council.
4. That the part to the second part is not entitled for any other perks, allowances or any other facility except for the consolidated amount payable monthly mentioned in condition 3 above.
5. That if the part to the second part is not willing to continue as Contract faculty, he/she should give prior notice of one month to the party to the first part.

6 That the part to the second part shall work under the supervision of the Principal of the College

7. That the work performance of the part to the second part will be assessed by the Head of the Department of the concerned subject/faculty as well as the Principal of the College

a. That he/she is not entitled to any renewal or extension or continuation of the contract on any ground whatsoever.

b. That the service rendered during the contract will not be construed or reckoned as part of any regular appointment for any post in the Government and therefore no credit or weight age will be given for the service rendered in the contract period.

c. That if he/she registers less than 40% pass percentage in their subject(s) taught during the last year shall be terminated.

8. Teacher Evaluation by the students that the part to the first part shall take students evaluation of the party to the second part in the prescribed format circulated to all colleges in the first quarter of the contract period and if performance of the Contract faculty is not satisfactory, he/she shall be terminated.

9. That any dispute arising out of this contract shall be subject to the jurisdiction of the competent court.

10. That the relationship between the two parties is purely contractual and strictly as per the terms mentioned above.

Signature of the Party to the first Part represented by the President CPDC	Witnesses to the signature of the party of the first part
--	---

Signature -----	1.()
Name -----	2.()

Signature of the Party to the Second Part	Witness to the signature of the party of the Second Part
---	--

Signature...	1.()
Name	2.()

SIGNATURE OF THE PRESIDENT
COLLEGE PLANNING AND DEVELOPMENT COUNCIL

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
ANDHRA PRADESH::MANGALAGIRI

Present: Dr.Pola Bhaskar. I.A.S

Rc.No.66/Ser-I.B/2023

Dated:26.09.2023

Sub: Department of Collegiate Education -Guest Faculties - Permission to engage Guest Faculty in Government Degree Colleges in the State on hourly basis for the academic year 2023-24 - Permission accorded - Orders- Issued

- Read:-
- 1) G.O.Ms.No.3. Education (CE.1-1)Dept.. Dated:06.01.2000.
 - 2) G.O.Ms.No.241. Higher Education (CE.1) Dept., dated:13.10.2008.
 - 3) G.O.Ms.No.1. Higher Education (UE.II) Dept.. dated:10.01.2012.
 - 4) G.O.Ms.No.57. Finance (Budget.1) Dept. Dated:07.04.2017.
Dated:23.08.2018. Dated:19.07.2019, 27.11.2020 and Dt:19.08.2021.
 - 5) Lr.No.FIN 02-18069/67/2021-H SEC-DTA. Dated:16.08.2021 from the Director of T.A.Ibrahimpattam. A.P. Vijayawada.
 - 6) CCE's Procs.Rc.No.121/OP.1/2016. dated: 29.07.2022.
 - 7) G.O.Rt.No.157 HE Dept Dt:17.10.2022.
 - 8) CCE's Procs.Rc.No.121/Ser. II/2016, dated: 27.10.2022.
 - 9) Proceedings Rc.No.121/Ser.II/2016, dated:02.12.2022 of the CCE, AP, Mangalagiri.

In pursuance of the orders issued in the references cited, the services of Guest faculty are engaged /being engaged in Government Degree Colleges for every academic year against sanctioned posts wherever work load warrants and availability of vacancies on payment of remuneration as prescribed by government from time to time.

Therefore, all the principals of Government Degree Colleges in the state are hereby permitted to engage the services of Guest Faculty against clear vacant posts for the academic year 2023-24 subject to the guidelines issued in the reference 9th read above. The principals are also directed to scrupulously follow the guidelines If any deviations are found, Principals concerned would be held responsible.

The Director of Treasuries and Accounts, A.P. Vijayawada is hereby requested to communicate these orders to all the District Treasury Officers/Sub Treasury Officers in the State and to instruct to admit the claims presented by the Principals of all Government Degree Colleges by the concerned Treasury Officers all over the state.

