



THE UNIVERSITY OF BURDWAN
RAJBATI, BURDWAN - 713 104
WEST BENGAL

Registrar's Department

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No.: RE/I/29/ 451

Date: 05.10.15

NOTIFICATION

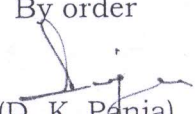
It is notified for information of all concerned that the Executive Council in its meeting held on 19.08.2015 [Item No.101 (A.O.M)] considered the letter no 793(19)-Edn(U)/EH/IU-53/99(Pt.1) dt. 14.08.2015 issued by Joint Secretary, Higher Education Department, Government of West Bengal, Bikash Bhavan, Kolkata-91 regarding Child Care Leave for a maximum period of 2(two) years i.e. 730 (Seven hundred thirty) days extended to the regular female employees of the State Aided Universities and resolved that the said Government order be implemented.

Modus Operandi of grant of said Child Care Leave will be guided by the memorandum bearing no. 5560-F(P) dated 17.07.2015 supplemented by memorandum no 5780-F(P) dated 29.07.2015 issued by the Finance(Audit) Department, Government of West Bengal .

Those female employees, who intend to avail themselves of the said Child Care Leave, are requested to submit their applications in prescribed proforma to the competent authority through proper channel.

The Heads of all teaching departments/Officers of this University are hereby requested to apprise the notification to the female employees attached to their respective department/Office.

By order


(D. K. Panja)
REGISTRAR

Encl: (1) Proforma of application for Child Care Leave.
(2) Govt. Memo Nos. 5560-F(P) dt. 17/07/15, 5780-F(P) dt. 29/07/15 and 793(10)-Edn(U)/EH/1U-53/99(Pt.1) dt. 14/08/15.

No.: RE/I/29/ 451 / 1 (95)

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Copy forwarded for information and necessary action to: -

1. Heads of teaching departments, B.U.
2. Officers of the University of Burdwan.
3. Finance Officer, B. U.
4. Dean, F.C. for P.G. Studies in Science, B.U.
5. P.A. to V.C./Office of the Pro V.C./P.A. to Registrar, B.U.
6. Jr. Supdt. (Leave Section)/ Sr. Supdt. Const. and Elect. Unit, Registrar's Department, B.U.


REGISTRAR

Government of West Bengal
Finance (Audit) Department
'Nabanna',
Howrah-711 102

No.5560-F(P)

Dated, the 17th July, 2015.

MEMORANDUM

The matter regarding extension of benefit of the Child Care Leave for a maximum period of 2 (two) years i.e. 730 days to the regular female teaching and non-teaching employees of Government sponsored/Non-Govt. aided Schools, Boards, District Primary School Councils, School Service Commission as well as to the regular female employees of Panchayat Raj and other Local Bodies, Undertakings, Corporations, Statutory Bodies was under active consideration of the State Government.

Now after careful consideration, the Governor is hereby pleased to decide to extend the said benefit to the regular female employees of the educational institutions, establishments, organizations, entities etc. as mentioned above subject to the following conditions -

- i) The same will be admissible during the entire period of service for taking care of upto 2 (two) children upto 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc.
- ii) During the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- iii) It may not be granted in more than 3 (three) spells in a calendar year.
- iv) It may not be granted for less than 15 days in a spell.
- v) Child Care Leave shall not be debited against the leave account.
- vi) It may be combined with leave of the kind due and admissible.
- vii) Child Care Leave should 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 Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.
- viii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
- ix) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.

2. This order shall take effect from 1st August, 2015.

3. Necessary amendments in the relevant rules or regulations or bye-laws as applicable may be made by the concerned administrative department in due course.

Sd/- A. K. Das
O.S.D. & E.O. Joint Secretary to the
Government of West Bengal

