



No.G.12011/1/2011-F.Est/30
GOVERNMENT OF MIZORAM
FINANCE DEPARTMENT

OFFICE MEMORANDUM

Aizawl, the 9th March, 2016.

Subject : Grant of Child Care Leave to women Government employees – Clarification - Regarding.

Attention of all Administrative Departments and all Heads of Departments is drawn to this Department's O.M. of even number dated 18th June, 2015 according to which Child Care Leave can be granted to women employees having minor children below the age of 18 years, for a maximum period of 2 years (i.e. 730 days) during their entire service, for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness etc. The question as to whether child care leave would be admissible for the third child below the age of 18 years and the procedure for grant of child care leave have been under consideration in this Department, and it has now been decided as follows:-

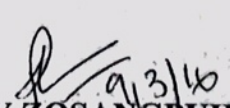
- (i) Child Care Leave shall be admissible for two eldest surviving children only.
- (ii) The leave account for child care leave shall be maintained in the proforma enclosed, and it shall be kept along with the Service Book of the Government servant concerned.

Sd/- L.N TOCHHAWNG
Finance Commissioner,
Government of Mizoram.

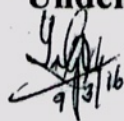
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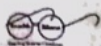
: Aizawl, the 9th March, 2016.

1. Secretary to Governor, Mizoram.
2. P.S. to Chief Minister, Govt. of Mizoram.
3. P.S. to all Ministers/Speaker/Dy. Speaker/Ministers of State/Parliamentary Secretaries, Mizoram.
4. P.P.S to Chief Secretary, Government of Mizoram.
5. All Administrative Departments, Government of Mizoram.
6. All Heads of Departments, Govt. of Mizoram.
7. Principal Accountant General, Mizoram, Aizawl.
8. Chief Controller of Accounts, Accounts & Treasuries, Mizoram.
9. All Treasury Officers, Mizoram.
10. Guard File.


(PINKY ZOSANGPUII)

Under Secretary to the Govt. of Mizoram,
Finance Department (E).





APPLICATION FOR CHILD CARE LEAVE

1. Name of the Applicant : _____
2. Designation : _____
3. Dept/Office/Section : _____
4. Name of Child for whom Child Care leave is applied for :

5. Date of Birth of the Child : _____
6. Date on which child will be attaining 18 years : _____
7. Is the child among the two eldest children : Yes / No
8. EL in credit (as on date) : _____
9. Period of Leave - Days : From _____ To _____
Prefix/suffix of holidays, if any : _____
10. Reason(s) for leave applied for : _____
11. Total Child Care Leave availed till date : _____
12. (a) Whether permission to leave station is required : Yes/No
(b) If Yes, Address during leave period : _____

13. Date of return from last leave, : _____
& nature and period of that leave _____

Date : _____

Signature of applicant
Pay Card No. _____

Remarks of Controlling Officer

Leave Recommended / Leave Not Recommended.

Date : _____

Signature _____

Designation _____

Office _____