



NOTIFICATION NO-19

It is notified for information of all concerned that subject to pending approval of the Executive Council, Gauhati University, the “**RULES FOR CHILD CARE LEAVE FOR ACADEMIC AND NON-ACADEMIC STAFF**” of Gauhati University are hereby accepted and approved. The Rules will come into force with immediate effect.


This has approval of the Hon'ble Vice Chancellor, G.U. dated 04/03/2021.

Sd/-
Registrar
Gauhati University

Memo No.: GU/M/2021/3310-3396
Copy for information and necessary action to:

Dated: 4.3.21

1. Secretary to the Hon'ble Vice Chancellor for kind appraisal of Hon'ble Vice Chancellor
2. All Deans of Faculties, G.U.
3. Treasurer, G.U.
4. Academic Registrar, G.U.
5. Controller of Examinations, G.U.
6. Secretary, University Classes, G.U.
7. Librarian, KKH Library
8. All Heads of Academic and Administrative Departments, G.U.
9. Directors of all G.U. Centres/Institutes
10. Principal, University Law College, G.U.
11. Joint Registrar i/c, G.U.
12. Deputy Registrar, G.U.
13. Supdt. Establishment Section, G.U.
14. GU Website - to upload the Notification and Rules in the website.
15. Notice Board
16. Office File


04/03/21
Registrar
Gauhati University



GAUHATI UNIVERSITY

RULES FOR CHILD CARE LEAVE FOR ACADEMIC AND NON-ACADEMIC STAFF

Women employees having minor children up to the age of 18 years may be granted child care leave for a maximum period of two years during the entire service to take care of up to two minor children whether for rearing or to look after any of their needs like examinations (board or University), sickness (medical ground on submission of satisfactory medical certificate) etc. subject to the following conditions:

- a) The CCL shall not be applicable, if the child is more than 18 years of age.
- b) Child care leave shall be on 100% leave salary.
- c) During the period of child care leave, the employee concerned shall not be take up any remunerative work (by whatever nomenclature). Violation of the same shall mean immediate revocation of child care leave with the unused portion of child care leave forfeited.
- d) Child care leave for a maximum period of 730 days may be granted to women employees during entire service period.
- e) In the case where the child care leave is granted for more than 30 days, the matter is to be forwarded to the Executive Council and can be sanctioned with the approval of the Executive Council only.
- f) CCL will be granted for minimum 15 days and maximum of 45 days in a year subject to maximum of 730 days during entire service period.
- g) While applying for Child Care Leave, the women employee shall have to indicate the age of the child with documentary proof for which she desires Child Care Leave.
- h) Holidays and summer/winter break falling within the period of Child Care Leave shall be counted as Child Care Leave.
- i) An application for Child Care Leave has to be submitted as per the format enclosed. Supporting documents as indicated above have to be invariably attached.
- j) Child Care Leave should always be applied in writing at least 30 days in advance and sanction accorded before it is availed. No women employee can avail child care leave without sanction.
- k) No CCL shall be admissible during probation period.
- l) The CCL shall not be demanded as a matter of right and under no circumstances can any employee proceed on CCL without prior sanction of leave by the competent authority.
- m) CCL may not be granted in more than 3 spells in a calendar year.
- n) The University has the right to cancel any CCL application if required and feels that the services of the employee is necessary for the said period and in case of insufficient staff in the department in which staff member is working.
- o) The CCL application is to be forwarded by the concerned Head of the Department/Controlling Officer and for faculty members, this is to be addressed to the Registrar, through the Secretary, University Classes. In case of any other officer/employee, the application is to be addressed to the Registrar through the concerned Controlling Officer(s).
- p) The leave application will be entertained only on positive endorsement of the concerned HoDs/Controlling Officers.
- q) The period of wilful absence or unauthorized absence shall not be converted into CCL.
- r) The period of any other leave already sanctioned or availed shall not be converted to CCL.



**APPLICATION FORM FOR CHILD CARE LEAVE
(FOR WOMEN EMPLOYEES OF GAUHATI UNIVERSITY)**

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 (Attested copy of the Birth Certificate to be enclosed) : _____
6. Date on which child will be attaining 18 years. : _____
7. Is the child among the two eldest Children : Yes/No
8. Period of Leave- Days : From _____ To _____
Prefix/Suffix of holidays, if any : _____
9. Reason(s) for leave applied for : _____
10. Total Child Care Leave availed till date : _____
11. (a) Whether permission to leave station is required : Yes/No
(b) If Yes, Address during leave period : _____
12. Date of return from last leave, & nature and period of that leave : _____

Date : _____

Signature of the applicant

Remarks of Controlling Officer:

Leave Recommended / Leave Not Recommended:

Date : _____

Signature: _____

Name: _____

Designation: _____

Dept./Office: _____

