

- Read:- (1) O.M No. 13018/2/2008-Estt.(L) dated 11/09/2008
(2) O.M No. 13018/2/2008-Estt.(L) dated 18/11/2008
(3) O.M No. 13018/2/2008-Estt.(L) dated 12/02/2010
(4) O.M No. 13018/1/2010-Estt.(L) dated 07/09/2010
(5) O.M No. 13018/4/2011-Estt.(L) dated 27/08/2011
(6) Circular No. 2/5/92-PER dated 29/06/2015 issued by
the Department of Personnel, Government of Goa.

Guidelines for grant of Child Care Leave to the teaching and non-teaching staff of educational Institutions

In pursuance of the Circular read at preamble, following are the guidelines framed governing grant of the Child Care Leave (CCL) to the eligible women employees working at the office of the Directorate of Higher Education and Institutes under the administrative control of this Department and Goa University. These shall come into force with immediate effect:-

(I) **Eligibility :-**

1. Women employees (teaching and non-teaching) with minor children shall be eligible to avail CCL for a maximum period of two years (730 days) during their entire service.
2. CCL is admissible for taking care of children, looking after differently abled children, preparation of examinations especially Std Xth and XIIth, sickness of child, in continuation with the Maternity leave etc. in respect of two eldest surviving children below the age of 18 years.

(II) **Quantum/Spell of CCL:-**

1. CCL shall not be granted for less than 15 days for Non-teaching employees and not less than 06 (six) months for teaching faculty. Further, the teaching faculty shall avail the Child Care Leave either for the full term i.e. from beginning of the new Academic Session; or at the beginning of the second term (i.e. from 1st day of new Academic Year or from the 1st day of beginning of the second term).

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2. Grant of CCL shall be decided on its merit. Preferably, request of Child Care Leave received on account of sickness of the child duly supported by a Medical Certificate issued by the Authorized Medical Attendant shall be given due consideration.
3. Preference for sanction of leave be given to Women employees having differently abled children.
4. As far as possible, Child Care Leave applied for on the ground of examinations of the child will be for Board Examinations, duly supported by documentary evidence.
5. Child Care Leave could also be considered for women employees in continuation of Maternity leave.
6. Child Care Leave shall 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 the CCL to probationer.
7. Extension of Child Care Leave shall not be entertained except on account of genuine reasons/circumstances.
8. In normal circumstances, at any given point of time not more than 10 percent (rounded off to the nearest whole number) of teaching and non-teaching (*to be considered separately*) staff may be granted CCL. As such, the applications should be submitted with mutual understanding amongst eligible staff.

(III) Procedure for application :-

1. Application for grant of CCL should be submitted to the Head of the Institution at least three (03) months in advance by the teaching staff and one month in advance by the non-teaching staff to Leave Sanctioning Authority, except during emergent conditions like *sickness of the child etc*

The women employee shall submit the names of two eldest children with the copies of Birth certificates.

- Under no circumstances, the women employee can proceed on CCL without prior sanction of leave by the Leave Sanctioning Authority except in case of emergency i.e. sickness of the child etc. In such case, the office/Institution shall be intimated immediately with a medical certificate.
- The women employee shall not leave headquarters during the period of CCL without prior permission of the Head of the Department.

(IV) Leave Sanctioning Authority :-

Designation	Sanctioning Authority
(I) UNIVERSITY	
Dean/Head of Department	Vice-Chancellor
Teachers in Department	Vice-Chancellor
Non-teaching (Gazetted)	Vice-Chancellor
Group "C" staff	Registrar
(II) AIDED/GOVERNMENT COLLEGES	
Principal	Chairman of Governing Council/Government
Teachers in Colleges	Principal
Group "C" staff	Principal
(III) DIRECTORATE OF HIGHER EDUCATION	
Group "C" staff	Director of Higher Education

(V) Miscellaneous

- CCL cannot be demanded as matter of right.
- Since CCL is specifically meant for purpose of childcare, no LTC shall be admissible during the period the employee avails CCL.
- The leave account against CCL shall be maintained in the Service

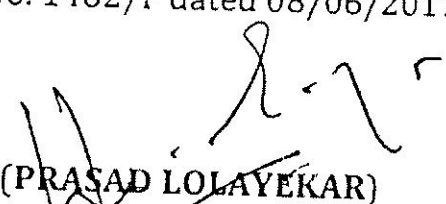
5. For any exigencies of work and for genuine reasons recorded in writing by the Sanctioning Authority, the CCL granted to an employee could be revoked and the employee could be called back at any time by a short notice.

(VI) Provision for Substitute

For teaching staff, the Directorate of Higher Education will grant permission for teacher on contract or lecture basis, and for non-teaching staff, on contract basis based on the merit of the case.

If it is found that any Institution has violated the provision of these guidelines, then no substitute will be provided.

This issues with the approval of the Hon'ble Minister for Personnel/Chief Minister, and also with the approval of Department of Personnel, Secretariat, Porvorim-Goa vide U.O No. 1482/F dated 08/06/2017.


(PRASAD LOLAYEKAR)
Director of Higher Education

To,

1. The Registrar, Goa University, Taleigao Plateau, Goa.
2. The Principals of the Aided/Government Colleges.
3. Estt. Section of Directorate of Higher Education, Porvorim-Goa
4. Guard file
5. O/c