



GOVERNMENT DEGREE & P.G. COLLEGE, Salur

(Re-Accredited by NAAC with "B" Grade)

(College of Excellence & District Identified Degree College)

Parvathipuram(Manyam) Dist. -535591



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Principal
PRINCIPAL
GOVT. DEGREE COLLEGE
SALUR
PARVATHIPURAM MANYAM DIST.

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
GOVT.OF ANDHRA PRADESH: MANGALAGIRI
Present: Dr Pola Bhaskar, IAS**

01/ APCCE/ ASAR & AADPI/AC-08/2021-22,

Dated: 01.02.2023

Sub: - APCCE – Submission of ASAR and AADPI for the academic year 2021-2022 –
Certain Instructions issued - Regarding.

To maintain standards and to improve the academic standards and create work culture in colleges and as per UGC 2010 regulations the Commissioner of Collegiate Education is collecting ASAR from Lecturers, Physical Directors and Librarians of both Government and Aided Degree Colleges and AADPI from the principals of Government Degree Colleges.

The Lecturers, Physical Directors and Librarians of both Regular and Aided absorbed are informed to submit the ASAR in the prescribed format with relevant evidences to the IQAC of the college. The IQAC after verifying the data submitted by the staff member will submit the evaluated score to the principal of the college. The principal of the college should upload the evaluated score in CCE website through college login.

The principals of the Government Degree colleges are informed to submit the AADPI with the relevant evidences to the RJDCE of the concerned Zone. The RJDCE after verifying the data submitted by the principal will evaluate the score and upload the score in CCE website through RJDCE login.

The ASAR / AADPI is to be submitted for the academic year 2021-2022, starting from 1st December 2021 to 30th September 2022.

The last date for uploading the data in CCE website is 28th February 2023.

Sd/- Pola Bhaskar IAS
Commissioner of Collegiate Education

Enclosures:

1. ASAR formats for Lecturers, Physical Directors and Librarians.
2. AADPI format for Principals.

To

1. The Principals of Govt., Degree Colleges concerned
2. All the RJDCEs for information

//ATTESTED//


Academic Guidance Officer

AADPI 2020-21

Submitted Reports by the RJDCE - Principals

S.No	College	District	College Type	Name of the Principal	Subject	CategoryI: Total	CategoryII: Total	CategoryIII : Total	CategoryIV : Total	Grand : Total
136	GDC SALUR	VIZIANAGARAM	Government	Dr T RADHA KRISHNA	Commerce	107	38	34	8	187

AADPI-2021-22

Submitted Reports by the RJDCE - Principals

S.No	College	District	College Type	Name of the Principal	Subject	CategoryI: Total	CategoryII: Total	CategoryIII : Total	CategoryIV : Total	Grand : Total
134	GDC SALUR	VIZIANAGARAM	Government	DR T RADHA KRISHNA	Commerce	76	27	25	10	138

API 2017-18
API Scores based on Principal Score

S.No	College Name	DISTRICT	College Type	Name of the Employee	Subject	I Total Principal	II Total Principal	III Total Principal	Total Principal
2929	GDC SALUR	VIZIANAGARAM	Government	Y.VIJAYA BHARATHI	Botany	100	30	70	200
2930	GDC SALUR	VIZIANAGARAM	Government	Y.VIJAYA BHARATHI	Botany	100	30	70	200
2931	GDC SALUR	VIZIANAGARAM	Government	G.YERUKU NAIDU	Botany	100	40	90	230
2932	GDC SALUR	VIZIANAGARAM	Government	Dr.G.LAKSHMANA RAO	Chemistry	95	30	70	195
2933	GDC SALUR	VIZIANAGARAM	Government	B.SANTOSHI ANUSHA	Chemistry	95	25	30	150
2934	GDC SALUR	VIZIANAGARAM	Government	J.CHANDRA SEKHAR RAO	Chemistry	95	30	134	259
2935	GDC SALUR	VIZIANAGARAM	Government	BALAGA SAHADEVUDU	Commerce	95	15	30	140
2936	GDC SALUR	VIZIANAGARAM	Government	B.VENKATA RAMANA	Economics	90	30	50	170
2937	GDC SALUR	VIZIANAGARAM	Government	N.SATYANARAYANA	History	85	25	30	140
2938	GDC SALUR	VIZIANAGARAM	Government	SHIEK VALIKHAN	Mathematics	90	25	30	145
2939	GDC SALUR	VIZIANAGARAM	Government	DR.P.GOWRI SANKAR	Physical Education	65	40	60	185
2940	GDC SALUR	VIZIANAGARAM	Government	J.CHANDRA SEKHAR RAO	Physics	95	30	134	259
2941	GDC SALUR	VIZIANAGARAM	Government	K.JWALAMUKHI	Zoology	100	40	90	230
2942	GDC SALUR	VIZIANAGARAM	Government	K.JWALAMUKHI	Zoology	100	40	90	230

ASAR 2018-19

ASAR Scores based on Principal's Score

S.No	Name of the College	DISTRICT	College Type	Name of the Employee	Subject	Cat-I Grade: Principal	Cat-II Grade: Principal	Cat-III Grade (For Librarians/ Physical Directors) [OR] Overall Grade (For Lecturers/ Readers) : Principal	Cat-IV Grade: Principal	Cat-V Grade: Principal	Overall Grade (For Librarians/ Physical Directors) : Principal	Cat-III Total (For Lecturers/ Readers) : Principa
3122	GDC SALUR	VIZIANAGARAM	Government	G.LAKSHMANA RAO	Chemistry	Good	Good	Good	0	0	0	0
3123	GDC SALUR	VIZIANAGARAM	Government	B SANTOSHI ANUSHA	Chemistry	Good	Good	Good	0	0	0	0
3124	GDC SALUR	VIZIANAGARAM	Government	B SAHADEVUDU	Commerce	Good	Good	Good	0	0	0	0
3125	GDC SALUR	VIZIANAGARAM	Government	G SUMALATHA	Computer Science	Good	Good	Good	0	0	0	0
3126	GDC SALUR	VIZIANAGARAM	Government	B VENKATA RAMANA	Economics	Good	Good	Good	0	0	0	0
3127	GDC SALUR	VIZIANAGARAM	Government	N SATYANARAYANA	History	Good	Good	Good	4	2	0	6
3128	GDC SALUR	VIZIANAGARAM	Government	SHEIK VALIKHAN	Mathematics	Good	Good	Good	4	2	0	6
3129	GDC SALUR	VIZIANAGARAM	Government	P GOWRI SANKAR	Physical Education	Good	Good	Good	Good	Good	Good	
3130	GDC SALUR	VIZIANAGARAM	Government	J CHANDRA SEKHAR RAO	Physics	Good	Good	Good	25	0	5	49
3131	GDC SALUR	VIZIANAGARAM	Government	V SURESH BABU	Telugu	Good	Good	Good	0	0	0	0
3132	GDC SALUR	VIZIANAGARAM	Government	K JWALAMUKHI	Zoology	Good	Good	Good	0	0	0	0
3133	GDC SALUR	VIZIANAGARAM	Government	G VIJAYA DURGA	Zoology	Good	Good	Good	0	0	0	0

ASAR 2019-20

Submitted Reports by the Principal - Readers & Lecturers

[illegible]

ASAR 2020-21

Submitted Reports by the Principal - Readers & Lecturers

[illegible]

Annexure I

Commissionerate of Collegiate Education, A.P., Vijayawada Academic, Administrative and Development Performance Indicators (AADPI) for Principals of Govt. / Pvt. Aided Degree Colleges in the State for the Academic Year 2021-22

Criteria	Max Score	Self Assessment	Assessment by RJDCE
Academic Governance: (170 Marks)			
1. Students enrolment during the academic year 2021-22. <ul style="list-style-type: none"> 5 Marks for the enrolment to the extent of full intake capacity of the College 5 Marks for progress (in comparison to previous year) towards full intake capacity. 	10		
2. Preparation of institutional curricular plan and effective implementation of the same <ul style="list-style-type: none"> 4 Marks for preparation of the plan 6 Marks for effective implementation of the plan 	10		
3. Students' pass percentage of the Institution where he served during the last year. (Half a mark (1/2) for every one percentage of increase over the preceding year Ex: 10% = 5marks) 1 st , 3 rd and 5 th Semesters	10		
4. Effective conduct of internal examinations: Record of marks and analysis of the teacher wise performance and initiating suitable activity to improve performance.	5		
5. Facilitating development and usage of innovative teaching and learning practices by the teachers.	5		
6. Conduct of academic activities such as seminars, symposia workshops etc., International -3,National level-2 ,State level-1 (Max:10)	10		
7. Encouragement extended to the faculty for undertaking Research activity at institution. No. of papers published in recognized and reputed journals, Books authored and published by the teachers working under him/her during the last two years. (each Book-2, paper published-1, Max-20)	20		
8. No. of proposals submitted to the UGC for under taking MRP by the teaching staff during the last one year. (Each MRP Proposal-1, Max:10)	10		
9. Consultancy Services offered and income generated for the institution. 5 Marks for each consultancy service	10		

Criteria	Max Score	Self Assessment	Assessment by RJDCE
10. MOUs which facilitate students' growth and employment with industries (2 marks for each MOU, Max -10)	10		
11. Providing access to learning resources: i. Library timings off the college working hours ii. New books purchased iii. Average number of books issued to students iv. Access to e-learning resources v. Internet connectivity. (2 Marks for each)	10		
12. Organizing events related to Sports, Cultural Literary during the year 2021-22. (One mark for one event organized)	10		
13. Institutional-level mechanism for feedback from students and staff • Collection of Feedback (3 Marks) • Analysis (3 Marks) • Initiating action (4 Marks)	10		
14. Community extension services organized through N.S.S, N.C.C, Consumer Clubs, Red Ribbon Club, etc., (one mark for each event organized)	10		
15. Introduction of need based Certificate Courses during the year 2021-22. (5 Marks for one course) Minus marks for non implementation	10		
16. Effective implementation of Foundation Courses (10) during the year 2021-22 (1 Mark for each Course)	10		
17. Effective implementation of faculty forum. Regular conduct of activities on faculty forum (One mark for one programme)	10		

Criteria	Max Score	Self Assessment	Assessment by RJDCE
II. Student Support Services (50 Marks)			
1. Coaching for employment, Career Counselling and No. of students trained in Job skills and placed during the last two years. (2 Marks for conducting one related programme)	10		
2. Coaching conducted for helping students to appear for entrance examination to seek admission into P.G Courses (2 Marks for coaching in one subject)	10		
3. Mechanism established at college for facilitating students to apply for various welfare schemes like online scholarships, online admissions, Bus passes, etc. (5 Marks for each)	10		
4. Any other activity initiated and implemented for the benefit of the student community on the campus and off the campus	10		
5. Functioning of JKC: Conduct of training activity to provide employable skills to students. (5 Marks for one full batch of students)	10		
III. Administration & Resource Mobilization (50 Marks)			
1. Budget proposals submitted to various agencies i.e., UGC, State Government and Other funding agencies DST/CSIR/DBT/ICSSR/Min of social Justice, company affairs etc. (2 Marks for each proposal)	10		
2. Initiatives for generating resources for the development of the institution other than regular funding agencies Alumni, Philanthropists and other sources. (2 Marks for each resource)	10		
3. Percentage of utilization of Budget sanctioned under all sources. (1 mark for 10% of utilization Ex: 50% =5marks)	10		
4. Timely submission of information to ID College/RJDCE/CCE	10		
5. Addressing student grievances through establishment of various platforms like WEC etc. . Record of grievances (5 Marks) . Redress of grievances (5 Marks)	10		

Criteria	Max Score	Self Assessment	Assessment by RJDCE
IV. Quality Enhancement and Sustenance (20 Marks)			
1. Assessment and Accreditation of the institution by NAAC under his/her leadership (Grade-A-10, B-7, C-5 and D-Nil)	10		
2. IQAC: Preparation of action plan (2 Marks), conduct of activities (2 Marks), Maintenance of records (2 Marks) and preparation and timely submission of annual IQAC Reports to NAAC (4 Marks).	10		

Note: All the information furnished above should be substantiated by documentary evidences.

List of Enclosures:

- 1.
- 2.
- 3.

Signature of the RJDCE

Signature of the Principal

Name:

College:

District:

Zone:

Abstract of Score:

Criteria	Max Score	Self Assessment	Assessment by RJDCE
I. Academic Governance	170		
II. Student Support Services	50		
III. Administration & Resource Mobilization	50		
IV. Quality Enhancement and Sustenance	20		
Total	290		

Declaration by the Principal:

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Principal

Certification by the RJDCE

I hereby certify that the substantiating evidence and information furnished by the incumbent and found true.

Signature of the RJDCE

Commissionerate of Collegiate Education, A.P., Vijayawada
ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE COLLEGE TEACHERS
(As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	
Name of the College	
Name of the Lecturer with Employee ID No.	
Subject	

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS

CATEGORY-I: TEACHING (includes Lectures, Practicals, Tutorials and other teaching related Activities)

S.No.	Subject / Paper Taught	Method Adopted	Date / Semester	No. of Classes Assigned	No. of Classes Taught	Grading as per Self Evaluation	Grading as per the Principal Evaluation
						(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	(Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100
Total							
Grading Obtained (Good / Satisfactory / Not satisfactory)							

Grading Criteria: (a) **Good** : 80% & Above, (b) **Satisfactory** : Below 80% but 70% & Above and (c) **Not satisfactory**: Less than 70%

Note: The Principal should verify the No. of classes taught by Lecturers as per the Mobile App usage in the College Web portal (the Lecturers should also attach screen shot of mobile app as an evidence for No. of classes taught).

