



# भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड

Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)

Miniratna Category-I, CPSE  
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निम्(मा.स)/नोति/27/30/2019/7824

दिनांक: 29.03.2019

## परिपत्र/CIRCULAR

**विषय/Subject:** एसपीएमसीआईएल संतान देखभाल छुट्टी नीति/SPMCIL Child Care Leave Policy

निदेशक मण्डल ने दिनांक 18.03.2019 को हुई अपनी 86वीं बैठक में कर्मचारी कल्याण और महिला सशक्तिकरण के उपाय के रूप में एसपीएमसीआईएल के कर्मचारियों के लिए संतान देखभाल छुट्टी नीति को कार्यान्वित करने का अनुमोदन किया है।

The Board of Directors in its 86<sup>th</sup> Meeting held on 18.03.2019 has approved implementation of Child Care Leave Policy to the employees of SPMCIL as a measure of employee welfare and Women empowerment.

2. एसपीएमसीआईएल संतान देखभाल छुट्टी नीति तत्काल प्रभाव से लागू करने के लिए संलग्न है।  
The Child Care Leave Policy of SPMCIL is attached for implementation with immediate effect.
3. संतान देखभाल छुट्टी नीति का लाभ लेने के लिए इस संबंध में समझौता प्राधिकरण के समक्ष लंबित कोई भी समझौता/अर्धन्यायिक कार्यवाही को बिना शर्त वापस लेना होगा।

Any conciliation/Quasi-judicial proceeding pending before Conciliation Authority on the matter should be withdrawn unconditionally for availing the benefit of Child Care Leave Policy.

(बी.जे.गुप्ता/B.J. Gupta)

अपर महाप्रबंधक/Addl. GM (HR)

## प्रतिलिपि/Copy to:-

- i. अध्यक्ष तथा प्रबंध निदेशक के कार्यालय/ CMD Office
- ii. निदेशक (तक.) के व. कार्यपालक सहायक/ निदेशक (मा.सं.) के कार्यपालक सहायक /निदेशक(वित्त) के सचिवीय सहायक/ मुख्य सतर्कता अधिकारी के कार्यपालक सहायक /Sr. E.A. to D(T)/ E.A. to D(HR)/ SA to Director(Finance)/ E.A. to CVO
- iii. सभी महाप्रबंधक- टकसाल/मुद्रणालय/कागज कारखाना/ अनुसंधान एवं विकास केंद्र/ डाटा रिकवरी केंद्र/All General Managers-Mints/Presses/Paper Mill/R&D Centre/Data Recovery Centre(DRC)
- iv. अपर-महाप्रबंधक(मा.सं/वित्त.एवं लेखा), निगम कार्यालय/AGM(HR/F&A) Corporate Office
- v. उप महाप्रबंधक(मा.सं/सू.प्रौ)/उप मुख्य सतर्कता अधिकारी/DGM(HR)/Dy.CVO/DGM(IT)
- vi. मास्टर फ़ाइल/Master file.
- vii. सूचना बोर्ड/Notice Board





## SPMCIL CHILD CARE LEAVE POLICY

Management has decided to introduce Child Care Leave Policy in SPMCIL. The Salient features of this scheme are :

1. Coverage

- (i) Child Care Leave can be granted to women employees on the regular rolls of the Corporation. It shall not be granted during the probation period in case of new joiners.
- (ii) However, in case of probation on Promotion by Selection, child care leave may be sanctioned.
- (iii) The child care leave may also be granted to single male employee who is unmarried or widower or divorcee.
- (iv) Child care leave would be permitted only if the child is dependent on the employee.

2. Purpose : To take care of upto two eldest surviving minor children whether for rearing or to look after any of their needs like examination, sickness etc.

3. Period of Leave:

- a. The employees may be granted Child Care Leave (CCL) for a maximum period of 2 years (730) days for taking care of up to two eldest surviving children (including legally adopted children)
- b. CCL shall not be admissible if the child is 18 years or more.
- c. For mother of disabled child, there is no prescribed age limit upto which CCL may be availed, subject to minimum disability of 40% as per Govt. norms.
- d. CCL will not be granted for less than 15 days in a spell and for a maximum of 2 months in one spell.
- e. CCL shall not be granted for more than two spells in a calendar year. In cases where the CCL spills over the next year, it will be treated as spell against the year in which the leave commences.
- f. There should be a minimum gap of 2 months in between any two consecutive spells of Child care Leave.
- g. CCL may be combined with leave of any kind due and admissible including Maternity Leave except Casual Leave.
- h. Intervening Saturdays, Sundays, holidays falling during the period of CCL shall be treated as part of CCL.

