

OFFICE OF DIRECTOR GENERAL HIGHER EDUCATION, HARYANA, PANCHKULA.

No. 12/14-2010 Ad (3)

Dated, Panchkula, the 23.07.2012

A copy of letter No. 11/102/2009-3FR dated 05.07.2012 received from the Principal Secretary to Govt. of Haryana, Finance Department addressed to the all Heads of Department & other is forwarded to the following for information & necessary action:-

1. All the Principals of Government Colleges & Non Aided Govt. Colleges in the State.
2. All the Commanding Officers, N.C.C. Units in the State.
3. Registrar, K.U. Kurukshetra/ M.D.U., Rohtak/ Ch. Devi Lal University, Sirsa/ Bhagat Phool Singh Mahila Vishvavidyalya, Khanpur Kalan (Sonepat).
4. All the Librarians of Distt./Sub Div. Libraries in the state of Haryana/Librarian, Central State Library, Ambala Cantt.

D.A. As above.

Rajni Kant
Superintendent Administration,
for Director General Higher Education
Haryana, Panchkula

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Dated, Panchkula, the

A copy is forwarded to the following for information & necessary action:-

1. All Headquarter Officers and Head of Branches.
2. PS/D.G.H.E.
3. Steno to Addl. Dir. Admn./J.D.C./A.D. Admn./R.E.
4. All Assistant in Administration Branch.

D.A. As above.

Rajni Kant
Superintendent Administration,
for Director General Higher Education
Haryana, Panchkula

*Keep this circular
leave file
in colleges*

Higher
Education

4/19/12, 1/1/12

1/1/12

Dr
D GHE
16.7.12

From No 11/102/2009-3FR

(12)

Principal Secretary to Government
Haryana Finance Department

To

1. All the Heads of Department
2. Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
3. All Deputy Commissioners and
4. Sub Divisional Officers (Civil) in Haryana.
5. The Registrar, Punjab and Haryana High Court, Chandigarh.

AD (C/O)
AD (Admin)

420-4
Dated, Chandigarh the 5th July, 2012

Subject: Introduction of Child Care Leave (CCL) for women Government employees.

Sir/Madam,

I am directed to invite your attention to Haryana Government, Finance Department's instructions of even number dated 5th February, 2010, 1st October, 2010 and 3rd June, 2011 on the subject noted above. It has also come to notice that the instructions of Child Care Leave are being mis-interpreted, further cases for clarifications on certain were being received in large scale and the request to grant CCL to women Government employees working on adhoc basis/work charged was also under consideration. Keeping in view all above, it has been decided to issue revised consolidated instructions of Child Care Leave for women Government employees.

Government has decided to allow Child Care Leave to women Government employees working on regular basis, adhoc basis and also work-charged women employees to take care of their children at the time of need whether for rearing or to look after any of their needs like examination, sickness etc. This leave will be admissible in the following manner:

1. CCL may be granted for a maximum period of 2 years (i.e. 730 days) during the entire service to a woman Government employee for taking care of her two eldest surviving children below the age of 18 years only. No CCL will be admissible for third or next child irrespective of his age.
2. CCL will not be debited against the leave account but it will be admissible when the concerned woman Government employee has no Earned Leave at her credit.
3. No CCL will be admissible during probation period, however, the same may be granted during extended year, if any, for a period not more than two months.
4. The nature of CCL will be like the Earned Leave, therefore, Saturdays, Sundays, Gazetted holidays etc. falling during the period of leave would also be counted for CCL, as in case of Earned Leave.
5. The leave salary as admissible while on Earned Leave will also be admissible during the period of CCL upto 730 days.
6. CCL may also be allowed for the third year as 'Leave not due' (without production of medical certificate) or it may be combined with leave of the kind due and admissible provided no Earned Leave should be in her credit at that time and leave salary during the third year will be the same as admissible while on 'Leave not due' or leave of the kind due, as the case may be.
7. CCL cannot be demanded as a matter of right and under no circumstances can any employee proceed on CCL without prior sanction of leave by the competent

authority.

- 8 The decision to allow CCL has been taken by Government with the intention to facilitate the women Government employees to take care of their children at the time of need but it does not mean that CCL should disrupt the functioning of the offices/Institutions/ Schools etc. Therefore, it will be the duty of sanctioning authority to keep this in view and to inform the next higher authority regarding position of work while recommending the case of grant of CCL of a woman Government employee working under his control.
- 9 CCL may be sanctioned by the authority already competent under the rules to grant Earned Leave to the concerned woman Government employee for a period of 120 days within India and 240 days out of India. Cases of over and above this extent will be sent to Finance Department, and the same should be sent minimum 30 days before the date of commencement of CCL.
- 10 Any other kind of leave e.g. Maternity leave/ Commuted leave/ Extraordinary leave/Child Adoption Leave/Half Pay leave may be prefixed or affixed to CCL but Earned Leave cannot be affixed to CCL. Earned leave may be availed in combination of CCL but the later cannot be affixed to Earned Leave.
- 11 As per provision in Rule 8.121 of CSR Volume-I Part-I, the period of willful absence can only be converted into EOL only by the leave sanctioning authority, therefore, the period of willful absence or unauthorized absence cannot be converted into CCL.
- 12 The period of earned leave or any other kind of leave already sanctioned or availed cannot be converted into CCL with retrospective effect.
- 13 A spell of CCL will not be less than 30 days and it may be availed in not more than twice in a year. There should be a gap of minimum 30 days between two spells of CCL. The extension in CCL will be admissible only on acute medical grounds.
- 14 A woman employee already on leave (other than CCL) within India or out of India, who submits her application for grant of CCL, the same may be considered provided she submits application one month before the expiry of leave. If CCL is not sanctioned by the competent authority before the expiry of leave, she will have to join her duty.
- 15 CCL is meant for the care of children, therefore, LTC is not admissible while on CCL.
- 16 The leave account of CCL shall be maintained in the proforma enclosed herewith and kept in the Service Book of the concerned woman Government employee.

It may please be brought to the notice of all concerned.

Yours faithfully,

(KUSUM)

Joint Secretary, Finance,
for Principal Secretary to Government
Haryana, Finance Department

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