Sd/- Dr Pola Bhaskar
Commissioner of Collegiate Education

To
All the Principals of Government Degree Colleges in the State,
Copy to all the Regional Joint Director of Collegiate Education in the State.
Copy forwarded to the Director of Treasuries and Accounts, A.P. Vijayawada..
Copy forwarded to the D.T.O/S.T.O in the State.
✓ Copy submitted to Principal Secretary, Higher Education, Government of A.P.
Amaravathi.
Spare -2.

//True Copy Attested//

Assistant Director of Collegiate Education

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION

ANDHRA PRADESH :: VIJAYAWADA

Present: Dr.Pola Bhaskar, IAS.

Proc. No. 01/CCE-AP/GDCs/Cad.Str/Teaching/AC-11/2022-23

Date: 23.02.2023

Sub: Guidelines on furnishing the Information of Cadre Strength (Teaching) and Workload particulars for all the subjects (including LSCs and SDCs) against Sanctioned posts (SMPC) of respective Government Degree Colleges (GDCs).

Ref: Instructions of the Commissioner of Collegiate Education in Departmental & Zonal review meetings held in January & February, 2023, to effect the Rationalization of teaching posts-2023.

Attention of all the Principals of GDCs, A.P. is sought with respect to the subject cited. A google sheet has been communicated through e-mail in specified format, restricting the access to respective college e-mail (gmail) IDs only. Mentioned hereunder the guidelines to calculate the workload for each subject, & to fill the given google sheet with accurate data in compliance with these proceedings.

Guidelines for Workload Calculation:

Based, chiefly, on the APSCHE (CBCS) – 2020 guidelines, keeping in view of the feasibility for the academic initiatives of the CCE and practical considerations in teaching learning transactions, the guidelines are issued.

I. Consideration of Papers/Courses for Workload Calculation (Refer to Table-1):

- For Commerce (General stream), B.B.A., B.B.M., B.Voc., Accounting & Taxation, Home Science, three papers each are considered for I and III semesters, and six papers are considered for the V semester (total 12 papers for workload calculation).
- Whereas for Commerce (CA stream) only two papers are considered for I and III semesters, and four papers are considered for the V semester (total 08 papers for workload calculation).
- For Arts, Spl./Adv. Languages, Sciences, Mathematics, & other subjects 1 paper in each Sem I and III, 2 papers in Sem V are considered.
- For first/second Languages viz. English, Telugu, Sanskrit, Urdu/Arabic/Persian, Hindi, Tamil, & Oriya 1 paper each in Sem I and Sem III are considered.
- For Life Skill Courses (LSCs) 1 paper in Sem I and 2 papers in Sem III are considered.
- For Skill Development Courses (SDCs) 1 paper each in Sem I and Sem III are considered.

Table-1. Details of Workload Allowed for Various Subjects/Section				
S.No	Subject	Sem I Workload (hrs/week)	Sem III Workload (hrs/week)	Sem V Workload (hrs/week)
1	Sciences: Biochemistry, Biotechnology, Botany, Chemistry, Computer Applications, Computer science, Electronics, Industrial Chemistry, Microbiology, Physics, Sericulture, Statistics, Zoology, etc., - 1 paper in each Sem I and III, 2 papers in Sem V with Theory + Practicals in 4+2 hrs/week format.	4+2 = 6	4+2 = 6	2 X (4+2) = 12
2	Mathematics - 1 paper in each Sem I and III, 2 papers in Sem V.	6	6	2X6 = 12
3	Home Science -3 papers in each Sem I and III, 6 papers in Sem V with Theory + Practicals in 4+2 hrs/week format.	3 X (4+2) = 18	3 X (4+2) = 18	6 X (4+2) = 36
4	Commerce (General Stream), BBA, BBM, Actuarial Science, Accounting & Taxation, B.Voc., etc., - 3 papers in each Sem I and III, 6 papers in Sem V.	3X5 = 15	3X5 = 15	6X5 = 30
5	Commerce (in CA stream) - 2 papers in each in Sem I and III, 8 papers in Sem V.	2X5 = 10	2X5 = 10	4 X 5 = 20
6	Arts (including Advanced/Special Languages) - 1 paper in each Sem I and III, 2 papers in Sem V.	5	5	2 X 5 = 10
7	Languages (First/Second Language): English, Telugu, Sanskrit, Urdu/Arabic/Persian, Hindi, Tamil, & Oriya - 1 paper each in Sem I and Sem III.	4	4	0
8	Life Skill Courses LSCs (1 paper in Sem I and 2 papers in Sem III)	2	2+2 = 4	0
9	Skill Development Courses SDCs (1 paper each in Sem I and Sem III)	2	2	0