CATEGORY II: ACTIVITIES (Involvement in the College Students related Activities/Research Activities)

S.No.	Name of the Activity / Contribution (all activities/ contributions shall be considered in the present academic year only)	Name of the Activity Date /Period	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/ Co-ordinator/ Warden etc.			
2	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.			
3	Professional Development; (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses/RC/OC/ARPIT, dissemination and general articles and any other contribution)			
4	Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counselling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services.			
5	Organising Seminars/ Conferences/ Workshops/ other College Activities.			
6	Evidence of actively involved in guiding Ph.D. students.			
7	Conducting Minor or Major Research Project sponsored by National or International Agencies.			
8	At least one single or joint Publication in peer- reviewed or UGC list of Journals.			
	Total No. of Activities / Contributions involved in (No. of Yes)			
	Grading Obtained (Good / Satisfactory / Not satisfactory)			

Grading Criteria:

- (a) **Good:** Involved in at least 3 Activities
 (b) **Satisfactory:** 1-2 Activities
 (c) **Not-satisfactory:** Not involved/undertaken any Activity

Note: For every Activity/ Contribution necessary evidences should be attached

OVERALL GRADING:

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per the Principal Evaluation
1	I - Teaching		
2	II - Activities		
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)			

Overall Grading Criteria:

- (a) **Good:** Good in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II)
- (b) **Satisfactory:** Satisfactory in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II).
- (c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

Note: For the purpose of assessing the grading of Activity at Category - I and Category - II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for calculation of grade due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down as per the Acts, Statutes and Ordinances of the parent institution.

CATEGORY-III: ACADEMIC / RESEARCH ACTIVITIES:

Methodology for College Teachers for calculating Academic / Research Score: Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,

- A. Research Papers** in Peer Reviewed /UGC listed Journals (Faculty of Sciences -08/ Faculty of Other Disciplines – 10 per publication):
The Score for joint publications shall be calculated in the following manner: (a) Two authors: 70% of total value of publication for each author. (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors. Paper presented as part of edited book or proceeding then it can be claimed only once.

The Research score for research papers would be augmented in Peer Reviewed /Referred /UGC listed journals:						
Impact Factor (IF)	Without IF	Less than 1	Between 1 and 2	Between 2 and 5	Between 5 and 10	Above 10
Score	5 Points	10 Points	15 Points	20 Points	25 Points	30 Points

S.No.	Title with Page No.	Name of the Journal (Scopus/ ICI/ Web of Science)	ISSN/ ISBN No.	UGC List No.	Month / Period	Impact Factor	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
	Total							

B. Publications (Other Than Research Papers)

(a) Books authored which are published by;					(b) Translation works in Indian and Foreign Languages by qualified faculties	
12 per International Publishers	10 per National Publishers	05 per Chapter in Edited Book	10 per Editor of Book by International Publisher	08 per Editor of Book by National Publisher	03 per Chapter or Research paper	08 per Book

S.No.	Title of the Book	Name of the Publisher	ISSN/ISBN No.	International/ National	Date / Period	Single Author/ Chapter	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total								

C. Creation of ICT mediated Teaching Learning Pedagogy and content development of new and innovative courses and curricula

Particulars		Score
a. Development of Innovative pedagogy (Pedagogical strategies (P1 to Px) adopted in the class room)		05
b. Design of new curricula and courses (per Curricula / Course)		02
c. MOOCs	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/ credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08
d. e-Content (LMS-LSDs/SDCs)	Development of e-Content in 4 quadrants along with podcast for a complete course/e-book	12
	e-Content (developed in 4 quadrants along with podcast) per module	05

S.No.	Subject / Paper	e-learning Module	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total					

D. Research Guidance/ Projects

i. Research Guidance:

- i. M.Phil. Degree awarded : 02 per candidate
- ii. Ph.D. Thesis submitted : 05 per candidate
- iii. Ph.D. Degree awarded : 10 per candidate

S.No.	Research Guidance	No. of Candidates (Awarded/ Submitted)	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
1	M.Phil. (Awarded)				
2	Ph.D. (Submitted)				
3	Ph.D. (Awarded)				
Total					

Note: For Joint Supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor, both shall get 70% each.

ii. **Research Projects Completed:**

Faculty of any Discipline	Score
Grant Mobilised more than Rs. 10 lakhs	10 per Project
Grant Mobilised less than Rs. 10 lakhs	05 per Project

S.No.	Title	Funding Agency	Grant Mobilised in Rs.	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

iii. **Research Projects Ongoing:**

Faculty of any Discipline	Score
Grant Mobilised more than Rs. 10 lakhs	05 per Project
Grant Mobilised less than Rs. 10 lakhs	02 per Project

S.No.	Title	Funding Agency	Grant Mobilised in Rs.	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

iv. **Consultancy Projects:** 03 per each Project:

S.No.	Category (Completed / Ongoing)	Title	Funding Agency	Grant Mobilised in Rs.	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total							

Note: Joint Projects: Principal Investigator and Co-investigator would get 50% each.

E. Patents, Policy Documents and Awards/Fellowship:

i. Patents:

Faculty of any Discipline	Score
International	10 per Patent
National	07 per Patent

S.No.	Title	Agency	Status (International / National)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

- ii. ***Policy Documents:** Submitted to an International Body/Organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government.

Faculty of any Discipline	Score
International	10 per Document
National	07 per Document
State	04 per Document

S.No.	Title	Agency	Status (International / National/State)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

- iii. **Fellowship/ Awards:**

Faculty of any Discipline	Score
International	07 per Award/ Fellowship
National	05 per Award/ Fellowship

S.No.	Title	Agency	Status (International / National)	Date and Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

F. *Invited Lectures Delivered in Conferences / Seminars:

Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)

Faculty of any Discipline	Score
International (Abroad)	07
International (within country)	05
National	03
State / University	02

S.No.	Title of the Paper	Organised By	International/ National/ State/ University level	Date / Period	Score Obtained (Self Evaluation)	Score as per the Principal Evaluation
Total						

Note: 1. *For the purpose of calculating research score of the teacher, the combined research score from the categories of E.ii. Policy Document and F. Invited Lectures/ Resource Person/ Paper presentation shall have an upper capping of thirty per cent of the total Research Score of the teacher concerned.

2. The research score shall be from the minimum of three categories out of six categories.

3. The self assessment score should be based on objectively verifiable records.

List of Enclosures:

- 1.
- 2.
- 3.

ABSTRACT OF GRADE / SCORE

Criteria of Evaluation	Grade /Score Obtained (Self Evaluation)	Grade /Score given by the Principal	Remarks
Category – I : Teaching (Good / Satisfactory / Not satisfactory)			
Category – II : Activities (Good / Satisfactory / Not satisfactory)			
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)			
Category – III : Academic/Research Activities			
A. Research Papers Published in Journals			
B. Publications other than Journals (Books, chapters in Books)			
C. Creation of ICT			
D. i. Research Guidance			
D. ii. Research Projects Completed			
D. iii. Research Projects Ongoing			
D. iv. Consultancy			
E. i. Patents			
E. ii. Policy Document			
E. iii. Awards/Fellowship			
F. Invited Lectures in Conferences / Seminars			
Total (Category – III)			

Signature of the Lecturer

Signature of the Dept. I/C

Signature of the IQAC Coordinator

Signature of the Principal

Declaration by the Candidate

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Lecturer

Certification by the Principal

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal

Commissionerate of Collegiate Education, A.P., Vijayawada
ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE COLLEGE LIBRARIANS
(As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	
Name of the College	
Name of the Lecturer with Emp-ID & CFMS-ID Nos.	
Subject	

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE LIBRARIANS

CATEGORY-I: Regularity of Attending Library

S.No.	Activity	Total No. of Days	No. of Days Attended	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	While attending in the library, the individual is expected to undertake, inter alia, following items of work: <ul style="list-style-type: none"> Library Resource and Organization and maintenance of books, journals and reports. Provision of Library reader services such as literature retrieval services to researchers and analysis of report. Assistance towards updating institutional website			$\frac{\text{(No. of Days Attended)}}{\text{Total No. Days}} \times 100$	$\frac{\text{(No. of Days Attended)}}{\text{Total No. Days}} \times 100$
Grading Obtained (Good / Satisfactory / Not satisfactory)					

Grading Criteria: (a) **Good** : 90% & Above, (b) **Satisfactory** : Below 90% but 80% & Above and (c) **Not satisfactory**: Less than 80%.

Note: The Principal should verify the Total No. of days as per the Academic Calendar and the No. of Days Attended as per the Biometrics Attendance in the College Web portal.

CATEGORY - II: Conduct of Seminars/ Workshops related to library activity or on specific books or genre of books.

S.No.	Name of the Activity	Nature of the Activity (Seminar / Workshop)	Level of Activity (National / State / Institution)	Grading as per Self Evaluation	Grading as per Principal Evaluation
Grading Obtained (Good / Satisfactory / Not satisfactory)					

Grading Criteria:

- (a) **Good** : 1 National level Seminar/ Workshop + 1 State/Institution level Workshop/ Seminar
- (b) **Satisfactory**: 1 National level Seminar/ Workshop or 1 state level Seminar/ Workshop +1 Institution level Seminar/ Workshop or 4 Institution Seminar/ Workshop.
- (c) **Not satisfactory** : Not falling in above two categories

CATEGORY - III: Computerisation of Library

S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	If library has a computerized database then	<p>(a) Good: 100% of physical books and journals in computerized database.</p> <p>(b) Satisfactory: At least 99% of physical books and journals in computerized database.</p> <p>(c) Not satisfactory: Not falling under good or satisfactory</p>		
2	If library does not have a computerized database	<p>(a) Good: 100% Catalogue database made up to date</p> <p>(b) Satisfactory: 90% catalogue database made up to date</p> <p>(c) Not satisfactory: Catalogue database not up to mark.</p>		

CATEGORY - IV: Checking inventory and extent missing books

S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	Checking inventory and extent missing books	(a) Good : Checked inventory and missing book less than 0.5% (b) Satisfactory : Checked inventory and missing books less than 1% (c) Not satisfactory : Did not check inventory/ Checked inventory and missing books 1% or more.		

CATEGORY - V: Other Activities

S.No.	Name of the Activity	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	Digitisation of books database in institution having no computerized database.		
2	Promotion of library network.		
3	Systems in place for dissemination of information relating to books and other resources.		
4	Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, OC, RC, ARPIT, workshops and events, talks, lectures, membership of associations and dissemination)		
5	Assistance in college administration and governance related work including work extracurricular activities.		
6	Design and offer short-term courses for users.		
7	Publications of at least one research paper in UGC approved journals.		
Total No. of Activities involved in (No. of Yes)			
Grading Obtained (Good / Satisfactory / Not satisfactory)			

Grading Criteria:

(a) **Good**: Involved in any 3 activities, (b) **Satisfactory**: Involved in any 2 activities, and (c) **Not-satisfactory**: Less than 2 activities.

Note: For every Activity/ Contribution necessary evidences should be attached

OVERALL GRADING:

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per Principal Evaluation
1	I - Regularity of Attending Library		
2	II - Conduct of Seminars/ Workshops		
3	III - Computerisation of Library		
4	IV - Checking inventory and extent missing books		
5	V - Other Activities		
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)			

Overall Grading Criteria:

- (a) **Good:** Good in Category-I and Good / Satisfactory in any two other Categories including Category - IV
(b) **Satisfactory:** Satisfactory in Category-I and Good / Satisfactory in any two other Categories including Category - IV
(c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

- Note:**
- 1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
 - 2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
 - 3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee

Signature of the Librarian

Signature of the IQAC Coordinator

Signature of the Principal

Declaration by the Candidate

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Librarian

Certification by the Principal

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal

Commissionerate of Collegiate Education, A.P., Vijayawada
ANNUAL SELF-APPRAISAL REPORT (ASAR) FOR THE DIRECTORS OF PHYSICAL EDUCATION
(As per G.O. Ms. No. 14 Higher Education (UE) Department, Govt. A.P. Dated; 13-02-2019)

ASAR Score for the Academic Year	
Name of the College	
Name of the Lecturer with Emp-ID & CFMS-ID Nos.	
Subject	

ASSESSMENT CRITERIA AND METHODOLOGY FOR THE DIRECTORS OF PHYSICAL EDUCATION

CATEGORY-I: Attendance

S.No.	Activity	Total No. of Days	No. of Days Attended	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.			$\frac{\text{(No. of Days Attended)}}{\text{Total No. Days}} \times 100$	$\frac{\text{(No. of Days Attended)}}{\text{Total No. Days}} \times 100$
Grading Obtained (Good / Satisfactory / Not satisfactory)					

Grading Criteria: (a) **Good** : 90% & Above, (b) **Satisfactory** : Below 90% but 80% & Above and (c) **Not satisfactory**: Less than 80%

Note: The Principal should verify the Total No. of days as per the Academic Calendar and the No. of Days Attended as per the Biometrics Attendance in the College Web portal.

CATEGORY - II: Organizing Intra College Competition.

S.No.	Name of the Competition	Grading Criteria	Self Evaluation (Yes/No)	Principal Evaluation (Yes/No)
		(a) Good: Intra college competition in more than 5 disciplines. (b) Satisfactory: Intra college competition in 3-5 disciplines. (c) Not satisfactory: Neither good nor satisfactory.		
Grading Obtained (Good / Satisfactory / Not satisfactory)				

CATEGORY - III: Institution Participating in External Competitions

S.No.	Name of the Activity	Status (National/ State/ District)	Self Evaluation (Yes/No)	Principal Evaluation (Yes/No)
Grading Obtained (Good / Satisfactory / Not satisfactory)				

Grading Criteria:

- (a) **Good:** National level competition in at least one discipline plus Sate/District level competition in at least 3 disciplines.
- (b) **Satisfactory:** State level competition in at least one discipline plus District level competition in at least 3 disciplines.
 Or District level competition in at least 5 disciplines.
- (c) **Non satisfactory:** Neither good nor satisfactory.

