

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT  
AND INVESTMENT CORPORATION LIMITED:  
UDYOG BHAWAN, TILAK MARG, JAIPUR - 302 005**

No. A.1 (30)83/pt.I  
January 4, 2019

**OFFICE ORDER**

The Working Committee of the Board in its meeting held on 12<sup>th</sup> December 2018 vide item No. 3 has accorded approval for insertion of a new sub rule 42 (AA) in Rule 42 of RIICO Service Rule, 1969 analogous to State Government.

**"103 C. Child Care Leave:-** (1) A female Government servant may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years, i.e. 730 days during her entire service for taking care of her two eldest surviving children whether for taking care of her two eldest surviving children whether for rearing or for looking after any of their needs, such as examination, sickness, etc.

**Explanation:** For the Purpose of this rule "Child" means:-

(a) a child below the age of eighteen years; or

(b) a child upto the age of twenty two years with a minimum disability of forty percent as elaborated in the Ministry of Social Justice and Empowerment, Government of India, notification number 16-18/97-NI.I dated 01.06.2001.

(2) Grant of Child Care Leave under this rule shall be subject to the following conditions, namely:-

- (i) During the period of Child Care Leave, a female government servant shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
- (ii) Child Care Leave may be combined with leave of any other kind due and admissible.
- (iii) Application for Child Care Leave, in the form specified by the State Government, shall have to be submitted to leave sanctioning authority well in time for sanction.
- (iv) Child Care Leave cannot be claimed as a matter of right, Under no circumstance can any female RIICO Employee proceed on Child Care Leave without prior approval of the leave sanctioning authority.
- (v) Child Care Leave shall not be granted under any circumstances to a female RIICO Employee who remains on an unauthorised absence from duty and applies for it thereafter.
- (vi) Leave already availed or being availed of by a female RIICO Employee shall, under no circumstances, be converted into Child Care Leave.
- (vii) Child Care Leave shall not be debited against any other kind of leave account. The leave account of Child Care Leave shall be maintained in the form specified by the State Government, from time to time and it shall be pasted in the service book.
- (viii) Leave sanctioning authority can deny the leave applied for on the ground of proper and smooth functioning of Government work or achievement of departmental targets.
- (ix) It shall not be granted for more than three spells in a calendar year. A spell, which begins during a calendar year and ends in the next calendar year, shall be deemed as a spell pertaining to the calendar year in which the spell begins.

- (x) It shall ordinarily not be granted to a Probationer Trainee during the probation period. However, in special circumstances if the leave is granted during the probation period then the probation period shall be extended by the period equivalent to the period for which the leave has been granted.
- (xi) The leave is to be treated like the Privilege Leave and sanctioned as such.
- (xii) Sunday and holiday can be prefixed or suffixed to Child Care Leave. Consequently, Sunday, Gazetted holiday (s) or any other holiday (s) notified by the Government falling during the period of leave would also count for Child Care Leave, as in the case of Privilege Leave.
- (xiii) A certificate of dependency of the disabled Child will be obtained from the female RIICO Employee before sanctioning Child Care Leave along with document of disability issued by the competent authority/Medical Board.
- (xiv) Child Care Leave 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 educational institution concerned or by an authorised doctor, as the case may be. The female RIICO Employee, who avails Child Care Leave 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 percent period of such leave shall have to be spent in the country where the child is living.
- (xv) Before Child Care Leave is sanctioned relating to the examination of a minor child, who lives in a hostel in India or abroad, the female RIICO Employee shall have to clarify how the needs of such a minor child will be looked after by her."
- (xvi) Child Care Leave may be sanctioned as per Annexure "I".

The Working Committee also accorded approval for the proforma of application for child care leave and proforma for maintaining child care leave account as per annexure-II and III respectively.

(Dr. Girish Parashar)  
Advisor (A&M)

**Encl. as above**

- Copy to:
1. All Controlling Officers
  2. All Unit Heads
  3. Secretary
  4. Manager (Bills)/(GAD)/(HRD)
  5. Dy. Manager (HRD)
  6. DGM (Computer)
  7. Notice Board
  8. Office Order File/Concerned File

Copy also to: PS to Chairman  
PS to MD



दिशा-निर्देश (परिशिष्ट - 'I')

