



COAL INDIA LIMITED
"COAL BHAWAN"
10 NETAJI SUBHAS ROAD
KOLKATA – 700001

No. CIL/C-5A(PC)/Leave/143

Date : 30.08.2012

OFFICE ORDER

Sub : COAL INDIA EXECUTIVES LEAVE RULES, 2010

Reg: Insertion of Clause No. 7.14 – Child Care Leave (CCL)

The Board of Directors of CIL in their 287th meeting held on 13.08.2012 has approved to include Child Care Leave (CCL) to female executives in CIL Executive Leave Rules. Accordingly the provisions of CCL is inserted as Clause 7.14 in the Coal India Executives Leave Rules 2010 circulated vide office order No. CIL/C-5A(vi)/ Leave/ 1460 Date : 01.07.2010 as given below :

Clause No.- Child Care Leave (CCL)

7.14

Female executives having minor children may be granted Child Care Leave by an authority competent to grant maternity leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of up-to two eldest surviving children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the female executives shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. The leave account for Child Care Leave shall be maintained in the proforma (**Annexure-II**) and it shall be kept along with the Service Book of the female executive concerned. Child Care Leave may also be allowed for the third year as leave not due (without production of medical certificate). It may be combined with leave of the kind due and admissible.

7.14.1-

Child Care Leave shall be granted subject to following conditions:

- (a) Child Care Leave cannot be demanded as a matter of right. Under no circumstances can any employee proceed on Child Care Leave without prior proper approval of the leave by the leave sanctioning authority.
- (b) It will be treated like Earned leave and sanctioned as such.
- (c) Saturdays, Sundays, Gazetted Holidays etc. falling during the period of leave would also count for Child Care Leave as in the case of Earned Leave.
- (d) The leave will not be allowed more than three spells in a calendar year.
- (e) Child Care Leave may not be granted for less than 15 days in a spell.
- (f) LTC/LLTC cannot be availed during CCL.

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

Accordingly "COAL INDIA EXECUTIVE LEAVE RULES, 2010" as modified is published in website www.coalindia.in.

This issues with the approval of Competent Authority.


(M Nazar Ali)
General Manager (P/PC)
Contd..2

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