

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF AGRICULTURE

From
Sri H. Arun Kumar, I.A.S,
Commissioner of Agriculture,
Andhra Pradesh, Guntur.

To
Principal Secretary to Govt.,
GVWV & VSWS Dept., APIIC Colony
Jawahar Autonagar,
Vijayawada-520007

Lr.No.A5(1)48/2020, dt: .02.202

Sir,

Sub: Agriculture Department-Village /Ward Secretariats-Functionaries recruited and posted in all Village /Ward Secretariats - Payment of Salaries linked to Biometric attendance - Leaves other than Casual Leaves -Leave Sanctioning Authorities by the Respective Departmental Officers for their Functionaries - Information submitted- Reg.

Ref: Lr.No.2/ A/(E1354798)/2021, Dt. 23-2-2021 of Principal Secretary to Govt., GVWV&VSWS Department.

@@@

Kind attention is invited to the reference cited, the following is the sanctioning authority for sanction of various types of leaves to Village Agriculture Assistants which is required for payment of salaries based on Biometric attendance.

Name of the Functionary: **Village Agriculture Assistant (Gr-II)**

Name of the Department: **Agriculture**

Sl. No.	Name of the Leave	Sanctioning Authority	Remarks
1	Casual Leave (C.L.)	Mandal Agricultural Officer	-
2	Optional Holiday (O.H.)	Mandal Agricultural Officer	-
3	Special Casual Leave	Assistant Director of Agriculture concerned	
4	Commuted Leave	Upto one month –ADA concerned More than one month to six months - JDA concerned.	

		More than six months- Commissioner of Agriculture	
5	Maternity Leave	Joint Director of Agriculture concerned.	
6	Paternity Leave	Joint Director of Agriculture concerned.	
7	Earned Leave (E.L.)	Upto one month –ADA concerned More than one month to six months- JDA concerned. More than six months- Commissioner of Agriculture.	
8	Half Pay Leave (H.P.L.)	Upto one month –ADA concerned More than one month to six months - JDA concerned. More than six months- Commissioner of Agriculture	
9	Extra Ordinary Leave (EOL) or Leave on Loss of Pay	Upto one month –ADA concerned More than one month to six months- JDA concerned. More than six months- Commissioner of Agriculture	
10	Study Leave	Government	
11	Surrender Leave	Assistant Director of Agriculture concerned.	
12	Hospital Leave	NA	
13	Special Disability Leave	Government	

14	Leave Not Due	Joint Director of Agriculture concerned.	
15	Child care leave	Joint Director of Agriculture concerned.	
16	Extra Ordinary Leave (EOL) or Leave on Loss of Pay on medical grounds	Upto one month -JDA concerned More than one month to six months- Commissioner of Agriculture. More than six months- Government	

This is submitted for kind information and necessary action.

Yours faithfully

Commissioner of

Agriculture

Copy to the District JDAs in the State for necessary action.