

No.F.2(82)-MS/ESTT-II/93(Sub-I)  
Government of Tripura  
Health & Family Welfare Department

Dated 5<sup>th</sup> April 2018.

Notification

The Governor, Tripura is pleased to order that, the following guidelines shall be followed in sanctioning child care leave in respect of female officers / officials working under the Health & Family Welfare Department, Govt. of Tripura:-

1. Child Care Leave shall be sanctioned maximum 30 (Thirty) days at a time / in a spell and gap of sanctioning Child Care Leave between spells will be 30 days i. e. after joining on expiry of Child Care Leave.
2. If Child Care Leave is prefixed or suffixed with any kind of leave then next spell of Child Care Leave will be sanctioned after expiry of same working period.
3. Child Care Leave may also be taken in continuation of Maternity leave for a maximum period of 30 (thirty) days.
4. Head of Department or Head of Offices shall sanction Child Care Leave in respect of female officers/Officials max. 20% of existing same category of staff on first come first serve basis.
5. In case application submitted by the staff is on same day, then Head of Offices/Head of Deptt. shall sanction Child Care Leave on the basis of age of child on the ground of examination, sickness etc. of the child. The Head of Office/Head of Department will decide the priority for sanctioning the Child Care Leave.
6. In special circumstances, period of Child Care Leave as applied for by the employee concerned shall be considered when child is suffering from Cancer / TB/Congenital Heart disease /Chronic Kidney Disease/ Accidental injury subject to the satisfaction and discretion of the sanctioning authority.

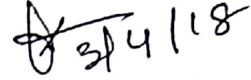
Cont. page-2.



{No.F.2(82)-MS/ESTT-II/93(Sub-I)}

7. This guideline will not be applicable to the staff whose child has completed 16 years on the date of submission of application subject to condition that, the Institutions normal work should not be disrupted and on satisfaction and discretion of sanctioning authority.

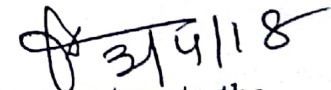
By Order,



( A. Deb Barma)  
Under secretary to the  
Government of Tripura.

Copy to:-

- The P.S. to the Hon'ble Chief Minister, Tripura, Agartala- for kind information please.
- The P.S. to the Chief Secretary, Govt. of Tripura, Agartala- for kind information please.
- The P.S. to the Hon'ble Minister, Health & F.W. Deptt., Govt. of Tripura, Agartala- for kind information please.
- The P.S. to the Principal Secretary, Finance Department, Govt. of Tripura, Agartala Govt. of Tripura, Agartala- for information please.
- The P.S. to the Secretary, Health & F.W. Deptt., Govt. of Tripura, Agartala- for kind information please.
- The Director of Health Services, Government of Tripura, Agartala - for information please.
- The Director of F.W. & P.M., Govt. of Tripura, Agartala- for information please.
- The Director of Medical Education, Govt. of Tripura, Agartala- for information please.
- All Head of Office(s) under Health & F.W. Deptt. Govt. of Tripura-for information & necessary action please.



Under secretary to the  
Government of Tripura.