



सैन्ट्रल रेलसाइड वेअरहाउस कम्पनी लिमिटेड

(भारत सरकार का उद्यम)

आईएसओ 9001:2008 प्रमाणित कम्पनी

CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Govt. of India Enterprise)

An ISO 9001:2008 Certified Company

सीआईएन : यू63023डीएल2007पीएलसी165676

CIN:U63023DL2007PLC165676



मिनी रत्न
Mini Ratna PSU



CRWC-I/ Leave Rules/ 17-18/279

Date: 01.05.2017

CIRCULAR

This is in continuation to this office circular No. CRWC-I/ Leave Rules/ 13-14 dated 16.08.2013 wherein the approval of the BOD was conveyed for adoption of "CRWC LEAVE RULES, 2012" to the officers of the company for implementation. Further, the BOD in its 49th meeting held on 30.03.2017 approved the adoption of Child Care Leave (CCL) for women employees of CRWC which is made available on CRWC's website www.crwc.in for information and reference to all concern, for immediate implementation. The detailed guidelines are enclosed herewith.

Encl: As Above

Ritesh
01/05/2017
Ritesh
Manager (HR)

To,

1. DGM(M&O), DGM(F&A) and DGM(Engg.), CRWC, CO, New Delhi
2. Company Secretary, CRWC, CO, New Delhi
3. All Terminal Managers

✓ Manager (IT) for uploading of circular in CRWC website

Copy To,

PS to MD, CRWC, CO, New Delhi.....for favour of information

THE DETAILED GUIDELINES FOR ADOPTION OF CHILD CARE LEAVE(CCL) FOR WOMEN EMPLOYEES OF CRWC.

1 (a) Woman employees who have put in atleast 1 year of service and having minor children may be granted child care leave by an Authority competent to grant leave for a maximum period of 2 years (i.e. 730 days) during their entire service for taking care of upto two eldest surviving children including legally adopted children, whether for rearing or to look after any of their needs like examination, sickness, etc.

(b) CCL shall not be admissible if the child is 18 years of age or older. However, there will be no age limit to provide for CCL in the case disabled children , 'the disability' being clearly defined by the Ministry of Social Justice and Empowerment, provided the maximum CCL that can be availed remains within the ceiling of 730 days.

(c) CCL shall not be treated as a matter of right. Under no circumstances can any employee proceed on CCL without prior proper approval of the leave by the leave sanctioning authority.

2. In other words, the CCL shall be granted on the following grounds:-

(i) Rearing of small children below the age of 5years.

(ii) Looking after the needs of the minor children or providing guidance for examination up to 18years during examination time.

(iii) Sickness of Children, The employee has to submit supporting medical certificate from a registered medical practitioner on or before the date of joining after availing herself of the CCL failing which the request for sanction of CCL shall be treated as Earned Leave.

3. Grant of Child Care Leave to a woman employee shall be subject to the following conditions, (Ref- CCS (Leave)(4th amendment) Rules, 2011)

(i) It shall not be granted for more than three spells in a Calendar year.

(ii) There will be no minimum period/ duration for availing Child Care Leave.

(iii) It shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of child care leave to the probationer, provided that the period for which such leave is sanctioned is minimal.

4. The leave is to be treated like the earned leave and sanctioned as such. Consequently, Saturdays, Sundays, Gazetted holidays, etc., falling during the period of leave would also count for CCL as in the case of earned leave.

5. The application for grant of CCL shall be submitted atleast 10 days in advance except in case of certain extreme situations, viz., Hospitalization, serious illness of child. The employees concern must ensure that no pending assignments, cases, etc., are left out before proceeding on CCL.

6. The leave account for CCL shall be maintained separately and it shall be kept alongwith the service book of the employee concerned.

Applicability of various benefits during Child Care Leave.

1. During the period of CCL, the woman employees shall be paid leave salary equal to the pay drawn immediately before proceeding of leave.

2. No pay and allowances/PRP will be given during this period. However, medical benefits and HR/leave, as applicable will be admissible.

3. The period spent for Child Care Leave will be treated as 'dies-non' for the purpose of earning leave (EL and HPL) and eligibility for promotion. The period of CCL will not be treated as qualifying service for earning increment in the relevant Company Scale. The period on CCL will, however, is considered as continuity of service for the purpose of benefits of gratuity.

4. The employees will be entitled to the benefit of continuity of service for Provident Fund and towards Pension Corpus as per rule.

5. CCL may be combined with Leave of any other kind (excepting CL).

6. If any other instructions/guidelines relating to Child Care Leave are not covered herein, the Government Guidelines shall be applicable in the matter.

Further, in the event of any doubt regarding interpretation of any clause or any other matter relating to CCL, the discretion and decision of MD in the matter shall be final and binding.