

**GOVERNMENT OF ANDHRA PRADESH
FINANCE DEPARTMENT**

MEMORANDUM NO.13112, ACTS./67-2

DATED. 1-3-1958.

Sub:- Holidays ñ Compensatory Holidays ñ Govt. Orders communicated. Ref:-

From the District Treasury Officer, Warangal Lr.No. 4560, dt.30-10-67

The District treasury Officer, Warangal is informed that a Government servant who is called on to attend office on authorized public holiday , except as punishment should be granted another day in its place when opportunity offers subject to the following rules.

1. Such holidays may not be taken by any government servant without the previous permission of the officer who is competent to grant him casual leave . An officer who is allowed to avail himself casual leave without obtaining the previous permission of higher authority should intimate his intention of taking such holiday to the authority to whom he makes similar intimation in respect of Casual Leave.
2. Not more than ten such holidays in all may be taken in a calendar year and no such holiday shall be taken after the expiry of six months from the public holiday for which it is substituted. It will however be within the discretion of head of an Office to call on the subordinate effected to take such holiday on any date within the 6 months which the head of the office finds to be convenient.
3. Not more than seven holidays may be accumulated and lower number may be fixed in his discretion by the head of the office.
4. Such holidays may be combined with casual leave or other authorized holidays, provided that the total period of absence from duty shall not exceed ten days.
5. Gazetted Officers who are subordinate in an office, may be granted such holidays under the foreign rules, in the case of a gazetted officer in independent charge of an office the same rules will apply but if the permission of any authority to take a holiday is necessary under rule (1) above such authority should before granting the required permission, satisfy himself that owing to the exigencies of the public service the said gazetted officer was unable for permission to take a holiday.
6. A question has now been raised whether a Government servant touring on public authorized holidays in connection with the performance of his duties will be eligible for compensatory holidays in view of holidays on which he performs journey. They are not entitled to this concession of compensatory holidays in view of holidays on which they perform journeys, not only because the condition that Government servant should be called on to attend office on a holiday is not satisfied but also because the very nature of their touring makes such compensation unnecessary as traveling allowance are usually claimed by them for such days.

V.NAGARAJA RAO,
Deputy Secretary to Government.