CIRCULAR

The guidelines no.DE/25/2/61/Admin.I/Pt.file/1346, dated 30/01/2018 which was implemented for Govt. Schools is now made applicable to private aided schools with immediate effect.

It is enjoined upon all the Heads of Govt. Aided Primary/Middle/Secondary/Higher Secondary & Special Schools in the State of Goa to bring content of this guidelines to the notice of their staff.

(Nagadraj Honnekeri)
Director of Education

Encl. As above
To,
The Heads of all Govt./Govt. Aided Primary/Middle/Secondary/Higher Secondary & Special Schools in the Goa State
Copy to:-
  1. The Dy. Director of Education, North/South/Central Educational Zone, Mapusa/Margao/Panaji-Goa.
  2. The ADEI of all Talukas.
  3. The Nodal Officer, I.T. for uploading on the website of this Directorate.
Guidelines for grant of Child Care Leave to the teaching and non teaching staff of Government Schools and non teaching staff (other than in Government Schools) under this Directorate of Education, Porvorim.

In pursuance of the Circular read at preamble, following are the guidelines framed governing grant of the Child Care Leave (CCL) to the eligible women employees working under the Directorate of Education & the Institutes under Administrative Control of this Directorate. These shall come into force with immediate effect:

(I) Eligibility:

1. Women employees (teaching and non teaching) with minor children shall be eligible to avail CCL for a maximum period of two years (730 days) during their entire service.

2. CCL is admissible for taking care of in respect of two surviving children below the age of 18 years.
   1. Differently abled children, below the age of 22 years with minimum disability of forty percent.
   2. Sickness of child.
   3. In continuation with the maternity leave etc.
   4. Preparation of examinations specially std X and XII.
   5. Any other reasons.
(II) **Quantum/spell of CCL**:

1. The women employees, teaching and non teaching in Government schools can avail the child care leave minimum for the full term, compulsorily, either from the beginning of first term/semester or from beginning of second term/semester. Any emergency for availing CCL in the middle of the Academic session shall be supported with documents and decided by the Leave Sanctioning Authority.

   The time gap between the two leave spell should preferably not less than 90 days.

2. In respect of non-teaching staff other than in schools, CCL shall not be granted for less than 15 days and not more than 3 spells in a year. When the leave is availed in more than one spell in a year, time gap between the spells should preferably be not less than 90 days.

(III) **Procedure for application**:

1. Application for grant of CCL should be submitted at least two (02) months in advance by the teaching and non teaching staff of school and one month in advance by the non-teaching staff other than in school to leave sanctioning Authority, except during emergent conditions like sickness of the child, etc.

2. The women employee shall submit the names of first two surviving children with the copies of Birth Certificates.

3. Under no circumstances, the women employee can proceed on CCL without prior sanction of leave by the Leave Sanctioning Authority except in case of emergency i.e. sickness of the child etc. In such case, the office/Institution shall be intimated immediately with a medical Certificate.

4. The women employee shall not leave headquarters during the period of CCL without prior permission of the leave sanctioning authority.
(IV) **Leave Sanctioning Authority:** Power to sanction the CCL shall be exercised by the Competent Authority declared by Head of the Department from time to time.

1. Request of Child Care Leave on account of sickness of the child duly supported by a Medical Certificate issued by the Authorized Medical Attendant shall be given preference.

2. In normal circumstances, the leave sanctioning Authority shall ensure that the teaching and normal functioning of the Primary Schools, High Schools, Higher Secondary Schools and Administration is not paralized.

3. Child Care Leave shall not ordinarily be granted during the probation period except in case of certain extreme situation, where the leave sanctioning authority is fully satisfied about the need of the CCL to probationer. The period of leave sanctioned during the probation shall be minimal.

4. Child care Leave application shall be disposed off within 30 days, except where case is forwarded to Government for approval.

5. Extension of child Care Leave shall not be entertained except on account of genuine reasons/circumstances of medical ground such application shall be submitted to the leave sanctioning authority at least 30 days in advance.

(V) **Rejection of C.C.L.:**

In view of Government Circular No.2/38/75-PER(Vol.IV) dated 10/08/2012, no CCL shall be rejected without approval of Government. The powers are delegated to take such decision to Secretary(Education)/Director of Education.
1. CCL cannot be claimed as matter of right.

2. Since CCL is specifically meant for purpose of childcare, no LTC shall be admissible during the period the employee avails CCL.

3. The leave account against CCL shall be maintained in the Service Book of the women employee.

4. CCL to be treated like Earned Leave and sanctioned as such.

( G. P. Bhat )
Director of Education

To,

1. The Dy. Director of Education
   North / Central/ South Educational Zone, Mapusa/Panaji/Margao
2. The Director, S.C.E.R.T, Porvorim
3. The Principal, D.I.E.T, Porvorim
4. The A.D.E.I., of all Talukas
5. The Principals’ of all Govt. Hr. Sec. Schools/Govt. Technical High School Centre, Panaji/Mapusa.
6. The Headmaster / Headmistress of all Govt. High Schools. As per Enclosed list.
7. The Director, Directorate of Accounts, Panaji-Goa.
11. The Headmaster/Headmistress of all Govt. Middle School.
12. The O.S.D. to Hon’ble Education Minister, Porvorim Goa.