

GOVERNMENT OF ANDHRA PRADESH  
OFFICE OF THE COMMISSIONER OF PANCHAYAT RAJ AND RURAL  
DEVELOPMENT,  
TADEPALLI, GUNTUR - 522501.

**Circular No.2093838/CPR&RD/B1/2023 Dt.09/06/2023.**

Sub: Estt. – Panchayat Secretaries – Processing of leaves applied by the Panchayat Secretaries Grade-I to Grade-VI working in all Districts in AP– Instructions – Issued - Reg.

Ref: G.O.Ms.No.22 PR&RD (Mdl.I) Department dt.01.04.2021

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It is to inform that the Government vide reference cited have issued consolidated instructions to Leave sanctioning Authorities in respect of Panchayat Secretary Grade I to VI.

It is noticed that the leave proposals being received from the Districts are not in full shape and in most of the cases, the proposals are being received after a lapse of 2-3 Years.

In view of the above, the following instructions are hereby issued in connection with submission of leave sanction proposals in respect of Panchayat Secretaries Grade-I to Grade-VI:

- i. Prior permission should be taken from the concerned controlling officer by the applicants before availing leave.
- ii. In case of leave more than 3 months or absconding to duty or there is no continuation of leave, concerned controlling officer should inform about such leave/absence of the applicants in writing to the District Collector who in-turn will bring the matter to the notice of HOD. At present, the HOD is being informed about the leave only when the proposals are submitted to the HOD for sanction of leave.
- iii. Leave applications should be submitted through the controlling office on their leave applications
- iv. In case of Extra Ordinary Leave, the individual should obtain prior permission from the concerned controlling officer. While sending leave sanction proposals to the Government, the controlling officer should specifically mention his remarks whether the prior sanction was obtained from them or not.
- v. In case of medical leave, the medical certificates should be issued by the Assistant Civil Surgeon in case of Non-Gazetted Officers and by Civil Surgeon in case of Gazetted Officers.
- vi. If the leave applied by the individual on medical grounds without valid Medical Certificates or in doubtful cases and the leave is more than 3 months, refer the case to Medical board for issue of genuineness certificate.

- vii. Necessary entries of leaves of the individuals should be made in the Service Registers of the employee who availed leave and submit an attested copy of same along-with proposals for sanction of leave
- viii. In respect of Panchayat Secretaries Grade-I and Grade-II, if there is any unauthorized absence noticed, necessary proposal for initiating disciplinary action should be submitted to this office and in other cases the Competent Authorities i.e., the DPO / CEO / District Collector shall initiate disciplinary action.
- ix. Other provisions and rules issued in AP Leave Rules, 1933 and Fundamental Rules and instructions issued by the Government from time to time shall be followed scrupulously on leave sanctions and submitting leave proposals to Higher Authorities.

Hence, District Panchayat Officers of all districts are directed to follow the above instructions strictly while submitting the proposals of leave sanction. If any proposals received with deviation of above instructions, such proposals will be rejected and disciplinary action will be initiated against concerned officers in the Districts. And further requested to thoroughly check the documents before submission of leave proposals and offer their remarks on the genuineness of the grounds on which the leave availed by the employee.

In case of Zilla Parishad and Mandal Establishment, Chief Executive Officer, ZPP shall follow the same procedure scrupulously.

The DPOs and CEOs are instructed to communicate the circular instructions to all the Subordinate Offices and Staff.

**A Surya Kumari I A S  
Commissioner, PR&R**

To  
All the Chief Executive Officers, ZPPs in the State  
All the District Panchayat Officers in the State  
Copy to all the District Collectors in the State