

No. CAF/3-11/1256

07 January 2009

**OFFICE MEMORANDUM**

Subject : Introduction of Child Care Leave (CCL) for the women employees of the Institute consequent upon the implementation of the recommendations of the Sixth Central Pay Commission

In terms of O.M. No. 13018/2/2008-Estt.(L) dated 11<sup>th</sup> September, 2008 of the Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India, women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave account. Child Care Leave may also be allowed for the third year as leave not due (without production of medical certificate). It may be combined with leave of the kind due and admissible.

2. Further, Government of India vide its O.M. of even number dated 29 September 2008 has stated :-

- (i) Child Care Leave shall be admissible for two eldest surviving children only.
- (ii) The leave account for child care leave shall be maintained in the proforma enclosed, and it shall be kept along with the personal file of the concerned Institute employee.

3. Again, in O.M. of even number dated 18<sup>th</sup> November, 2008 the following clarifications, with regard to child care leave for women employees, has been mentioned.

- (i) CCL can be availed only if the employee concerned has no Earned Leave at her credit.
- (ii) CCL cannot be demanded as a matter of right. Under no circumstances can any employee proceed on CCL without prior proper approval of the leave by the leave sanctioning authority.
- (iii) The leave is to be treated like the Earned Leave and sanctioned as such.
- (iv) Consequently, Saturdays, Sundays, Gazetted holidays etc. falling during the period of leave would also count for CCL, as in the case of Earned Leave.

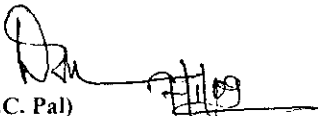
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4. Also in O.M. of even number dated 2<sup>nd</sup> December 2008 it has been further clarified that child care leave sanctioned prior to issuance of O.M. No. 13018/2/2008-Estt.(L) dated 18.11.2008 shall be treated as child care leave and shall be deducted from the Child Care Leave account of the concerned employee of the Institute. No adjustment against any other kind of leave shall be made in this regard. The Child Care Leave sanctioned for the period beyond 18.11.2008 shall however be regulated in terms of clarification issued vide O.M. of even number dated 18.11.2008.

These orders shall take effect from 1<sup>st</sup> September 2008.

All concerned are requested to kindly note the above points before sanctioning Child Care Leave to the women employees of the Institute.

This issues with the approval of the Director.

  
(D.C. Pal)  
Chief Executive (Admn. & Fin.)

*ENCLO : AS STATED*

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(2) Senior Accounts Officer (In-charge, Establishment)

(3) Director's Office (4) C.E. (A&F)'s Office