



OFFICE OF THE MISSION DIRECTOR  
**NATIONAL HEALTH MISSION, ASSAM**

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No. NHM-31014/61/2023-HRD-NHM (ECF-418628)

**NOTIFICATION**

**Sub:** Grant of Child Care Leave (180 days) to Women Employees/Staffs under National Health Mission, Assam.

*In partial modification of the existing rules for Child Care Leave under National Health Mission (NHM), Assam -*

All Women Employees/ Staffs under NHM having minor children (Children up to 18 years of age) may be granted **Child Care Leave** by an authority competent to grant leave, for a maximum period of 180 days (six months) during their entire service for taking care up to two minor children whether for rearing or to look after any of their needs like examination, sickness etc. subject to the following conditions:

- i. Application to be submitted online through the Self-Help module in Swasthya Sewa Dapoon (SSD) portal only. A copy of the online application may be submitted to the authority through proper channel for further approval i.e. through her Officer/ Superior concerned for necessary forwarding / comments.
- ii. The Child Care Leave (CCL) shall not be admissible, if the child is more than 18 (eighteen) years of age.
- iii. During the period of such Child Care Leave (CCL), the Women Employees/Staffs shall be paid remuneration equal to pay drawn.
- iv. The Child Care Leave (CCL) may be availed more than one spell.
- v. The Child Care Leave (CCL) may be combined with leave of any other kind, if due and admissible.
- vi. No Child Care Leave (CCL) is admissible to the Women Employees/Staffs who have not completed 80 days of service under NHM.
- vii. All Gazette holidays falling during the period of leave would be counted for Child Care Leave (CCL).
- viii. The Child Care Leave (CCL) shall not be demanded as a matter of right and under no circumstances can any employee proceed on Child Care Leave (CCL) without prior sanction of leave by the competent authority.
- ix. The period of willful absence or unauthorized absence shall not be converted into Child Care Leave (CCL).
- x. The period of Earned Leave or any other kind of leave already sanctioned or availed shall not be converted into Child Care Leave (CCL).
- xi. An application for grant of Child Care Leave (CCL) by a woman employee already on Leave (other than CCL) may be considered provided she submits her application one month before expiry of leave. If Child Care Leave is not sanctioned by the competent authority before expiry of leave, she shall have to join her duty.

xii. This provision shall take immediate effect from the date of issue of this notification.

(Dr. Lakshmanan S, IAS)  
Mission Director,  
National Health Mission, Assam

Memo No. NHM-31014/61/2023-HRD-NHM (ECF-418628)

Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, H& FW Deptt., Dispur, Guwahati-6 for kind information.
2. The Principal Secretary/District Commissioner cum Chairperson, District Health Society of all Districts.
3. P.P.S. to the Hon'ble Chief Minister of Assam, Dispur, Guwahati-6 for kind appraisal of Hon'ble Chief Minister.
4. P.S. to the Hon'ble Minister of Assam, Health & FW Deptt, Dispur, Guwahati-6 for kind appraisal of Hon'ble Minister.
5. The Director of Health Services, Assam.
6. The Director of Health Services (FW), Assam.
7. The Director of Medical Education, Assam.
8. The Executive Director, NHM, Assam.
9. The OSD, NHM, Assam.
10. The Director, Finance & Accounts, NHM, Assam.
11. The State Programme Manager, NHM, Assam.
12. All SPO/ SSO/ SNO, Umbrella Programmes.
13. The Joint Director of Health Services cum Member Secretary, District Health Society of all Districts
14. All Officers and Staff, SPMU, NHM, Assam.
15. All DPMU, NHM, Assam.

(e-signed)  
Mission Director,  
National Health Mission, Assam