CATEGORY - IV: Up-gradation of Sports

S.No.	Name of the Activity	Grading Criteria	Grading as per Self Evaluation	Grading as per Principal Evaluation
1	(a) Up-gradation of sports and physical training infrastructure with scientific and technological inputs. (b) Development and maintenance of playfields and sports and physical Education facilities.	Good/ Satisfactory/ Not-Satisfactory to be assessed by the Principal		

CATEGORY - V: Other Activities

S.No.	Name of the Activity	Self Evaluation (Yes / No)	Principal Evaluation (Yes / No)
1	At least one student of the institution participating in National/ State/ University/ (for College levels only) teams. Organizing State/National/ Inter University/ Inter College level competition		
2	Being invited for coaching at State/National level.		
3	Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher / faculty development courses/OC/RC/ARPIT, membership of associations, dissemination and general articles and any other contributions)		
4	Organizing at least three workshops in a year.		
5	Publications of at least one research paper in UGC approved journal.		
6	Assistance in College administration and governance related work including work done during Admissions, Examinations and Extracurricular College Activities.		
Total No. of Activities involved in (No. of Yes)			
Grading Obtained (Good / Satisfactory / Not satisfactory)			

Grading Criteria:

(a) **Good:** Involved in any 3 activities, (b) **Satisfactory:** Involved in any 2 activities, and (c) **Not-satisfactory:** Less than 2 activities.

Note: For every Activity/ Contribution necessary evidences should be attached

OVERALL GRADING:

S.No.	Category	Grading Obtained (Good / Satisfactory / Not satisfactory)	
		As per Self Evaluation	As per Principal Evaluation
1	I - Attendance		
2	II - Organizing Intra College Competition.		
3	III - Institution Participating in External Competitions		
4	IV - Up-gradation of Sports		
5	V - Other Activities		
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)			

Overall Grading Criteria:

- (a) **Good:** Good in Category-I and Good / Satisfactory in other Categories.
(b) **Satisfactory:** Satisfactory in Category-I and Good / Satisfactory in any other two Categories
(c) **Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

Note:

- i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- ii) The institution must obtain student feedback. The feed-backs must be shared with concerned Director of Physical and Education and Sports.
- iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available.

Signature of the Librarian

Signature of the IQAC Coordinator

Signature of the Principal

Declaration by the Candidate

I hereby declare that the above information is true to the best of my knowledge and I hold myself responsible for any mismatch if found.

Signature of the Physical Director

Certification by the Principal

I hereby certify that the substantiating evidence and information furnished by the incumbent and found it to be true.

Signature of the Principal

CHAPTER-VII

ANDHRA PRADESH

LEAVE RULES

Leave is a permission granted to a Government servant to be absent from actual duty.

The general rules for the grant of leave are as follows:

The authorities competent to grant other than special disability leave to the Government servants working in each department are detailed in F.R. 66.

Under F.R.67, leave cannot be claimed as a matter of right. When exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved with the sanctioning authority. But at the same time the competent authority cannot compel a Government servant to take leave on half pay when leave on full pay is permissible to him. Further under rule 6 of A.P. Leave already taken whether of the same or any other kind.

Similarly vacation may be availed in combination or in continuation of any other kind of leave.

Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day on which charge is resumed. Holidays can be prefixed or suffixed to leave subject to the conditions under F.R. 68.

A Government servant on leave cannot take up any service or setting up of private practice etc, except with the permission of competent authority (F.R.69).

A Government servant who remains absent after the end of his leave is entitled to no leave salary for the period of such absence, and that period will be debited against his leave account as though it is leave on half pay unless extension of leave is granted by the competent authority (FR 73).

The application for grant of leave should specify the period of leave, nature of leave, leave address and in the case of leave on Medical certificate, the Medical certificates should be enclosed.

Vacation department means a department where vacation exceeds 15 days (FR 82 SR(2)). Vacation is treated as duty for all purposes (FR 82(d)). If earned leave is taken in combination of vacation, the total period of leave & vacation should not exceed 120 days (Ruling 11 under FR.82).

An employee transferred from vacation to non-vacation department is treated as in non-vacation department from the close of last vacation enjoyed and on transfer from non-vacation to vacation department is treated as in vacation department from the date of expiry of last vacation previous to such transfer (SR7ofFR82).

Leave at credit will lapse if interruption in service other than leave occurs (APLR 24).

Leave at credit shall lapse on the date of retirement, death or resignation. However, earned leave at credit not exceeding 240 days can be encashed in case of retirement or death (APLR 7 & G.O.Ms.NO. 420 Fin. & Pig. (FWFR I) dt. 3.12.90 and G.O.Ms.253 Fin. & Pig (FWFR I) dt. 16-9-91).

While in service all regular employees both superior and class IV are eligible to surrender earned leave of 15 days in each financial year and receive cash benefit in lieu thereof equal to leave salary on full of 15/30 days.

Temporary and emergency employees are eligible to surrender 15 days of earned leave after completing 24 months of service in the first instance and thereafter 15 days during the alternate financial year.

EARNED LEAVE FROM 1.1.78 (RULE 8,10,17 AND 20)

Type of employees	Earning capacity	Accumulation	Availment
1. Regular including (LGGSFROM 1.1.88)	Advance credit of 15 Days for every Half year on 1st Jan&1st July	180 days upto 30-6-83 240 days from 1-7-83	120 days at a time 180 days of Outside India, Pakistan, Burma & Nepal
2. Others (Non Permanent)	Advance credite of 8 days Per half year on 1st Jan & 1st July	30 days	Lev at Credit

In respect of employees who join service in the middle of the half year, the advance credit will be as follows for each completed months of service.

Regular joined on 15-2-89 1st half year completed months -4 months @ $2\frac{1}{2}=10$ days; other joined on 15-2-89 -1st half year -4 months $1+1+2+1=5$ days. Similarly for those retiring in the middle of the half year.

If the employee is on E.O.L. during the preceding half year, the advance credit for the present half year will be reduced by 1/10 of the period of EOL taken during the preceding half year subject to a maximum of 15/8 days.

VACATION DEPARTMENT (RULES 8,9 AND 10)

Regular employees in superior services	1/11 of duty minus 30 days or a portion of 30 days equal to the vacation taken and full period of vacation. From 1-11-89 the reduction is 28 days instead of 30 days in respect of teachers (G.O.Ms. No.354, Edn., Dt.20.11.89)	As in non vacation dept	As in non vaction dept.
Non-permanent in Superior services And permanent And regular Employees in LGGS	1/22 of duty minus 15 days or a portion of 15 days equal to the vacation taken and full period of vacation	30 days	Leave at credit
Non-permanent in LGGS	Not eligible for earned leave APLR 20(1)		

HALF PAY LEAVE (both non-vacation and vacations -Regular and temporary rules 13, 18 and 23)

20 days for each completed year of service. There is no limit for accumulation and leave to the extent admissible can be granted at a time. However, in respect of temporary employees half day leave can be granted on M.C only after 2 years of service and 10 (a) (i) candidates are not eligible for half pay leave.

COMMUTED LEAVE : Sanctioned on MC only : Half of half pay leave at credit can be commuted to leave on full pay to an extent of 240 days in entire service. The debit in the half pay leave account will be double the period of commuted leave taken (Rules 15-B and 18-B).

LEAVE NOT DUE :When half pay leave is not at credit, leave not due to an extent of 180 days during entire service can be granted on MC only the debit will be in the half pay leave account to be set off against further credit. If any employee resigns or retires voluntarily after availing this leave and before wiping off the minus balance, the leave salary paid for the minus balance should be recovered. However, if it is on medical invalidation or death, recovery will not be insisted (Rule 15-C and 18-C)

EXTRAORDINARY LEAVE (RULES 5-A, 16,19 AND 23)

Permanent and approved probationers : Not exceeding 5 years including other kinds of leave.

Probationers 23 (a) (ii) : The duration of EOL on any one occasion shall not exceed the following limits:

- a) Three months ordinarily
- b) Six months if it is supported by medical certificate and the employee has completed 3 years of service.
- c) 18 months for treatment of T.B. or leprosy either as inpatient

and or out patient on a certificate issued by the authorised medical officer and the employee has put in a service extending one year.

d) 12 months for treatment of cancer, mental illness on the certificate from the recognised Institute or doctor, and

e) 24 months for prosecuting studies certified to be in public interest and to employees of S.C & ST to join examination, training course at the centre notified by Government to the extent necessary, provided the Government servant has completed not less than one year of continuous service before proceeding on leave. The grant of EOL in item (b) to (e) is by Government

LEAVE SALARY

1. Earned leave : Equal to full pay drawn before proceeding on leave.

2. Leave on half pay : Equal to half of the pay drawn before proceeding on leave and full pay for a period of 6 months in entire service, if the leave is on MC for treatment of TB Leprosy Cancer mental illness or heart diseases and Renal (kidney) failure (GOMs No. 268 Fin & Pig (FWFR I) dt. 28-10-91)

3. Leave not due : Equal to half pay.

4. Commuted leave : Twice the amount admissible under (2) above.

5. EOL : No leave salary. However in respect of NGOs whose pay does not exceed Rs. 23751- p.m. (1993 scales) if the leave is for treatment of T.B., Leprosy, Cancer, Mental illness- Eligible to exgratia equal to half the pay drawn before proceeding on leave subject to a minimum of Rs. 1185 pm. and employees of last grade service exgratia equal to half pay subject to a minimum of Rs.1050 p.m. and minimum of Rs.690/-(G.O.Ms.No.234, Fin & Pig, dt 27-5-94).

Other laves under F.R. allowed to employees covered by APLR 1933 vide ruling 1(ii) thereunder:

1. SPECIAL DISABILITY LEAVE - RULES 83, 83-A :

Grant by Government only. This leave is admissible to a permanent and temporary Government servant who is disabled by injury intentionally inflicted or caused or in consequence of due performance of official duties or in consequence of his official position. This leave is granted on M.C. issued by the competent medical authority for a period not exceeding 24 months for any one disability. Leave salary equal to leave on full pay is payable for the first 120 days in respect of permanent employees and 30 days in respect of the temporary employees and half pay for the remaining period without debit to any leave account. If the employee requests for payment of leave salary on full pay, full pay will be paid for the period of earned leave admissible (120 days maximum) and half of the period will be debited in the earned leave account.

Ruling : The disability does not include the disability caused in the road accidents while going to office from residence and vice versa, but includes road accident while proceeding on official duty from office to office, or court or a work spot on the filed (G.O.133, Fin & Pig dt, 10-6-81).

2 STUDY LEAVE : RR. 84 (NOT DEBITABLE TO LEAVE ACCOUNT)

This leave is granted by Government only for the study of scientific, technical and other similar problems for a period not exceeding 2 years in entire service after a service of 5 years. If it is combined with leave with allowances this period should not exceed 28 months (Rule 2 of study leave rules). EOI may be taken in conjunction of this leave without any limit (Note under Rule 13 of study leave rules). He will draw during leave, leave salary on half pay (rule 12).

3. MATERNITY LEAVE (RULE 101 (A)):

Not debitable to leave account. This leave is admissible to married

women employees on the basis of medical certificate issued by the competent medical officer for a period not exceed 120 days for each confinement and not exceeding 6 weeks in case of abortions, including miscarriage and termination of pregnancy under M.T.D. Act of 1971. Meternity leave for confinement is to be sanctioned to female Government servant with less than two surviving children (G.O.Ms .No. 254 Fin & Pig (FWFR I) dept. dt.10-11-95). This leave can be combined with other kinds of leave. If this leave falls during vacation, the residue of 120 days only will be sanctioned as maternity leave. Leave salary payable is equal to leave salary on full pay.

HOSPITAL LEAVE (F.R101b) : (Not debitable to leave account)

Applicable to all last grade service employees and certain subordinate service staff detailed in SR(2) under FR 101(b). This leave is on half pay for a period not exceeding 6 months in every 3 years of service when detained in hospital and receiving medical aid as out patient. It is not admissable when the treatment is necessiated by intemperance an irregular habit.

Out of the above 6 months, 3 months can be on full pay if the detention in hospital is due to injury received or disease constructed in the course of duty (Ruling 4).

CASUAL LEAVE

Casual leave is a concession to enable Government servant in special circumstances to be absent from duty for short period, without such absence being treated as leave.

Maximum period of casual leave that can be availed of in a calender year is only 15 days. The unavailed part of leave will lapse at the close of the calender year.

Casual leave may be combined with optional holidays of Sundays or other authorised public holidays provided the resulting period of absence does not exceed 10 days.

In the case of Casual leave to a purely temporary and emergency Government servants the sanctioning authority will use its discretion having regard to the length of service put in by such Government

servant.

A Government servant may be granted casual leave for half a day either from 10-30 to 1-30 pm. or from 2-00pm to 5-00pm.

SPECIAL CASUAL LEAVE

The following are the purpose for which special casual leave may be granted to a Government servant.

1 . When he is detained in a plague camp on the way to rejoin duty.

2. When he is ordered by the Head of the department to absent himself from duty on the certificate of medical officer and other purposes detailed below special casual leave can be granted for period not exceeding the period noted against each.

Occasion :	Amount of leave
Summons to give witness in a court in which his private interest are not in issue	As per the certificate of attendance
For family planning operations:	
Male -Vasectomy	6 working days
2nd - operation	-do-
Female - Tubectomy	14 days
Male - for tubectomy of wife	7 days
2nd operation	7days
Insertion of intrauterine contraceptive insertion	1day on the day of IUD

Leave for 2nd operation is permissible when the doctor certifies that the first operation was a failure.

Additional special CL beyond above limits can be given on account of post operation complications subject to production of MC

Recanalisation (Both : 21 days or the actual period as per the certificate whichever is less plus to and fro journey days, if the operation is necessary as he is having less than 2 children or lost all

his male children after operation.

