

ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT

No.IR2/430(05)/2026-PO.III

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

NOTIFICATION NO.PD -29/2026, DATED 15.09.2026

Sub: **LEAVES** – Implementation of **Child Care Leave to PTD employees** on par with State Government employees – Reiteration of instructions issued – Reg.

- Ref:-
- 1) Minutes of meeting dated 12.08.2026 held with the APPTD (RTC) Employees, Associations JAC.
 - 2) G.O.Ms.No.132 of Finance (HR-IV FR&LR) Dept. Dated 06.07.2016
 - 3) G.O.Ms.No.33, of Finance (HR-IV FR&LR) Dept. Dated 08.03.2022
 - 4) Notification No. 7/2022 Dated 13.05.2022
 - 5) G.O.Ms.No.199, Finance(HR.IV-FR&LR) Department dated 19.10.2022
 - 6) G.O.Ms.No. 36, Gen.Admn(Ser.W) Department dated 16.03.2024
 - 7) Notification No. PD 33/2025 dated 02.09.2025
 - 8) G.O.Ms.No.70, Fin (HR.IV-FR&LR) Department dated 15.12.2025
 - 9) VC&MD letter No. IR2/660(7)/2026 PO.III dated 26.02.2026

During the joint meeting held with the APPTD (RTC) Employees' Associations JAC on 12.08.2026, it was represented by the JAC that though guidelines were issued from HO the field officers are not to implementing the guidelines issued by the Government with regard to sanction of Child Care Leave and Paternity Leave.

At point No. 32 of Minutes of meeting dated 12.08.2026 communicated to the JAC, it was agreed for reiteration of the guidelines issued earlier for implementation of the guidelines issued by the Government with regard to sanction of Child Care Leave, Paternity Leave.

Through this Office Notification at reference 4th cited, it was communicated that after absorption of APSRTC employees into Government service under PTD w.e.f. 01.01.2020, all the rules applicable to the State Government employees are as well applicable to PTD employees.

Through this Office Notification at reference 7th cited detailed guidelines were issued on the leave provisions viz., CL, EL, HPL, Maternity Leave, Child Care Leave, Child Adoption Leave, Paternity Leave etc.. as per AP Leave Rules, 1933 applicable to PTD employees on par with Government employees w.e.f. 01.01.2020.

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Further, through this office letter reference 9th cited, instructions were issued to follow the orders issued by the GoAP through GOs at reference 2nd, 3rd, 5th, 6th and 8th cited for sanction of Child Care Leave to women employees of APPTD.

I. CHILD CARE LEAVE (CCL):

The brief guidelines issued by the GoAP through various GOs, for sanction of Child Care Leave to women employees are furnished hereunder:

Period of eligibility: The Women employees can avail Child Care leave facility upto 180 days in entire service. (Ref. GO Ms.No.33,Fin(HR.IV,FR&LR) Dept. Dated 08.03.2022).

No.of Spells: Maximum spells to avail the eligible Child Care leave is upto 10 spells (Ref. G.O.Ms.No.199, Fin(HR.IV-FR&LR) Department dated 19.10.2022).

Upper Age limit of Employee : Upper age limit was removed and permitted all women employees to avail prescribed child care leave facility in their service and before retirement to take care of the minor child for rearing or for looking after other needs of the child during school or college examinations, sickness etc. (Ref. G.O.Ms.No. 36, GA(Ser.W) Department dated 16.03.2024)

Upper Age limit of Child : The women employees and single male employees are permitted to avail the child care leave facility during their entire period of service, by removing the upper age limit of the children, including differently abled children, **subject to the other eligibility conditions stipulated in the GOs issued earlier.** (Ref. G.O.Ms.No.70, Fin (HR.IV-FR&LR) Department dated 15.12.2025)

Applicability of Male employees: The facility of Child Care leave is extended to single male employees (unmarried/widower/divorcee). (Ref. GO Ms.No.33,Fin(HR.IV,FR&LR) Dept. Dated 08.03.2022).

Eligibility conditions for sanction of Child Care Leave: (GO Ms.No.132, Fin(HR.IV-FR) Dept, dated 06.07.2016 read with GO Ms.No.199, Fin(HR.IV-FR) Dept., dated 19.10.2022):

- a) The Child Care leave would be permitted only **if the child is dependent on the Government servant.**
- b) LTC (Privilege Bus Pass for PTD employees) cannot be availed during the child care leave as the leave is granted for the specific purpose of taking care of the child for rearing or for looking after any other needs of the child during examinations, sickness etc.

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- c) The leave account for child care shall be maintained in the prescribed proforma and it shall be kept along with the Service Book of the Government servant concerned. The leave shall be deducted from the child care leave account.
- d) Child Care leave shall not be debited against the leave account viz., Earned Leave, Half Pay leave.
- e) The Head of the office shall ensure that the avilment of Child Care leave to an employee will not affect the functioning of the office for which necessary orders depending upon the circumstances of the office may be issued.
- f) Child Care leave cannot be demanded as a matter of right. It requires the prior proper approval of the leave sanctioning authority.
- g) The leave is to be treated like Earned Leave and sanctioned as such.
- h) The Child Care leave may be sanctioned in continuation with maternity leave or any other leave other than Casual Leave and Special Casual Leave.
- i) The Child Care leave can be sanctioned during period of probation also. However, the period of probation shall be extended to that extent.
- j) The Child Care leave can also be allowed for leave not due.

While sanctioning the Child Care Leave, the field officers shall ensure (i) application is made by the employee duly signed in prescribed format duly specifying the reasons (ii) declaration of the employee about the dependency of the child (iii) No.of spells already availed (iv) No.of days of CCL already availed etc.. and CCL shall be granted to the women employees duly following the Government guidelines without giving scope for any deviation.

II. CHILD ADOPTION LEAVE(CAL): (Ref. GO Ms.No.33,Fin(HR.IV,FR&LR) Dept. Dated 08.03.2022).

- a. **Female employees:** upto 180 days to female Government servants having less than two surviving children, if she legally adopts a child upto one year of age;
- b. **Male employees:** upto 15 days to single male employees (unmarried widower/divorcee), within a period of 6 months of child adoption.

III. PATERNITY LEAVE (PL) : (Ref.GO Ms.No. 231, Fin (FR.I) Dept, dated 16.09.2005):

- a. The married male Government employee can avail the Paternity leave either before 15 days or within a period of six months from the date when his wife has delivered the baby.
- b. The competent authority may grant paternity leave on full pay to married male Government employees for a period 15 days per occasion up to 2 living children.

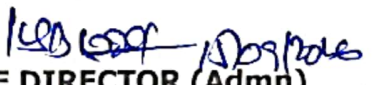
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c. Paternity Leave shall not be deducted from Earned Leave or Half pay Leave.

d. Paternity leave can be clubbed with any other leave prefix/suffix except CL.

Therefore, all the Officers of PTD are hereby once again advised for strict implementation of the guidelines issued by GoAP with regard to sanction of Child Care Leave, Paternity, Child Adoption Leave to the eligible PTD employees without any deviation and avoid employee grievances.


EXECUTIVE DIRECTOR (Admin)