



**GOVERNMENT OF ANDHRA PRADESH**  
**Finance and Planning (F. W-FR. I) Department**

Memo. No. 92580/C/1768/FR. 1/76-1,

Dated 31st Jan. 1977

Sub: Instructions regarding encashment of leave by the Retiring/ Deceased Government servants.

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In the G. O. Ms. No. 208, Finance and Planning (Fin. Wing) FR. I. Department dated 16th August, 1975 orders have been issued permitting Government servants to encash leave at their credit the date of superannuation subject to a maximum of 120 days by the authority competent to sanction pension. To liberalize the rules, further, Government have now decided to dispense with the procedure of sanctioning the leave by the pension sanctioning authority with immediate effect as this kind of procedure was not laid down in respect of the deceased Government servants. Further, the intention of the Government is to pay the leave salary admissible to a retiring Government servant automatically without any procedure of such sanction. Therefore, the Head of office may himself sanction leave, draw and disburse the leave salary after obtaining formal application from the retiring Government servant and after duly arriving at the leave title.

In respect of self drawing officers viz.. All India officers and other Gazetted Officers who are working in the twin cities the officers themselves may draw the leave salary after obtaining the leave title from the Accountant General Andhra Pradesh/Pay and Accounts Officers as the case may be and on the strength of the formal sanction order.

The above instructions may be followed scrupulously.

**APUS**

B. P. R. VITHAL,  
Secretary to Government.