

PM-MIS  
Admn. No. 175  
Dy. No. 3/10/22  
Date

DIRECTORATE OF SCHOOL EDUCATION,  
CHANDIGARH ADMINISTRATION  
(School-I Branch)

1<sup>st</sup> Floor, Additional Deluxe Building, Sector-9D, Chandigarh - 160009

No.-DSE-UT-S1-11(11)2018/

Dated Chandigarh, the :

To

The District Education Officer,  
Chandigarh Administration.

Subject: - **Policy regarding Child Care Leave to School staff.**

-x-x-x-

Reference on the subject cited above.

It is intimated that The Ministry of Home Affairs has issued notification on 29th March, 2022 vide which in supersession of the Conditions of Service of UT of Chandigarh Employees Rules, 1992, the conditions of service of persons appointed to the services and posts in Group A, B and C under the administrative control of the Administrator of the UT, be the same as the conditions of services of the persons appointed to corresponding services and posts in the Central Civil Services of the Government of India and shall govern by the same rules and orders as are applicable to the latter category of persons w.e.f 1.4.2022.

The education department was earlier regulating the cases of CCL in respect of the teachers of the Education Department in accordance with the Punjab Govt notifications adopted from time to time by the Chandigarh Administration. Now by coming into force the Condition of services of the Central Civil Services employees w.e.f. 1.4.2022, the CCL as admissible to the Central Govt employees is also required to be regulated. Various Office memorandums have been issued from time to time and the provisions contained there under are as under:-

1. That as per notification issued by GOI vide F.No.11012/1/2009-Estt.(L) dated 01.12.2009, Rules 43 (c) in the CCS (leave) Rules, 1972 has been inserted, vide which provision of CCL has been made effective to the Women Govt Employees.
2. A woman Government servant having minor children below the age of eighteen years may be granted child care leave by an authority competent to grant leave, for a maximum period of two years, i.e., 730 days during the entire service for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness, etc.
3. During the period of child care leave, leave salary equal to the pay drawn immediately before proceeding on leave be paid.
4. Child care leave may be combined with Leave of any other kind.
5. Notwithstanding the requirement of production of medical certificate contained in sub-rule (1) of rule 30 or sub-rule (1) of rule 31, leave of the kind due and admissible (including commuted leave not exceeding 60 days and leave not due) upto a maximum of one year, if applied for, be granted in continuation with child care leave granted
6. Child care leave shall not be debited against the leave account.
7. As per O.M.No.13018/2/2008-EStt(L) dated 29.09.2008, CCL Shall be admissible for 2 eldest children below 18 years. Leave account on prescribed Proforma & shall be kept alongwith the Service Book

Period of CCL taken		Balance of CCL		Signature & Designation of certifying officer
From	To	Balance	Date	

8. As per O.M.No.13018.2.2008-Estt(L) dated 18.11.2008 CCL cannot be claimed as a matter of right and govt employee cannot proceed without the approval of the Competent Authority.
9. As per O.M.No.13018/6/2009-Estt(L) dated 03.03.2010, CCL can be allowed to disabled children irrespective of the age (age limit removed vide O.M No 13018/6/2013-Estt (L) dated 22.06.2018). The Minimum Disability of a child should be 40%. The Document relating to the handicap, a certificate from the Govt. employee

regarding dependency of the child is also required. (This will be granted if the child is dependent upon the Govt. Employee)

10. As per O.M.No.13018/1/2010-Estt(L) dated 07.09.2010 CCL may not be granted in more than 3 spells in calendar year. The same also may not be granted in probation period except in case of extreme situation and CCL period to probationer should be minimal.
11. As per O.M.No.13018/6/2013/-Estt(L) dated 03.04.2018, employees of CCL may be permitted to leave Headquarter with the prior approval of competent authority.LTC may also be availed while an employee on CCL. The employee can proceed to foreign provided clearance from competent authority taken in advance.
12. As per O.M.No.13018/6/2013/Estt. (L) dated 22.06.2018 (w.e.f. 13.06.2018), CCL may not be granted for a period less than 5 days at a time.
13. O.M.No.11020/1/2017- Estt(L) dated 30.03.2019 (w.e.f. 14.12.2018), CCL may be granted at 100% salary for the first 365 days & 80% for the next 365 days. The same may be extended to single male parent (unmarried, widower, divorcee), for female single parent, CCL ,may be allowed in 6 spells in one year and for other female may 3 spell in calendar year.

Apart from above, the delegation as prescribed earlier vide letter no. DSE-UT-S1-11(141)2015 dated 29/2/2016, be the same, which is as under:-

Upto 15 days : District Education Officer, Chandigarh  
 Upto 30 days : Dy. Director  
 Above 30 days : Director School Education, Chd. Admn.

The documents required to be attached / check list for the Child Care Leave are as under:-

Checklist for Child Care Leave		
1.	Name of the official	
2.	Designation	
3.	Place of Posting	
4.	Reason for Child Care leave	
5.	Date of birth of the Child (attach proof)	
6.	Date sheet of exam.	
7.	Medical documents of child (in case on medical ground).	
8.	Case duly recommended by Principal/ Head	
9.	Internal arrangement for the studies of Students made or not	
10.	Number of Child care already availed in a Calendar year.	
11.	Number of balance Child Care leave	
12.	Whether the CCL account has been maintained in the prescribed proforma and attached in the service book.	
13.	No complaint enquiry certificate.	
14.	Whether the official is on probation.	
15.	Undertaking to the effect that the child care leave is being availed amongst the two eldest surviving children.	
16.	In case of child care leave is being availed for disabled child then whether disability certificate attached, certificate of dependency upon the govt employee may also be attached.	

Registrar Education (S),  
 for Director School Education,  
 Chandigarh Administration.

Endst. No. Even / 7001

Dated:- 28/10/22

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

1. The Deputy Director-I o/o DSE, U.T., Chandigarh
2. The Deputy Director-II o/o DSE, U.T., Chandigarh
3. The Registrar Education (S) o/o DSE, U.T., Chandigarh
4. The Supdt. School-II o/o DSE, U.T., Chandigarh
5. PA/DSE
6. Project Manager, MIS, Samagra Shiksha, U.T., Chandigarh

Registrar Education (S),  
 for Director School Education,  
 Chandigarh Administration.