

All Concerned

Sub: Child Care leave to female railway employees – System improvement.

In terms of Board's letter dated 23.10.2008 [SC No. 144/08] women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e.730 days) during their entire service for taking care of upto **two eldest surviving children** whether for rearing or to look after any of their needs like examination, sickness etc. CCL shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. CCL shall not be debited against the leave account but maintained as a separate account in the prescribed proforma and kept along with the Service Book of the employee concerned.

Subsequently Board in their letter dated 12.12.2008 have clarified that CCL is to be treated like earned leave and sanctioned as such and the employee cannot proceed on CCL without prior proper approval by the leave sanctioning authority.

Despite the above instructions, it has been observed by the Vigilance department during the preventive checks conducted on the Divisions/Units that no proper procedure is being followed in regard to grant / accountal of CCL . The bill clerks are drawing salary without ensuring that the CCL is sanctioned or otherwise by the competent authority. There is no system of ensuring the fulfillment of basic condition of applicability of CCL in favour of two eldest surviving children. Vigilance also pointed out that in majority cases CCL is being sanctioned retrospectively in a casual manner.

CCL being restrictive, subject to fulfillment of certain conditions stipulated by Board, henceforth, the following procedure should be adopted in order to avoid any kind of misuse of the privilege:

1. The CCL is to be sanctioned in favour of female railway employees duly observing the basic condition that it is applicable to two eldest surviving children below the age of 18 years. A declaration together with the authenticated copies of certificates indicating the date of birth of the minor child/children should be submitted by the employee initially, for grant of CCL, with a copy to SR & Leave section.
2. No employee should proceed on CCL without the prior sanction of the competent authority.
3. A memorandum communicating the sanction should be issued marking to all concerned.
4. The application for grant of CCL should be dealt with in personal files of employees or regular leave files instead of processing in pilot files, to ensure proper record keeping.
5. The record of CCL is to be necessarily placed in the Service Register of the employee as a permanent record together with the copies of the sanction memorandum.
6. Henceforth, the record of CCL should be maintained in the following proforma:

PROFORMA FOR MAINTAINING CHILD CARE LEAVE ACCOUNT

Name[s] of two eldest surviving children : 1.
with Date of birth[s] [authenticated] 2.

DOB:
DOB:

Period of CCL taken			Balance of CCL		Signature & Designation of the Certifying officer
From	To	Name of child against whose account CCL is sanctioned	Balance	Date	
[1]	[2]	[3]	[4]	[5]	[6]

5. Drawal of leave salary should be linked to the issue of sanction memorandum. Bill clerks should not draw salary of an employee on CCL unless a copy of sanction memorandum is received.

This issues with the approval of the competent authority.
