

**ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT**  
(ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION)

No.Sup(P)/430(01)/2025-PO(IT)

Office of the Commissioner: PTD &  
Ex-Officio: VC&MD, APSRTC,  
RTC House, PNBS, Vijayawada.

**NOTIFICATION NO. PD -33/2025, DATED 02.09.2025**

Sub: - **LEAVES**- Implementation of AP Leave rules, 1933 to the Employees of AP  
PTD on par with Govt. Employees w.e.f.01.01.2020 – Further instructions  
- Issued - Reg.

Ref: Notification No.PD-03/2023, dated 31.01.2023.

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Consequent to the absorption of APSRTC employees into Government service under APPTD w.e.f., 01.01.2020, all the rules applicable to Government employees are equally applicable to APPTD employees from the date of absorption, unless otherwise notified separately.

Accordingly, detailed instructions were issued vide Notification at reference cited regarding implementation of AP Government Leave Rules to AP PTD employees w.e.f.01.01.2020.

The salient features are reiterated hereunder.

**I. CASUAL LEAVE:**

- 1) All Male employees are eligible for 15 days CL per calendar year.
- 2) All Female employees are eligible for 20 days CL per calendar year.
- 3) In case of new appointment in the middle of the year, CLs are eligible proportionately.
- 4) Total period of absence including prefix, suffix and intermediate holidays and w.off/c.off/N.off etc should not exceed **10 days**.
- 5) CLs will exhaust at the end of the calendar year, if not availed. No accumulation is allowed.
- 6) CLs should not be allowed in combination with other leaves.

**II. EARNED LEAVE:**

- 1) 15 days Earned Leave will be credited for all categories of employees on 1<sup>st</sup> Jan and 1<sup>st</sup> July of every year.
- 2) 10% of LWP/Absent/EOL/Susp/Removal (No salary days) availed during the previous 6 months (rounded to nearest 1 & maximum of 15) shall be deducted from the ELs to be credited.
- 3) ELs can be accumulated up to 300 days and thereafter EL will not be accrued.

**Newly appointed employees:**

**(GO Ms.NO.384, F&P (FIN.WING FR.I) Department dated 05.11.1977)**

- 1) For the newly appointed employees, 8 days ELs shall be credited in advance on 1<sup>st</sup> Jan and 1<sup>st</sup> July, till their services are regularized.
- 2) If an employee is newly appointed in the middle of the half year, 1 EL each shall be credited for the first two calendar months and 2 ELs shall be credited for the 3<sup>rd</sup> month, in a cycle of three calendar months.

**Ex1:** Say, an employee was appointed **on 10.02.2024.**

**ELs earned :**

March, 2024 : 1  
April, 2024 : 1  
May, 2024 : 2  
June, 2024 : 1  
July, 2024 : 8

**Ex2:** Say, an employee was appointed **on 01.04.2024.**

**ELs earned :**

April, 2024 : 1  
May, 2024 : 1  
June, 2024 : 2  
July, 2024 : 8

- 3) In terms of Ruling under Rule 20 of AP Leave Rules 1933, the leave account should be recast after regularization of services. But Leave treatment (Leave availment) earlier done shall not be modified on recast. The additional leaves added shall be used only after issuance of regularization orders.

**III. HALF PAY LEAVE (HPL):**

- 1) Half Pay Leave will be credited @ 20 days per each completed year of service, on the day of appointment.
- 2) If the employee is on leave on the day of credit, HPL will be credited on the next day on which he/she reports for duty. This will have no effect on credit of HPL on the coming years.
- 3) HPL credit shall be postponed to the extent of Suspension and Removal period which will have effect on credit of HPL on the coming years.
- 4) HPL can be sanctioned both on medical grounds and personal affairs.
- 5) There is no separate sub-classification of HPL MC and HPL PA as was done in APSRTC.
- 6) There is no maximum limit for accumulation of HPLs.
- 7) HPLs availed on Medical grounds can be commuted up to maximum of 240 full days in the entire service.

#### **IV. MATERNITY LEAVE (ML) :**

All married women employees are eligible to avail Maternity Leave to the extent of 180 days in a single spell per occasion.

- 1) The condition of less than two surviving children for availing the maternity leave is removed vide GO MS No.21, dated 05.05.2025.
- 2) In case of Mis-carriage or abortion, Maternity Leave shall be limited to 6 weeks.
- 3) In case of Hysterectomy, leave can be sanctioned up to 45 days.
- 4) Leave sanctioned in these cases shall not be deducted from Earned Leave or Half Pay Leave.
- 5) ML can be clubbed with any other leave prefix/suffix except CL.