II. Division of Theory Sections & Practical Batches (Refer to Table-2):

- Workload of I, III & V semesters is considered as the current existing workload.
- **For theory**, sixty (60) students are considered as a section/paper, allowing a spill over of twenty (20) or above as an additional section for all streams & courses (B.A., B.Com., B.Sc., B.B.A., B.B.M., LSCs, SDCs, etc.,)
- Therefore, No. of teaching sections = (No. of total students for a theory paper/60) + 1 section for any remainder of 20 or above students.
- Similarly, **for Practicals**, fifteen (15) students are considered as a practical batch, allowing a spill over of 10 or above students as an additional batch.
- Therefore, No. of practical batches = (total students for a practical paper/15) + 1 section for any remainder of ≥ 10 students. However, a maximum of four (04) practical batches are allowed for a single theory section.
- While calculating theory sections/practical batches, total student strength (NOT SANCTIONED INTAKE, BUT ONLY ON ROLLS STRENGTH i.e., as per OAMDC data) for a particular paper of a college must be considered, but not just of a programme.

Please refer to the following tables for reference while calculating number of sections for theory, practicals, and workload calculation.

- Please refer to Table-2 given below for a better understanding of the sections for theory and batches for practicals.

Table-2. Sample Calculation of Theory Sections and Practical Batches				
Subject	Semester & Papers	No. of Students (for Example)	No. of Sections for theory/paper	No. of batches for Practical
a	b	c	d	e
			(c/60) If remainder is ≥ 20 , (c/15+1)	(c/15) If remainder is ≥ 10 , (c/15+1)
Arts/Spl.Adv. Languages/Commerce subjects etc.,	I – Paper-1	110	2	0
Arts/Spl.Adv. Languages/Commerce subjectsetc.,	III – Paper- 7	140	3	0
Sciences with practicals	I – Paper-1	79	1	4
Sciences with practicals	III - Paper-3	94	2	5
Sciences with practicals	V - Paper-6	24	1	1

III. Calculation of Workload (Refer to Tables-3 to 5):

Theory:

- Workload for science subjects in each theory section is 4 hrs/week/paper. (Refer to Table-3).
- For Arts including Special/Advanced Languages, and Commerce subjects, workload for each theory section is 5 hrs/week/paper. (Refer to Table-4 for Arts, Special/Advanced Languages, and Table-5 for Commerce subjects).
- For First language (English), and second Languages (Hindi, Oriya, Tamil, Telugu, Urdu, etc., workload for each theory section is 4 hrs/week/paper. (Refer to Sl. No. 7 of Table-1).

Practicals:

- Workload for practicals in science subjects (such as Biochemistry, Biotechnology, Botany, Chemistry, Computer Applications, Computer Science (Data Science, IoT, Cloud Computing etc.,) Electronics, Industrial Chemistry, Microbiology, Physics, Horticulture, Home Science, Sericulture, Statistics, Zoology, etc.,) is 2 hrs/week/batch/paper (Refer to Tables -1 & -3).
- For Mathematics, workload is 6 hrs/week/section/paper, and no batch-wise workload is calculated for practicals (Refer to Table-3).
- Workload for Life Skill Courses (LSCs) and Skill Development Courses (SDCs) is 2 hrs/week/course/section (Refer to Table-1).

- Workload of a Subject for a semester is the sum of the workload of all the papers/courses taught under a subject in that semester.