The special CL for FP operation can be prefixed or suffixed to regular leave /CL

SPORTS :

- | | |
|--|---------------------------------------|
| 1. For participating in sporting events in a | Not exceeding 30 days |
| of national or international Importance | calendar year. |
| when selected by the All India sporting Federation and also as Manager of team | Excess to be treated as regular leave |
| 2. Elected as President or Secretary of | 15 days in a Calendar |
| year | |
| National sports bodies | |
| 3. A.P. Secretariat cultural association | 6 days in a calendar |
| year | |
| member for dramas enacted in mufassil | |
| 4. Office bearers and members on the | 12 days in a calendar |
| year + | |
| purchasing committee of the Govt. | 2 days for each trip of |
| journey | |
| employees Consumers co.op stores to go | |
| to districts for making bulk purchase of | |
| various commodities for stores | |
| 5. Principal office bearers of the regional | 7 days in a calendar |
| year | |
| association and two office bearers from | |
| each in the districts /city for representation | |
| in AP Civil services Joint Staff Council | |
| Employees of vacation department in case | -do- |
| of dire necessity or under the pressing | |

family circumstances

Employees who participate in the rallies.

eamps etc., of the A.P. Bharat Scouts & Guides 10- days in a
year

calancer

Members of Instituttion of Engineers 7 days in a calender

a) for attending annual meeting, HYd. 7 days in a calnder

b) for attending annual convention to any
part of the country 10 days in a calender
year.

GENERAL INSTRUCTIONS

CL cannot be combined with the regular leave/joining time vacation. Special casual leave can intervene between two spells of leave if certified by doctor.

~~WE JUDGE OURSELVES BY WHAT WE FEEL CAPABLE OF DOING,~~

WHILE OTHERS JUDGE US BY WHAT WE HAVE ALREADY DONE.

- Henry Wadsworth Longfellow

A.P. EMPLOYEES WELFARE FUND

1. Andhra Pradesh Employees Welfare Fund Rules were constituted by the Government. in the G.O. (P) No. 173 dt. 28-5-1980 for various welfare activities of the members of the fund.

2. **Eligibility for membership :**

The membership of the fund shall be compulsory to all State Government and local bodies employees. Every member of the fund shall contribute a sum of Rs. 20/- in the salary of March payable in April each year. The newly appointed employee should contribute a sum of Rs. 50/- for the first time and Rs. 20/- every year as usual.

The contributions made by the members to the fund as indicated above shall be credited to the following head of account.

8121 - General and other Reserve Fund.

117 - Employees Welfare Fund (AP State)

3. **Purposes for which the loans shall be granted :** The assistance from the fund in the form of the loans or grants shall be extended broadly for medical and educational purposes, ceremonies and other rituals in the family.

No loan or grant from the fund shall be admissible for purposes of construction, extension or repairs of houses.

The District level committees can sanction loan amount upto maximum amount of Rs. 5,000/- only in any one case for the purposes mentioned above. No grant should be sanctioned.

4. **Administration of the Fund :** The Fund shall be administered by the state level committee and also by the District level committee.

The member Secretary -cum-Treasurer shall be the convenor of the committees.

5. Modification of accounting procedure for sanction and recovery of loan, interest amount to employees through the pay bill orders were issued in G.O. (P) No. 404, dated. 30-7-2001 and G.O.Ms.No. 730 dt. 4-12-2001.

- A) **Funds allotment :** As per new procedure the state level committee shall allot the funds from the Budget Provision made under Head of Account MH 8342 other deposits - 120. Miscellaneous deposits SH - (08) Deposits of interest on employees welfare fund matching contribution equivalent to interest earned on the employees welfare fund to the district level committees for the sanction of loans to the employees.

- B) **Sanction of Loans :** Based on the applications received with the recommendations of the DDOs, the District Level Committee or the State Level Committee, as the case may be, may sanction loans to such applications from the amount allotted by issuing proceedings duly indicating that the amount so sanctioned shall be drawn and paid to such applicants by the drawing and disbursing officer concerned.

- C) **Drawal of Loan :** The DDO shall prepare the bills on APTC form 40 and present the bills at the treasury.

The expenditure towards the sanction of loans to the employees shall be debited to the head of account.

MH 8342 other deposits

120 Misc. deposits

(08) deposits of interest on EWF

001 Loans to Government employees

002 Loans to Panchayatraj employees

003 Loans to Municipal / Corporate Employees

The recovery of principal and interest including arrears from the loanees shall be credited to the respective of Heads of Accounts mentioned above.

- D) Responsibility for Watching Recoveries : The Drawing and Disbursing Officer concerned shall recover the instalments of Loan of Interest as the case may be from the pay bill of the loanee and enclose the schedule of recovery to the pay bill submitted to the treasury. The drawing officers have to maintain the individual loan ledger account of the Loanee.

The District Treasury Officer / Sub Treasury Officer shall watch the recovery position as and when the bills are presented by the DDO, in case any loan installment is not recovered by the DDO. The District Treasury Officer / Sub Treasury Officer will dis-allow the salary bill of the particular employee. The Treasury Officer shall request the DDO to recover the loan amount by preparing and submitting a separate for that particular employee at a later date.

- e) When any employee is transferred from the control of DDO to another, the EWF dues shall be recorded in the LPC of the individual.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES – Employees Welfare Scheme – Andhra Pradesh State Employees Group Insurance Scheme – 1984 – Revised Rate of Interest on accumulated Savings Fund – Communication of Tables of Benefits for Savings Fund for the Period from 01-07-2017 to 31-12-2017 – Revised Tables – Orders – Issued.

FINANCE (ADMN-III) DEPARTMENT

G.O.MS.No. 3

Dated: 26-01-2018
Read the following:

1. G.O.Ms.No.122, Finance (Admn.DI&IF) Department, dated: 19-07-2017.
2. DOID-13024/17/2017, dated: 08-12-2017 of Director of Insurance, A.P. Ibrahimpatnam.

<<>>

ORDER:

In the reference 1st read above, revised rates of Interest for 3rd & 4th Quarters of the calendar year 2017 i.e. 01-07-2017 to 31-12-2017 on the Andhra Pradesh Group Insurance Savings Funds have been issued.'

2. In the reference 2nd read above, the Director of Insurance while enclosing the revised tables of the Group Insurance Scheme @ 7.8% for third & fourth Quarters of the Calendar Year 2017 has requested to approve the same and issue instructions that has to be followed scrupulously as detailed below:

- The Sanctioning Authorities / Drawing and Disbursing Officers / Treasury Officers / District Audit Officers / Pay and Accounts Officers / Director of Works Accounts are requested to keep in view of the appended Table while sanctioning and making the final payments under Group Insurance Scheme for proper implementation of the scheme.
- The Head of the Department / Drawing and Disbursing Officer shall be held responsible for sanctioning the Group Insurance Scheme final payments. If any excess payments are found, the difference amount shall be collected from the sanctioning authority and such Officers are liable for disciplinary action.
- The Drawing and Disbursing Officer shall recover the correct rate of subscription according to the eligible group of the employees. For any excess / less recovery, the Drawing and Disbursing Officer concerned shall be held responsible.
- The Head of the Department concerned shall take action against the erring officials who are responsible for the excess / less recoveries wherever they are detected.
- Any excess payment made, if found during the Audit by the Directorate of Insurance, the same shall be immediately recovered from the concerned and remitted through Challan to the concerned Head of Account by the Drawing and Disbursing Officer and the fact of remittance shall invariably be communicated to the Directorate of Insurance.
- If an employee's subscription is not recovered during his / her Service Period, the total subscription along with interest shall be recovered from the payments admissible to them.

PTO.....

- All the Heads of Offices should take prompt action for recording the necessary subscription entries in the Service Registers of the employees under proper attestation every year and a certificate shall be recorded in the Service Book of each employee that subscription to the Scheme at the appropriate rates have been recovered. The entries shall be attested by the Drawing and Disbursing Officer.
- As per G.O.Ms.No.910, Finance (Admn.II) Department, dated: 28-10-2002 "Sanctioning Authority shall send a copy of sanction orders of the Group Insurance Scheme Payment including calculation slip to the Directorate of Insurance for verification".

3. In view of the above circumstances stated above and after careful examination of the matter, Government hereby order that, the revised rates of interest on the Andhra Pradesh Group Insurance Savings Funds shall be allowed at 7.8% per annum and these simplified Tables are applicable to those who are retired / deceased from 01-07-2017 to 31-12-2017. The Table is revised and issued for the periods covering from 01-07-2017 to 31-12-2017. Further, it is ordered that instructions prescribed at para 2nd read above, should be followed scrupulously. The revised Table is as follows:

year of start ↓	ACCUMULATED SAVING FUND OF ONE UNIT APSEGIS UP TO A MONTH IN THE YEAR 2017											
	←-----MONTH OF MATURITY IN THE YEAR 2017-----→											
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
1984	19683.87	19825.62	19967.44	20109.33	20253.92	20398.58	20534.92	20678.92	20822.99	20967.13	21113.94	21260.81
1985	18021.60	18152.27	18283.01	18412.31	18544.05	18675.86	18806.20	18938.96	19071.80	19204.70	19340.05	19475.47
1986	16515.67	16636.30	16757.00	16876.39	16998.01	17119.71	17240.06	17362.65	17485.30	17608.02	17733.00	17858.04
1987	15151.37	15262.90	15374.50	15484.91	15597.38	15709.91	15821.22	15934.59	16048.02	16161.51	16277.09	16392.73
1988	13915.37	14018.67	14122.03	14224.30	14328.47	14432.71	14535.82	14640.83	14745.91	14851.05	14958.10	15065.23
1989	12795.63	12891.46	12987.35	13082.25	13178.90	13275.62	13371.32	13468.75	13566.26	13663.83	13763.17	13862.58
1990	11781.19	11870.26	11959.39	12047.61	12137.45	12227.36	12316.33	12406.91	12497.56	12588.27	12680.62	12773.03
1991	10862.16	10945.10	11028.11	11110.28	11193.95	11277.68	11360.56	11444.93	11529.36	11613.87	11699.88	11785.96
1992	10029.57	10106.96	10184.42	10261.11	10339.18	10417.33	10494.68	10573.42	10652.23	10731.11	10811.38	10891.73
1993	9275.28	9347.64	9420.07	9491.79	9564.80	9637.88	9710.24	9783.88	9857.59	9931.37	10006.44	10081.59
1994	8566.87	8634.48	8702.17	8769.20	8837.43	8905.73	8973.37	9042.20	9111.09	9180.06	9250.23	9320.46
1995	7631.10	7692.48	7753.92	7814.80	7876.74	7938.76	8000.19	8062.69	8125.26	8187.90	8251.62	8315.41
1996	6799.68	6855.51	6911.41	6966.82	7023.18	7079.62	7135.54	7192.42	7249.37	7306.38	7364.38	7422.44
1997	6060.98	6111.88	6162.86	6213.40	6264.80	6316.28	6367.30	6419.19	6471.14	6523.17	6576.07	6629.04
1998	5404.65	5451.18	5497.78	5544.00	5590.99	5638.06	5684.73	5732.19	5779.70	5827.29	5875.67	5924.11
1999	4821.50	4864.15	4906.86	4949.24	4992.32	5035.48	5078.28	5121.79	5165.37	5209.01	5253.37	5297.80
2000	4302.45	4341.63	4380.88	4419.85	4459.44	4499.11	4538.48	4578.48	4618.54	4658.68	4699.46	4740.31
2001	3835.82	3871.89	3908.03	3943.92	3980.39	4016.92	4053.19	4090.04	4126.95	4163.93	4201.50	4239.13
2002	3411.06	3444.30	3477.61	3510.71	3544.32	3578.00	3611.45	3645.43	3679.47	3713.58	3748.22	3782.93
2003	3022.61	3053.26	3083.98	3114.52	3145.52	3176.60	3207.48	3238.83	3270.24	3301.73	3333.69	3365.72
2004	2666.58	2694.86	2723.21	2751.40	2780.01	2808.70	2837.22	2866.16	2895.17	2924.25	2953.76	2983.33
2005	2337.90	2363.99	2390.14	2416.17	2442.58	2469.05	2495.40	2522.12	2548.90	2575.76	2603.00	2630.31
2006	2034.25	2058.31	2082.44	2106.47	2130.84	2155.28	2179.60	2204.27	2229.01	2253.81	2278.96	2304.18
2007	1753.72	1775.91	1798.17	1820.36	1842.84	1865.39	1887.86	1910.63	1933.47	1956.38	1979.60	2002.88
2008	1494.56	1515.02	1535.55	1556.03	1576.77	1597.59	1618.34	1639.36	1660.44	1681.60	1703.03	1724.53
2009	1255.13	1273.99	1292.93	1311.83	1330.97	1350.18	1369.34	1388.74	1408.21	1427.75	1447.53	1467.37
2010	1033.93	1051.33	1068.79	1086.23	1103.88	1121.60	1139.30	1157.21	1175.18	1193.22	1211.48	1229.80
2011	829.58	845.61	861.71	877.81	894.09	910.44	926.78	943.31	959.90	976.56	993.41	1010.32
2012	641.37	656.14	670.99	685.85	700.86	715.95	731.04	746.29	761.61	777.00	792.55	808.17
2013	468.78	482.41	496.10	509.83	523.68	537.61	551.56	565.64	579.80	594.02	608.38	622.81
2014	310.44	323.01	335.65	348.33	361.13	373.99	386.89	399.90	412.99	426.14	439.41	452.75
2015	165.16	176.76	188.43	200.16	211.98	223.86	235.80	247.83	259.93	272.10	284.37	296.71
2016	31.71	42.42	53.20	64.05	74.97	85.96	97.02	108.15	119.35	130.61	141.96	153.38
2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.50	21.07

INTEREST RATES			
From	To	%	
11/1/1984	10/31/1994	10.00	
11/1/1994	3/31/2000	12.00	
4/1/2000	3/31/2001	11.00	
4/1/2001	3/31/2002	9.50	
4/1/2002	10/31/2004	9.00	
11/1/2004	12/31/2011	8.00	
12/1/2011	3/31/2012	8.60	
4/1/2012	3/31/2013	8.80	
4/1/2013	3/31/2016	8.70	
4/1/2016	12/31/2016	8.10	
1/1/2017	3/31/2017	8.00	Unit size up to 31/10/1994 =Rs.10 (saving 6.875+insurance 3.125) and from 1/11/1994 Unit size increased to Rs.15 (saving 10.5+insurance 4.5) This increase considered while arriving to maturity value of one unit. The table prepared that fresh GIS unit saving portion starts only in the month of November in a calendar year.
4/1/2017	31/6/2017	7.90	
7/1/2017	12/31/2017	7.80	

4. The Director of Insurance, Andhra Pradesh, Amaravathi, Ibrahimpatnam shall take further necessary action accordingly and conduct a regular Audit of all claims paid under Group Insurance Scheme and send a report of the Head of the Department concerned.