1. चाईल्ड केयर लीव स्वीकृत करने के औचित्य/कारण/आधार – महिला कार्मिकों को चाईल्ड केयर लीव स्वीकृत करने के संबंध में नियम 42 (AA) (1) में निम्नानुसार प्रावधान है :-  
A female RIICO Employees may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years, i.e. 730 days during her entire service for taking care of her two eldest surviving children whether for rearing or for looking after any of their needs, such as examination, sickness, etc.  
उपरोक्त प्रावधान के अनुसार महिला कार्मिक के द्वारा अपने सबसे बड़े दो बच्चों या उनमें से किसी बच्चे का पालन (Rearing) या परीक्षा (Examination). बीमारी (Sickness) आदि के समय उनकी देखभाल करने के लिए चाईल्ड केयर लीव स्वीकृत किये जाने का आवेदन करने पर अवकाश स्वीकृत करने का निर्णय अवकाश स्वीकृतकर्ता प्राधिकारी द्वारा लिया जावेगा ।
2. चाईल्ड केयर लीव का उपार्जित अवकाश के अनुसार मानते हुए स्वीकृत किये जाने के संबंध में नियम 42 (AA) (2) (xi) में निम्नानुसार प्रावधान है :-  
(xi) The leave is to be treated like the Privilege Leave and sanctioned as such.  
महिला कार्मिक को अपने बच्चे के पालन या परीक्षा एवं बीमारी के समय देखभाल हेतु एक समय में अधिकतम 120 दिवस तक का चाईल्ड केयर लीव स्वीकृत किया जा सकेगा । बच्चे की किसी मान्यता प्राप्त सेनिटोरियम, अस्पताल में टी.बी., केन्सर रोग, कोढ़ अथवा मानसिक रोग के निदान की चिकित्सा के लिए आवश्यकतानुसार हो तो एक समय में 300 दिवस तक का चाईल्ड केयर लीव देय होने पर स्वीकृत किया जा सकता है ।
3. चाईल्ड केयर लीव स्वीकृत करने के लिए सक्षम प्राधिकारी – महिला कर्मचारी को अवकाश स्वीकृतकर्ता प्राधिकारी द्वारा ही चाईल्ड केयर लीव स्वीकृत किये जाने के प्रावधान है । । महिला कार्मिक को 120 दिवस का अवकाश स्वीकृत करने के लिए सलाहकार (ए.एण्डएम.) सक्षम अधिकारी होंगे । 120 दिवस से अधिक 300 दिवस तक का विशेष परिस्थितियों में (क्रमांक संख्या 2 में उल्लेखित) एवं नियम 42 (AA) (2) के अन्तर्गत चाईल्ड केयर लीव के साथ महिला कर्मचारी द्वारा अन्य देय अवकाश स्वीकृत करने हेतु आवेदन किया जाता है तो अवकाश अवधि 120 दिवस से अधिक होने के कारण ऐसा अवकाश प्रबन्ध निदेशक द्वारा स्वीकृत किये जाने का निर्णय लिया जावेगा ।
4. अवकाश स्वीकृतकर्ता प्राधिकारी द्वारा एक प्रकोष्ठ/एक इकाई में पदस्थापित महिला कर्मचारियों में से किसी महिला कर्मचारी को चाईल्ड केयर लीव स्वीकृत करने का निर्णय लेने हेतु यह सुनिश्चित किया जावेगा कि अवकाश स्वीकृत करने से कार्यालय व्यवस्था एवं सेवा में बाधा उत्पन्न नहीं होगी एवं कार्यालय कार्य/सेवाओं का सुचारु संचालन संभव होगा । एक समय में एक प्रकोष्ठ/एक इकाई में कार्यरत कुल कार्मिकों की संख्या के 20 प्रतिशत से अधिक कार्मिकों को चाईल्ड केयर लीव स्वीकृत नहीं किया जावेगा । एक समय अवधि के लिए एक से अधिक महिलाकर्मों को चाईल्ड केयर लीव स्वीकृत करने हेतु प्राथमिकता (priority) का निर्धारण निम्न बिन्दुओं के दृष्टिगत किया जा सकता है :-
  - (1) बच्चे की गम्भीर बीमारी के समय देखभाल/विकलांगता के कारण बच्चे का पालन ।
  - (2) बच्चे की सैकण्डरी/सीनियर सैकण्डरी परीक्षा के समय देखभाल ।
  - (3) बच्चे की सैकण्डरी/सीनियर सैकण्डरी परीक्षा के अतिरिक्त शिक्षण कार्य के समय देखभाल ।
  - (4) 3 वर्ष तक की आयु के बच्चे का पालन ।
5. उपरोक्त निर्देशों के होते हुए भी निगम की संरचना एवं कार्यों के दृष्टिगत चाईल्ड केयर लीव की एक समय में एवं एक वर्ष में देयता की अधिकतम समयवधि निर्धारित की जा सकती है ।

## APPLICATION FOR CHILD CARE LEAVE

1. Name of the Applicant	:	
2. Designation	:	
3. Cell/Unit	:	
4. Detail of Child/Children	:	Name Date of Birth ----- ----- -----
5. Name of Specially abled Child	:	
6. Name of Child for whom Child Care leave is applied for	:	
7. Date of Birth of the Child	:	
8. Date on which child will be attaining age of 18 years.	:	
9. Is the child among the two eldest children	:	Yes/NO
10. Period of Leave & Number of Days Prefix/Suffix of holidays, if any	:	From-----to----- Days-----
11. Reason (s) for leave applied for	:	
12. Total Child Care Leave availed till date	:	
13. (a) Whether permission to leave station is required	:	Yes/No
(b) If yes, Address during leave period	:	Yes/No
14. Date of return from last leave, & nature and period of that leave	:	

Date:-----

Signature of applicant

Employee ID No.

Leave Sanctioning Authority

Remarks of Controlling Officer Leave Recommended/Leave Not Recommended.

Date:-----Signature-----

