

**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 2nd
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.

@@@@

The attention of all the Regional Joint Directors of School Education and District Educational Officers in the State is invited to the ref 1st cited, wherein instructions were issued to the field level functionaries that, not less than 50% teachers should attend daily to their schools. Teaching staff should utilize their availability 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. (i.e., maximum 2 ½ C.Ls only).

However, several representations have been received with regard to clarification on various leaves as follows:

Sl.No	Clarification Sought	Clarification issued
1	With regard to Casual leaves (CLs), 2.5 days for one month or two months	In the above circular it is clearly specified that, maximum 2.5 CLs for two months i.e, both November & December, 2020.
2	With regard to Special Casual Leaves (SCL) and 5 days of women and OHs	No Special Casual leaves / OHs to be entertained for all teachers and the above 2.5 CLs only may be claimed from the available CLs/ SCLs. The objective is to ensure that the students would not miss the presence of the teachers as much as possible in view of the meagre number of working

		days available after the reopening of the schools.
3	If any teacher suffering with COVID?	He/she can apply for medical leave

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 the above said manner only.

VADREVU CHINAVEERABHADRUDU
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.