Table-3. Sample Workload Calculation for Science Subjects

Subjects	Semester & Papers	No. of Students (for Example)	No. of sections for theory	Theory Workload /section/Sem	Total Theory Workload	No. of batches for Practical	Practical Workload /batch/sem	Total Practical Workload	Total Workload
a	b	c	d	e	f	g	h	i	j
Biochemistry, Biotechnology, Botany, Chemistry, Computer Applications, Computer Science (Data Science, IoT, Cloud Computing etc.,) Electronics, Industrial Chemistry, Microbiology, Physics, Horticulture, Sericulture, Statistics, Zoology, etc			(c/60) If remainder is ≥ 20 , (c/15+1)		(d x e)	(c/15) If remainder is ≥ 10 , (c/15+1)		(g x h)	(f + i)
	I – Paper-1	24	1	4	4	1	2	2	6
	III – Paper-3	94	2	4	8	5	2	10	18
	V – Paper-6	139	2	4	8	8	2	16	24
	V – Paper-7	139	2	4	8	8	2	16	24
Grand Total									72
Mathematics	I – Paper-1	79	1	6	6	0	0	0	6
	III – Paper-3	81	2	6	12	0	0	0	12
	V – Paper-6	139	2	6	12	0	0	0	12
	V – Paper-7	139	2	6	12	0	0	0	12
Grand Total									42
Home Science	I – Papers 1, 2 & 3	70	1	18	18	4	6	24	42
	III – Papers- 7, 8 & 9	24	1	18	18	1	6	6	24
	V Papers- 16, 17 & 18	94	2	18	36	5	6	30	66
	V – Paper- 19, 20 & 21	94	2	18	36	5	6	30	66
Grand Total									198

Subjects	Semester & Papers	No. of Students (for Example)	No. of sections for theory	Theory Workload /section/Sem	Total Theory Workload	No. of batches for Practical	Practical Workload /batch/sem	Total Practical Workload	Total Workload
a	b	c	d	e	f	g	h	i	j
			(c/60) If remainder is ≥ 20 , (c/15+1)		(d x e)	(c/15) If remainder is ≥ 10 , (c/15+1)		(g x h)	(f + i)
Arts (including Spl./Adv. Languages)	I - Paper-1	25	1	5	5	0	0	0	5
	III - Paper-3	81	2	5	10	0	0	0	10
	V Paper-6	141	3	5	15	0	0	0	15
	V - Paper-7	141	3	5	15	0	0	0	15
Grand Total									45

Subjects	Semester & Papers	No. of Students (for Example)	No. of sections for theory	Theory Workload /section/Sem	Total Theory Workload	No. of batches for Practical	Practical Workload /batch/sem	Total Practical Workload	Total Workload
a	b	c	d	e	f	g	h	i	j
			(c/60) If remainder is ≥ 20 , (c/15+1)		(d x e)	(c/15) If remainder is ≥ 10 , (c/15+1)		(g x h)	(f + i)
Commerce (General Stream), BBA, BBM, Actuarial Science, Accounting & Taxation, B.Voc., etc.,	I - Papers 1, 2 and 3	79	1	15	15	0	0	0	15
	III - Papers-7, 8 & 9	139	2	15	30	0	0	0	30
	V Papers-16, 17 & 18	199	3	15	45	0	0	0	45
	V - Paper-19, 20 & 21	199	3	15	45	0	0	0	45
Grand Total									135
Commerce (CA Stream)	Sem I - Papers 1 & 2	79	1	10	10	0	0	0	10
	Sem III - Papers 5 & 6	139	2	10	20	0	0	0	20
	Sem V - Papers 11 & 12	199	3	10	30	0	0	0	30
	Sem V - Papers 13 & 14	199	3	10	30	0	0	0	30
Grand Total									90

IV. Steps in the workflow for Workload Calculation

Step-1: Subject-wise calculation of student strength for each subject, in each semester, by summing up the number of students who study the same subject across all the programmes in corresponding semester. Please note that sanctioned intake for a subject is the sum of the sanctioned intake of all the programmes that offer the subject.

Step-2: Subject-wise identification of No. of papers to be taught in each semester.

Step-3: Paper-wise calculation of No. of sections per each theory paper, and no. of practical batches for each practical paper, as per the student strength.

Step-4: Paper-wise calculation of workload for each paper.

Step-5: Subject-wise calculation of workload, by summing up the workload of all papers in each semester.

