

No. 11/102/2009-3FR
From
**Financial Commissioner & Principal Secretary to
 Government Haryana, Finance Department.**

These instructions have been
 and clarified
 modified/revised partly vide
 Dated: 01.10.2010 & 03.06.2011.

To

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

Dated, Chandigarh the 5th February, 2010.

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

Sir/Madam,

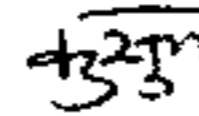
I am directed to invite your attention on the subject noted above and to say that the State Government has decided to allow Child Care Leave to women Government employees to take care of their children at the time of need whether for rearing or to look after any of their needs like examination, sickness 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.
- 2 CCL will not be debited against the leave account but will be admissible when the concerned woman Government employee has no Earned Leave at her credit. The leave account of CCL shall be maintained in the proforma enclosed herewith and kept in the Service Book of the concerned female Government employee.
- 3 The leave salary as admissible while on Earned Leave will also be admissible during the period of CCL upto 730 days.
- 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 It may be availed of in more than one spell.
- 6 CCL may also be allowed to woman Government employee 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 No CCL will be admissible for third or next child irrespective of his age.
- 8 It may be sanctioned by the authority already competent under the rules to grant Earned Leave to the concerned woman Government employee.

It is also clarified here that, no doubt, 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. Further, it cannot be demanded as a matter of right and under no circumstances can any employee proceed on CCL without prior proper sanction of the leave by the competent authority.

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

Yours faithfully,



(KUSUM)

Joint Adviser, Finance,
 for Financial Commissioner & Principal Secretary to
 Government Haryana, Finance Department.

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

(KUSUM)

Joint Adviser, Finance,
for Financial Commissioner & Principal Secretary to
Government Haryana, Finance Department

To

1. All the Financial Commissioner & Principal Secretaries to Govt. Haryana
2. All the Administrative Secretaries to Government Haryana.

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

- 1 The State Election Commissioner, Haryana.
- 2 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 Adviser, Finance,
for Financial Commissioner & 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/Parliament Secretaries/ Deputy Chairman, Planning Board, Haryana.

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Joint Adviser, Finance,
for Financial Commissioner & Principal Secretary to
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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/Parliament Secretaries/ Deputy Chairman, Planning Board, Haryana.

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