#### **V. CHILD CARE LEAVE (CCL) : (GO Ms.No.33, dated 08.03.2022)**

- 1) Women Employee can be granted Child Care Leave to the extent of 180 days in the entire service.
- 2) Age of the child during the period of CCL shall be below 18 years and in case of disabled children it shall be below 22 years.
- 3) No age limit for the Women Employees to avail CCL.
- 4) CCL can be availed in 3 to 10 spells only.
- 5) CCL sanctioned shall not be deducted from Earned Leave or Half Pay Leave.
- 6) Single Male Employee (Widower/Divorced/Un-Married) can avail CCL up to 15 days in entire service.
- 7) CCL can be clubbed with any other leave prefix/suffix except CL.

#### **VI. CHILD ADOPTION LEAVE (CAL) : (GO Ms.No.33, dated 08.03.2022)**

- 1) Women employees having less than two (2) surviving Children can avail Child Adoption Leave up to 180 days.
- 2) Age of the adopted child shall be below one (1) year at the time adoption.
- 3) Adoption shall be legal (i.e., Registered in Sub-Registrar Office)
- 4) In continuation to the CAL, she can avail another leave up to 180 days if applied for, subject to availability of leaves at her credit.
- 5) Among the leave availed at her credit (at point 4), Commuted leave up to 60 days can be granted without any Medical Certificate.
- 6) All the above leaves (180 +180) shall come to an end as and when the adopted child completed 1 year of age.
- 7) CAL sanctioned shall not be deducted from Earned Leave or Half Pay Leave.
- 8) Single Male Employee (Widower/Divorced/Un-Married) can avail CAL up to 15 days with in a period of 6 months of child adoption.
- 9) CAL can be clubbed with any other leave prefix/suffix except CL.

#### **VII. PATERNITY LEAVE (PL) : (GO Ms.No.231, dated 16.09.2005)**

- 1) Married Male employees can avail Paternity Leave up to 15 days per occasion up to 2 living children.
- 2) Paternity Leave can be availed from 15 days before the estimated date of delivery or within Six (6) months from the date of delivery.
- 3) PL sanctioned shall not be deducted from Earned Leave or Half Pay Leave.
- 4) PL can be clubbed with any other leave prefix/suffix except CL.

### VIII. TERMINAL EARNED LEAVE ENCASHMENT:

- 1) At the time of cessation from service, employee/nominee is eligible for Encashment of Earned Leave as at his credit on the date of cessation up to 300 days.
- 2) In case of **shortfall** of ELs to 300 days, HPL is allowed to be added **to the extent of shortfall in ELs or the number of HPLs in his/her leave account, which ever is less**, for Terminal Encashment as per the availability of HPLs at his credit, in terms of GO Ms.No.154, Finance (FR-I) Department dated 04.05.2010

**Ex.1 :**

- Say an employee is having 254 ELs and 152 HPLs at his credit as on the date of retirement.
- Shortfall = 300 -254 = 46.
- Hence, 46 HPLs are allowed to be added to 254 ELs, for terminal leave encashment.

**Ex.2 :**

- Say an employee is having 102 ELs and 152 HPLs at his credit as on the date of retirement.
- Shortfall = 300 -102 = 198.
- Hence, 152 HPLs available in employees' leave account are allowed to be added to 102 ELs, for terminal leave encashment.

**Ex.3 :**

- Say an employee is having Zero (0) ELs and 468 HPLs at his credit as on the date of retirement.
- Shortfall = 300 -0 = 300.
- Hence, 300 HPLs are allowed to be added to Zero (0) ELs, for terminal leave encashment.

### 3) Formula for calculation of Terminal Encashment:

It is to be noted here that the procedure for calculation of Terminal encashment amount will vary when HPLs are added, as demonstrated hereunder.

(a) **EL = (PAY+DA+HRA+CCA)/30 x No.of ELs at credit.**

(b) **HPL = (PAY+DA)/2/30 x (No.of HPLs added to the extent of shortfall or available at credit whichever is less)**

**Total Terminal Encashment amount = (a) + (b).**

All the Depot Managers/Unit Officers are instructed to follow the above rules to avoid further complications.

  
**EXECUTIVE DIRECTOR (ADMIN.)**

To  
All Officers of APPTD/APSRTC.

Copy to PO(HRD)/HO for inclusion in monthly index of circulars.