V. Guidelines for Filling up the given Google Spreadsheet:

1. Click on the link given below to access the master google sheet with college-wise links to separate google spread sheets dedicated for the data submission by each college. The link is also be communicated through e-mail.
<https://docs.google.com/spreadsheets/d/1Zo0rE2TmNNW2TiKFMD5MJNnWpwfocvVnmdFrVdXleQk/edit#gid=0>
2. Access to the said Google spread sheet is given "THROUGH THE LOGIN USING RESPECTIVE MAIL (gmail) ID OF THE COLLEGES ONLY". The link should not be shared with any others. Access requests from any other mail ID will strictly be not granted and viewed seriously.
3. The Principal, IQAC Coordinator, Academic Coordinator, Controller of Examinations must discuss on the data and shall come to conclusions on the final data.
4. At the first glance please go through the given subjects, LSCs, & SDCs in the sheet, workout with the proforma given in line with the instructions given in the proceedings, and please get a clear idea of the data format so as to furnish accurate data without anomalies.
5. It is advised to finalize a hard copy of the data as per the spread sheet, which only must be provided through the spread sheet, to avoid revisions/corrections after furnishing the data.
6. No such corrections/revisions can be entertained beyond the time allowed for data entry, and after removing the access to the spread sheet for freezing the data.
7. Data entry is allowed only in those cells that require data. If any cell is inaccessible, please ignore.
8. Please fill details for all subjects, LSCs & SDCs, & all the cells without leaving any cell blank, if data is not applicable for a particular cell put zero (0) in corresponding cells. E.g., fill details for the subjects which are not being taught at the college with zeros (0). Letters/words like N.A. cannot be entered.

9. If sanctioned posts are not available for a particular subject, put zero (0) in the corresponding cell. Please effect the changes made in rationalization 2022 before furnishing sanctioned posts data.
10. Use rows 71-80 to fill the details of any other subjects that are not pre-listed in the given sheet.
11. Please enter the details of LSCs and SDCs as given in the dropdown list only, because the workload of I, and III semesters is only considered towards the calculation of workload for LSCs and SDCs.
12. For inclusion of workload of LSCs and SDCs, while calculating workload against core subjects, please provide the details of the departments that are sharing the workload of LSCs and SDCs, given from 'AC' to 'AL' columns in the spread sheet.
13. If Workload of any LSC/SDC is shared by more than 3 departments, provide the details in remarks column as "department name-no. of hrs shared/week".
14. Use remarks column for providing other additional information that needs to be furnished, including requirement of additional posts, contact faculty working against budget contract posts, outsourcing staff (in case of taken over colleges), staff working against supernumerary posts, staff working on OD at Andhra University, etc.,
15. Please fill the data latest by 4.00 pm of 27.02.2023.
16. A separate hard copy of the data furnished, in the same format (with the exact data furnished) containing a declaration at the bottom given by the principal that the data provided in the said Google spread sheet and the data provided through the ink-signed hard copy are same, shall be sent to the principals of respective NRCs by 28.02.2023, 5.00 pm.
17. The principals of respective NRCs shall collect all the hard copies from the mapped GDCs, and submit them to the O/o CCE on 02.03.2023 in person (while attending workshop on restructuring of courses).
18. The RJDCEs shall monitor the data submission process, and submission of hard copies to the O/o CCE through the principals of respective NRCs.

Last Dates for the Data Submission Process		
Sl. No.	Procedure to Complete	Last Date
1	Filling of the Google Spread Sheet & Closure of the access to the sheet.	27.02.2023, 04.00 pm
2	Sending hard copy with declaration to the principals of respective NRCs.	28.02.2023, 05.00 pm
3	Submission of the ink-signed hard copies (with declaration) by the principals of respective NRCs at the O/o CCE.	02.03.2023

Sd/- Dr. Pola Bhaskar, IAS

Commissioner of Collegiate Education

- Copy to:** 1. All the Principals of Government Degree Colleges and NRCs
2. All RJDCEs

//ATTESTED//

1. Pola
23/2/23
Academic Guidance Officer

CHAPTER-VII

ANDHRA PRADESH

LEAVE RULES

Leave is a permission granted to a Government servant to be absent from actual duty.

The general rules for the grant of leave are as follows:

The authorities competent to grant other than special disability leave to the Government servants working in each department are detailed in F.R. 66.

Under F.R.67, leave cannot be claimed as a matter of right. When exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved with the sanctioning authority. But at the same time the competent authority cannot compel a Government servant to take leave on half pay when leave on full pay is permissible to him. Further under rule 6 of A.P. Leave already taken whether of the same or any other kind.

