

INDIAN STATISTICAL INSTITUTE
203, B. T. Road, Kolkata-108

No. CAF/3-11/638

Date: 31.01.2011


OFFICE MEMORANDUM

Subject: Child Care Leave (CCL) in respect of ISI Employees as a result of
Sixth Central Pay Commission recommendations – Clarification regarding.

In terms of Office Memorandum bearing No. 13018/1/2010-Estt.(Leave) dated 7th September, 2010 of the Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India, and in reference to the Institute Office Memorandum NO. CAF/3-11/1256 dated 7th January 2009 regarding Child Care Leave, it has now been decided to delete the condition that the CCL can be availed only if the employee concerned has no Earned Leave at her credit, **subject to the following conditions:-**

- (i) CCL may not be granted in more than 3 spells in a calendar year.
 - (ii) CCL may not be granted for less than 15 days.
 - (iii) CCL should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.
- (2) It is reiterated that the leave is to be treated like Earned Leave and sanctioned as such.
- (3) These orders take effect from 1.9.2008. Earned Leave, if any, availed by women employees before availing CCL subsequent to the issue of the OM No.CAF/3-11/1256 dated 07.01.2009 of Para-4 may be adjusted against CCL, if so requested by the employee.

This issues with the approval of the Director.


(S. K. Iyer) 31/1/2011
Chief Executive (Admn. & Fin.)

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