



**CHANDIGARH ADMINISTRATION**  
**GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**

Sector 32-B, Chandigarh-160 030 Ph. No. 0172-2665253-60, Fax No. 0172-2609360

**(ESTABLISHMENT BRANCH-I)**

**ORDER**

In partial modification of earlier orders issued vide Endst.No. GMCH/1EA3/2019/34244-64 dated 29.08.2019, the following criteria for sanction of Child Care Leave (CCL) to the Government female employees working in Government Medical College & Hospital, Sector-32, Chandigarh is hereby substituted:-

1. General rules regarding total duration of CCL, eligibility, documentation to be submitted etc. as mentioned below and notified in Punjab Govt. notifications and adopted by Chandigarh Administration, shall be applicable on all employees of GMCH
  - i. A woman Government employee having minor children below the age of eighteen years, may be granted CCL for a maximum period of one year (i.e. 365 days) during her entire service for taking care of two eldest surviving children, whether for rearing or to look after any of their needs such as examination, sickness and the like, on production of a documentary proof.
  - ii. Leave cannot be claimed as of right. When the exigencies of the public services so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
2. For ministerial, nursing, paramedical cadres etc. of GMCH with large employees' strength, ordinarily 5% of the total female strength of the employees in their respective cadres i.e. shall be considered for grant of CCL at a particular time on first come first serve basis. However 10% of the total strength of female employees shall be allowed CCL during the month of January-May and August-October every year depending upon the examination schedule. In exceptional circumstances, employees beyond the ceiling of 5%/10% may be granted CCL by the competent authority. In addition, the ceiling of 5%/10% will not be applicable on single parent/mother.
3. In case of medical faculty, for the purpose of CCL only, each department shall be considered as a separate cadre because of the nature of their specialized work. Total strength of faculty members in the departments vary from 3 to 14 only and are a mix of male and female faculty members. In departments where majority of the faculty members are female, upto 40% of female faculty members may be allowed CCL at any given time if feasible without affecting the functioning of the department. In departments where female faculty members constitute <50% of the working strength of the department, upto 40% of the female faculty members may be granted CCL at any given time if feasible without affecting the functioning of the department.
4. The minimum duration of CCL applied shall be 15 days.
5. Maximum of three spells are allowed in a calendar year. Calendar year for CCL will be from 1<sup>st</sup> January to 31<sup>st</sup> December. Maximum duration of CCL in one spell may ordinarily be restricted to one month except in the circumstances as detailed below in **clause 6** or any other exceptional circumstances not included in the clause 6.

✓



The CCL may be granted in order of the preferences and duration as under:-

- i. First preference shall be given to the female government employees whose child is sick and is under treatment/admitted in a Hospital under following conditions :
  - a) If child is undergoing indoor treatment then CCL shall be granted for the duration of indoor treatment and a reasonable duration of follow-up period on submission of authenticated certificate from the treating Government/Private Hospital.
  - b) If child is undergoing outdoor treatment only, then CCL will be granted on the submission of the authenticated medical certificate from the treating consultant countersigned by either HOD of the concerned specialty or Medical Superintendent/CMO of a Government Hospital only.
  - c) CCL in connection with the examination or illness of a minor child living abroad shall be sanctioned on the basis of a certificate issued in this regard by the concerned educational institution or by an authorized doctor, as the case may be. The woman Government employee, who avails CCL in respect of a minor child living abroad, shall have to comply with all the rules/instructions for proceeding on ex-India leave and eighty per cent period of such leave shall have to be spent in the country where the child is living as per Pb. Govt. letter No. 6/26/2011-6PP3/1276 dated 08.08.2012 duly adopted by Chandigarh Administration vide Endst. No. 28/66-IH(7)-2015/7229 dated 18/08/2015.

In all the above situations (i) (a-c), the GMCH authorities shall be at liberty to seek opinion from the HOD of the concerned specialty in GMCH to verify whether the duration of treatment/rest prescribed is appropriate for the medical condition of the child and treatment prescribed, if certificate is issued by hospital other than GMCH, Chandigarh, and may grant CCL accordingly. Concerned HOD shall be duty bound to give opinion in a reasonable time so that CCL can be processed within stipulated period.

- ii. Second preference shall be given to the female government employees whose child is appearing for 12<sup>th</sup> Board Examination and/or competitive entrance examination. Keeping in view the importance of these examinations in shaping the career of a child, need for physical presence and emotional support of parents/mother, CCL upto maximum duration of 3 months in one spell, for preparation and examination including competitive examination, **if feasible without affecting the functioning of the department.** Employee may further be granted two more spells of CCL in the same calendar year, as per **clause 5** mentioned above, subject to the condition that the total duration of CCL in this particular calendar year only shall not exceed 4 months in three spells. However in exceptional circumstances, competent authority may grant CCL beyond total period of 4 months in three spells.
- iii. Third preference shall be given to the female employees whose child is appearing for the 10<sup>th</sup> Board Examination. During these examinations, CCL for a period which includes duration of examinations and a preparation period of 15 days shall be granted **if feasible without affecting the functioning of the department.** Such an employee may be further granted two more spells of CCL in the same calendar year, as per **clause 5** mentioned above, subject to the condition that total duration of CCL in this particular year shall not exceed 3 months in three spells. However in exceptional circumstances, competent authority may grant CCL beyond total period of 3 months in three spells.
- iv. In case quota is not exhausted after giving preference under 5(i), 5(ii) and 5(iii), the remaining CCL quota will be used for other staff members **on first come first serve basis.**
- v. Before CCL is sanctioned relating to the examination of a minor child, who lives in a hostel in India or abroad, the Government employee shall have to clarify how the needs of such a minor child will be looked after by her.

**To avail examination related CCL, applicant should append the date sheet of the child along with the application form.**



7. CCL of one month shall be granted along with maternity leave, if applied for.
8. It will be the responsibility of the applicant to submit application well in time so that it reaches the concerned Establishment Branch **21 days prior** to the date from which the CCL is sought. In case application is not submitted in time, it is liable to be rejected. However in case of urgent need for the care of a sick child, application can be submitted at a short notice. However in both situations, employee shall not proceed on CCL without approval.
9. HODs should ensure that application for CCL is processed well in time at the departmental level and forwarded with specific recommendations. If recommended then HODs must write "**Recommended**". If CCL is recommended by HOD, it is implied that no replacement/substitute is required. If not recommended, then HODs must write "**Not recommended**" and forward it to the concerned branch with detailed justification for not recommending the leave. Final decision whether to grant CCL even if not recommended will rest with the competent authority.
10. It shall be the responsibility of the respective Establishment Branch to intimate the applicant regarding grant/rejection of the CCL, well in time, before the date of start of CCL.
11. The rules may be revised/reviewed once the COVID epidemic is over as the present modifications have been made keeping in mind the existing circumstances due to the pandemic.

Chandigarh, the  
17<sup>th</sup> February, 2021

*Jashinder K...* 24/02/21  
**Director Principal**

Endst. No. GMCH/1EA3/5(31)/2021/9142-60 Dated: 24 FEB 2021

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

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

*Jashinder K...* 24/02/21  
**Director Principal**