



No.P[R] 420/VII

Headquarters Office,  
Personnel Department,  
Secunderabad.  
Date: 09-06-2022.

All Concerned

Sub: Drawal of salary during Child Care Leave (CCL) - reg

Ref: This office letters of even No. dated 21.10.2020 &amp; 19.07.2021.

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Railway Board vide their RBE No.64/2019 dated 23.04.2019 issued amendments to Chapter 5 of Indian Railway Establishment Code on Leave Rules. Rule 551 (E) (4) which stipulates that during the period of Child Care Leave (CCL), a female railway servant and a single male railway servant shall be paid 100% of the salary for the first 365 days and at 80% of the salary for the next 365 days and these amendments have retrospective effect from 14.12.2018.

Vide this office letters cited all the concerned were advised to review the cases of CCL granted to employees above 365 days from 14.12.2018 and recover overpayment if any from such employees immediately. Any lapses in this regard will be viewed seriously, and responsibility will be fixed for irregular payments.

Even after the above instructions, preventive checks conducted by Vigilance department revealed that full salary is being allowed to employees who have availed Child Care Leave beyond 365 days and recoveries were also advised in such cases noticed by Vigilance.

In order to streamline the system and to avoid irregularities observed in the cases of Child Care Leave (CCL), the following system improvement is suggested for strict adherence/compliance:

1. Vide RBE No.158/2008, Board has circulated the proforma to be maintained for Child Care Leave and also advised to kept the same along with Service Book of Government servant concerned. The same should be followed invariably.
2. At the time of sanction of child care leave, the balance should also be mentioned in the noting by the dealing staff duly enclosing the leave sheet so maintained in the SR, so that the same can be cross-checked by the sanctioning officer.
3. The details of sanctioned CCL may be suitably entered in the IPAS from the Cadre menu -> leave option -> special leave posting -> type of leave to be selected as CCL, so that 80% of salary will automatically arrive as per the days entered.

Please acknowledge the receipt and ensure strict adherence of the above guidelines.

This issues with the approval of CPO/Gaz.

  
(G. Srinivasa Naik)  
SPO/Bills

for Principal Chief Personnel Officer

Copy to PFA/SC & GM/CRIS for making necessary changes in the IPAS programme.