

Indira Gandhi Medical College & Research Institute

(A Government of Puducherry Institution functioning under Perunthalaivar Kamaraj Medical College Society)

Vazhudavur Road, Kathirkamam, Puducherry – 605 009

Telephone: 0413-2277545 - Fax: 0413-2277289 -Email: puducherrymedicalcollege@gmail.com

No. 132/IGMC&RI/Estt./Cir/A1/2025/233/ dated - 4 JUN 2025

CIRCULAR

Sub: IGMC&RI - Guidelines for Availing Child Care Leave (CCL) for Faculty and other Staff members – Instructions – Issued.

..-

In accordance with the Central Civil Services (Leave) Rules, 1972, as amended from time to time, the following guidelines regarding with the availing of Child Care Leave (CCL) are communicated for information and compliance of all faculty members and staff of this Institute.

1. Right of Leave:

- o Leave cannot be claimed as matter of right and under no circumstances can any employee proceed on CCL without prior approval.
- o When the exigencies of public service so require, child care leave may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the child care leave due and applied for except at the written request of the Government servant.

2. Eligibility:

- o Female government servants and single male government servants with minor children (below 18 years of age) are eligible for CCL. In respect of a child with minimum disability of forty percent, it is permitted for an offspring of any age subject to submission of certificates.
- o The term "single male government servant" refers to unmarried, widowed, or divorced government servant.

3. Quantum of Leave:

- o A maximum of 730 days (two years) of CCL may be granted during the entire service to take care of up to two children, whether for rearing or to look after their needs such as examination, sickness, etc.
- o CCL is not admissible if the child has attained the age of 18 years.

4. Leave Salary:

- o During the first 365 days of CCL, the employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- o For the subsequent 365 days, the leave salary shall be reduced to 80% of the pay drawn immediately before proceeding on leave.

Indira Gandhi Medical College & Research Institute

(A Government of Puducherry Institution functioning under Perunthalaivar Kamaraj Medical College Society)

Vazhudavur Road, Kathirkamam, Puducherry – 605 009

Telephone: 0413-2277545 - Fax: 0413-2277289 -Email: puducherrymedicalcollege@gmail.com

5. Conditions for Grant:

- CCL may not be granted for a period less than five days at a time.
- It may be availed in more than one spell, subject to a maximum of three spells in a calendar year for female employees and six spells for single female employees.
- CCL shall not be granted during the probation period except in exceptional circumstances where the leave sanctioning authority is satisfied about the need for CCL, provided the period for which such leave is sanctioned is minimal.
- The leave sanctioning authorities are bestowed with the power to relax up to a maximum of three spells beyond the existing three spells of Child Care Leave in a calendar year to female Central Government employees and single male Central Government employees in case their child is admitted in a hospital as inpatient.
- Intervening holidays will count as CCL as in the case of EL.
- CCL may be availed during LTC.
- An employee on CCL may be permitted to leave headquarters with prior approval of Competent Authority. Employee may also proceed on foreign travel with clearance from appropriate Competent Authorities in advance.
- For smooth running of this Institution, CCL may be normally granted for 15 days based on the need of employee. Grant of CCL beyond 15 days may be considered by Leave Sanctioning Authority after taking into circumstances of the case.

6. Application Procedure:

- Applications for CCL should be submitted to the Leave Sanctioning Authority through recommending authority alongwith supporting documents at least 15 days in advance, except in emergent situations.

Sl. No.	Post Name	Recommending Authority	Sanctioning Authority
1	Dean, Medical Superintendent, Principal College of Nursing, Administrative Officer, Finance Officer, Registrar, Head of Department	Director	Director
	For Faculties - Non Clinical side		
2	Faculty in Department where Head of Department is posted / nominated	Head of Concerned department	Director
3	Faculty in Department where no HoD is posted / nominated	Director	Director

Indira Gandhi Medical College & Research Institute

(A Government of Puducherry Institution functioning under Perunthalaivar Kamaraj Medical College Society)