5. Copy of this order is available on Interest and can be accessed at address <http://www.goir.ap.gov.in>.
 (BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

MUDDADA RAVICHANDRA
 SPECIAL CHIEF SECRETARY TO GOVERNMENT

(FAC)
 To
 The Principal Accountant General (Audit-I), Andhra Pradesh, Hyderabad.
 The Principal Accountant General (Audit-II), Andhra Pradesh, Hyderabad.
 The Principal Accountant General (A&E), Andhra Pradesh, Hyderabad.
 The Director of Insurance, Andhra Pradesh, Amaravathi, Ibrahimpatnam.
 The Director of Treasuries and Accounts, Andhra Pradesh, Amaravathi, Ibrahimpatnam.
 The Director of State Audit, Andhra Pradesh, Amaravathi, Ibrahimpatnam.
 The Pay and Accounts Officer, Andhra Pradesh, Amaravathi, Ibrahimpatnam.
 The Director of Works Accounts, Andhra Pradesh, Amaravathi, Ibrahimpatnam.
 The Principal Secretary to Governor of Andhra Pradesh, AP.

//FORWARDED :: BY ORDER//
 SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T**

Employees' Health Scheme (EHS) – Recovery of contribution from the Salaries/Pensions of December 2013 payable in January 2014 onwards and depositing the amount with Government contribution in the Public Account – Orders – Issued.

FINANCE (TFR) DEPARTMENT

G.O.Ms.No. 331,

Dated: 11.12.2013

Read the following:-

1. G.O.Ms.No.174, Health Medical and Family Welfare (M2) Department, dated 01.11.2013.
2. G.O.Ms.No.175, Health Medical and Family Welfare (M2) Department, dated 01.11.2013.
3. G.O.Ms.No.176, Health Medical and Family Welfare (M2) Department, dated 01.11.2013.

-oOo-

ORDER :-

In the reference first to third read above, orders were issued for implementation of Employees Health Scheme (EHS) by providing Cashless Medical Treatment to the State Government Employees, Pensioners and their dependents.

2. In continuation to the orders read above, the following orders are hereby issued regarding recovery of contribution towards EHS from the salary/pension of employees/pensioners eligible for EHS as indicated below starting from December 2013 payable in January 1st 2014 onwards; the source of finances for implementation of the Employees Health Scheme and creation of Public Account.

Categories eligible for EHS:

a) Serving employees:

1. All regular State Government employees. A State Government employee will have the meaning as defined under Fundamental Rules.
2. Provincialised employees of local bodies.

b) Retired employees:

1. All Service Pensioners
2. Family pensioners
3. Re-employed service pensioners

[P.T.O]

Categories not eligible for EHS:.

- a) Those who are covered under other insurance schemes such as CGHS, ESIS, Railways, RTC, Aarogya Bhadratha of Police Department and Aarogya Sahayatha of Prohibition & Excise Department;
 - b) Law officers (Advocate General, State Prosecutors, State Counsels, Government Pleaders and Public Prosecutors);
 - c) Casual and Daily paid workers;
 - d) Biological parents if adopted parents exist;
 - e) All independent children; and
 - f) AIS Officers and AIS pensioners.
- i) All Drawing and Disbursing Officers/Pension Payment Officers are hereby instructed to recover the contributions from the Employees/ Pensioners as ordered in the reference first read above from the salaries/pensions of December 2013 payable in January, 2014 onwards. The contribution is as under:
- a) Rs.90/- per month (for Slab A consisting of employees with Pay Grades from I to IV and Slab B consisting of employees with Pay Grades from V to XVII).
 - b) Rs.120/- per month (for Slab C consisting of employees with Pay Grades from XVIII to XXXII).
 - c) The Pay Grades for three Slabs under other Pay Scales, such as University Grants Commission Pay Scales, will be those equivalent to the corresponding Pay Grades under the State Government.
 - d) The contribution for service pensioners or family pensioners will be according to the present Pay Grade of the post from which the pensioner retired from service.
- (ii) If both of the spouses are Government employees or Service Pensioners, contribution by any one of the spouses is sufficient. In such a case, the applicant shall give a declaration to the effect that the other spouse is a Government employee / Service Pensioner, duly indicating the Employee Code/Pensioner Code of the other spouse. All the Drawing and Disbursing Officers are instructed to obtain an undertaking from the employees in the proforma annexed to this order with immediate effect.

- iii) (a) The proportionate Government Contribution is as follows:
- i) Rs.135/- per month for Slab A and Slab B category of employees and pensioners.
 - ii) Rs.180/- per month for Slab C category of employees and pensioners.
- (b) The Government contribution for Employees Health Scheme will be made under the following head of account:
- 2210 Medical and Public Health Services
 - 01 Urban Health Services – Allopathy
 - 001 Direction and Administration
 - SH(10) Government Contributions for Employees Health Scheme
 - 320 Contributions
- iv) The contribution of the employees and pensioners on one hand and Government contribution together shall be deposited under the following heads of account under Employees Health Scheme Account along the lines of Contributory Pension Fund.
- K. Deposits and Advances
 - (b) Deposits not bearing interest
 - 8342- Other Deposits –
 - M.H.118 – Employees Health Scheme
 - S.H.(04)-A.P. State Government Employees Health Scheme.
 - 001- Employees Contribution
 - 002- Pensioners Contribution
 - 003- Government Contribution
- iii) In respect of employees who are on long leave the contribution towards Employees Health Scheme shall be recovered from their leave salary.
- vi) In respect of employees who are under suspension and those who are on leave without pay, the concerned employee shall contribute the amount to the EHS fund through a challan in the first week and furnish the same to the Drawing and Disbursing Officers of the last station they have worked. The services under Employees Health Scheme shall be suspended temporarily if they fail to comply with the above instructions.

3. These orders are also available in Andhra Pradesh Government Website <http://www.aponline.gov.in> and <http://www.apfinance.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**L.PREMACHANDRA REDDY,
PRINCIPAL SECRETARY TO GOVERNMENT (IF) (FAC)**

To

All the Secretariat Departments.

All the Heads of Departments.

The Principal Secretary to Governor of Andhra Pradesh.

All Special Chief Secretaries/Principal Secretaries/Secretaries to Government.

All the District Collectors and District Magistrates

The Chief Executive Officer, Aarogyasri Health Care Trust, Hyderabad.

The Commissioner of Information and Public Relations, Hyderabad.

The Commissioner, Printing, Stationery & Stores Purchase (Printing Wing) A.P. Hyderabad.

The Secretary, A.P. Public Service Commissioner, A.P. Hyderabad.

The Registrar General of A.P. High Court, Hyderabad.

The Registrar of A.P. Administrative Tribunal, Hyderabad.

The Director of Treasuries and Accounts, A.P. Hyderabad.

The Director of Works Accounts, A.P. Hyderabad.

The Pay & Accounts Officer, Hyderabad.

The Principal Accountant General (A&E) A.P. Hyderabad.

The Principal Accountant General (Audit) A.P. Hyderabad.

All the District Treasury Officers in the State.

All the Chief Executive Officers, Zilla Parishad in the State.

All District Panchayat Officers.

All the District Educational Officers.

All the Recognised Service Employees Associations.

All the Recognised Pensioners Associations.

Copy to:

HM & FW(M2) Department

The Director (IT) Finance Department.

All the Officers in Finance Department.

All Sections in Finance Department.

Finance (BG.I/BGVI/DCM.II/Expr.M&H.I) Department.

Budget Computer Section.

SF/SCs.

// FORWARDED :: BY ORDER //

SECTION OFFICER

PROFORMA

To

The (Designation of the Drawing and Disbursing Officer/Pension Payment Officer)

(Office)

(Station)

I (Name, Designation and Office) hereby exercise my option to be covered under Employees Health Scheme and authorise deduction of Rs.....(in words.....) as my contribution towards Employees' Health Scheme (EHS) from the salary/pension of December, 2013 payable in January, 2014 onwards at the rates prescribed in G.O.Ms.No.174, HM & FW (M2) Department, dated 01.11.2013 and subsequent orders that may be issued from time to time revising the premium.

OR

I (Name, Designation and Office) hereby declare that my spouse is a Government employee/pensioner and he/she is contributing for Employees Health Scheme (EHS) and a copy of undertaking given is enclosed.

*(Strike whoever is not applicable)

Yours faithfully

EMPLOYEES HEALTH SCHEME



Know your User ID

If you want to know your user ID, please click here for the Instructions to follow



Forgot Password

Did you forgot your password? Click here and follow the instructions to know your password



Any Issue/Complaint

If you have any Issue or Complaint, Click here to send your Issue or Complaint



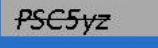
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Username: Password:

Login type:

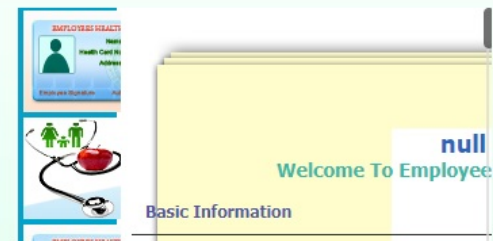
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☐ Use Virtual Keyboard(For password only)

OTP will be sent on registered mobile number
Password should be changed in every 30 days






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 EMPLOYEES HEALTH SCHEME (GOVERNMENT OF ANDHRA PRADESH)		
HEALTH CARD CE0007394/01		
Name	: GANGIREDLA SRINIVASA RAO	
Gender	: Male	
D.O.B / Age	: 15/06/1993	
Relation	: Self	
Blood Group	: A+ve	
Employee/Pensioner ID No.	: 2257261	
Department	: Commissioner Collegiate Education	
		
డా॥ వై.యస్.ఆర్. ఆరోగ్య శ్రీ హెల్త్ కేర్ ట్రస్ట్		

GOVERNMENT OF ANDHRA PRADESH	
Health Card No	: CE0007394/01
House/Door No	: 3-153
Address	: BC COLONY
Village	: SARIKA
Mandal	: VIZIANAGARAM
District	: VIZIANAGARAM
MobileNo	: 9494331207
	
ఉచిత ఆరోగ్య సమాచారం మరియు ఫిర్యాదులు కొరకు 18004251818 కు ఫోన్ చేయగలరు. WWW.YSRAAROGYASRI.AP.GOV.IN	
 CHIEF EXECUTIVE OFFICER Dr YSR AHCT	



EMPLOYEES HEALTH SCHEME (GOVERNMENT OF ANDHRA PRADESH)



HEALTH CARD

SE0200004/01

Name : KATURI SANKARANARAYANA
Gender : Male
D.O.B / Age : 15/10/1982
Relation : Self
Blood Group : B+ve
Employee/Pensioner ID No. : 0448705
Department : Director School Education



డా॥ వై.యస్.ఆర్. ఆరోగ్య శ్రీ హెల్త్ కేర్ ట్రస్ట్

GOVERNMENT OF ANDHRA PRADESH

Health Card No : SE0200004/01
House/Door No : 3d-12-77 ARUNDHATI PET
Address : Westernstreet,19th division,ELURU
Village : WARD-34
Mandal : Eluru Municipality (Urban)
District : WEST GODAVARI
MobileNo : 9618699461



ఉచిత ఆరోగ్య సమాచారం మరియు ఫిర్యాదులు కొరకు 18004251818 కు ఫోన్ చేయగలరు.
WWW.YSRAAROGYASRI.AP.GOV.IN

CHIEF EXECUTIVE OFFICER
Dr YSR AHCT



EMPLOYEE HEALTH SCHEME

(GOVERNMENT OF ANDHRA PRADESH)



HEALTH CARD CE0007053/01

Name : THOLLA RAMA SUNKANNA
Gender : Male
Date of Birth : 18-MAR-86
Relation : Self
Blood Group :
Employee ID : 2250190
Department : Higher education




V0063904


డా॥ వై.యస్.ఆర్ ఆరోగ్యశ్రీ హాల్కర్ ట్రస్ట్

Commissionerate of Co x Notification Proceed x Inbox - salur.jkc@gmail x APGLI x apgli.ap.gov.in/downlo x EHS::Employees Health x APGLI


apgli.ap.gov.in/Existing/PolicyBond.html



Andhra Pradesh Government
Life Insurance Department



Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister



SRI BUGGANA RAJENDRANATH
Hon'ble Minister for Finance & Planning, Legislative Affairs

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ఆంధ్రప్రదేశ్ ప్రభుత్వం
Govt. of Andhra Pradesh



బీమా నిర్దేశాలయం
Directorate of Insurance

8/2017

ఈ దిగువ అనుసూచికలో 'బీమాదారుగా' పేర్కొనబడిన ప్రతిపాదకుడు/ప్రతిపాదకురాలు అనుసూచికలో తెలిపిన బీమా ప్రతిపాదనను, ప్రకటనను ఆంధ్రప్రదేశ్ గవర్నరుగారి వద్ద నిక్షిప్త పరచి, తగు సంతకము చేసిన సదరు ప్రతిపాదన, ప్రకటన బీమా ఒప్పందమునకు ప్రాతిపదికగా ఉండుటకు అంగీకరించినందున

Whereas the proposer named as the "Insured" in the schedule annexed hereto has deposited with the Governor of Andhra Pradesh a proposal and declaration for assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for

గవర్నరుగారు సదరు ప్రతిపాదనను ఆమోదించినందున, అనుసూచికలో పేర్కొనిన షరతులపై, అందులో తెలిపిన బీమా మొత్తమునకుగాను మొదటి ప్రీమియము వారికి ముఖ్యమందున And WHEREAS the Governor has accepted the said proposal and has received the first Premium for an assurance of the amount and on the terms stated in the Schedule ఈ పాలసీ క్రింది అంశములకు సాక్షిభూతమగుచున్నది. ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ డైరెక్టరుకి లేక తత్కాలముందు అతని కర్తవ్యములను నిర్వహించుచున్న అధికారికి లేక, ఇందు నిమిత్తము గవర్నరు గారిచే సక్రమముగా అధికారమివ్వబడిన ఏ ఇతర అధికారికైనను సదరు అనుసూచికలో నిర్ణయించిన ప్రకారము లేక మరణము వీటిలో ఏది ముందు సంభవించునో అంతవరకు నెలసరి ప్రీమియములు చెల్లించిన యెడల గవర్నరు గారు బీమా మొత్తము, సదరు అనుసూచిక, షరతుల ననుసరించి చెల్లించదగియున్నట్లు సదరు ప్రకారముగా నిరూపించబడిన మీదట దానికి హక్కు కలిగియున్నట్లు సదరు అనుసూచికలో పేర్కొనబడిన వ్యక్తికి లేక వ్యక్తులకు సదరు మొత్తమును చెల్లించుటకు బాధ్యులగుదురు.

