

**APPLICATION FOR CHILD CARE LEAVE****From :**Sri./Smt.....,  
.....,  
.....School,  
.....Mandal,  
.....District.**To :**.....,  
.....,  
.....Mandal,  
.....District.**Sir/Madam,****Sub :** APLR-1933 – Comprehensive Leave benefits – Child Care Leave upto 180 days (in not less than 3 Spells) - Leave Application of Sri./Smt .....  
..... – Request – Regarding**Ref :** 1. G.O.Ms.No.33 , Finance (HR.IV- FR&LR) Dept. of AP , Dated : 08.03.2022  
2. Andhra Pradesh Leave Rules – 1933  
3. Implementation of 11<sup>th</sup> PRC  
4. Relevant Documents

\*\*\*\*\*&amp;&amp;&amp;\*\*\*\*\*

I namely , Sri./Smt....., working as ..... at .....School , .....Mandal , .....District .  
I am herewith submitting of my (one/two) survival children , to avail for my Child Care Leave (CCL) for their care-taking in not less than 3 Spells to look after up to the children age of 18 years (if disabled upto 22 years) as per G.O.Ms.33 , Finance (HR.IV- FR&LR) Dept.of AP,Dated : 08.03.2022

S.No.	Name of the Child	Relation (Son/Daughter)	Date of Birth (as per proof) (DD-MM-YYYY)	AADHAR Number of the Child	Child Age at the time of application (YY-MM-DD)	Disability (if yes , furnish the details) ( if No, strike off this column)

I submit that my presence is required to look after my child namely, ..... Hence, my leave application details are furnished below and I request you to kindly consider and sanction the Child Care Leave .

**CHILD CARE LEAVE ACCOUNT DETAILS**

Total Child Care Leaves as per G.O.	180 Days
No.of Child Care Leaves already availed	
Available Balance of Child Care Leaves	
No.of CCLs Spells availed in the earlier	

**DETAILS OF CCLs APPLIED AT PRESENT**

Name of the Child for whom CCL is applied for	
Reason(s) for CCL applied	
CCL Required Dates ( From-To)	
No. of Days applied Now	
Present CCL Spell Number	
Balance after availing this Spell	

I would be thankful if you consider and approve my CCL application request for the abovementioned period .

**Yours faithfully,****Date:****Place:**

(.....)

**Enclosures :**

1. Relevant Documents  
(with self attested)

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services – Implementation of 11<sup>th</sup> PRC - Comprehensive Leave benefits – Child Adoption Leave/ Child Care Leave/ Special Causal Leave to orthopedically challenged/ Ex-gratia on EOL for certain deceases – Orders – Issued.

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**FINANCE (HR.IV- FR&LR) DEPARTMENT**

**G.O.Ms.No.33**

**Date:08.03.2022**

**Read the following:-**

1. Report of the Committee of Secretaries on 11th Pay Revision Commission.
2. Minutes of the meeting of Ministers Committee and representatives of the Employee Associations, dt.05.02.2022.
3. O.M.No.13018/4/2004-Estt.(L), Govt of India, dt.31.03.2006.
4. G.O.Ms.No.132, Finance (HR.IV FR&LR) Dept., dt.06.07.2016.
5. G.O.Ms.No.155, Finance (FR.I) Department, dt.04.05.2010.

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**ORDER:**

The Government of Andhra Pradesh has constituted the 11th Pay Revision Commission (PRC) vide G.O.Ms.No.75 GA (SC.A) Department, dt. 28.05.2018.

2. Government after careful examination of the Report of 11th PRC and the Report of the Committee of Secretaries headed by the Chief Secretary, hereby orders the following leave benefits to the State Government employees:

3. **Child Adoption Leave:**

Government hereby orders to sanction Child Adoption Leave up to 180 days to female Government Servants having less than two surviving children; if she legally adopts a child up to one year of age. Subject to the same conditions, Government hereby sanctions paternity leave up to 15 days to 'single' male employees (unmarried/widower/divorcee) within a period of 6 months of child adoption.

3.1 The conditions, in the reference 3<sup>rd</sup> read above are applicable for availing child adoption leave.

(i) During the period of child adoption leave, he/she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(ii) Child adoption leave may be combined with leave of any other kind.