*Sharma*





4. **Entitlement during Leave :**

The employee shall be entitled to the following benefits during the period of CCL:

- a. During the period of such leave, the employee shall be paid 100% leave salary (basic + DA) equal to the pay drawn immediately before proceeding on leave for the first 365 days and 80% of the leave salary for the next 365 days.
- b. Employees shall also be entitled for drawl of medical benefits in respect of the employee and her/his dependents.
- c. HRA will also be admissible and the employees availing Company accommodation will be allowed to continue occupying existing accommodation on payment of usual rent/license fees.
- d. During the period of child care leave, employee shall not be paid cafeteria allowance in IDA Pattern and in CDA Pattern, no Transport Allowance will be paid.
- e. He / she will not be eligible for reimbursements linked to functional needs namely, telephone reimbursement, conveyance reimbursement etc. during the period of CCL availed.
- f. The period of CCL shall not be reckoned for calculation of PRP.
- g. CCL shall not be allowed for encashment.
- h. During the period of CCL, employee will not be allowed to take up any remunerative / honorary service elsewhere.
- i. Period of CCL shall not count for purpose of earning EL, CL and HPL.
- j. During the period of CCL, LTC can be availed only in case of employees in CDA pattern of pay scale.
- k. During the period of CCL, the employee and Company's contribution to EPF/superannuation benefits shall continue.

5. **Increment during the period of CCL:** In case date of increment i.e. 1<sup>st</sup> July, falls during the period of CCL, the increment shall be payable from the date of rejoining after CCL and not from 1<sup>st</sup> July. However, next increment shall be granted as per policy in vogue in case of Earned Leave.

6. **Promotion:** The period of CCL shall be reckoned while calculating the period of qualifying service for consideration to Promotion. If the employee is on CCL at the time when DPC is to be conducted then her case will be put up to DPC but financial benefits will be given from the date of joining.

7. **Annual Performance Appraisal Report (APAR):** If the concerned employee has served for a minimum of 6 months in a stretch, during a financial year, only then her APAR will be initiated.

*[Handwritten signature]*



**SPMCIL CHILD CARE LEAVE**



8. **Competent Authority** : The leave sanctioning authority for Child Care leave in units will be the concerned GM , and concerned Director in CHO.
9. **Maintenance of Child Care Leave** : The leave account for child care leave shall be maintained in the proforma enclosed, and it shall be kept along with the Service Book of the Employee concerned.
10. Normally, employees may have to submit their tentative CCL availing plan at least 3 months in advance so that office work is not hampered by their absence.
11. CCL cannot be demanded as a matter of right. Under no circumstances any employee can proceed on CCL without specific prior approval of Leave Sanctioning Authority. While sanctioning the leave, it may be kept in mind that not more than one employee is on CCL at the same time in one section, so as the work of the section does not get hampered.
12. The above Scheme will come into effect from the date of notification. However, the employees who have availed any amount of Child Care Leave in their career prior to notification of this scheme will be eligible for only balance amount of CCL.
13. In case of any concern arising out of implementation of Child Care Leave Policy and also for cases not covered herein, the authority to interpret and decide will vest with the Chairman and Managing Director whose decision will be final. However, the right to amend or modify the Policy vests with the Board of Directors of SPMCIL.

*J. Kaur*



## SPMCIL CHILD CARE LEAVE



### SPMCIL CHILD CARE LEAVE POLICY

Management has decided to introduce Child Care Leave Policy in SPMCIL. The features of this scheme are:

#### Proforma for maintaining Child Care Leave Account

Period of Child Care Leave Taken		Balance of Child Care Leave		Signature and designation of the certifying officer
From	To	Balance	Date	

2. **Purpose:** To take care of up to two eldest surviving minor children (including or to look after one of their needs like examination, sickness etc.

#### Period of Leave:

- The employees may be granted Child Care Leave (CCL) for a maximum period of 730 days for taking care of up to two eldest surviving children (and legally adopted children).
- CCL shall not be admissible if the child is 15 years or more.
- For mother of disabled child, there is no prescribed age limit and leave may be availed subject to maximum disability of 80% as per Govt. norms.
- CCL will not be granted for less than 15 days in a spell and for a maximum of 3 months in a spell.
- CCL shall not be granted for more than two years in a calendar year. In case the CCL spills over to next year, it will be treated as spell against the year in which the leave commences.
- There should be a minimum gap of 1 month in between any two consecutive spells of Child Care Leave.
- CCL may be granted with or without pay and admissible in conjunction with Maternity Leave, Sick Leave and Casual Leave.
- Intervening Sundays, Sublics, Holidays falling during the period of CCL shall be treated as part of CCL.

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