

Sh. Mewa Lal
Delhi

Subject: Providing information w.r.t. Original RTI Application received under the RTI Act 2005.

Reference: Your RTI application dated 04.02.2021 received through DOPT.

Information, as obtained from the concerned record holding office, is provided herewith as under;

S. No	Point No.	Information sought for	Information provided
1.	1	Refer to the original RTI application dt. 04.02.2021	Under Section 8(1)(j) of the provision of the RTI Act 2005, information which has no relationship to any public activity or interest or which could cause unwarranted invasion of the privacy of the individual is exempted from disclosure. Hence the information sought cannot be disclosed under the above said provision of the RTI Act 2005.
2.	2		Available policy guidelines issued on the subject are enclosed.
3.	3 & 4		Clarification sought w.r.t point no. 3 and 4 is not covered under section 2(f) of RTI Act 2005.

Hope the above information is complete and satisfactory. If not, then you can appeal within 30 days of receipt of the letter to the 1st Appellate Authority whose name and address is as under;

Ms. R. P. Chhibber
GGM/Administration DFCCIL,
5th Floor, Supreme Court Metro Station Building,
Pragati Maidan, New Delhi-110001.

DA: 02 sheets


(S.K. Roy)
Dy. G.M/Admn.(PIO)
E-mail: skroy@dfcc.co.in
011-23454707

of the case otherwise determines.

- (e) An employee who proceeds on Extraordinary Leave (EOL) shall **not** be entitled to any leave salary.

9. Leave Preparatory to Retirement(LPR):-

- (a) An employee not desirous of encashment of Leave on Average Pay (LAP) at his/her credit at the time of retirement on superannuation may be permitted by a competent authority to take leave preparatory to retirement to the extent of LAP due, not exceeding 180 days together with HLAP due, subject to the condition that such leave extends only upto and includes the day preceding the date of retirement.
- (b) The leave granted as leave preparatory to retirement shall not include EOL.

10. Maternity Leave:-

- (a) A female employee with less than two surviving children may be granted maternity leave for a period of **180 days** from the date of its commencement, on production of medical certificate.
- (b) A further period of leave upto **two year** of leave due to her(including commuted leave upto 60 days and Leave Not Due) may be granted, without production of medical certificate.
- (c) A total period of Maternity Leave on account of Miscarriage/Abortion/Abortion induced under the Medical Termination of the Pregnancy Act'1971 shall be restricted to 45 days in the entire career of a female employee.
- (d) Maternity leave may be combined with any other kind of leave.
- (e) The maternity leave shall not be debited against the leave account.

11. Child Care Leave(CCL):-

- (a) Women employees having minor children may be granted Child Care Leave(CCL) by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of upto two eldest surviving children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall be granted to women employees having minor children below the age of eighteen years (18).
- (b) Child Care Leave cannot be demanded 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.
- (c) The leave is to be treated like the LAP and sanctioned as such. Consequently, Saturdays, Sundays, Gazetted holidays etc. falling during the period of leave would also count for Child Care Leave, as in the case of LAP.

- (d) The CCL can be availed subject to the following further conditions:
 - i) CCL may not be granted in more than 3 spells in a calendar year.
 - ii) CCL may not be granted for less than 15 days.
 - iii) CCL should not ordinarily be granted during the probation period except in the case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.
- (e) During the period of CCL, the women employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave account. It may be combined with leave of the kind due and admissible. The leave account for child care leave shall be maintained in the proforma as at Annexure IV, and it shall be kept alongwith the Service Book of the concerned women employee.
- (f) Leave Not Due only for the purpose of Maternity Leave and Child Care Leave, if required, may be granted by the competent leave sanctioning authority based on the medical certificate. LND in such cases shall be debited against the LHAP due to the women employee.

12. Paternity Leave:-

- (a) A male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his/her wife i.e. upto 15 days before or upto 06 months from the date of delivery of child and if such leave is not availed of within this period, it shall be treated as lapsed.
- (b) It shall not be debited against the leave account and may be combined with any other kind of leave.
- (c) This leave may not normally be refused to the employee.
- (d) It shall be sanctioned only in a single spell.
- (e) During the period of such leave, he/she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

13. Special Disability Leave:-

- (a) Special disability leave may be granted to an employee, who is disabled by injury accidentally incurred in, or in consequence of due performance of his/her official duties or in consequences of his/her official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his/her liability to illness or injury beyond the ordinary risk attaching to the post which he/she holds.
- (b) Such leave shall not be granted unless the disability manifested itself within 03 months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice.