

INDIAN COUNCIL OF MEDICAL RESEARCH

No. 16/166/2015-Admn.-II

Dated : 8.1.2016.

OFFICE MEMORANDUM

Subject : Child Care Leave-regarding.

It has been decided by the Director General, ICMR that the following guidelines may be followed by the leave sanctioning authority to grant Child Care Leave to regular female staff of ICMR:-

1. CCL cannot be demanded as a matter of right. Under no circumstances can any employee proceed on CCL without prior proper approval of the leave by the leave sanctioning authority.
2. CCL may not be granted in more than 3 spells in a calendar year.
3. CCL may not be granted for less than 15 days.
4. CCL 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 this leave is sanctioned during probation is minimal.

This issues with the approval of the Competent Authority.



(Bharat Bhushan)
Administrative Officer
for Director General

Copy to:-

- 1 The Directors/Director-in-charge of ICMR Institutes/Centres.
- 2 PS to DG
- 3 PS to Sr. DDG (A)
- 4 PS to Sr. FA
- 5 All Divisional Heads.
- 6 Asstt. Director-General (Admn.) (AX)/(JP)
- 7 Sr. Admn. Officer(Admn.-I) & Admn I
- 8 Sr. Accounts Officers/Accounts Officers
- 9 Audit Section
- 10 Dr. S.K. Dey Biswas, Scientist (G) with the request to place above circulars on ICMR website.