Similarly vacation may be availed in combination or in continuation of any other kind of leave.

Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day on which charge is resumed. Holidays can be prefixed or suffixed to leave subject to the conditions under F.R. 68.

A Government servant on leave cannot take up any service or setting up of private practice etc, except with the permission of competent authority (F.R.69).

A Government servant who remains absent after the end of his leave is entitled to no leave salary for the period of such absence, and that period will be debited against his leave account as though it is leave on half pay unless extension of leave is granted by the competent authority (FR 73).

The application for grant of leave should specify the period of leave, nature of leave, leave address and in the case of leave on Medical certificate, the Medical certificates should be enclosed.

Vacation department means a department where vacation exceeds 15 days (FR 82 SR(2)). Vacation is treated as duty for all purposes (FR 82(d)). If earned leave is taken in combination of vacation, the total period of leave & vacation should not exceed 120 days (Ruling 11 under FR.82).

An employee transferred from vacation to non-vacation department is treated as in non-vacation department from the close of last vacation enjoyed and on transfer from non-vacation to vacation department is treated as in vacation department from the date of expiry of last vacation previous to such transfer (SR7ofFR82).

Leave at credit will lapse if interruption in service other than leave occurs (APLR 24).

Leave ay credit shall lapse on the date of retirement, death or resignation. However, earned leave at credit not exceeding 240 days can be encashed in case of retirement or death (APLR 7 & G.O.Ms.NO. 420 Fin. & Pig. (FWFR I) dt. 3.12.90 and G.O.Ms.253 Fin. & Pig (FWFR I) dt. 16-9-91).

While in service all regular employees both superior and class IV are eligible to surrender earned leave of 15 days in each financial year and receive cash benefit in lieu thereof equal to leave salary on full of 15/30 days.

Temporary and emergency employees are eligible to surrender 15 days of earned leave after completing 24 months of service in the first instance and thereafter 15 days during the alternate financial year.

EARNED LEAVE FROM 1.1.78 (RULE 8,10,17 AND 20)

Type of employees	Earning capacity	Accumulation	Availment
1. Regular including (LGGSFROM 1.1.88)	Advance credit of 15 Days for every Half year on 1st Jan&1st July	180 days upto 30-6-83 240 days from 1-7-83	120 days at a time 180 days of Outside India, Pakistan, Burma & Nepal
2. Others (Non Permanent)	Advance credite of 8 days Per half year on 1st Jan & 1st July	30 days	Lev at Credit

In respect of employees who join service in the middle of the half year, the advance credit will be as follows for each completed months of service.

Regular joined on 15-2-89 1st half year completed months -4 months @ $2\frac{1}{2}=10$ days; other joined on 15-2-89 -1st half year -4 months $1+1+2+1=5$ days. Similarly for those retiring in the middle of the half year.

If the employee is on E.O.L. during the preceding half year, the advance credit for the present half year will be reduced by $\frac{1}{10}$ of the period of EOL taken during the preceding half year subject to a maximum of $\frac{15}{8}$ days.

VACATION DEPARTMENT (RULES 8,9 AND 10)

Regular employees in superior services	1/11 of duty minus 30 days or a portion of 30 days equal to the vacation taken and full period of vacation. From 1-11-89 the reduction is 28 days instead of 30 days in respect of teachers (G.O.Ms. No.354, Edn., Dt.20.11.89)	As in non vacation dept	As in non vaction dept.
Non-permanent in Superior services And permanent And regular Employees in LGGS	1/22 of duty minus 15 days or a portion of 15 days equal to the vacation taken and full period of vacation	30 days	Leave at credit
Non-permanent in LGGS	Not eligible for earned leave APLR 20(1)		

HALF PAY LEAVE (both non-vacation and vacations -Regular and temporary rules 13, 18 and 23)

20 days for each completed year of service. There is no limit for accumulation and leave to the extent admissible can be granted at a time. However, in respect of temporary employees half day leave can be granted on M.C only after 2 years of service and 10 (a) (i) candidates are not eligible for half pay leave.

COMMUTED LEAVE : Sanctioned on MC only : Half of half pay leave at credit can be commuted to leave on full pay to an extent of 240 days in entire service. The debit in the half pay leave account will be double the period of commuted leave taken (Rules 15-B and 18-B).

