From

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.

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 5<sup>th</sup> February, 2010; 1<sup>st</sup> October, 2010 and 3<sup>rd</sup> 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.
- 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.
- 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.
- 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

7	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.
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.

Contd.---3.

A copy is forwarded to all the Additional Chief Secretaries & Principal Secretaries to Govt Haryana and the Administrative Secretaries to Government Haryana for information and necessary action.

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(KUSUM)
Joint Secretary, Finance,
for Principal Secretary to Government,
Haryana, Finance Department.

То

- 1. All the Additional Chief Secretaries/ Principal Secretaries to Govt. Haryana.
- 2. All the Administrative Secretaries to Government Haryana.

U.O. No. 11/102/2009-3FR

Dated, Chandigarh the 5th July, 2012.

Endst. No. 11/102/2009-3FR

Dated, Chandigarh the 5th July, 2012.

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

- 1. The State Election Commissioner, Haryana.
- Resident Commissioner, Government of Haryana, Haryana Bhawan, New Delhi.
- 3. The Secretary to Governor of Haryana.
- 4. The Secretary, Haryana Vidhan Sabha, Chandigarh.
- 5. Director of Medical Colleges in Haryana State
- 6. Member Secretary, Haryana Bureau of Public Enterprises.

KUSUM)

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

A copy is forwarded to the Principal Secretary/Additional Principal Secretary-I, II & III/Officer on Special Duty-I, II & III/Media Advisor/Advisor/Senior Secretaries/ Secretaries/ Private Secretaries to the Chief Minister/Ministers/Chief Parliament Secretaries/ Parliament Secretaries of the State for information of Chief Minister/ Ministers/Minister of State/Chief Parliament Secretaries/Deputy Chairman, Planning Board, Haryana.

(KUSUM)

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

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U.O. No. 11/102/2009-3FR

Dated, Chandigarh, the 5th July, 2012.

Proforma for maintaining Child Care Leave Account Period of Child Care Leave Taken			Balance of Child Care Leave		Signature and designation of Head of Office/Certifying Officer
Sr. No	From	• To	Balance	Dated	From
2		***************************************		•	