

PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION:  
ANDHRA PRADESH::AMARAVATHI

**Present: K. Sandhya Rani, I.Po.S.,**

Rc.No. 152/ IT Cell/2016

Dated: 27.2.2018.

**Sub:** - CSE – IT Cell – AEBAS- Implementation of Biometric Attendance in all schools in the State – Certain Instructions on marking Leaves in APTels App – Reg.

**Ref:-** 1. Procs. Rc.No 57, dated: 13.02.2017 of the CSE,AP  
2. Meeting with the Aponline Team Dated 27.02.2018

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All the District Educational Officers in the state are informed that the Government of Andhra Pradesh is taking up several IT initiatives in the state to strengthen the School Education System. Among major initiatives taken up by the Department, E-Hazar is one of the prestigious project taken up by the department.

For effective functioning of E Hazard leave management system through APTeLS an App is introduced. In this regard the following are the roles and responsibilities of the Teachers and Drawing officers.


Type of Leaves	Teacher Role & Responsibilities	DDO Role & Responsibilities
Special Casual Leave	Update	Approve
Earned Leave	Update	Approve
Half-pay Leave	Update	Approve
Maternity Leave	Update	Approve
Abortion Leave	Update	Approve
Paternity Leave	Update	Approve
Optional Holiday	Update	Approve
Casual Leave	Auto Update from EHazar	Approve
Extraordinary Leave	-NA-	Update & Approve
Study Leave	-NA-	Update & Approve
Child Care Leave	-NA-	Update & Approve
Local Holiday	-NA-	Update & Approve
Hysterectomy Leave	-NA-	Update & Approve
Composition Leave	-NA-	Update & Approve
Vasectomy Leave	-NA-	Update & Approve
Tubeactomy Leave	-NA-	Update & Approve
Other exceptional Leaves	-NA-	Update & Approve

Therefore, all the District Educational Officers in the state are to issue necessary instructions to all teachers in their respective districts to update the particulars in CSE website/ Mobile App, the concerned Drawing officers shall update/approve the same in their respective logins. The entire process should be done on or before 05.03.2018 without fail.

**Sd/- V.S.Bhargava**  
for COMMISSIONER OF SCHOOL EDUCATION

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To  
All the DEOs in the State  
All the RJDSE's in the State.

  
SUPERINTENDENT  
15/2/2018