

Application for sanction of Child Care Leave

171 EDN (CS) dt. 15-02-2018, Uniform Leave Rules of the Government (To be submitted before 15 days of availing Child Care Leave)

A. (General Information to proceed CCL)

1. Name _____
2. Designation _____
3. Pay Band & Pay _____
4. Working under _____
5. Child Care Leave Required _____
6. Earlier Child Care Leave Availed : YES / NO
a) If YES _____
7. Name of Minor children for whom favored _____
_____ Child care leave required.
8. Proof of date of birth _____ (Please attach age proof certificate from the competent authority) in favor of minor children availing child care leave.
9. Certified that I am having _____ Nos. of children and _____
_____ (name of the child) Age _____
(on the day of application made) of mine against whom Child Care Leave is requested.

Note:-

1. Children should be below 18 years upto the date of availing child care leave.
2. The child care leave be admissible for two eldest surviving children only.
3. Child care leave can be sanctioned by an authority competent to grant
4. Child care leave is admissible for 730 day only during entire service tenure for taking care of upto two children in more than one spell (not less than 15 days in a spell and not more than two spells in a year).
5. Employees cannot proceed on CCL without prior approval of the leave by the leave sanctioning authority.
6. Consequently Saturday, Sunday, Gazetted holidays etc. during the period of leave would also count for CCL, as the case of earned leave.
7. During the CCL employee cannot leave the station

Dated:

(Signature of the employee)

B. Official Part (Process of Approval)

Forwarded to (Branch officer/competent authority) for sanction of child care leave in favour of Smt. _____ from _____ to _____ total Nos. _____ of days.

Certified that she had balance _____ earned leave earlier she had availed No. _____ of CCL and No. _____ of days balance in the account of Child Care leave and shall be debited in the account of Child Care leave after receipt of sanction by The Leave Sanctioning Authority (Principal) in case of Employee or President (in case of Principal) before proceeding on child care leave.

Signature of Head Clerk,
(with stamp)

C. Final Approval

Sanctioned child care leave in favour of _____ from _____ to _____ total _____ Nos. of days and return to Head Clerk for debiting in the child care leave account.

Signature of Leave Sanctioning Authority.
Principal/President
Sabang Sajanikanta Mahavidyalaya