LEAVE NOT DUE :When half pay leave is not at credit, leave not due to an extent of 180 days during entire service can be granted on MC only the debit will be in the half pay leave account to be set off against further credit. If any employee resigns or retires voluntarily after availing this leave and before wiping off the minus balance, the leave salary paid for the minus balance should be recovered. However, if it is on medical invalidation or death, recovery will not be insisted (Rule 15-C and 18-C)

EXTRAORDINARY LEAVE (RULES 5-A, 16,19 AND 23)

Permanent and approved probationers : Not exceeding 5 years including other kinds of leave.

Probationers 23 (a) (ii) : The duration of EOL on any one occasion shall not exceed the following limits:

- a) Three months ordinarily
- b) Six months if it is supported by medical certificate and the employee has completed 3 years of service.
- c) 18 months for treatment of T.B. or leprosy either as inpatient

and or out patient on a certificate issued by the authorised medical officer and the employee has put in a service extending one year.

d) 12 months for treatment of cancer, mental illness on the certificate from the recognised Institute or doctor, and

e) 24 months for prosecuting studies certified to be in public interest and to employees of S.C & ST to join examination, training course at the centre notified by Government to the extent necessary, provided the Government servant has completed not less than one year of continuous service before proceeding on leave. The grant of EOL in item (b) to (e) is by Government

LEAVE SALARY

1. Earned leave : Equal to full pay drawn before proceeding on leave.

2. Leave on half pay : Equal to half of the pay drawn before proceeding on leave and full pay for a period of 6 months in entire service, if the leave is on MC for treatment of TB Leprosy Cancer mental illness or heart diseases and Renal (kidney) failure (GOMs No. 268 Fin & Pig (FWFR I) dt. 28-10-91)

3. Leave not due : Equal to half pay.

4. Commuted leave : Twice the amount admissible under (2) above.

5. EOL : No leave salary. However in respect of NGOs whose pay does not exceed Rs. 23751- p.m. (1993 scales) if the leave is for treatment of T.B., Leprosy, Cancer, Mental illness- Eligible to exgratia equal to half the pay drawn before proceeding on leave subject to a minimum of Rs. 1185 pm. and employees of last grade service exgratia equal to half pay subject to a minimum of Rs.1050 p.m. and minimum of Rs.690/-(G.O.Ms.No.234, Fin & Pig, dt 27-5-94).

Other laves under F.R. allowed to employees covered by APLR 1933 vide ruling 1(ii) thereunder:

1. SPECIAL DISABILITY LEAVE - RULES 83, 83-A :

Grant by Government only. This leave is admissible to a permanent and temporary Government servant who is disabled by injury intentionally inflicted or caused or in consequence of due performance of official duties or in consequence of his official position. This leave is granted on M.C. issued by the competent medical authority for a period not exceeding 24 months for any one disability. Leave salary equal to leave on full pay is payable for the first 120 days in respect of permanent employees and 30 days in respect of the temporary employees and half pay for the remaining period without debit to any leave account. If the employee requests for payment of leave salary on full pay, full pay will be paid for the period of earned leave admissible (120 days maximum) and half of the period will be debited in the earned leave account.

Ruling : The disability does not include the disability caused in the road accidents while going to office from residence and vice versa, but includes road accident while proceeding on official duty from office to office, or court or a work spot on the filed (G.O.133, Fin & Pig dt, 10-6-81).

2 STUDY LEAVE : RR. 84 (NOT DEBITABLE TO LEAVE ACCOUNT)

This leave is granted by Government only for the study of scientific, technical and other similar problems for a period not exceeding 2years in entire service after a service of 5 years. If it is combined with leave with allowances this period should not exceed 28 months (Rule 2 of study leave rules). EOI may be taken in conjunction of this leave without any limit (Note under Rule 13 of study leave rules). He will draw during leave, leave salary on half pay (rule 12).

