

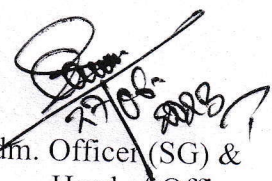
OFFICE ORDER

In continuation to the Office Order of even no. dated 03.05.2023 issued for recovery of Transport Allowance from her salary for the months of March, April & May, 2023 due to Child Care Leave w.e.f. 27.02.2023 to 21.06.2023 (115 days) availed by **Smt. Kumud Khera**, Private Secretary, she has again extended her CCL w.e.f. 22.06.2023 to 20.09.2023 (91 days) which has been approved on ICAR-ERP.

Accordingly, the Head of Office, ICAR-IGFRI, Jhansi has been pleased to accord an approval for recovery of **Transport Allowance** for the month of June, July & August, 2023 from the salary of **Smt. Kumud Khera**, Private Secretary as she is not entitled for Transport Allowance for the above mentioned 03 months due to availing the **Child Care Leave** w.e.f. 22.06.2023 to 20.09.2023.

Further in compliance to the DoPT O.M. No. 11020/01/2017-Estt. (I) dated 30.08.2019, it is to submit that **CCL may be granted at 100% of the leave salary for the first 365 days and 80% of the leave salary for next 365 days.** Smt. Kumud Khera, Private Secretary has availed the 365 days CCL upto 09.12.2022 at 100% of the leave salary as per the Office Memorandum and now, she will be availing the rest CCL at 80% of the leave salary till her daughter Ms. Riddhi Khera attained the age of 18 Years as per date of birth (22.09.2005) entered in the Form-3 (Details of Family) as furnished by Smt. Kumud Khera.

Therefore, the Head of Office, ICAR-IGFRI, Jhansi has been pleased to accord an approval for making the recovery and sanction 80% of the leave salary w.e.f. **27.02.2023 to 20.09.2023 (206 days)** in respect of **Smt. Kumud Khera**, Private Secretary as her daughter Ms. Riddhi Khera is completing the age of 18 years on 20.09.2023.


Chief Adm. Officer (SG) &
Head of Office

Copy to:

1. Smt. Kumud Khera, Private Secretary for information (through proper channel).
2. Drawing & Disbursing Officer, ICAR-IGFRI, Jhansi for kind information and further necessary action under intimation to this section for making entry in the Service Book of the concerned employee, please.
3. Senior Finance & Accounts Officer, ICAR-IGFRI, Jhansi for information, please.
4. Dr. K.K. Singh, PS & Head, P.A.R. Division, ICAR-IGFRI, Jhansi.
5. Sh. K.P. Rao, ACTO to upload the Office Order on IGFRI Website/ICAR-eoffice.
6. Assistant to Director, ICAR-IGFRI, Jhansi.
7. Personal File concerned.