

**Government of West Bengal**  
**Finance (Audit) Department**  
**Nabanna**  
**Howrah-711102**

No.6444-F(P)

Date: 27.08.2015

**MEMORANDUM**

Benefit of Child Care Leave for a maximum period of 2(two) years i.e.730 days has been extended to the regular female employees of the educational institutions, establishments, organizations, entities etc. and the Government sponsored and non-Government aided colleges as well as state aided Universities vide Finance Department Memo.No.5560-F(P) dt. 17.07.2015 read with No.5780-F(P) dt. 29.07.2015.

Now confusion has arisen as to applicability of clause (viii) of Finance Department Memo.No.5560-F(P) dt. 17.07.2015 in educational institutions as there is no provision for Earned Leave there.

To remove such confusion, the following proviso under clause (viii) of Finance Department Memo.No.5560-F(P) dt. 17.07.2015 is added.

Provided where there is no provision for Earned Leave, maximum period of Child Care Leave in a spell will be 60 days.

Provided further that in exceptional circumstances the leave sanctioning authority may extend such leave i.e. Child Care Leave in a spell upto 120 days.

Other conditions for granting such leave will remain same.

Sd/- A. K. Das

OSD & EO Joint Secretary to the  
Government of West Bengal

No.6444/1(400)-F(P)

Date :27.08.2015

Copy forwarded for information and taking necessary action to:

- 1) The Principal Accountant General (A&E) West Bengal, Treasury Buildings, Kolkata-700 001.
- 2) The Addl.Chief Secretary/ Principal Secretary/ Secretary, \_\_\_\_\_  
Department, Government of West Bengal
- 3) The Divisional Commissioner, \_\_\_\_\_ Division
- 4) The District Magistrate/District Judge, \_\_\_\_\_
- 5) The Sub-Divisional Officer, \_\_\_\_\_
- 6) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
- 7) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-700 073.
- 8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Market, 1<sup>st</sup> Floor, Salt Lake, Sector-III, Kolkata-700 106.
- 9) The Treasury Officer, \_\_\_\_\_
- 10) O.S.D. & Ex-Officio Joint Secretary & System Analyst for uploading in the Finance Department Website.



Assistant Secretary to the  
Government of West Bengal