Vazhudavur Road, Kathirkamam, Puducherry – 605 009

Telephone: 0413-2277545 - Fax: 0413-2277289 -Email: puducherrymedicalcollege@gmail.com

4	Nursing Faculty	Principal College of Nursing	Director
	For Faculties - Clinical side		
5	Faculty in Department where Head of Department is posted / nominated	Head of Concerned department	Director
6	Faculty in Department where no HoD is posted / nominated	Medical Superintendent	Director
7	Nursing Faculty	Principal College of Nursing	Director
	Staff - Admin / College side		
8	Academic Section	Registrar*	Director
9	Accounts Section	Finance Officer*	Director
10	Administrative Wing	Administrative Officer*	Director
11	Engineering Division	Project Manager*	Director
12	Guest House	Officer In-charge	Director
13	Boys Hostel	Chief Warden	Director
14	Girls Hostel	Chief Warden	Director
15	Staff in Other Departments / Units / Central Library	Head of concerned Department / Officer In-Charge	Director
	Medical Officer / Nursing Staff / other cadre staff - Hospital side		
16	RMO / PRO / CMO	Medical Superintendent	Director
17	MS office	Medical Superintendent	Medical Superintendent
18	Nursing staff	Matron	Medical Superintendent
19	OPD / Wards / Operation Theatre	Head of Concerned department	Medical Superintendent
20	Central Stores / Diet Section / Pharmacy / MRD / Maramath / Driver / Gardening / Security	Officer In-Charge	Medical Superintendent
21	College of Nursing	Principal	Medical Superintendent

* If such post is vacant, next lower rung officer who tasked with In-charge of such section shall be the recommending authority for sanctioning of leave purpose.

- o The application should be accompanied by a declaration regarding the number of children and their dates of birth.

Indira Gandhi Medical College & Research Institute

(A Government of Puducherry Institution functioning under Perunthalaivar Kamaraj Medical College Society)

Vazhudavur Road, Kathirkamam, Puducherry – 605 009

Telephone: 0413-2277545 - Fax: 0413-2277289 -Email: puducherrymedicalcollege@gmail.com

7. Combination with Other Leaves:

- CCL may be combined with any other leave of the kind due and admissible.
- It may also be allowed for the third year as leave not due, without the production of medical certificate.

8. Debiting Leave Account:

- CCL shall not be debited against the leave account of the employee.

All concerned are advised to familiarize themselves with these provisions and adhere to the prescribed procedures for availing Child Care Leave / granting CCL to the employees.

All Recommending Authority shall invariably indicate their recommendation in Leave application of the Faculties/staff members working under their control without fail.

For any clarifications, please contact the Administrative Wing at 1st floor College Block of IGMC&RI, Puducherry.


DIRECTOR (I/c)

Encl.: CCL Application format

To

All concerned.

Copy to:

The Programmer, IGMC&RI, Puducherry.

- With an instruction to upload in official website for circulation.

APPLICATION FOR CHILD CARE LEAVE

1. Name of the Applicant with Emp. ID : _____
2. Designation : _____
3. Dept./ Office/ Section : _____
4. Name of Child for whom child
Care Leave is applied for : _____
5. Date of Birth of the Child : _____
6. Date on which Child will be attaining
18 years. : _____
7. Is the above child among the two eldest
Children : Yes/No
8. EL in credit (as on date) : _____
9. Period of Leave Days : _____
Prefix/Suffix of holidays, if any : _____
10. Reason(s) for leave : _____
11. Total Child Care Leave availed till date : _____
12. (a) whether permission to leave : Yes/No
Station is required
(b) If Yes, Address during leave : _____
Period _____

13. Date of return from last leave, &
Nature and period of the leave : _____

(“During the period of child care leave a female Government servant and a single male Government servant shall be paid one hundred percent of the salary for the first three hundred and sixty-five days and at eighty percent of the salary for the next three hundred and sixty-five days”.)

Date: _____

Signature of applicant

Remarks of Controlling Officer

Leave Recommended / Leave Not Recommended

Date: _____

Signature : _____

Designation: _____

Office : _____