

128/11



महानगर टेलीफोन निगम लिमिटेड
(भारत सरकार का उद्यम)
MAHANAGAR TELEPHONE NIGAM LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
निगम कार्यालय, CORPORATE OFFICE

MTNL/CO/Pers/SR/112/maternity Leave/2010
07/06/2014

OFFICE ORDER

Sub: Grant of Child Care Leave (CCL) to the female employees of MTNL

The Board of Directors of MTNL in its 297th meeting held on 30th May, 2014 approved the proposal for implementation of Child Care Leave for female employees of MTNL with the terms and conditions as follows:

To facilitate female employees to take care of their children and to ensure smooth functioning of the offices, Child Care Leave for female employees of MTNL is hereby introduced with the following terms and conditions :-

- (i) CCL shall be allowed to the female employees to take care of their children upto the age of eighteen years. It shall not be admissible if the child is eighteen years of age or older.
- (ii) Female Employees shall be granted Child Care Leave for a maximum period of two years (i.e. 730 days) (with pay upto 3 months and without pay upto two years inclusive of 3 months with pay), during their entire service period 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.
- (iii) To reduce non-availability of manpower at frequent intervals, CCL may not be granted in more than three (3) spells in a calendar year and not less than 15 days in a single spell.
- (iv) During CCL, employee shall be eligible for medical benefits as per rule. If drawing HRA, will continue to draw HRA for paid / unpaid CCL. If occupying company accommodation, can continue existing accommodation on payment of License Fee for unpaid CCL.

Office Address: 6th Floor, Core-II, Mahanagar Door Sanchaar Sadan, 9, CGO Complex Lodi Road New Delhi 110 003



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(v) The leave account for Child Care Leave shall be maintained in the following proforma and it shall be kept along with the Service Book of the employee concerned.

Period of CCL taken		Balance of CCL		Signature and designation of the certifying officer
From	To	Balance	Date	

(vi) CCL cannot be demanded as a matter of right. It is to be treated like Earned Leave and sanctioned by an officer not below the rank of GM.

(vii) Grant of Child Care Leave shall be as per below mentioned criteria:
 a. 1st Priority : those with infants below three (3) years.
 b. 2nd Priority : those with children nearing the age of eighteen years and are appearing for Exams e.g. 10th, 12th, within three months period.
 c. 3rd Priority: those having small children upto the age of five years.
 d. All others

The date of effect of implementation of the above order shall be the date of approval of the Board i.e. 30th May, 2014.

(M.K. Saxena)
Adtl. GM (Pers.)

- Copy to:
1. PS to CMD
 2. Director (Finance)/ (HR)/ (Tech), MTNL
 3. CVO, MTNL
 4. Executive Director (Delhi/Mumbai)/ CGM (WS), MTNL
 5. GM (Adm.) / (Finance) MTNL Delhi/Mumbai
 6. GM (HR)/ (Finance) MTNL Corporate Office
 7. Company Secretary, MTNL - to treat this as ATR
 8. Sr. Manager (IR) C.O. - for information of Recognized Unions of Delhi and Mumbai

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