

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
(SECONDARY BRANCH)
BIKASH BHAVAN, SALT LAKE CITY, KOLKATA-91

No. 713(4)-SE/S/2L-03/15 (Pt. I)

Dated: 30.07.2015

From : L. Agarwala,
Joint Secretary to the Govt. of West Bengal.

To : 1. Commissioner of School Education, Bikash Bhavan,
7th floor, Salt Lake, Kolkata- 700 091.
2. Chairman, School Service Commission, West Bengal
"Acharya Sadan", 11 & 11/1, Block-EE, Sector-II, Salt Lake,
Kolkata- 700 091.
3. Chairperson, West Bengal Higher Secondary Council
"Vidyasagar Bhavan", 9/2, Block-DJ, Salt Lake, Kolkata- 700 091.
4. President, West Bengal Board of Secondary Education,
"Nivedita Bhavan", Karunamoyee, Block-DJ-8, Sector-II, Salt Lake,
Kolkata- 700 091.

In enclosing a copy of memo no. 5560-F(P) dated 17.07.2015 issued by the Finance (A) Department regarding extension of benefit of the Child Care Leave for a maximum period of 2 (two) years i.e. 730 days to the regular female teaching and non-teaching employees of Government Sponsored/Non-Govt. aided Schools, Boards, District Primary School Councils, School Service Commission as well as to the regular female employees of Panchayat Raj and other Local Bodies, Undertakings, Corporations, Statutory Bodies, The undersigned is directed to state that benefit of the CCL may be extended to the incumbent under your administrative control following the Guideline contain in the said memo.

Necessary amendments in the relevant Leave Rules will be made in due course.

Sd/-
Joint Secretary

No. 713(4)/1(27)-SE/S/2L-03/15 (Pt. I)

Dated: 30.07.2015

Copy forwarded with enclosure for information and necessary action to:-

1. The Joint Secretary (All) of this Department.....
.....
2. The District Inspector of Schools (SE), Bankura,
P.O. & District: Bankura – PIN – 722 101.
3. The District Inspector of Schools (SE), Birbhum,
P.O. Suri, District: Birbhum – PIN – 731 101.
4. The District Inspector of Schools (SE), Burdwan,
Siksha Bhavan, Kachhari Road, P.O. & District: Burdwan – PIN – 713 101.
5. The District Inspector of Schools (SE), Coochbehar,
P.O. & District: Coochbehar – PIN – 736 101.

Contd-2

6. The District Inspector of Schools (SE), Purulia,
Zilla Shiksha Bhavan (Near Zilla School), P.O. & District: Purulia – PIN – 723 101.
7. The District Inspector of Schools (SE), Maldah,
Siksha Bhawan, Ground Floor, Atul Chandra Market, P.O. & Dist.: Maldah,
PIN – 732 101.
8. The District Inspector of Schools (SE), Murshidabad,
P.O. Berhampore Dist.: Murshidabad – PIN – 742 101.
9. The District Inspector of Schools (SE), Nadia,
"Barnaparichay Bhavan" P.O. Krishnagar, District: Nadia – PIN – 741 101.
10. The District Inspector of Schools (SE), 24 Pgs. (North)
P.O. Barasat, 16/1, K.K. Mitra Road, Kolkata, PIN – 700 124.
11. The District Inspector of Schools (SE), Howrah,
18, Nityadhan Mukherjee Road, (3rd floor), Howrah - 711 101.
12. The District Inspector of Schools (SE), Hooghly,
Siksha Bhavan, P.O. Pipulpati, District: Hooghly, Pin - 712 103.
13. The District Inspector of Schools (SE), Jalpaiguri,
P.O. & District: Jalpaiguri – PIN – 735 101.
14. The District Inspector of Schools (SE), Siliguri,
Nandalal Basu Sarani, College Para, Hakim Para Road,
P.O. Siliguri, District: Darjeeling – PIN – 734 001.
15. The District Inspector of Schools (SE), Uttar Dinajpur,
P.O. Karnojora, District: Uttar Dinajpur – PIN – 733 130.
16. The District Inspector of Schools (SE), Dakshin Dinajpur,
P.O. Balurghat Dist.: Dakshin Dinajpur – PIN – 733 101.
17. The District Inspector of Schools (SE), Paschim Medinipur,
Siksha Bhavan, Head Post Office Road, P.O. Medinipur Dist. Paschim Medinipur,
PIN – 721101.
18. The District Inspector of Schools (SE), Purba Medinipur,
P.O. Tamluk Dist.: Purba Medinipur – PIN – 721 636.
19. The District Inspector of Schools (SE), South 24-Parganas,
New Administrative Building, 5th floor, P.O. Alipore, Kolkata - 700 027.
20. The District Inspector of Schools (SE), Kolkata, Siksha Bhavan,
27A, Bose Pukur Road, Kolkata - 700 042.
21. The District Inspector of Schools (SE), Darjeeling, Nandalal Basu Sarani, P.O. &
District – Darjeeling, Pin – 734 101.
22. The District Inspector of Schools (SE), Barrackpore, 15 No. Rail Gate,
Nonachandanpukur, P.O – Barrackpore, District – North 24 Parganas.
Kolkata – 700 122.


Asstt. Secretary

Government of West Bengal
Finance (Audit) Department
'Nabanna',
Howrah-711 102

No.5560-F(P)

Dated, the 17th July, 2015.

MEMORANDUM

The matter regarding extension of benefit of the Child Care Leave for a maximum period of 2 (two) years i.e. 730 days to the regular female teaching and non-teaching employees of Government sponsored/Non-Govt. aided Schools, Boards, District Primary School Councils, School Service Commission as well as to the regular female employees of Panchayat Raj and other Local Bodies, Undertakings, Corporations, Statutory Bodies was under active consideration of the State Government.

Now after careful consideration, the Governor is hereby pleased to decide to extend the said benefit to the regular female employees of the educational institutions, establishments, organizations, entities etc. as mentioned above subject to the following conditions -

- i) The same will be admissible during the entire period of service for taking care of upto 2 (two) children upto 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc.
 - ii) During the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
 - iii) It may not be granted in more than 3 (three) spells in a calendar year.
 - iv) It may not be granted for less than 15 days in a spell.
 - v) Child Care Leave 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 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.
 - 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.
2. This order shall take effect from 1st August, 2015.
3. Necessary amendments in the relevant rules or regulations or bye-laws as applicable may be made by the concerned administrative department in due course.

Sd/- A. K. Das
O.S.D. & E.O. Joint Secretary to the
Government of West Bengal

No.5560/1(500)-F(P)

Dated, the 17th July, 2015.

Copy forwarded for information to and necessary action to :

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 700 001.
2. The Additional Chief Secretary/Principal Secretary/Secretary,-----
Department, Government of West Bengal
3. The Divisional Commissioner.....Division.
4. The District Magistrate/Judge,
5. The Sub-Divisional Officer.....
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-12
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I,Hyde Lane,Kolkata-700073
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Market, Salt Lake,Kolkata-106
9. The Treasury Officer.....
10. O.S.D & Ex-Officio Joint Secretary & System Analyst for uploading in the website.

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17/7/15
O.S.D. & E.O. Joint Secretary to the
Government of West Bengal