

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

No.5560-F(P)

Dated, the 17<sup>th</sup> 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 1<sup>st</sup> 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 17<sup>th</sup> 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.

*Ant*  
*17/7/15*

O.S.D. & E.O. Joint Secretary to the  
Government of West Bengal