

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(INTEGRATED LAW CELL)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091**

No. 08 –ILC/ OM-131L/15

Date: 13.01.2016

MEMORANDUM

Consequent upon issuance of Finance Department Memo No. 5560-F (P) dated 17.07.2015 and No. 5780-F (P) dated 29.07.2015 regarding extension of benefit of Child Care Leave (CCL) for a period of 2 (two) years, i.e. 730 days to the regular female employees of Government-aided Colleges, State-aided Universities and other Statutory Bodies coming under the administrative jurisdiction of this Department, the issuance of a guidelines in this regard granting the actual benefit to such female employees and laying down the terms and conditions for the said leave, has been under active consideration of this Department for sometime past.

After careful consideration of the matter, the Governor is hereby pleased to extend the benefit of Child Care Leave (CCL) for a maximum period of 2 (two) years, i.e. 730 days to the regular whole-time permanent female teaching and non-teaching employees of Government-aided Colleges, State-aided Universities and the regular/ permanent female employees of the West Bengal State Council of Higher Education, West Bengal College Service Commission and the West Bengal Joint Entrance Examinations Board subject to the following terms and conditions:–

- (i) The Child Care Leave (CCL) will be admissible for a maximum period of 2 (two) years, i.e. 730 days during the entire period of service for taking care of up to 2 (two) children up to 18 years of age, whether for rearing or to look after any of their needs like examinations, sickness etc.
- (ii) During the period of such leave, the female employee concerned shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (iii) CCL may not be granted in more than 3 (three) spells in a calendar year.
- (iv) CCL may not be granted for less than 15 days in a spell.
- (v) Child Care Leave (CCL) shall not be debited against the leave account.
- (vi) It may be combined with leave of the kind due and admissible.
- (vii) Child Care Leave (CCL) should not ordinarily be granted during the probation period except in case of certain extreme situation 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.

- (viii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
- (ix) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.
- (x) While granting Child Care Leave, the leave sanctioning authority should ensure that not more than one employee (teachers or non-teaching) of a particular department/ faculty/ office is granted such leave during the same time, so as to ensure there is no disruption or disturbance in the conduct of duties/ service.
- (xi) A separate roster at the beginning of the year is to be maintained by the sanctioning authority. At the time of sanctioning the leave, the classes assigned to the incumbent concerned should not suffer.

2. The Universities concerned and the West Bengal State Council of Higher Education, West Bengal College Service Commission and the West Bengal Joint Entrance Examinations Board are hereby advised to amend their relevant Statutes/ Regulations/ Ordinances/ rules/ by-laws etc, in this regard in due course.

By order of the Governor,

SD/- M. Ray
Secretary
Higher Education Department