Now this policy witnesseth that if the insured shall pay or cause to be paid to the Director, Directorate of Insurance, or the Officer for the time being performing his functions or any other Officer duly authorised by the Governor in this behalf, subsequent monthly premiums as stipulated in the said Schedule, or until his death, whichever shall occur earlier, the Governor shall upon satisfactory proof that the sum assured as become payable, in terms of the said Schedule, be subject and liable to pay the said sum to the person or persons mentioned in the said schedule as entitled thereto: ఇతే పై చెప్పిన ప్రతిపాదనలు గల వివరణ, ప్రకటన, యదార్థమైనవిగాని ఎడల ఒప్పందము చెల్లదని దాని క్రింది బీమాదారు చెల్లించిన పైకము జప్తు చేసుకొనబడవలెనను నిబంధనకు లోబడియు, అనుసూచికలో పేర్కొనబడిన ఏదేని ప్రత్యేక నిబంధనలకు ఈ పాలసీలో భాగముగా ఇక ముందు చేయబడు ఏదేని ఎందార్డుమెంటుకు లోబడియు ఈ ఒప్పందము చేసుకొనదమైనది.

BUT HIS / HER contract is made subject to the provision that it shall be void and the payment made by the insured under it shall be confiscated if the statement contained in the aforesaid proposal and declaration be untrue and subject to the special provisions, if any, stipulated in the schedule and subject to further endorsements, if any, which may be made part of this Policy.

ఈ పాలసీ తత్కాలముందు అమలులో వున్న ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళికి లోబడి మంజూరు చేయబడినదని ఇందు మూలముగా ప్రకటించబడినది. AND IT IS HEREBY DECLARED that this policy is granted subject to the Andhra Pradesh Govt. Life Insurance Fund rules in force.

Schedule (అనుసూచి)

పేరు Name	KATURI SANKARANARAYANA	పాలసీ నెం. Policy No.	L2314601_A
దౌతా Design.	S ASST	నెలసరి ప్రీమియం Monthly Premium	600 A.E. 32
తండ్రి పేరు Father's Name	RAJU	బీమా మొత్తం Sum Assured	172320
కార్యాలయ చిరునామా Office Address	2202 GENERAL EDUCATION HM ZPHS RACHURU -- RACHURU WEST GODAVARI	బీమా ప్రారంభతేదీ Dt. of Commencement of Risk	01-08-2014
		చివరి ప్రీమియం తేదీ Dt. of Last Monthly Prem. Due	31-07-2040
		పుట్టిన తేదీ Date of Birth	15-10-1982
		పరిణతి తేదీ Date of Maturity	14-10-2040
ప్రతిపాదన తేదీ Date of Proposal	16-09-2014	నామినీ పేరు మరియు వయస్సు Name of the Nominee & Age	T K DHANA LAKSHMI 29
ప్రకటన తేదీ Dt. Of Declaration	01-08-2014	నామినీ తండ్రి పేరు Father's Name of the Nominee	T VENKATESWARA RAO
ప్రతిపాదన నెం. Proposal No.	1556726	బంధుత్వము మరియు వాటా Relationship and Share	Wife 100

ప్రత్యేక నిబంధనలు : Special Provisions :

బీమా మొత్తము ఎంతో ఎక్కువగా చెల్లించదగియుండును, 58/60 సంవత్సరములు పూర్తియైన మీదట బీమాదారు లేక అతను మరణించిన సందర్భములో ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా శాఖ డైరెక్టరు కార్యాలయములో నమోదైవున్న అతనికి సంబంధించిన నామినీ లేక నామినీలకు అట్టి నామినీలు లేనప్పుడు ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమాశాఖ నియమావళిలో పొందుపరచిన ప్రకారము అతని/ఆమె వారసులకు చెల్లించబడును.
TO WHOM AND WHEN THE SUM ASSURED IS PAYBLE : To the assured on his completing the age of 58/60 years or in the event of his death, to his valid nominee or nominees registered in the Office of the Directorate of Insurance, Government of Andhra Pradesh and failing such nominees, to his heirs as provided in the A.P.G.L.I. Department Rules.

16-09-2014

WEST GODAVARI
DIST. INSURANCE OFFICER

20.....తేదీ ఆంధ్రప్రదేశ్ గవర్నరు గారి కొరకు, వారి తరపున

THE..... DAY OF.....20.....FOR AND ON BEHALF OF THE GOVERNOR OF ANDHRA PRADESH

(E. & O.E)

Please visit : www.apgli.ap.gov.in - for all forms and Policy Details

IMPORTANT INFORMATION

ముఖ్య సమాచారము

THE POLICY HOLDER is requested to note the following important provisions of the A.P.G.L.I. DEPARTMENT RULES. Further information can be had from the District insurance Office concerned.

- Submission of proposal form is mandatory in the next month of premium recovery and Correct Policy Number assigned has to be quoted in the monthly schedules to avoid suspense.** Policy Number assigned shall be recorded on the first page of the service register for record.
- Present insurable age is between the age group of 21 and 55.
- When an Insured official ceases to be in the service of Government before completing the age of 60 years he/she has to choose one of the alternative given below by giving a written request to the Department within 3 months of such cessation failing which he will be deemed to have agreed to surrender his policy.
 - To continue to pay the premium due on his policy till the date of last premium due.
 - To surrender the policy, or
 - To discontinue the payment of premium and accept a paid - up policy for a proportionately reduced sum.
- A surrendered policy may be reinstated any time before the payment of surrender value at the discretion of the Director provided the policy holder undergoes medical examination at his own expense and pay up all the arrears of premiums, a paid-up policy can be reinstated like wise.
- A policy holder who has chosen 1 (a) is allowed to pay the premiums monthly, quarterly, half-yearly or yearly, 15 days grace is allowed when the premium is payable monthly and one month's grace when it is payable otherwise.
- Bonus at the time of claim will be paid to the claimant as per rates declared by the govt. time to time.
- No assignment to third party is allowed.
- All policies are exempted from attachment.
- The policy holders are advised in their own interest to nominate someone under the provisions of the rules of the department, as otherwise unnecessary complications might arise at the time of settlement of claims.
- Subject to budget provision a loan can be granted to the subscriber @90% of surrender value and declared bonus under rule 45 of APGLI Department Rules.
- As per Govt order vide Go.Ms. No - 74 Finance (Admn - 2) Dept Dated 18-6-2015 such loan is recovered along with interest on equated monthly installment (EMI)
- If payment of premium is discontinued while in service for any reason, the arrears of premium together with interest at the rate earned by the Fund balances shall be paid.

ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళిలోని ఈ క్రింద ముఖ్య నిబంధనలను దృష్టిలో ఉంచుకొనవలసినదని పాలసీదారును కోరడమైనది. ఇతర వివరములను ఆంధ్రప్రదేశ్ ప్రభుత్వ జిల్లా బీమా కార్యాలయముల నుండి పొందవచ్చును.

- ప్రీమియం రికవరీ అయిన తదుపరి నెల తప్పనిసరిగా ప్రతిపాదన పత్రం సమర్పించవలెను. మరియు చందాదారుల ప్రీమియం అనామతు ఖాతాలోనికి వెళ్ళకుండా నివారించుటకు గాను నెలసరి పెడ్యూళ్లనందు పాలసీదారుల సరియైన పాలసీ నెంబరు పేర్కొనవలయును. మరియు ఉద్యోగులకు కేటాయించిన పాలసీ నెంబర్లను వారి సర్వీసు రిజిస్టరు మొదటి పేజీలో సమోదు చేయవలయును.
- ప్రస్తుత బీమా అర్హత వయస్సు 21 సం॥ల నుండి 55 సం॥ల లోపు.
- బీమా చేసిన ఉద్యోగి 60 సంవత్సరముల వయస్సు పూర్తి చేయక ముందే ప్రభుత్వ ద్యోగమును విరమించిన యెడల విరమించిన మూడు నెలలలోగా డైరెక్టరుకు లిఖిత పూర్వకమైన నోటీసు ద్వారా ఈ క్రింది పద్ధతులలో ఒక దానిని ఎంచుకొని తెలియజేయవలెను. అట్లు చేయని ఎడల అతని పాలసీని అర్పించుటకు అంగీకరించినట్లు భావించబడును.
 - చివరి ప్రీమియం తేది వరకు చెల్లించవలెను.
 - పాలసీని అర్పణ చేయుట లేక
 - ప్రీమియము చెల్లింపును విరమించి, ఆ దామాషాలో తగ్గించిన మొత్తమునకు చెల్లించిన (పెయిడ్-అప్) పాలసీని స్వీకరించుట.
- అర్పణ విలువ చెల్లించుటకు ముందు ఎప్పుడైనను డైరెక్టరు వివేచనానుసారము అర్పించిన పాలసీని పునరుద్ధరించ వచ్చును. అయితే పాలసీదారు తన స్వంత ఖర్చుపై వైద్య పరీక్ష చేయించుకొని ప్రీమియము బకాయిలన్నిటినీ చెల్లించవలెను. అదే విధముగా చెల్లించిన (పెయిడ్-అప్) పాలసీని కూడా పునరుద్ధరించవచ్చును.
- 1(ఎ)లో తెలిపిన పద్ధతిని ఎంచుకొన్న పాలసీదారు ప్రీమియములను నెలవారీగా గాని, మూడు నెలలకు, అర్థ సంవత్సరమునకు లేక సంవత్సరమునకు ఒక్కసారి గాని చెల్లించుటకు అనుమతించబడును. నెలవారీగా చెల్లించవలసిన ప్రీమియమునకు 15 రోజులు గడువు, ఇతర విధమైన ప్రీమియములకు ఒక నెల గడువు ఇవ్వబడును.
- క్లెయిము సమయమునందు చందాదారునికి చెల్లించు బోనస్ ప్రభుత్వముచే నిర్ధారించబడును.
- మూడవ వానికి అప్పగించుటకు ఏ విధముగాను అనుమతించబడదు.
- అన్ని పాలసీలు జప్తు నుండి మినహాయించబడినవి.
- శాఖ నియమావళిలోని నిబంధనల ప్రకారము స్వప్రయోజనము దృష్ట్యా ఎవరో ఒకరిని నామనిర్దిష్టము చేయవలసినదని పాలసీదారులందరికి నలహా ఇవ్వడమైనది. అట్లు చేయని యెడల క్లెయిములను పరిష్కరించు సమయమున అనవసరమైన చిక్కులు ఏర్పడవచ్చును.
- ఆం.ప్ర.ప్ర.జీ.బీ. శాఖ నియమావళిలోని 45వ నిబంధనల క్రింద బడ్డెట్టు కేటాయింపుకు లోబడి చందాదారులకు పాలసీల అర్పణ విలువలో 90శాతము ప్రకటించిన బోనస్‌తో రుణము మంజూరు చేయబడును.
- ప్రభుత్వ ఉత్తర్వుల సంఖ్య 74 ఆర్థిక (పరిపాలన -2) శాఖ, తేది 18-6-2015 ప్రకారము అట్టి ఋణము, దానిపై వడ్డీతో సహా సమాన నెలసరి వాయిదాలలో రికవరీ చేయబడును.
- ఏదైన కారణము చేత ప్రీమియం తగ్గింపు చేయని పక్షములో, బకాయి పడిన ప్రీమియంలను బీమానిధిపై పొందే వడ్డీరేటుతో చెల్లించవలసి ఉంటుంది.



