

**मिसेल स/F.No.11-4/2022-Admn-II**  
**भारत सरकार/Government of India**  
**कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare**  
**कृषि एवं किसान कल्याण विभाग/Department of Agriculture & Farmers Welfare**  
**वनस्पति , संरक्षण, संगरोध एवं संग्रह निदेशालय/Directorate of Plant Protection, Quarantine & Storage**  
**एन एच-४, फरीदाबाद-१२१००१, हरियाणा/NH-IV, Faridabad-121001(Haryana)**

दिनांक/Dated: 14/08/2024

**CIRCULAR**

**Subject: Prior sanction of Child Care Leave and Maternity Leave before proceeding on leave- regarding;**

The undersigned is directed to refer to this Dte.'s Circular-F.No.-7-34/2013-Adm.II dated 24.01.2024 on the subject mentioned above. Despite the said circular, a number of women employees proceed on CCL and Maternity Leave without prior sanction from the Competent Authority. It has also been observed on various occasions that Child Care Leave & Maternity Leave applications are not being forwarded to the Head of Department for approval. The Controlling Officer/Head of Office of the Regional/Sub-offices are themselves sanctioning the above leaves.

2. It is, therefore, once again reiterated that all officials/Officers shall submit their CCL & Maternity leave application to the Controlling Officer well in advance, who in turn shall submit the same along with recommendations for seeking approval of the Competent Authority, at least 15 days before proceeding on leave.
3. This issues with the approval of Plant Protection Adviser.

**(Kusum Goel)**  
Chief Administrative Officer  
मुख्य प्रशासनिक अधिकारी

**Distribution:**

1. All Official/Officers of the Directorate.
2. All the Station In-charges of the directorate with directions for strict compliance of this circular at the stations.
3. PA to PPA.
4. P&C Division/IT Cell for uploading the same on the Dte.'s website.