



कोचिन पोर्ट ट्रस्ट  
COCHIN PORT TRUST  
W/Island, Cochin-682009.  
Phone: 2582119, 2582129  
Fax: +91(484)2668163, 2666512  
Email: [coptrticell@gmail.com](mailto:coptrticell@gmail.com)  
Website: [www.cochinport.gov.in](http://www.cochinport.gov.in)



No. GAD/RTI Cell/BMG/1338/2020-S

Dated: 21.12.2020

To

Smt. Bindu M.G  
EIII/6, 7<sup>th</sup> Cross Road  
W/Island - 682003

Sir,

Sub: Information under the RTI Act, 2005- reg.  
Ref: Your application dated 08.12.2020

\*\*\*\*\*

With reference to the application referred to above, a copy of the Circular dated 31.03.2014 on Grant of Child Care Leave to women employees of CoPT is attached herewith (1 page).

The details of the Appellate Authority under the RTI Act for Cochin Port Trust are given below.

Shri. Cyril C. George  
Dy. Chairman  
Cochin Port Trust  
Cochin - 09

Yours faithfully,

  
(Jijo Thomas)  
Central Public Information Officer  
General Administration Department





152.3

c-10

COCHIN PORT TRUST

ADMINISTRATIVE OFFICE,  
COCHIN - 682 009.

No.A8/WRC/2012/S

Dated: 31/03/2014

CIRCULAR

Sub: Grant of Child Care Leave to women employees of CoPT.

Vide Clause No.32.5 of the BWNC Settlement signed on 25/10/2013, women employees having minor children below the age of 18 years will be granted Child Care Leave (CCL) for a maximum period of 2 years (730 days) during their entire service for taking care of up to 2 children whether for rearing or looking after any other needs like examination etc. It was also provided in the Settlement that Central Government orders issued in this regard from time to time shall apply.

Central Government rule on the subject also provide that:

- CCL may not be granted in more than 3 spells in a calendar year;
- LTC cannot be availed during CCL;
- CCL should not be ordinarily granted during probation period;
- CCL cannot be demanded as a matter of right and under no circumstances can any employee proceed on CCL without prior approval of the Leave Sanctioning Authority; and
- No adjustment against any kind of leave can be made in this regard.
- Intervening holidays will count as CCL as in the case of Earned Leave.
- In respect of disabled/mentally challenged children, CCL is permitted up to the age of 22 years subject to conditions and submission of certificates.
- CCL may not be granted for less than 15 days.

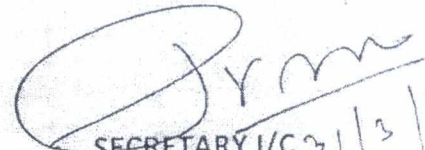
In view of the above, It has been decided to comply Clause No.32.5 of the BWNC Settlement and Central Government Rules on the subject, and the following procedures will be followed to regulate CCL in Cochin Port Trust:

1. Chairman will be the Leave Sanctioning Authority;


2. CCL will not be a matter of right. Hence only one employee in the Department/Division shall be granted CCL at a time to avoid dislocation of work and no replacement posting will be made. Hence, leave recommending authority should recommend leave only when there is no dislocation of work due to sanctioning of CCL;
3. The employee availing CCL is not allowed to travel out of station from hometown during leave period;
4. Application for CCL for education of the children will be given on priority only when the children are studying in 10<sup>th</sup> or 12<sup>th</sup> standard;
5. In the event of medical ground for applying CCL, certificate of CMO justifying the medical ground is required;
6. 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.

Proposals for CCL should contain compliance of above conditions.

This has the approval of the Chairman, CoPT.

  
SECRETARY I/C 31/3/19

- Copy to:
- : All Heads of Departments/ Divisional Officers, Cochin Port Trust
  - : The Sr. Dy. Director (EDP)
  - : The Administrators—Personnel/O.M.
  - : The Administrators Time Management/Pay Roll, SAP
  - : The Dy. Secretary, GAD
  - : The Sr. Asst. Secretary, GAD
  - : Modality Unions
  - : 'D'/P' Sections

  
Manager (A Sechni)



**RTI REQUEST DETAILS****Registration No. :** CPTRS/R/E/20/00027**Date of Receipt :** 08/12/2020**Type of Receipt :** Online Receipt**Language of Request :** English**Name :** BINDU M G**Gender :** Female**Address :** E III/ 6, 7TH CROSS ROAD, W.ISLAND, Pin:682003**State :** Kerala**Country :** India**Phone No. :** +91-9446335424**Mobile No. :** +91-9446335424**Email :** bindugopirao@gmail.com**Status(Rural/Urban) :** Urban**Education Status :** Graduate**Is Requester Below Poverty  
Line ? :** No**Citizenship Status** Indian**Amount Paid :** 10 )**Mode of Payment** Payment Gateway**Does it concern the life or  
Liberty of a Person ? :** No(Normal)**Request Pertains to :****Information Sought :** Latest Rule on converting the Earned Leave (specifically taken for Caring the child ) to Child Care Leave applicable in cochin port trust.

Print

Save

Close

Forwarded to DPIO, A Section, GAD & DPIO, D Section