

**GOVERNMENT OF ASSAM
FINANCE (ESTT-A) DEPARTMENT
DISPUR ::: GUWAHATI-6**

ORDERS BY THE GOVERNOR
NOTIFICATION

Dated Dispur, the 7th April, 2025

No.FEG.129143/329 – In supersession of Notifications No. FEG.11/2013/Pt-II/28 dated 31st July, 2015, No. FEG.11/2013/Pt-II/33 dated 16th September, 2015 and No. FEG.11/2013/Pt-II/38 dated 18th January, 2016 and in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules for the employees of the State Government in respect of Child Care Leave in the manner hereinafter appearing, namely :-

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| Short title and commencement | 1. | <p>(1) These rules may be called the Assam State Government Employees' Child Care Leave Rules, 2025.</p> <p>(2) It shall come into force on the date of its publication in the Official Gazette.</p> |
| Definitions | 2. | <p>In these rules, unless the context otherwise requires, -</p> <p>(a) 'Female Government Employee' means a married or an unmarried or a widow or a divorcee female Government employee having a minor child or a disabled child ;</p> <p>(b) 'Single male Government employee' means a widower or a divorcee male Government employee having a minor child or a disabled child ;</p> <p>(c) 'Minor child' means a biological or an adopted child below the age of 18 (eighteen) years of age ;</p> <p>(d) 'Disabled Child' herein means a child of any years of age suffering from any of the disability or disabilities as defined in the Rights of Persons with Disabilities Act, 2016 (Central Act No.49 of 2016).</p> |
| Child Care Leave for Minor Children | 3. | <p>A female Government employee or a single male Government employee who has minor children (upto 18 years of age) and has custody of the child may be granted Child Care Leave (CCL) by a competent authority on an application in Form-I, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of upto two minor children whether for rearing or to look after any of their needs like examination, sickness etc. subject to the following conditions:-</p> <p>(i) The Child Care Leave (CCL) shall not be admissible, if the child is more than eighteen years of age.</p> <p>(ii) During the period of Child Care Leave (CCL), a female Government employee and a single male Government employee shall be paid leave salary equal to one hundred percent of the salary drawn immediately before proceeding on leave, for the first three hundred and sixty five days, and at eighty percent of the salary for the next three hundred and sixty five days.</p> <p>(iii) The Child Care Leave (CCL) may be availed in more than one spell up to a maximum of 3(three) spells in a calendar year. The sanction of Child Care Leave (CCL) shall be similar to</p> |

that of Earned Leave or Half Pay Leave.

- (iv) In case of a single female Government employee, the grant of Leave in three spells in a calendar year may be extended to six spells in a calendar year.
- (v) Child Care Leave (CCL) may not be granted for a period less than five days at a time.
- (vi) A separate leave account shall be maintained for Child Care Leave (CCL) by the competent authority similar to that of Earned Leave or Half Pay Leave etc. and it shall not be debited against the leave account of the Government employee.
- (vii) The Child Care Leave (CCL) may also be allowed for the third year as leave not due (without production of medical certificate).
- (viii) The Child Care Leave (CCL) may be combined with leave of any other kind, if due and admissible.
- (ix) Notwithstanding the requirement of production of medical certificate contained in sub-rule (c) of Rule 13 or sub-rule (d) of Rule 13 of the Assam Leave Rules, 1934 as amended, leave of the kind due and admissible (including Commuted Leave not exceeding sixty days and Leave Not Due) upto a maximum of one year, if applied for shall be granted in continuation with the Child Care Leave granted under this rule.
- (x) Child Care Leave (CCL) shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of Child Care Leave (CCL) to the probationer.

Provided that the period for which such leave is sanctioned is minimal.

- (xi) The nature of Child Care Leave (CCL) shall be like the Earned Leave and therefore, all Gazetted Government holidays falling during the period of leave shall also be counted for Child Care Leave (CCL) as in case of Earned Leave.
- (xii) The Child Care Leave (CCL) shall not be demanded as a matter of right and under no circumstances can any employee proceed on Child Care Leave (CCL) without prior sanction of leave by the competent authority.
- (xiii) The period of willful absence or unauthorized absence shall not be converted into Child Care Leave (CCL).
- (xiv) The period of Earned Leave or any other kind of leave already sanctioned or availed shall not be converted into Child Care Leave (CCL) with retrospective effect.
- (xv) An application for grant of Child Care Leave (CCL) by a female Government employee and a single male Government employee already on leave (other than Child Care Leave) within India or outside of India, who submits her or his application for grant of Child Care Leave (CCL), may be considered provided she or he submits the application one month before the expiry of leave. If Child Care Leave (CCL) is not sanctioned by the competent authority before the expiry of leave, she or he shall have to join her or his duty.
- (xvi) In cases, where both the parents are Government employees but are divorced, then only one of them, who has custody of the child, shall be able to avail Child Care Leave (CCL) individually for that child, instead of both the parents availing

it.

