

Government of West Bengal
Department of Health & Family Welfare
MERT Branch
Swasthya Bhavan, GN - 29, Salt Lake City,
Kolkata - 700091

No: HF/O/MERT / 632 / W - 50/2012

Dated: Kolkata, the 18th May 2012

From: The Special Secretary to the Government of West Bengal


To:

1. Director of Medical Education, West Bengal.
2. The Director of Health Services, West Bengal.
3. The Principal: Medical College, Kolkata / NRS Medical College, Kolkata / R.G. Kar Medical College, Kolkata / CNMC, Kolkata / Burdwan Medical College, Burdwan / BSMC, Bankura / NBMC, Darjeeling / Midnapore Medical College, Paschim Midnapore / Malda Medical College, Malda / College of Medicine & Sagore Dutta Hospital, Kamarhati / CSS, Kolkata / Dr. B. C. Roy Postgraduate Institute of Pediatric Sciences, Kolkata / ID & BG Hospital, Kolkata / Murshidabad Medical College & Berhampore New General Hospital, Murshidabad.
5. The Director, IPGME&R, Kolkata / IHTM, Kolkata / ICVS, IPGME&R, Kolkata / ICVS, R G Kar Medical College, Kolkata.
6. The MSVP: Medical College & Hospital, Kolkata / NRS Medical College & Hospital, Kolkata / R.G. Kar Medical College & Hospital, Kolkata / CNMC & Hospital, Kolkata / Burdwan Medical College & Hospital, Burdwan / BSMC & Hospital, Bankura / NBMC & Hospital, Darjeeling / Midnapore Medical College & Hospital, Paschim Midnapore / Malda Medical College & Hospital, Malda / College of Medicine & Sagore Dutta Hospital, Kamarhati / CSS, Kolkata / Dr. B. C. Roy Postgraduate Institute of Pediatric Sciences, Kolkata / ID & BG Hospital, Kolkata / Murshidabad Medical College & Berhampore New General Hospital, Murshidabad.
7. The Chief Medical Officer of Health, _____ (all districts);
8. Deputy Chief Medical Officer - I / II / III _____ (all districts)
9. Assistant Chief Medical Officer of Health, _____ (all districts)
10. Superintendent, _____ (all District Hospitals / State General Hospitals / Sub-divisional Hospitals / Other Hospitals);
11. Block Medical Officers of Health, _____ (all districts)

Sub: Child Care Leave.

Sir / Madam,

The Government of West Bengal has introduced "Child Care Leave" in favour of female employees having minor children for a maximum period of two years (730 days) vide Finance Department order number 1364-F(P) dated 15-02-2012, a copy of which is annexed herewith for information and necessary action.


Special Secretary

**Government of West Bengal
Finance Department
Audit Branch**

No. : 1364-F(P)

Kolkata, the 15th February, 2012

MEMORANDUM

Consequent upon recommendation of the Fifth State Pay Commission for introduction of 'Child Care Leave' in favour of female State Government Employees, the matter has been under consideration of the Government for some time past.

After careful consideration of the matter, the undersigned is directed by order of the Governor to say that the Female Govt. employees having minor children may be granted Child Care Leave (CCL) by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service period for taking care of upto two children upto 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc. subject to the following conditions :

- (i) During the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (ii) It may not be granted in more than 3 (three) spells in a calendar year.
- (iii) It may not be granted for less than 15 days in a spell.
- (iv) Child Care Leave shall not be debited against the leave account.
- (v) It may be combined with leave of the kind due and admissible.
- (vi) 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.
- (vii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
- (viii) 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 January, 2012.

3. Formal amendments in the relevant rules of the West Bengal Service Rules will be made in due course.

**Sd/- A.K. Das
Joint Secretary to the
Government of West Bengal,
Finance Department.**

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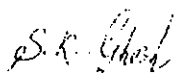
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No. : 1364/1(500)-F(P)

Kolkata, the 15th February, 2012

Copy forwarded for information and necessary action to :-

01. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata - 700 001.
02. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata - 700 001.
03. The Director of Treasuries & Accounts, West Bengal, New India Assurance Buildings, 4, Lyons Range, Kolkata - 700 001.
04. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012.
05. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Buildings, Kolkata - 700 073.
06. The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata - 700 001.
07. The Accounts Officer, West Bengal Secretariat, Bikash Bhawan, Salt Lake, Kolkata - 91.
08. The Sub-Divisional Officer,
09. The District Magistrate/Judge,
10. The Treasury Officer,
11. The , Department/Directorate.
12. The Commissioner,
13. The Principal, Industrial Training Institute,
14. The Superintendent of Police,
15. The Superintending Engineer/Ex. Engineer,
16.Branch/Group of Finance Department,
Government of West Bengal.


**Assistant Secretary to the
Government of West Bengal,
Finance Department.**