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**CHANDIGARH ADMINISTRATION**  
**DEPARTMENT OF MEDICAL EDUCATION & RESEARCH,**  
**GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**  
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**60, Fax No. 0172-2609360**

**ESTABLISHMENT BRANCH-I**  
**(To be substituted bearing same Number & Date)**  
**ORDER**

In supersession of all the previous orders, it has been decided that henceforth the following criteria for sanction of Child Care Leave to the Government female employees working in Government Medical College & Hospital, Sector-32, Chandigarh shall be applicable:-

1. Only 5% of the total female strength of the employees of the Institute of **their respective cadres** shall be considered for grant of child care leave at a particular time **on first come first serve basis** and 10% of total strength shall be allowed during the month of January to March and August-September every year. However, since the strength of female faculty in most of the Departments is 3-4, CCL of even one faculty will make it 20%. Thus, for smaller cadre strength, one person can avail CCL at any given point of time, unless strength is more than 40. The ceiling of 5%/10% will not be applicable on single parent/mother.
2. As per the Punjab Civil Services rules, one cannot claim Child Care Leave as a matter of right. It is at the sole discretion of competent authority either to sanction or reject it and even those availing Child Care Leave can be recalled in public interest.
3. The maximum of a spell duration should be limited to 30 days or actual date of exams. However, the Head of the Department may curtail the maximum duration of each spell from 30 to a minimum of 15 days in view of the work exigency of the department.
4. Three spells are allowed in a calendar year. The calendar year for CCL will be from 1<sup>st</sup> December to 30<sup>th</sup> November.
5. The child care leave may be granted by the competent authority in order of the preferences as under:-
  - i) First preference shall be given to the female government employees whose child is sick and is under treatment/admitted in **Government Hospitals**. The request should be submitted with an authenticated original medical certificate from the Government Hospital. In these cases, **the ceiling of 30 days CCL shall not be applicable** and it shall be at the discretion of the competent authority to grant an extended spell of leave.
  - ii) Second preference shall be given to the female Government employees whose child is appearing for 12<sup>th</sup> Board Examination or nearing 18 years and appearing for 10<sup>th</sup> board examination.
  - iii) Third preference shall be given to the female Government employees whose children are appearing for 10<sup>th</sup> Board Examination.

In these cases, the applicant should append the date sheet of the child along with the application form.

6. For calculating 5% of the strength for the grant of CCL, only the total number of female Government employees of respective cadres will be considered.



7. The respective departments shall accept leave applications in a specific time period at their convenience for the CCL to be granted for board examinations. The applications from each department should reach the respective Establishment Branches 21 days prior to the date when the CCL is sought.
8. The respective Establishment Branches will consider the applications till 5% of the strength of the respective cadre is completed.
9. Once 5% of the strength of the cadre is complete, the respective Establishment Branches shall inform the department / applicant that the 5% of quota for sanction of CCL is over and no more applications will be entertained for that particular time period.
10. It shall be the responsibility of the respective Establishment Branches to decide and intimate regarding grant / rejection of the CCL before the date of start of CCL and no applicant shall proceed on CCL without receiving the permission for grant of CCL.
11. All the applications for CCL should be accompanied by a **specific recommendation of the concerned HOD** along with an undertaking to the effect that they would not ask for any replacement / substitute.
12. Child care leave of one month shall be granted along with maternity leave, if applied for.

Chandigarh, the  
05.02.2019

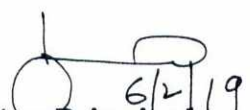
  
**Director Principal**

Endst. No. GMCH/1EA3/2019/5540-60

Dated: **06.02.2019**

A copy is forwarded to the following for information and necessary action: -

1. The Medical Superintendent, GMCH, Chandigarh.
2. MS/Mental Health Institute, Chandigarh.
3. All HOD, GMCH-32, Chandigarh.
4. HOD, MRD, Govt. Medical College, Chandigarh.
5. Vice Principal, College of Nursing.
6. The Joint Medical Superintendent, GMCH.
7. The Deputy Medical Superintendent-I, II & III.
8. Nursing Superintendent, Govt. Medical College, Chandigarh.
9. Deputy Controller (F&A), GMCH, Chandigarh.
10. AC(F&AII) & AC(F&AII), GMCH, Chandigarh.
11. Registrar (Academic), GMC, Chandigarh.
12. PS/DP, Govt. Medical College, Chandigarh.
13. Dispensary Superintendent, Govt. Medical College, Chandigarh.
14. Chief Dietician, Govt. Medical College, Chandigarh.
15. Librarian, Govt. Medical College, Chandigarh.
16. Store Officer-I Govt. Medical College, Chandigarh.
17. Section Officer I & II, Govt. Medical College, Chandigarh.
18. All Office Superintendent, Govt. Medical College, Chandigarh.
19. System Analyst, Govt. Medical College, Chandigarh.
20. Incharge Communication, GMCH, Sector-32, Chandigarh.
21. PA/JDA, Govt. Medical College, Chandigarh.

  
**Director Principal,**