

**Govt College for Women (A) Guntur**  
**Internal Quality Assurance Cell**  
**Institutional Policies**  
**Employee Welfare Policy**

**Mission statement:**

The purpose of employee welfare policy is to ensure physical, social, and psychological wellbeing of employees and ensure a conducive working environment for better productivity.

**Execution Procedure:**

- **APGLI:** A social security measure APGLI Provides loan facility to employees which was repayable in 12-48 instalments and the sanctioned loan amount is credited to the employee's bank account directly. APGLI Premiums are exempted from income tax U/S 80C.
- **Medical Reimbursement And Employees Health Scheme:** Employees Health Scheme is intended to provide cashless treatment to all the State Government employees including the State Government pensioners, along with their dependent family members through a network of empanelled hospitals of Dr.NTR Vaidyaseva Trust, in lieu of the present medical reimbursement system under 'The Andhra Pradesh Integrated medical Attendance Rules, 1972 (APIMA Rules, 1972)'. The scheme will provide treatment in Network Hospitals for all the listed therapies. c.
- **GPF- A Social Security Measure Scheme**
- The general provident fund Scheme is a Social Security Measure Scheme, meant for the Protection of Subscriber's Family against his sudden death or if he survives until Retirement, to provide him and his family with Additional Resources. The GPF accumulations are not liable for Attachment under any decree of the civil Court. d. Group Insurance Scheme: Group Insurance Scheme to the A.P. State Government Employees is introduced in place of Family Benefit Scheme with effect from 01-11- 1984 . The accumulations of savings fund part and insurance fund part shall carry interest for the rate prescribed by Government from time to time.
- The following kinds of leaves are available to the employees. The brief information of the leaves is furnished below.

**Kinds of leave**

- **Casual Leave Concept:** A concession to Govt. Servant in special circumstances to be absent from duty for a short period.

- 15 days per calendar year (G.O.Ms.No.52, GAD (Poll. B) Dept., Dt.04.02.81)
- If appointed in the middle of the year, CLs should be credited proportionately.
- Special Casual Leave: Concept: A concession to Govt. Servant in special circumstances to be absent from duty for a short period. Women Govt. employees for being celebrated International Women's day on March 8th-1 day SCL on that Day(G.O. Ms. No.433 GAD(SW- II)Dept.dt.04-08-10)
- Earned Leave: All temporary and permanent Procedure of Earning / Crediting:
- Not exceeding 180 days for permanent superior employees at a time subject to the balance in the account G.O.Ms.No.153 fin.(FR1)dept.dt.4-5-2010.
- Not exceeding 120 days for permanent last grade employees. G.O.Ms.No.329, Fin.,Dt.17.12.1982 andG.O.Ms.No.9, Fin., Dt.10.01.1983
- Can be availed on combine with other leaves.
- Public Holidays, Optional Holidays, and compensatory leave can be prefixed or suffixed. (Memo No.86595/1210/FR.I/7, Dt.29.05.1981)
- The existing limit of 180 days at a time on availment of commuted leave in conjunction with EL was removed.G.O.Ms.No.384, Fin., Dt.05.11.1977.
- Half Pay Leave:
- Authority: A.P. Leave Rules, 1933 Rules 13-15, 18, 23,23(a)
  - Eligibility: Permanent / (Temporary employees)\* Crediting: 20 days for completed year
- No max limit for accumulation
- Availment: No max limit can be availed on private affairs & medical purposes, can be combined with other leave
- Extraordinary Leave Concept: Leave granted when no other leave is admissible, but it can also be granted even when
- Special Disability Leave: granted to a Govt. Servant who is disabled/injured or met with road accidents while on duty
- Study Leave: Leave granted for the study of Scientific, technical or similar problems or to undergo special courses of instruction.
- Maternity Leave: Leave granted to female married Govt. servant having less than 2 surviving children (G.O.Ms.No.348, F&P (FWFR.I), Dt.05.11.77, G.O.Ms.No.219, F&P(FWFR.I), Dt.25.06.84,G.O.Ms.No.38, F&P, Dt.18.03.92)
- Miscarriage/Abortion Leave: Leave granted to female Govt. servant to take hospitalization for miscarriage /abortion.
- Child Care leave: Two months can be sanctioned in not less than 3 spells to look after two children up to the age of 18 years and with disabled children up to 22 years. The Child Care leave would be permitted only if the child is dependent on the Government servant.

#### **Expected Outcomes**

- Creates a sense of security among the employees
- Improves the work efficiency of the employees and keeps them satisfied