

No. 13018/1/2014-Estt(L)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Old JNU Campus, New Delhi 110 067

Dated: 01.04.2016

OFFICE MEMORANDUM

Subject:-Proposals on Child Care Leave (CCL) and Maternity Leave – Reg.

This is regarding proposals on the subject of Maternity Leave and CCL that are under consideration in this Department. In this connection, a workshop was held in DoPT on 28.01.2016 with the stakeholder Departments on the following issues and the consensus emerged as follows:

- (a) **Maternity/CCL in case of surrogacy:** There is no provision at present for any kind of Leave for surrogate/commissioning mothers. It is proposed that 180 days maternity leave may be granted to the surrogate as well as commissioning mothers, in case either/both of them are Government servants. The commissioning mother also requires time for bonding with her child and to take care of him/her and hence would also become eligible for Child Care Leave. Paternity Leave may also be granted in case of surrogacy.
- (b) **Age Limit for CCL in case of disabled children:** It is proposed that the age limit for CCL in case of disabled children needs to be done away with since the requirement of parental care may be more/stronger when the disabled child grows older. It may therefore be allowed to provide for CCL in the case of disabled children – the 'disability' being clearly defined by the Ministry of Social Justice & Empowerment - without any age limit provided the maximum CCL that can be availed remains within the ceiling of 730 days.
- (c) **Leaving HQ/availing LTC while on CCL:** At present leaving headquarters or availing LTC are not permissible during CCL. The underlying intent of CCL is to allow care of up to two children whether for rearing or to look after any of their needs like examination, sickness etc. Thus, it is not restricted to exam and sickness alone. Taking care may also include ensuring their rest and recreation and towards that objective leaving headquarters or availing LTC can be allowed. It is thus proposed that the employees may be permitted to leave headquarters/avail LTC while they are on CCL, provided clearances from appropriate competent authorities are taken while proceeding on foreign travel.

No. H/102/2009-3FR

From

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

To

- 1 All the Heads of Department, Commissioner, Ambala, Hisar, Rohtak and Gurgaon Divisions.
- 2 All Deputy Commissioners and Sub-Divisional Officers (Civil) 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.

No. 11/102/2009-3FR
Government of Haryana
Department of Finance

From

The Financial Commissioner & Principal Secretary to
Government Haryana, Finance Department.

To

1. All Heads of Departments in Haryana.
2. The Registrar, Punjab & Haryana High Court & All District & Sessions Judges in Haryana State.
3. All Commissioners of Divisions, Deputy Commissioners & S.D.Os (Civil) in Haryana.

Dated Chandigarh, the 3rd June, 2011.

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

Sir/Madam,

I am directed to invite your attention to this department's letter No. 11/102/2009-3FR, dated 05.02.2010 & 1.10.2010 on the subject noted above and to say that the State Government has further decided that the Child Care Leave should be got sanctioned in advance and under no circumstances leave already availed or period of unauthorized absence shall be converted into CCL retrospectively.

2. These instructions may please be brought to the notice of all the concerned

Yours faithfully



Under Secretary, Finance

for Financial Commissioner and Principal Secretary
to Govt. Haryana, Finance Department.

A copy is forwarded to the Financial Commissioner and Principal Secretary to Government, Haryana, Revenue & Disaster Management Department and all the Financial Commissioner and Principal Secretaries /Administrative Secretaries to Government, Haryana for information & necessary action.



Under Secretary, Finance

for Financial Commissioner and Principal Secretary
to Govt. Haryana, Finance Department

To

1. The Financial Commissioner and Principal Secretary to Government, Haryana, Revenue and Disaster Management Department.
2. All the Financial Commissioners and Principal Secretaries/Administrative to Government Haryana.

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

Dated, Chandigarh the 3rd June, 2011.

No 11/102/2009-3FR

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 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

No. 11/102/2009-3FR

From

The Financial Commissioners & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All the Heads of Departments in Haryana,
All the Commissioners of Divisions,
All Deputy Commissioners and
All Sub Divisional Officers (Civil) in Haryana
Registrar, Punjab & Haryana High Court, Chandigarh.

Dated, Chandigarh, the 1st October, 2010

Subject : Introduction of Child Care Leave (CCL) during probation period.

Sir/Madam, www.teacherharyana.blogspot.com

I am directed to refer to Finance Department circular letter No. 11/102/2009-3FR, dated 05/02/2010 on the subject noted above and to say that it has been further decided that no Child Care Leave shall be granted to the Haryana Government women employees during the probation period.

Yours faithfully,

Sd/-
(Geeta Bajaj)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

Copies are forwarded to :-

The Financial Commissioner & Principal Secy. to Government, Haryana,
Revenue and Disaster Management Department.
All the Financial Commissioners & Principal Secys./Administrative Secretaries
to Government, Haryana.

Sd/-
(Geeta Bajaj)
Under Secretary Finance,
for Financial Commissioner & Principal Secy. to Govt.,
Haryana, Finance Department.

