



मुख्यालय  
HEADQUARTERS OFFICE

कर्मचारी राज्य बीमा निगम

EMPLOYEES' STATE INSURANCE CORPORATION  
(An ISO 9001-2000 certified organisation)

पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली-2

PANCHDEEP BHAWAN C.I.G MARG NEW DELHI-2

Website: [esic.nic.in/](http://esic.nic.in/) Ph- 011-25234092-

No. A-27/17/6<sup>th</sup> CPC/10/2008-E.III

Dated: 31.01.2011

## MEMORANDUM

**Sub: Child Care Leave in respect of Central Government employees - Clarification regarding.**

A copy of the Office Memorandum issued by Government of India, Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training vide their O.M. No. 13018/1/2010-Estt.(Leave) dated 30.12.2010 on the above subject is hereby forwarded for information and necessary action.

This issues with the approval of Financial Commissioner.

Hindi version will follow.

**ASSISTANT DIRECTOR**

Encl.: As above.

To

All Regional Directors/Jt. Directors, I/c/Dir.(M) Delhi/ Medical Superintendents ESI Hospitals, Basaidarapur/ Jhilmil/ Okhla, New Delhi/ Noida/ K.K. Nagar, Chennai/ Joka (Kolkata), All ESIC Model Hospital/ Jt. Director-E-V (Hqrs.)/ SSMC/SMC.

Copy forwarded to:-

- 1 All Jt. Director (Fin.)/ Dy. Director (Fin.) of all Hospitals/Model Hospitals.
- 2 Director (Fin.), Hqrs.
- 3 ✓ Director (System) with the request to upload this Memorandum in the web site of ESIC.
- 4 ✓ Raj Bhasha Cell for Hindi Translation.
- 5 ✓ Guard File/Spare copies.

**ASSISTANT DIRECTOR**

No. 13018-F/2010-Fstt. (Leave)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel & Training)

New Delhi, the 30<sup>th</sup> December, 2010

Office Memorandum

Sub: Child Care Leave to Central Government employees - regarding

The undersigned is directed to say that subsequent to issue of this Department OM of even number dated 07/09/2010, this Department has been receiving references from various Departments, seeking clarifications. The doubts raised are clarified as under:-

1. Whether Earned Leave availed for any purpose can be converted into Child Care Leave? How should applications where the purpose of availing leave has been indicated as 'Urgent Work' but the applicant claims to have utilized the leave for taking care of the needs of the child, be treated?

Child Care Leave is sanctioned to women employees having minor children, for rearing or for looking after their needs like examination, sickness etc. Hence Earned Leave availed specifically for this purpose only should be converted.

2. Whether all Earned Leave availed irrespective of number of days (i.e. less than 15 days) and number of spells can be converted? In cases where the CCL spills over to the next year (for example 30 days CCL from 27th(December), whether the Leave should be treated as one spell or two spells?

No. As the instructions contained in the OM dated 7.9.2010 has been given retrospective effect, all the conditions specified in the OM would have to be fulfilled for conversion of the Earned Leave into Child Care Leave. In cases where the leave spills over to the next year, it may be treated as one spell against the year in which the leave commences.

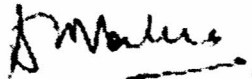
3. Whether those who have availed Child Care Leave for more than 3 spells with less than 15 days can avail further Child Care Leave for the remaining period of the current year?

No. As per the OM of even number dated 7.9.2010. Child Care Leave may not be granted in more than 3 spells. Hence CCL may not be allowed more than 3 times irrespective of the number of days or times Child Care Leave has been availed earlier. Past cases may not be reopened.

4. Whether LTC can be availed during Child Care Leave?

LTC cannot be availed during Child Care Leave as Child Care Leave is granted for the specific purpose of taking care of a minor child for rearing or for looking after any other needs of the child during examination, sickness etc.

Hindi version will follow.

  
(Simmi R. Nakra)  
Director

To  
All Ministries/Departments of the Govt. of India, etc.  
(As per standard mailing list)