


Dated Agartala, the 04 / 08 / 2020

**MEMORANDUM**

In pursuance of the Notification No.F.1(1)-FIN(G)/86, dated 12-12-2017 of the Finance Department circulated vide No.F.4(8-MISC-West)-SE/E(Trg.)/2017, dated 26-12-2017 as well as Notification No.F.1(1)-FIN(G)/86, dated 02-09-2019 of the Finance Department circulated vide No.F.4(61-Circular)-SE/E(Trg.)/2019(L), dated 16-09-2019, the undersigned is pleased to specify the following criterion in connection with sanction of Child Care Leave to the female officials working under the Education (School) Department, Govt. of Tripura:-

1. Child Care Leave shall be sanctioned by the concerned Head of Offices upto maximum 30 (thirty) days at a time/ in a spell and gap of sanctioning CCL between the spells should be atleast 30(thirty) days i.e. after joining on expiry of CCL, one should perform her normal duty minimum 30 (thirty) days at a stretch.
2. In case of Group-'A' & Group-'B' Gazetted female officers, CCL may be sanctioned by the Head of Department.
3. Child Care Leave may ordinarily be sanctioned in continuation of Maternity Leave for a maximum period of 90 (ninety) days.
4. Child Care Leave may be sanctioned only after arrangement of substitute teachers who can run normal works of the applicants without hampering the class-works so that Students are not deprived of teaching learning process. In case the same is not possible, matter may be referred to the concerned District Education Officer. Applications beyond above cited cases are to be putup to the Head of Department.
5. Other guidelines of Notification No. F.1(1)-FIN(G)/86, dated 12-12-2017 and Notification No.F.1(1)-FIN(G)/86, dated 02-09-2019 of the Finance Department, Govt. of Tripura as circulated earlier shall be followed.

  
(U.K.Chakma) 3.8.20

Additional Secretary to the Government of Tripura.

To  
The District Education Officer, West/ Sepahijala/ Khowai/ Gomati/ South/ Unakoti/ North/  
Dhalai District, Tripura for information. They are requested to circulate the Memorandum to  
all the H.O. & D.D.O. / I.S. under their jurisdiction.

Copy to :-

1. The PS to the Secretary (SE) for kind information to the Secretary (SE).
2. The Branch Officer, IT Cell for information and also requested to upload the same in the Departmental Website.
3. The Branch Officer, Estt. Headquarter/ Estt. NG Section/ Estt. Gazetted Section for information.