

No.PAO/GREF/CC/026/DOII  
PAO (GREF)  
GREF Center  
Dighi Camp  
Pune -411015.  
Date : 17/12/2008

To,

All CEs/TFs/AO TFs

Sub: Publication of DOII : Encashment of Earned Leave along with LTC & Child Care Leave (CCL) in respect of GREF Personnel

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1. As per GOI OM no. 13018/2/2008-Estt(L) dated 11/9/2008 & even no. dated 18/11/2008 issued by Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) women employees having minor children may be granted Child Care Leave (CCL) for a maximum period of 2 years (730 days) during their entire service. The format of "CCL" DOII with instructions is shown at Annexure -1.
2. "LTCASH" DOII has been introduced wef 1.9.2008 for encashment of EL while availing LTC. Based on LTCASH DOII, PAO (GREF) will credit the amount of encashment of EL in respective IRLAs. The format of "LTCASH" DOII with instructions is shown at Annexure -2.

**(Vedveer Arya, IDAS)**  
**Jt. CDA**  
**PAO(GREF)**

**ANNEXURE-1**

**DOII format of Child Care Leave (CCL)**

Si. No 1	GREF No.,Name&grade 2	Driscption 3	Date of Effect 4	Rate 5	Period 6	Other 7			Ref DOII 8	Remarks 9
						(a)	(b)	©		
1	GO/GS-----	CCL	From To (leave period)			CCL+no of days				

**Instructions:-**

1. Col 4 : From date & To date to be mentioned compulsorily.
2. Col. 7(a) : Pl mention CCL + no of days of CCL availed.
3. The following certification to be endorsed.

“It is certified that the employee concerned has no Earned Leave at her credit.”

**Note: -**

1. As per D.O.P.T.OM No.13018/2/2008-Estt(L) dated 11/09/2008 Women employees having minor children may be granted Child Care Leave (CCL) for a maximum period of two years (730 days) during their entire service.
2. It may be availed of in more than one spell.
3. CCL shall not be debited against the leave account. A separate leave account for Child Care Leave shall be maintained in the prescribed proforma and kept in the Service Book.
4. It may be allowed for the third year as leave not due (with production of medical certificate).
5. It may be combined with leave of the kind due and admissible.
6. During the leave period the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
7. All other validation checks as applicable to Earned Leave will also be applicable to CCL for instance in case of leave for more than 14 days SDA/ISDA will be discontinued.
8. In case of absence for more than a calendar month Transport Allowance will also be discontinued.

**ANNEXURE-2**

**DOII format of Encashment of EL while availing LTC**

Si. No 1	GREF No.,Name&grade 2	Driscption 3	Date of Eeffect 4	Rate 5	Period 6	Other 7			Ref DOII 8	Remarks 9
						(a)	(b)	©		
1	GO/GS-----	LTCASH	From To (leave period)			GTD	FIRST/ SECOND/ THIRD/ FOURTH/ FIFTH/ SIXTH		"EL" DOII No	

**Instructions:-**

1. Col 4 : From date & To date to be mentioned compulsorily.
2. Col 7(b) : Please mention the occasion of encashment "First" or "second" or "Third" or "Fourth" or "Fifth" or "Sixth".
3. Col 8 : Please mention the reference DOII no of "EL".
4. The following certification to be endorsed.

"It is certified that the individual's EL A/c has the balance at credit more than 30 days after deducting the total leave availed plus leave for which encashment was availed."

**Note: -**

1. Encashment of EL with LTC limited to 10 days of EL on one occasion and 60 days in the entire career.
2. At least equal number of days of Earned Leave should be availed along with Encashment.