

**PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION
ANDHRA PRADESH, AMARAVATI.**

Present : Smt Thameem Ansariya.A, I.A.S.

Rc.No.ESE02- 30027/14/2024-A&I, Dated:09-09-2026

Sub: SE – Academics and Inspections - Preservation of Earned Leave to the Staff who have attended SSC Advanced Supplementary Examination works during summer vacation in the Year 2025-26 – Reg.

Read: 1.This office Procs.Rc.No.362/E1-1/2013, Dated:16.11.2013.
2. Certain representations from Teachers Associations.

The attention of all the District Educational Officers in the State is invited to the reference 2nd cited, wherein certain representations have been received from teachers' associations requesting for preservation of Earned Leave to the Head Masters/Teachers/Non-Teaching staff under the control of the School Education Department, who worked during the summer vacation for the conduct of SSC Advanced Supplementary Examinations held during the academic year 2025–26.

2. In this regard, all the District Educational Officers in the State are informed that, clear instructions have already been issued regarding the preservation of Earned Leave for teachers and non-teaching employees working in schools.

3. Therefore, all the District Educational Officers in the State are requested to follow the instructions issued vide reference 1st cited scrupulously, without any deviation, duly ensuring the actual days of duties done by the concerned by preventing from availing summer vacation, as per the schedule, and report compliance.

Encl.: As above

**Thameem Ansariya A I.A.S
Director of School Education**

To

All the District Educational Officers in the State.

Copy to:

All the Regional Joint Director of School Education in the State.

The State Project Director, Samagra Shiksha, Andhra Pradesh, Vijayawada.

The Director SCERT, Andhra Pradesh, Mangalagiri.

The Director Government Examinations, Andhra Pradesh, Mangalagiri.

The Director Andhra Pradesh, Open School Society, Andhra Pradesh, Mangalagiri.

Copy submitted to:

The Secretary to the Government, School Education Department, Andhra Pradesh, Velagapudi.

SC.

PROCEEDINGS OF THE COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION::
ANDHRA PRADESH :: HYDERABAD - 04

Rc.No.362/E1-1/2013

Dated: 16-11-2013

Sub:- School Education - Drafting of teaching staff during summer vacation for Election duty/ enumeration censuses / Training etc., Mission Mode Project in School Education - Orders Issued -Reg.

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All the District Educational Officers in the State are informed that, the teachers Association are frequently requesting to issue clarificatory instructions to all the District Educational Officers with regard to preservation of Earned Leave to teachers and other employees working in schools as all the Deputy Educational Officers and MEOs are not following uniform procedure. Therefore, the instructions are hereby reiterated in connection with prevention from availing of summer vacation and preservation of E.L.

- 1 The teaching and non-teaching staff working in the schools / Educational Institutions who have availed the vacation / summer vacation, 6 days of E.L. in two spells i.e. three (3) days from 1st January to 30th June, and three (3) days from 1st July to 31st December in a calendar year may be credited to their leave account as per G.O.Ms.No.317, Education (Ser.V) Dept., dated 15.09.1994.
- 2 Prevention may be accorded during vacation including summer vacation as per the need and necessity and exigencies of work viz., examination related work / training etc.
- 3 Regarding prevention of the staff to prevent the following staff from the Educational Institutions. - (1) Headmaster, (2) Junior Assistant / Record Assistant, and (3) Office subordinate. If there is no Junior Assistant / Record Assistant, Senior most teacher may be prevented from availing of summer vacation, in any case the prevented staff should not exceed three (3) persons.
- 4 Any prevention of teaching / non-teaching staff during the vacation / summer vacation should be by a general or special / specific order of higher authority / competent authority.
- 5 Ruling 15 under FR 82 is that "If a Government servant of the vacation department does duties during vacation and separately remunerated therefore, he should not be considered as having been deprived of vacation." However, the teaching and non-teaching who are prevented from availing vacation / summer vacation for attending the duties such as preparation / revision of electoral rolls, enumeration, census and received remuneration shall not be treated as remuneration in terms of G.O.Ms.No.35, Edn., dated 16.01.1981 and G.O.Ms.No.355, GAD, dated 19.05.1991.
- 6 Regarding remuneration paid in connection with attending the examination work viz., spot valuation and instant examinations, receipt of TA and DA during training programmes shall be treated as remuneration and does not come under prevention
- 7 The Number of days of prevention/summer vacation shall be considered to have foregone vacation is the one that actually spent in attending to the duties assigned in terms of G.O.Ms.No.114, Finance, dated 28.04.2005.
- 8 In any case the total number of E.Ls., acquired by virtue of prevention of vacation/summer vacation shall not exceed 30 days (inclusive of 6 days).

Therefore, all the District Educational Officers in the state are requested to take necessary action in the matter.

This has the approval of the Commissioner and Director of School Education, Andhra Pradesh, Hyderabad.

P.V.Srihari
For Commissioner and Director
of School Education

To

All the District Educational Officers in the State.

Copy to all Regional Joint Directors of School Education in the State.

Copy to Rashtriya Madhyamik Shiksha Abhiyan (RMSA), Hyderabad.

Copy to the State Project Director, Rajiv Vidya Mission (SSA), Hyderabad.

SC.