MEMORANDUM

Subject: Delegation of Powers – Sanction of Child Care Leave (CCL).

As per DOPT instructions female Government servants can avail CCL facility only with prior approval of the competent authority and in ESI Corporation, Medical Superintendents / SSMCs / SMCs / D(M)D are empowered to sanction leave of any kind up to a period of 45 days and maternity leave. Other cases are being forwarded to Headquarters for sanction. This exercise is time consuming and CCL could not be sanctioned in advance. Secondly, it is felt that Medical Superintendents / SSMCs / SMCs / DMD being the immediate supervising officer have to manage the hospital / have to take care of patients interest and they are the first person who knows about the number of medical officers applying for CCL from his/her hospital, from each department.

In view of above, the Director General has ordered even in cases where period of CCL is more than 45 days Child Care Leave (CCL) applied by the Medical Officers may be sanctioned by the controlling officer i.e. Director (Medical) Delhi/Noida / SSMCs/SMCs and Medical Superintendents subject to administrative exigencies so as to expedite the process. In case of denial of leave, the same must be informed to the concerned medical officer immediately i.e. before she proceeds for the leave. Further, the copy of the leave order where CCL is sanctioned for more than 45 days, may be endorsed to this office for information and record.

(U. S. MALHOTRA)
Jt. Director (Medical)

To,
1. Director (Medical) Delhi, ESI Scheme, Tilak Vihar, New Delhi.
2. All the Medical Superintendents.
3. All (Senior) State Medical Commissioners.
4. MSU Branch with the request to add in DOP.
5. Guard File/ Spare
6. System Branch, ESIC Hqrs. Office for uploading it on ESIC website.