

**GOVERNMENT OF ANDHRA PRADESH  
SCHOOL EDUCATION DEPARTMENT**

Memo.No.151/A&I/2020,

Dated: 20.11.2020

Sub:- School Education - COVID-19 - Instructions issued with regard to utilization of leave to teachers in respect of re-opening of Schools from 2<sup>nd</sup> November, 2020 - Certain clarification issued - Regarding.

- Ref:-
- 1) This office Circular.Rc.No.151/A&I/2020, Dated:12.10.2020.
  - 2) Lr.No.79/DTF-AP/2020, Dated:29-10-2020 of the office bearers of DTF AP., Vijayawada.
  - 3) Lr.No.183/STUAP/2020, Dated:04-11-2020 of the office bearers of STUAP., Vijayawada.
  - 4) This office Memo.No.151/A&I/2020, Dated:20.11.2020

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In continuation of the instructions issued in the ref 1st & 4th cited, all the Regional Joint Directors of School Education and District Educational Officers in the State is informed that, teaching staff should utilize their availability of all types of leave on proportionate basis instead of being utilized on regular basis. However, if any teacher wants to utilize their leave on the working day, the individual is to be sanctioned on proportionate basis for the months of November & December, 2020.

Sl.No	Type of Leave	Available	Proportionate(both Nov & Dec, 2020)
1	Casual Leave	15	2.5
2	Special Casual Leave	7	1
3	Women Special Casual Leave	5	1
4	Other type of leaves	Teachers can avail all types of leaves, as per their entitlement (Ex. Maternity Leave, Paternity Leave etc.,)	

Further, if any employee (HM/Teachers) affected with COVID positive, he/she can avail medical leave (or) balance available Casual leave and Spl.Casual leaves at his/her credit duly submitting the medical certificates. Further, the sanctioning authority shall ensure that, not less than 50% teachers should attend daily to their schools and accordingly leaves may be sanctioned to Headmaster/teachers.

In this context, all the under mentioned officers are hereby requested to issue instructions to the filed level functionaries that teaching staff should utilize their leave on proportionate basis only.

  
Director, School Education

To  
The Regional Joint Directors of School Education in the State.  
The District Educational Officers in the State.  
Copy to Principal Secretary to Govt., School Education Department, A.P.,  
Velagapudi  
Copy to Addl. PS to Hon'ble Minister for Education, Govt., of Andhra Pradesh A.P.,  
Velagapudi.