

**Government of West Bengal
Finance Department
Audit Branch**

No. : 1364-F(P)

Kolkata, the 15th February, 2012

M E M O R A N D U M

Consequent upon recommendation of the Fifth State Pay Commission for introduction of 'Child Care Leave' in favour of female State Government Employees, the matter has been under consideration of the Government for some time past.

After careful consideration of the matter, the undersigned is directed by order of the Governor to say that the Female Govt. employees having minor children may be granted Child Care Leave (CCL) by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service period for taking care of upto two children upto 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc. subject to the following conditions :

- (i) During the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (ii) It may not be granted in more than 3 (three) spells in a calendar year.
- (iii) It may not be granted for less than 15 days in a spell.
- (iv) Child Care Leave shall not be debited against the leave account.
- (v) It may be combined with leave of the kind due and admissible.
- (vi) Child Care Leave should not ordinarily be granted during the Probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.
- (vii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
- (viii) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.

2. This order shall take effect from 1st January, 2012.

3. Formal amendments in the relevant rules of the West Bengal Service Rules will be made in due course.

**Sd/- A.K. Das
Joint Secretary to the
Government of West Bengal,
Finance Department.**

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