

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the Managing Director,
RTC House, PNBS, Vijayawada.
Dated: 31.01.2024.

No.E1/468(GEN)/2024-PO-III

To
All Unit Officers,
APPTD

Sub: **LEAVE - MEDICAL ATTENDANCE** – Acceptance of Sick Certificates issued by the designated APPTD Doctors/Government Doctors– Instructions issued–Reg.
Ref: 1. Circular No.PD-09/2005 dated 14.03.2005.
2. AP Government Leave Rules.

Instances have come to the notice that (i) Sick Leaves are not being granted to employees at certain Units based on the Sick Certificates issued by APPTD Doctors/Government Doctors though the sick certificates are produced by the employees within the stipulated time and (ii) leave without pay is being granted even for short periods, though the employee concerned is having sufficient leave balance to his/her credit.

The matter is examined and the following instructions are reiterated.

(i) Granting of Sick Leaves:

- c) The sick certificate issued by APPTD Doctors/Government Civil Surgeons/Asst.Civil Surgeons/EHS referral hospitals shall be accepted for sanction of leave on medical grounds as per eligibility
- d) Whenever the Unit Officer has a doubt on the genuineness of the sick certificate so produced by the employee, the matter shall be verified through a specific letter addressed to nearest Government Doctor or SMO/MO of APPTD and appropriate action on sanctioning leave shall be taken based on the report of doctor to which the matter was referred.

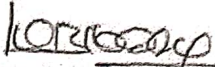
(ii) Granting Leaves:

Granting Leave "without pay" for short durations even though the employee concerned is having sufficient leave balance to his/her credit will result in resentment and unrest among the workforce. Hence, the Unit Officers concerned shall not resort to grant leave without pay for short durations. Leave shall be granted to the extent possible duly checking the leave balance of the employee concerned and subject to operational and administrative exigencies.

(iii) Commutation of leave:

As per GoAP leave rules, employees are entitled to commute the leave on submission of Medical Certificate. Hence, all Unit Officers/DDOs are advised to sanction commutation of leave as per eligibility in terms of relevant rules and subject to conditions stipulated therein.

Therefore, all the Unit Officers are hereby advised to not to give room to unrest among the employees and employee associations.


EXECUTIVE DIRECTOR (A)
5/2/2024