ఆంధ్రప్రదేశ్ ప్రభుత్వం
Govt. of Andhra Pradesh



బీమా నిర్దేశాలయం
Directorate of Insurance

8/2017



ఈ దిగువ అనుసూచికలో 'బీమాదారుగా' పేర్కొనబడిన ప్రతిపాదకుడు/ప్రతిపాదకురాలు అనుసూచికలో తెలిపిన బీమా ప్రతిపాదనను, ప్రకటనను ఆంధ్రప్రదేశ్ గవర్నరుగారి వద్ద నిక్షిప్త పరచి, తగు సంరక్షణను చేసిన సదరు ప్రతిపాదన, ప్రకటన బీమా ఒప్పందమునకు ప్రాతిపదికగా ఉండుటకు అంగీకరించినందున

Whereas the proposer named as the "Insured" in the schedule annexed hereto has deposited with the Governor of Andhra Pradesh a proposal and declaration for assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for the said assurance. And WHEREAS the Governor has accepted the said proposal and has received the first Premium for an assurance of the amount and on the terms stated in the Schedule. ఈ పాలసీ క్రింది అంశములకు సాక్షిభూతమగుచున్నది. ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ డైరెక్టరుకి లేక తత్కాలముందు అతని కర్తవ్యములను నిర్వహించుచున్న అధికారికి లేక, ఇందు నిమిత్తము గవర్నరు గారిచే సక్రమముగా అధికారమివ్వబడిన ఏ ఇతర అధికారికైనను సదరు అనుసూచికలో నిర్ణయించిన ప్రకారము లేక మరణము వీటిలో ఏది ముందు సంభవించునో అంతవరకు నెలసరి ప్రీమియములు చెల్లించిన యెడల గవర్నరు గారు బీమా మొత్తము, సదరు అనుసూచిక, పరతుల ననుసరించి చెల్లించదగియున్నట్లు సదరు ప్రకారముగా నిరూపించబడిన మీదట దానికి హక్కు కలిగియున్నట్లు సదరు అనుసూచికలో పేర్కొనబడిన వ్యక్తికి లేక వ్యక్తులకు సదరు మొత్తమును చెల్లించుటకు బాధ్యులగుదురు. Now this policy witnesseth that if the insured shall pay or cause to be paid to the Director, Directorate of Insurance, or the Officer for the time being performing his functions or any other Officer duly authorised by the Governor in this behalf, subsequent monthly premiums as stipulated in the said Schedule, or until his death, whichever shall occur earlier, the Governor shall upon satisfactory proof that the sum assured as become payable, in terms of the said Schedule, be subject and liable to pay the said sum to the person or persons mentioned in the said schedule as entitled thereto: ఇతే పై చెప్పిన ప్రతిపాదనలు గల వివరణ, ప్రకటన, యదార్థమైనవిగాని ఎడల ఒప్పందము చెల్లదని దాని క్రింది బీమాదారు చెల్లించిన పైకము జప్తు చేసుకొనబడవలెనను నిబంధనకు లోబడియు, అనుసూచికలో పేర్కొనబడిన ఏదేని ప్రత్యేక నిబంధనలకు ఈ పాలసీలో భాగముగా ఇక ముందు చేయబడు ఏదేని ఎందార్డుమెంటుకు లోబడియు ఈ ఒప్పందము చేసుకొనదమైనది.

BUT HIS / HER contract is made subject to the provision that it shall be void and the payment made by the insured under it shall be confiscated if the statement contained in the aforesaid proposal and declaration be untrue and subject to the special provisions, if any, stipulated in the schedule and subject to further endorsements, if any, which may be made part of this Policy.

ఈ పాలసీ తత్కాలముందు అమలులో వున్న ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళికి లోబడి మంజూరు చేయబడినదని ఇందు మూలముగా ప్రకటించబడినది. AND IT IS HEREBY DECLARED that this policy is granted subject to the Andhra Pradesh Govt. Life Insurance Fund rules in force.

Schedule (అనుసూచి)

పేరు Name	K.VENKATA RAMANA	పాలసీ నెం. Policy No.	14453868_A
దేశం Design.	S.A	నెలసరి ప్రీమియం Monthly Premium	1200 A.E. : 54
తండ్రి పేరు Father's Name	PYDITHALLI	బీమా మొత్తం Sum Assured	76944
కార్యాలయ చిరునామా Office Address	2202 GENERAL EDUCATION PRL GOVT DEGREE COLLEGE, SALURU- SALUR VIZIANAGARAM	బీమా ప్రారంభ తేదీ Dt. of Commencement of Risk	01-03-2022
		చివరి ప్రీమియం తేదీ Date of Final Premium Due	29-02-2028
		పుట్టిన తేదీ Date of Birth	10-07-1968
		పరిణతి తేదీ Date of Maturity	09-07-2028
ప్రతిపాదన తేదీ Date of Proposal	15-06-2023	నామినీ పేరు మరియు వయస్సు Name of the Nominee & Age	MANGAMMA 47
ప్రకటన తేదీ Dt. Of Declaration	01-03-2022	నామినీ తండ్రి పేరు Father's Name of the Nominee	CHINAKESAVULU
ప్రతిపాదన నెం. Proposal No.	2909899	బంధుత్వము మరియు వాటా Relationship and Share	Wife 100

ప్రత్యేక నిబంధనలు : Special Provisions :

బీమా మొత్తము ఎంతో ఎక్కువగా చెల్లించదగియుండును, 58/60 సంవత్సరములు పూర్తియైన మీదట బీమాదారు లేక అతను మరణించిన సందర్భములో ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా శాఖ డైరెక్టరు కార్యాలయములో నమోదైవున్న అతనికి సంబంధించిన నామినీ లేక నామినీలకు అట్టి నామినీలు లేనప్పుడు ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమాశాఖ నియమావళిలో పొందుపరచిన ప్రకారము అతని/ఆమె వారసులకు చెల్లించబడును. TO WHOM AND WHEN THE SUM ASSURED IS PAYBLE : To the assured on his completing the age of 58/60 years or in the event of his death, to his valid nominee or nominees registered in the Office of the Directorate of Insurance, Government of Andhra Pradesh and failing such nominees, to his heirs as provided in the A.P.G.L.I. Department Rules.

15-06-2023

VIZIANAGARAM
DIST. INSURANCE OFFICER

20.....తేదీ ఆంధ్రప్రదేశ్ గవర్నరు గారి కొరకు, వారి తరపున

THE..... DAY OF..... 20..... FOR AND ON BEHALF OF THE GOVERNOR OF ANDHRA PRADESH

(E. & O.E)

Please visit : www.apgli.ap.gov.in - for all forms and Policy Details

IMPORTANT INFORMATION

ముఖ్య సమాచారము

THE POLICY HOLDER is requested to note the following important provisions of the A.P.G.L.I. DEPARTMENT RULES. Further information can be had from the District insurance Office concerned.

- Submission of proposal form is mandatory in the next month of premium recovery and Correct Policy Number assigned has to be quoted in the monthly schedules to avoid suspense.** Policy Number assigned shall be recorded on the first page of the service register for record.
- Present insurable age is between the age group of 21 and 55.
- When an Insured official ceases to be in the service of Government before completing the age of 60 years he/she has to choose one of the alternative given below by giving a written request to the Department within 3 months of such cessation failing which he will be deemed to have agreed to surrender his policy.
 - To continue to pay the premium due on his policy till the date of last premium due.
 - To surrender the policy, or
 - To discontinue the payment of premium and accept a paid - up policy for a proportionately reduced sum.
- A surrendered policy may be reinstated any time before the payment of surrender value at the discretion of the Director provided the policy holder undergoes medical examination at his own expense and pay up all the arrears of premiums, a paid-up policy can be reinstated like wise.
- A policy holder who has chosen 1 (a) is allowed to pay the premiums monthly, quarterly, half-yearly or yearly, 15 days grace is allowed when the premium is payable monthly and one month's grace when it is payable otherwise.
- Bonus at the time of claim will be paid to the claimant as per rates declared by the govt. time to time.
- No assignment to third party is allowed.
- All policies are exempted from attachment.
- The policy holders are advised in their own interest to nominate someone under the provisions of the rules of the department, as otherwise unnecessary complications might arise at the time of settlement of claims.
- Subject to budget provision a loan can be granted to the subscriber @90% of surrender value and declared bonus under rule 45 of APGLI Department Rules.
- As per Govt order vide Go.Ms. No - 74 Finance (Admn - 2) Dept Dated 18-6-2015 such loan is recovered along with interest on equated monthly installment (EMI)
- If payment of premium is discontinued while in service for any reason, the arrears of premium together with interest at the rate earned by the Fund balances shall be paid.

ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళిలోని ఈ క్రింద ముఖ్య నిబంధనలను దృష్టిలో ఉంచుకొనవలసినదని పాలసీదారును కోరడమైనది. ఇతర వివరములను ఆంధ్రప్రదేశ్ ప్రభుత్వ జిల్లా బీమా కార్యాలయముల నుండి పొందవచ్చును.

- ప్రీమియం రికవరీ అయిన తదుపరి నెల తప్పనిసరిగా ప్రతిపాదన పత్రం సమర్పించవలెను. మరియు చందాదారుల ప్రీమియం అనామతు ఖాతాలోనికి వెళ్ళకుండా నివారించుటకు గాను నెలసరి పెడ్యూళ్లనందు పాలసీదారుల సరియైన పాలసీ నెంబరు పేర్కొనవలయును. మరియు ఉద్యోగులకు కేటాయించిన పాలసీ నెంబర్లను వారి సర్వీసు రిజిస్టరు మొదటి పేజీలో సమోదు చేయవలయును.
- ప్రస్తుత బీమా అర్హత వయస్సు 21 సం॥ల నుండి 55 సం॥ల లోపు.
- బీమా చేసిన ఉద్యోగి 60 సంవత్సరముల వయస్సు పూర్తి చేయక ముందే ప్రభుత్వ ద్యోగమును విరమించిన యెడల విరమించిన మూడు నెలలలోగా డైరెక్టరుకు లిఖిత పూర్వకమైన నోటీసు ద్వారా ఈ క్రింది పద్ధతులలో ఒక దానిని ఎంచుకొని తెలియజేయవలెను. అట్లు చేయని ఎడల అతని పాలసీని అర్పించుటకు అంగీకరించినట్లు భావించబడును.
 - చివరి ప్రీమియం తేది వరకు చెల్లించవలెను.
 - పాలసీని అర్పణ చేయుట లేక
 - ప్రీమియము చెల్లింపును విరమించి, ఆ దామాషాలో తగ్గించిన మొత్తమునకు చెల్లించిన (పెయిడ్-అప్) పాలసీని స్వీకరించుట.
- అర్పణ విలువ చెల్లించుటకు ముందు ఎప్పుడైనను డైరెక్టరు వివేచనానుసారము అర్పించిన పాలసీని పునరుద్ధరించ వచ్చును. అయితే పాలసీదారు తన స్వంత ఖర్చుపై వైద్య పరీక్ష చేయించుకొని ప్రీమియము బకాయిలన్నిటినీ చెల్లించవలెను. అదే విధముగా చెల్లించిన (పెయిడ్-అప్) పాలసీని కూడా పునరుద్ధరించవచ్చును.
- 1(ఎ)లో తెలిపిన పద్ధతిని ఎంచుకొన్న పాలసీదారు ప్రీమియములను నెలవారీగా గాని, మూడు నెలలకు, అర్థ సంవత్సరమునకు లేక సంవత్సరమునకు ఒక్కసారి గాని చెల్లించుటకు అనుమతించబడును. నెలవారీగా చెల్లించవలసిన ప్రీమియమునకు 15 రోజులు గడువు, ఇతర విధమైన ప్రీమియములకు ఒక నెల గడువు ఇవ్వబడును.
- క్లెయిము సమయమునందు చందాదారునికి చెల్లించు బోనస్ ప్రభుత్వముచే నిర్ధారించబడును.
- మూడవ వానికి అప్పగించుటకు ఏ విధముగాను అనుమతించబడదు.
- అన్ని పాలసీలు జప్తు నుండి మినహాయించబడినవి.
- శాఖ నియమావళిలోని నిబంధనల ప్రకారము స్వప్రయోజనము దృష్ట్యా ఎవరో ఒకరిని నామనిర్దిష్టము చేయవలసినదని పాలసీదారులందరికి నలహా ఇవ్వడమైనది. అట్లు చేయని యెడల క్లెయిములను పరిష్కరించు సమయమున అనవసరమైన చిక్కులు ఏర్పడవచ్చును.
- ఆం.ప్ర.ప్ర.జీ.బీ. శాఖ నియమావళిలోని 45వ నిబంధనల క్రింద బడ్జెటు కేటాయింపుకు లోబడి చందాదారులకు పాలసీల అర్పణ విలువలో 90శాతము ప్రకటించిన బోనస్‌తో రుణము మంజూరు చేయబడును.
- ప్రభుత్వ ఉత్తర్వుల సంఖ్య 74 ఆర్థిక (పరిపాలన -2) శాఖ, తేది 18-6-2015 ప్రకారము అట్టి ఋణము, దానిపై వడ్డీతో సహా సమాన నెలసరి వాయిదాలలో రికవరీ చేయబడును.
- ఏదైన కారణము చేత ప్రీమియం తగ్గింపు చేయని పక్షములో, బకాయి పడిన ప్రీమియంలను బీమానిధిపై పొందే వడ్డీరేటుతో చెల్లించవలసి ఉంటుంది.