3.2 In continuation of the child adoption leave granted the adoptive mothers may also be granted, if applied for, leave of the kind due and admissible (including Leave not due and Commuted leave not exceeding 60 (sixty) days without production of Medical certificate) for a period upto one year reduced by the age of the adopted child on the date of legal adoption, without taking into account the period of child adoption leave.

3.3 This facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption.

3.4 The maximum period of one year leave of the kind due and admissible (including Leave not due and Commuted leave upto 60 days without production of Medical certificate) will be reduced by the age of the child on the date of adoption without taking into account Child Adoption leave as in the following illustrations:

- If the age of the adopted child is less than one month on the date of adoption leave upto one year may be allowed.
- If the age of the child is six months and above but less than seven months, leave upto 6 months may be allowed.
- If the age of the child is 9 months and above but less than ten months, leave upto 3 months may be allowed.

3.5 Child adoption leave shall not be debited against the leave account.

4. **Child Care Leave:**

4.1 Government hereby orders to enhance the Child Care leave facility from 60 days to 180 days in the entire service in respect of the women employees.

4.2 Further, the same facility is extended to 'single' male employees (unmarried/widower/divorcee).

4.3 The conditions mentioned in the reference 4<sup>th</sup> read above are applicable for availing the Child Care Leave.

5. **Special Casual Leave to orthopedically challenged and Nursing Staff:**

Government hereby orders to sanction Special Casual Leave upto seven (7) days in a year for Orthopedically Challenged employees needing to change prosthetic aids. Same duration of Special Casual Leave has also been sanctioned for Nursing staff working in high risk ward.

6. **Ex-gratia on EOL for certain deceases:**

6.1 Government as per the recommendations of the PRC, from time to time, enhancing the limits of ex-gratia allowance in respect of Non-Gazetted Government Servants and Government Servants in Last Grade Service, while on extraordinary leave for treatment for Tuberculosis/Leprosy/ Cancer/Mental illness/Heart diseases and Renal (Kidney) failure, by issuing necessary amendment to Note (4) under Rule 28 and to Note (4) under Rule 29 of A.P. Leave Rules, 1933. The ex-gratia allowance is *equal to half of the pay, subject to the minimum and maximum limits specified from time to time.*

6.2 Government, after careful examination of report of 11th Pay Revision Commission and the report of Committee of Secretaries headed by the Chief Secretary, hereby orders to revise the limits for grant of ex-gratia allowance in the revised pay scales 2022 as mentioned hereunder.

(In Rupees)

Category	Basic Pay limit	Ex-gratia amount payable per month	
		Minimum	Maximum
Non-Gazetted Employees	35,570	11,560	17,780
Last Grade Employee	-	10,000	15,000

6.3 It is further to state that Extra Ordinary Leave for the above purpose may be allowed only after exhausting the Earned Leave and Half Pay Leave at credit.

7. These orders shall come into effect from 01.01.2022.

8. This order is available on online and can be accessed at <http://apegazette.cgg.gov.in>.

( BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHAMSHER SINGH RAWAT  
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To

All Special Chief Secretaries / Principal Secretaries / Secretaries to Government.

(with a request to communicate to all concerned Departments of Secretariat.  
The Principal Secretary to Governor of Andhra Pradesh, Vijayawada.  
The Principal Secretary / Secretary to the Chief Minister & Private Secretaries to all Ministers.

The A.G (A&E) / Pr. A.G. (G&SSA) / A.G.(E&RSA), A.P., Vijayawada.

The Director of Treasuries & Accounts, AP, Ibrahimpatnam.

The Director of State Audit, A.P., Ibrahimpatnam.

The Pay & Accounts Officer, A.P., Ibrahimpatnam.

The Director of Works Accounts, A.P., Ibrahimpatnam.

All Heads of Departments including Collectors, Superintendents of Police and District Judges.

The Registrar, High Court of Andhra Pradesh, Vijayawada.

The Secretary, A.P. Public Service Commission, Vijayawada.

All the Joint Directors of Works Projects.

All the District Treasury Officers.

All the Chief Executive Officers of all Zilla Parishads.

All the Recognized Service Associations.

The General Administration (Cabinet) Department.

S.F. /S.Cs. (Computer. No.1641157).

//FORWARDED :: BY ORDER//

  
SECTION OFFICER