To

All Financial Commissioner & Principal Secy. to Govt., Haryana,
Revenue and Disaster Management Department.
All the Financial Commissioners & Principal Secys./
Administrative to Government, Haryana.

From

Principal Secretary to Government Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 5th November, 2012.

**Subject: Grant of Child Care Leave (CCL) to Women Government Employees-
Delegation of Power.**

Sir,

www.teacheraryana.blogspot.com

I am directed to invite your attention to Haryana Government Finance Department's letters no. 11/102/2009-3FR dated 5.7.2012, on the subject noted above. Vide these instructions it was clarified that cases would be sent to the Finance Department for sanction of Child Care Leave (CCL) for a period of more than 120 days if to be spent within India and of 240 days if to be spent out of India. On reconsideration it has now been decided that such leave may be sanctioned by the following authorities to the employees working under them:-

S. No.	Authority Competent	Sanction of CCL to the Following employees	CCL upto following extent
1.	Appointing Authority	Employees of Group C & D	Full power upto 730 days
2.	Head of Department	Employees of Group A & B	Upto 120 days
3.	Administrative Secretaries	Employees of Group A & B	Above 120 days

The Administrative Secretary, Heads of Department and Appointing Authority concerned may re-delegate the powers, delegated to them to any officer under them at their headquarter offices on their own overall responsibility and subject to such conditions and restrictions as they may like to impose. Copies of such orders should invariably be endorsed to the Finance Department.

At the time of sanction of Child Care Leave, the sanctioning authority should keep in view that the functioning of Offices/Institutions/ Schools etc. is not to be disrupted. All other terms and conditions mentioned in FD's instructions dated 5th July, 2012 will remain unchanged.

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

Yours faithfully,


(SUBHASH SIHAG)

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

Most Immediate/Email

From

Director Elementary Education, Haryana,
Panchkula.

To

All the DEEOs/BEEOs/Principals,
in the State of Haryana.

Memo No. P/3016/2015-95
Dated: - 21.1.2016.

Subject: - Regarding not permitting CCL till 31.03.2016.

Please refer to the subject noted above.

In view of the fact that Annual Examinations are fast approaching and the Academic Session 2015-16 is nearing culmination, it is hereby directed that no JBT/TGT teacher shall be granted Child Care Leave till 31.03.2016. This order is being issued with a view to improve academic performance of the students and to improve their learning level outcome, pursuant to Haryana Govt. Finance Department circular letter No. 11/102/2009-3FR dated 5th July, 2012 and circular of even No. dated 5th Nov, 2012.


Joint Director, Admn.

for Director Elementary Education Haryana,
Panchkula.

Endst. No.

Dated:- 21.01.2016

A copy of above is forwarded to all the concerned Branch Officers and Superintendents at the Hqs. for information and necessary action.


Joint Director, Admn.

for Director Elementary Education Haryana,
Panchkula.

No. 11/102/2009-3FR/ 28067

From

The Additional Chief Secretary to Government Haryana,
Finance Department.

To

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

Dated, Chandigarh, the 01.02.2016

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, dated 3rd June, 2011 and dated 5th July, 2012 on the subject noted above and to say that the matter has been re-considered to grant the Child Care Leave (CCL) to Haryana Government Women Employees and decided that the condition to exhaust the earned leave at her credit before availing CCL has been withdrawn. Other terms and conditions will remain unchanged.

2. This will be effective from 1st January, 2016.
3. Copy of these orders is also available on website which can be downloaded from the www.finhry.gov.in.

Yours faithfully



(Arun Rishi)

Deputy Secretary Finance

for Additional Chief Secretary to Government Haryana,
Finance Department.

Endst No. 11/102/2009-3FR/ 28067

Dated 01.02.2016

प्रेषक

जिला मौलिक शिक्षा अधिकारी,
सिरसा।

सेवा में

समस्त खण्ड शिक्षा अधिकारी
जिला सिरसा

यादी क्रमांक-स्था-2-15/2396-102 दिनांक 2-12-2015

विषय-

Grant of Child Care Leave to Women Government
Employees-Delegation of Power.

उपरोक्त विषय पर इस कार्यालय के यादी क्रमांक स्था-2-2015/2271-77 दिनांक 26.10.2015 की निरन्तरता में लिखा जाता है कि Principal Sectary to Government Haryana Finance Department के पत्र क्रमांक 11/102/2009-3 एफ0 आर0 दिनांक 05.11.2012 द्वारा युप सी व डी के कर्मचारियों की Child Care Leave की स्वीकृति प्रदान करने की थी। अतः Principal Sectary to Government Haryana Finance Department पत्र के मद 9 के अनुसार Child Care Leave 120 दिन की स्वीकृति Head of Office(DDO) द्वारा प्रदान की जानी है। इसमें किसी भी प्रकार की कोताही व अनावश्यक विलम्ब के लिए विभागिय कार्यवाही के लिए आप स्वयं पूर्णतया जिम्मेवार होंगे।

जिला मौलिक शिक्षा अधिकारी
सिरसा