ఆంధ్రప్రదేశ్ ప్రభుత్వం Govt. of Andhra Pradesh



బీమా నిర్దేశాలయం Directorate of Insurance

ఈ దిగువ అనుసూచికలో 'బీమాదారుగా' పేర్కొనబడిన ప్రతిపాదకుడు/ప్రతిపాదకురాలు అనుసూచికలో తెలిపిన బీమా ప్రతిపాదనను, ప్రకటనను ఆంధ్రప్రదేశ్ గవర్నరుగారి వద్ద నిక్షిప్త పరచి, తగు సంతకము చేసిన సదరు ప్రతిపాదన, ప్రకటన బీమా ఒప్పందమునకు ప్రాతిపదికగా ఉండుటకు అంగీకరించినందున

Whereas the proposer named as the "Insured" in the schedule annexed hereto has deposited with the Governor of Andhra Pradesh a proposal and declaration for assurance mentioned in the Schedule and has agreed that the said proposal and declaration signed by him shall be the basis of the contract for గవర్నరుగారు సదరు ప్రతిపాదనను ఆమోదించినందున, అనుసూచికలో పేర్కొనిన షరతులపై, అందులో తెలిపిన బీమా మొత్తమునకు గాను మొదటి ప్రీమియము వారికి ముట్టినందున

And WHEREAS the Governor has accepted the said proposal and has received the first premium for an assurance of the amount and on the terms stated in the Schedule

ఈ పాలసీ క్రింది అంశములకు సాక్షిభూతముగుచున్నది. ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ డైరెక్టరుకి లేక తత్కాలముందు అతని కర్తవ్యములను నిర్వహించుచున్న అధికారికి లేక, ఇందు నిమిత్తము గవర్నరు గారిచే సక్రమముగా అధికార మీయబడిన ఏ ఇతర అధికారికైనను సదరు అనుసూచికలో నిర్ణయించిన ప్రకారము లేక మరణము వీటిలో ఏది ముందు సంభవించునో అంతవరకు నెలసరి ప్రీమియములు చెల్లించిన యెడల గవర్నరు గారు బీమా మొత్తము, సదరు అనుసూచిక, షరతుల ననుసరించి చెల్లించదగియున్నట్లు సదరు ప్రకారముగా నిరూపించబడిన మీదట దానికి హక్కు కలిగి యున్నట్లు సదరు అనుసూచికలో పేర్కొనబడిన వ్యక్తికి లేక వ్యక్తులకు సదరు మొత్తమును చెల్లించుటకు భాధ్యులగుదురు.

Now this policy witnesseth that if the insured shall pay or cause to be paid to the Director, Directorate of Insurance, or the Officer for the time being performing his functions or any other Officer duly authorised by the Governor in this behalf, subsequent monthly premiums as stipulated in the said Schedule, or until his death, whichever shall occur earlier, the Governor shall upon satisfactory proof that the sum assured as become payable, in terms of the said Schedule, be subject and liable to pay the said sum to the person or persons mentioned in the said Schedule as entitled thereto :

ఐతే పై చెప్పిన ప్రతిపాదనలు గల వివరణ, ప్రకటన, యదార్థమైనవిగాని ఎడల ఒప్పందము చెల్లదని దాని క్రింది బీమాదారు చెల్లించిన పైకము జస్తు చేసుకొనబడవలెనను నిబంధనకు లోబడియు, అనుసూచికలో పేర్కొనబడిన ఏదేని ప్రత్యేక నిబంధనలకు ఈ పాలసీలో భాగముగా ఇక ముందు చేయడు ఏదేని ఎండార్సమెంటుకు లోబడియు ఈ ఒప్పందము చేసుకొనడమైనది.

BUT HIS / HER contract is made subject to the provision that it shall be void and the payment made by the insured under it shall be confiscated if the statement contained in the aforesaid proposal and declaration be untrue and subject to the special provisions, if any, stipulated in the schedule and subject to further endorsements, if any, which may be made part of this Policy.

ఈ పాలసీ తత్కాలముందు అమలులోవున్న ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళికి లోబడి మంజూరు చేయబడినదని ఇందు మూలముగా ప్రకటించడమైనది.

AND IT IS HEREBY DECLARED that this policy is granted subject to the Andhra Pradesh Govt. Life Insurance Fund rules in force.

Schedule (అనుసూచి)

పేరు Name	T.RAMASUNKANNA	పాలసీ నెం. Policy No.	2610559-B
హోదా Design.	LECTURER	నెలసరి ప్రీమియం Montly Premium	3,250 A.E. 34
తండ్రి పేరు Father's Name	T.NAGARAJU	బీమా మొత్తం Sum Assured	666120
కార్యాలయ చిరునామా Office Address	2202 GENERAL EDUCATION PRL GDC, G.L.PURAM -- VIZIANAGARAM	బీమా ప్రారంభపు తేదీ Dt. of Commencement of Risk	01-04-2019
ప్రతిపాదన తేదీ Date of Proposal	4/24/2019	వివరి ప్రీమియం తేదీ Dt. of Last Monthly Prem. Due	31-03-2045
ప్రకటన తేదీ Dt. Of Declaration	01-04-2019	పుట్టిన తేదీ Date of Birth	18-03-1986
ప్రతిపాదన నెం. Proposal No.	2324953	పరిణామ తేదీ Date of Maturity	17-03-2046
		నామినీ పేరు మరియు వయస్సు Name of the Nominee & Age	T.Anitha 25 T.Sreelakshmi 6
		నామినీ తండ్రి పేరు Father's Name of the Nominee	T.Sutanapriya G.Ramasunkanna
		బంధుత్వము మరియు వాటా Relationship and Share	Wife 50 Daughter 25 Daughter 25.00

ప్రత్యేక నిబంధనలు: Special Provisions :

బీమా మొత్తము ఎవరికి ఎప్పుడు చెల్లించదగియుండును, 58 సంవత్సరములు పూర్తియైన మీదట బీమాదారుకు లేక అతను మరణించిన సందర్భములో ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా శాఖ డైరెక్టరు కార్యాలయములో నమోదైవున్న అతనికి సంబంధించిన నామినీకి లేక నామినీలకు అట్టి నామినీలు లేనప్పుడు ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా శాఖ నియమావళిలో సాంధ్యపరచిన ప్రకారము అతని/ఆమె వారసులకు చెల్లించబడును.

TO WHOM AND WHEN THE SUM ASSURED IS PAYABLE : To the assured on his completing the age of 58 years or in the event of his death, to his valid nominee or nominees registered in the Office of the Directorate of Insurance, Government of Andhra Pradesh and failing such nominees, to his heirs as provided in the A.P.G.L.I. Department Rules.

జిల్లా బీమాధికారి

DIST. INS OFFICER

VIZIANAGARAM

07-05-2019

20.....తేదీ ఆంధ్రప్రదేశ్ గవర్నరు గారి కొరకు, వారి తరపున

THE _____ DAY OF _____ 20 ____ FOR AND ON BEHALF OF THE GOVERNOR OF ANDHRA PRADESH

This Policy Bond is Electronically Generated, hence signature is not required.

(E.& O.E.)

Please visit : www.apgli.ap.gov.in

IMPORTANT INFORMATION

THE POLICY HOLDER is requested to note the following important provisions of the A.P.G.L.I. DEPARTMENT RULES. Further information can be had from the District Insurance Office concerned.

1. When an Insured official ceases to be in the service of Government before completing the age of 58 years he/she has to choose one of the alternatives given below by giving a written request to the Department within 3 months of such cessation failing which he will be deemed to have agreed to surrender his policy.
 - a) To continue to pay the premium due on his policy till the date of last premium due.
 - b) To surrender the policy, or
 - c) To discontinue the payment of premium and accept a paid-up policy for a proportionately reduce sum.
2. A surrendered policy may be reinstated any time before the payment of surrender value at the discretion of the Director provided the policy holder undergoes medical examination at his own expense and pay up all the arrears of premiums, a paid-up policy can be reinstated like wise.
3. A policy holder who has chosen 1 (a) is allowed to pay the premiums monthly, quarterly, half-yearly or yearly, 15 days grace is allowed when the premium is payable monthly and one month's grace when it is payable otherwise.
4. Bonus at the time of claim will be paid to the claimant as per rates declared by the govt. time to time.
5. No assignment to third party is allowed.
6. All policies are exempted from attachment.
7. The policy holders are advised in their own interest to nominate someone under the provisions of the rules of the department, as otherwise unnecessary complications might arise at the time of settlement of claims.
8. Subject to budget provision a loan can be granted to the subscriber under rule 45 of APGLI Department Rules.
9. The sanctioning authority is authorised to pass orders to effect recoveries of the outstanding Premium/loan together with interest, if any, from the subscriber in such manner as per the rules of the department.
10. If payment of premium is discontinued while in service for any reason, the arrears of premium together with interest at the rate earned by the Fund balances shall be paid.
11. Correct Policy Number assigned has to be quoted in the monthly schedules to avoid suspense. Policy Number assigned shall be recorded on the first page of the service register for record.
12. Present insurable age is between the age group of 21 and 53.

ముఖ్య విషయము

ఆంధ్రప్రదేశ్ ప్రభుత్వ జీవిత బీమా శాఖ నియమావళిలోని ఈ క్రింద ముఖ్య నిబంధనలను దృష్టిలో ఉంచుకొనవలసినదని పాలసీదారును కోరడమైనది. ఇతర వివరములను ఆంధ్రప్రదేశ్ ప్రభుత్వ జిల్లా బీమా కార్యాలయముల నుండి పొందవచ్చును.

1. బీమా చేసిన ఉద్యోగి 58 సంవత్సరముల వయస్సు పూర్తి చేయక ముందే ప్రభుత్వోద్యోగమును విరమించిన యెడల విరమించిన మూడు నెలలలోగా డైరెక్టరుకు లిఖిత పూర్వకమైన నోటీసు ద్వారా ఈ క్రింది పద్ధతులలో ఒక దానిని ఎంచుకొని తెలియజేయవలెను. అట్లు చేయని ఎడల అతని పాలసీని అర్పించుటకు అంగీకరించినట్లు భావించబడును.
 - (ఎ) చివరి ప్రీమియం తేదీవరకు చెల్లించవలెను.
 - (బి) పాలసీని అర్పణ చేయుట లేక
 - (సి) ప్రీమియము చెల్లింపును విరమించి, ఆ దామాషాలో తగ్గించిన మొత్తమునకు చెల్లించిన (పెయిడ్-అప్) పాలసీని స్వీకరించుట.
2. అర్పణ విలువ చెల్లించుటకు ముందు ఎప్పుడైనను డైరెక్టరు వినోదనానుసారము అర్పించిన పాలసీని పునరుద్ధరించ వచ్చును. అయితే పాలసీదారు తన స్వంత ఖర్చుపై వైద్య పరీక్ష చేయించుకొని ప్రీమియము బకాయిలన్నిటిని చెల్లించవలెను. అదే విధముగా చెల్లించిన (పెయిడ్-అప్) పాలసీని కూడా పునరుద్ధరించవచ్చును.
3. 1(ఎ)లో తెలిపిన పద్ధతిని ఎంచుకొన్న పాలసీదారు ప్రీమియములను నెలవారీగా గాని, మూడు నెలలకు, అర్థ సంవత్సరమునకు లేక సంవత్సరమునకు ఒక్కసారి గాని చెల్లించుటకు అనుమతించబడును. నెలవారీగా చెల్లించవలసిన ప్రీమియమునకు 15 రోజులు గడువు, ఇతర విధమైన ప్రీమియములకు ఒక నెల గడువు ఇవ్వబడును.
4. క్లెయిము సమయమునందు చందదారునికి చెల్లించు బోనస్ ప్రభుత్వముచే నిర్ధారించబడును.
5. మూడవ వానికి అప్పగించుటకు ఏ విధముగాను అనుమతించబడదు.
6. అన్ని పాలసీలు జప్తు నుండి మినహాయించబడినవి.
7. శాఖ నియమావళిలోని నిబంధనల ప్రకారము స్వప్రయోజనము దృష్ట్యా ఎవరో ఒకరిని నామనిర్దిష్టము చేయవలసినదని పాలసీదారులందరికి సలహా ఇవ్వడమైనది. అట్లు చేయని యెడల క్లెయిములను పరిష్కరించు సమయమున అనవసరమైన చిక్కులు ఏర్పడవచ్చును.
8. ఆం.ప్ర.ప్ర.జీ.బీ. శాఖ నియమావళిలోని 45వ నిబంధనల క్రింద బడ్జెటు కేటాయింపుకు లోబడి చందదారులకు పాలసీల అర్పణ విలువలో 90 శాతము మేరకు రుణము మంజూరు చేయబడును.
9. ఆంధ్రప్రదేశ్ ప్రభుత్వ బీమా నిధి నియమనిబంధనలనుసరించి ఆదేశించిన రీతిగా చందదారు చెల్లించవలసిన ప్రీమియము/బుణము మరియు వడ్డీ ఏమయినా ఉన్నచో దానితో సహా రాహబట్టుకొను నిమిత్తము ఉత్తరువుజారీ చేయుటకు బీమాధికారికి అధికారము ఇవ్వబడినది.
10. ఏదైన కారణము చేత ప్రీమియం తగ్గింపు చేయని పక్షములో, బకాయి పడిన ప్రీమియంలను బీమానిధిపై పొందే వడ్డీరేటుతో చెల్లించవలసి ఉంటుంది.
11. చందదారుల ప్రీమియం అనామతు ఖాతాలోనికి వెళ్ళకుండా నివారించుటకు గాను నెలసరి షెడ్యూల్లను పాలసీదారుల సరియైన పాలసీ నెంబరు పేర్కొనవలయును. మరియు ఉద్యోగులకు కేటాయించిన పాలసీ నెంబర్లను వారి సర్వీసు రిజిస్టరు మొదటి పేజీలో సమోద చేయవలయును.
12. ప్రస్తుత బీమా అర్హత వయస్సు 21 సం॥ల నుండి 53 సం॥ల లోపు.

DISTRICT INSURENCE OFFICE VIZIANAGARAM

To,

The PRL GDC, G.L.PURAM --

Sir/Madam,

Sub:- Allotment of number and issue of policy to Sri/Smt. **T.RAMASUNKANNA , LECTURER**
Intimation-Reg.

With reference to the subject cited it is to inform that Sri/Smt. **T.RAMASUNKANNA , LECTURER** of your Department had been allotted Policy number **2610559** . Kindly arrange to quote the policy number in the A.P.G.L.I. Schedule for proper accounting of the premium and also record the same in the S.R. of the employee. The premium shall be Compulsorily deducted every month till **31-03-2045** withoutfail.

Yours faithfully,
District Insurance Officer
VIZIANAGARAM

Note: *This letter is electronically generated, hence signature is not required.*