

GOVERNMENT OF MANIPUR
SECRETARIAT: EDUCATION (S) DEPARTMENT

OFFICE MEMORANDUM
Imphal, the 24th October, 2024


Subject: Submission of Leave Applications in advance and compliance with the Maternity Benefit Act, 2017.

No. SM3-101/3/2020-EDN(S)-EDN(S): It has been observed that many leave applications, particularly those related to maternity and other long-term leaves, are not being submitted in a timely manner. This often causes much inconvenience and disrupts the normal smooth functioning of the Department and Educational Institutions.

2. Accordingly all employees are advised, whenever required, to **apply for leaves well in advance**, especially for leaves that are known or predictable, such as maternity leaves, Earned Leave etc. All **concerned officers** handling these leave applications shall either dispose of those genuine cases wherever competent to do so or shall forward them to the Government in a timely manner to ensure proper planning and coverage of duties.


3. Further, all employees are reminded of the provisions of the Maternity Benefit Act, 2017, which entitles a woman to **12 weeks of maternity leave for the third child and any subsequent child**. Employees who are planning maternity leave in such cases must ensure that the leave application is submitted in accordance with relevant rule under the Act.

4. Failure to comply with these guidelines shall be viewed seriously and may even lead to grant of Extra Ordinary Leave or other applicable actions to the concerned employees and disciplinary proceedings against the concerned officials for dereliction of duty.


(H. Gyan Prakash)
Commissioner (Education- S)
Government of Manipur

Copy to:

1. PS to Minister (Education), Manipur.
2. PS to Commissioner, Education-S, Government of Manipur.
3. Principal Accountant General, Manipur.
4. Director, Education-S, Manipur.
5. Addl. Director, Education-S(H/V), Manipur.
6. Sr. Administrative Officer, Directorate of Education-S, Manipur with a request for kind upload in the official website of Department of Education(S) Manipur.
7. All ZEOs, Manipur.
8. All Principals of Government Higher Secondary Schools, Manipur.
9. Guard file.


24.10.2024
(Yumnam Arunkumar Singh)
Under Secretary (Education-S),
Government of Manipur