

From

The Director General, Higher Education, Haryana,
Panchkula.

To

The Principal,
All Government Colleges in the state of Haryana.

Memo.No.14/3-2014-C-I(I) Dated Panchkula, the 27-1-2015

Subject:

**Grant of Child Care leave to Women employees
of Haryana.**

In continuation of this office letter No.14/3-2014-CI(I) dated 17-1-2014 and 31-12-2014 on the subject noted above.

According to Haryana Government instructions issued vide No. 11/102/2009-3 FR dated 5-2-2010 and clarification of even No dated 1.10.2010, 3-6-2011, 5-7-2012 and 5-11-2012 Women Employees of Haryana are allowed to avail Child care leave to take care or look after any of their children's needs like examinations, sickness etc. The period of this leave is maximum 730 days during the entire service for taking care of their two eldest children below the age of 18 years only. It has been noticed that practically this facility is not being utilised properly according to rules.

It is, therefore, requested that while sending the cases for Child Care Leave the following points must be kept in view:-

i)The applicant must attach her undertaking with the CC Leave proforma that her child is not well and needs special care and the medical certificate should be got countersigned by the concerned Civil Surgeon.

ii)If the leave is required for exams of the child, the certificate of the concerned educational institute must be attached.

iii)Concerned Principal should certify that there will be no extra financial burden on the State exchequer.

iv)The certificate of the institution where the child is studying must be attached in which the attendance as well as health status of student for which CCL is demanded be clear.

It is, therefore, requested that the above instructions must be complied with strictly.

Please acknowledge receipt.


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for Director General Higher Education
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