- (xvii) The Child Care Leave (CCL) is meant for the care of children, therefore, Leave Travel Concession (LTC) shall not be admissible while on Child Care Leave (CCL).

Child Care
Leave for
Disabled
Children

4. A female Government employee and a single male Government employee who has disabled children of any age and has custody of the child may be granted Child Care Leave (CCL) by a competent authority on an application in **Form-I** for a maximum period of two years (i.e. 730 days) during their entire service for taking care of the disabled children subject to the following conditions:-
- (i) The Child Care Leave (CCL) shall be admissible for an offspring of any age with disabilities.
 - (ii) The Child Care Leave (CCL) for disabled child shall be admissible in case of both of the nature of permanent disability or temporary disability.
 - (iii) The Child Care Leave (CCL) shall be admissible only on the dependency of the disabled child on the Government employee and on the submission of the disability certificate issued by the Medical Board constituted by the Government.
 - (iv) The disabilities shall be any of visual impairment, locomotor or orthopaedic disability, speech or hearing disability, mental retardation, multiple disabilities or any such disabilities as defined in the Rights of Persons with Disabilities Act, 2016 (Central Act No.49 of 2016).
 - (v) The minimum degree of the disability shall be 40%.
 - (vi) When the disability is temporary in nature, the applicant requesting for grant of Child Care Leave (CCL) shall submit a valid certificate issued by the Medical Board and the period of leave shall be within the period of validity of the disability certificate.
 - (vii) In such cases where both the parents are Government employees but are divorced, then only one of them, who has custody of the child, shall be able to avail Child Care Leave (CCL) individually for that child, instead of both the parents availing it.
 - (viii) The other conditions shall be same as in rule 3 of these rules.

(MALAVIKA CHOUDHURY, IAS)
Secretary to the Govt. of Assam,
Finance (Estt.-A) Department.

Memo. No. FEG.129143/329 -A

Dated Dispur, the 7th April, 2025.

Copy for information to:-

- 1) The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
- 2) All Addl. Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries to the Govt. of Assam, Dispur.
- 3) The Commissioner & Secretary to the Governor of Assam, Kharghuli, Guwahati.
- 4) The Registrar General, Gauhati High Court, Guwahati-1.
- 5) The Staff Officer to the Chief Secretary, Assam, Dispur.

- 6) All District Commissioners/ Commissioner of Police, Guwahati City/ All Superintendents of Police.
- 7) All Administrative Departments/Heads of Department, Assam.
- 8) Finance (Estt.-B) Department with a request to circulate the same to all the Sr. Financial Advisers/Financial Advisers/ Finance & Accounts Officers/ Treasury Officers, Assam.
- 9) The Judicial Department with a request to circulate the Notification to all District & Session Judges in Assam.
- 10) The PPS to the Hon'ble Chief Minister, Assam, Dispur.
- 11) The PSs to all Hon'ble Ministers, Assam, Dispur.
- 12) The Political (Cabinet Cell) Department, Dispur, Guwahati-06 for favour of kind information.
- 13) The Director, Printing & Stationery, Assam Government Press, Bamunimaidam, Guwahati-21 for publication in the next issue of Assam Gazette. He is requested to furnish 20 copies of the Gazette Notification to this Department.
- 14) The Director, Information & Public Relation, Dispur, Guwahati-6. He is requested to give wide publicity through print and electronic media.

By order etc.,

Deputy Secretary to the Govt. of Assam,
Finance (Estt.-A) Department

FORM-I

APPLICATION FORM FOR CHILD CARE LEAVE
(FOR EMPLOYEES OF STATE GOVERNMENT)

- (1) Name of the applicant :
- (2) Designation
- (3) Gender of the Employee (Male/Female) :
- (4) Status of the Employee (Married/Unmarried/Widow/Widower/Divorcee) :
- (5) Department/Office/Section of the Employee :
- (6) Details of the children of the Employee : Sl. No. Name : Date of Birth :
(for adopted child , attested copy of (i)
adoption certificate to be produced) (ii)
- (7) Name of the child for whom Child Care
Leave is required and applied for
- (8) Date of birth of the child :
(Attested copy of birth certificate to be enclosed)
- (9) Date on which child shall be attaining 18 years (for minor child) :
- (10) Type/Nature of Disability/Disabilities in case of Disabled Children :
(Attested copy of Disability Certificate to be enclosed)
(i) Whether permanent or Temporarily disabled :
(ii) Percentage of disability :
- (11) Is the child among the two eldest Children : Yes/No
- (12) Period of leave.....days
Prefix/Suffix of holidays, if any : From to
- (13) Reason(s) for leave applied for :
- (14) Total child care leave availed till date
(a) In the current year
(separated for each spell) :
(b) Cumulative total in service till date :
- (15)(a) Whether permission to leave station
is required : Yes/No
(b) If yes, address during leave period :
(c) Date of return from last leave &
nature and period of that leave :

Date: Signature of applicant

Remarks of Controlling Officer

Leave recommended or Leave not recommended

Date: Signature.....

Designation.....

Office.....