3. MATERNITY LEAVE (RULE 101 (A)):

Not debitable to leave account. This leave is admissible to married

women employees on the basis of medical certificate issued by the competent medical officer for a period not exceed 120 days for each confinement and not exceeding 6 weeks in case of abortions, including miscarriage and termination of pregnancy under M.T.D. Act of 1971. Meternity leave for confinement is to be sanctioned to female Government servant with less than two surviving children (G.O.Ms .No. 254 Fin & Pig (FWFR I) dept. dt.10-11-95). This leave can be combined with other kinds of leave. If this leave falls during vacation, the residue of 120 days only will be sanctioned as maternity leave. Leave salary payable is equal to leave salary on full pay.

HOSPITAL LEAVE (F.R101b) : (Not debit to leave account)

Applicable to all last grade service employees and certain subordinate service staff detailed in SR(2) under FR 101(b). This leave is on half pay for a period not exceeding 6 months in every 3 years of service when detained in hospital and receiving medical aid as out patient. It is not admissible when the treatment is necessiated by intemperance an irregular habit.

Out of the above 6 months, 3 months can be on full pay if the detention in hospital is due to injury received or disease constructed in the course of duty (Ruling 4).

CASUAL LEAVE

Casual leave is a concession to enable Government servant in special circumstances to be absent from duty for short period, without such absence being treated as leave.

Maximum period of casual leave that can be availed of in a calender year is only 15 days. The unavailed part of leave will lapse at the close of the calender year.

Casual leave may be combined with optional holidays of Sundays or other authorised public holidays provided the resulting period of absence does not exceed 10 days.

In the case of Casual leave to a purely temporary and emergency Government servants the sanctioning authority will use its discretion having regard to the length of service put in by such Government

servant.

A Government servant may be granted casual leave for half a day either from 10-30 to 1-30 pm. or from 2-00pm to 5-00pm.

SPECIAL CASUAL LEAVE

The following are the purpose for which special casual leave may be granted to a Government servant.

1 . When he is detained in a plague camp on the way to rejoin duty.

2. When he is ordered by the Head of the department to absent himself from duty on the certificate of medical officer and other purposes detailed below special casual leave can be granted for period not exceeding the period noted against each.

Occasion :	Amount of leave
Summons to give witness in a court in which his private interest are not in issue	As per the certificate of attendance
For family planning operations:	
Male -Vasectomy	6 working days
2nd - operation	-do-
Female - Tubectomy	14 days
Male - for tubectomy of wife	7 days
2nd operation	7days
Insertion of intrauterine contraceptive insertion	1day on the day of IUD

Leave for 2nd operation is permissible when the doctor certifies that the first operation was a failure.

Additional special CL beyond above limits can be given on account of post operation complications subject to production of MC

Recanalisation (Both : 21 days or the actual period as per the certificate whichever is less plus to and fro journey days, if the operation is necessary as he is having less than 2 children or lost all

his male children after operation.

The special CL for FP operation can be prefixed or suffixed to regular leave /CL

SPORTS :

- | | |
|---|---|
| 1. For participating in sporting events in a of national or international Importance when selected by the All India sporting Federation and also as Manager of team | Not exceeding 30 days calender year.
Excess to be treated as regular leave |
| 2. Elected as President of Secretary of National sports bodies | 15 days in a Calender |
| 3. A.P. Secretariat cultural association memebre for dramas enacted in mufassil | 6 days in a calender |
| 4. Office beareres and memebres on the purchasing committee of the Govt. employees Consumers co.op stores to go to districts for making bulk purchase of various commodites for stores | 12 days in a calender
2 days for each trip of journey |
| 5. Principal office bearers of the regional association and two office bearers from each in the ddistricts /city for representation in AP Civil services Joint Staff Cojncil Employees of vacation department in case of dire necessity or under the pressing | 7 days in a calender
-do- |

family circumstances

Employees who participate in the rallies.

eamps etc., of the A.P. Bharat Scouts & Guides 10- days in a
year

calancer

Members of Institution of Engineers

7 days in a calender

a) for attending annual meeting, HYd.

7 days in a calnder

b) for attending annual convention to any
part of the country
year.

10 days in a calender

GENERAL INSTRUCTIONS

CL cannot be combined with the regular leave/joining time vacation. Special casual leave can intervene between two spells of leave if certified by doctor.

~~**WE JUDGE OURSELVES BY WHAT WE FEEL CAPABLE OF DOING**~~

WHILE OTHERS JUDGE US BY WHAT WE HAVE ALREADY DONE.

- Henry Wadsworth Longfellow