

CHILD CARE LEAVE APPLICATION

A) TO BE FILLED IN BY THE APPLICANT

1. Name of Institute/Polytechnic: _____

2. Details of Applicant:

Name of Applicant	Post held & Pay Scale	Date of joining the Service	Date of completion of Probation period

Note: As per F.D. Instructions dated 05.07.2012, no CCL will be admissible during probation period.

3. Detail of two eldest surviving children below the age of 18 years only (copy of self-attested birth certificate(s), be attached):

Sr. No.	Name of Child	Son/Daughter	D.O.B.	Class (Education)
1				
2				

4. CCL(s) taken in the past (with dates) from _____ to _____

5. Period of CCL applied for: _____

6. Name of child for whom, CCL is required: _____

7. Reasons of CCL: _____
(Rearing, examination, sickness as mentioned in F.D. instructions dated 5.7.12)

8. Certificate to be attached (Tick whichever is applicable as per need / purpose of care):

Certificate Attached	Tick
Medical illness Certificate of Child from Govt. Medical Officer	
Report Card / Certificate of last class passed from the school / institute	
Examination date-sheet	

9. Postal Address during the leave alongwith contact No.:

10. I understand and agree to abide by the following conditions of FD instructions No. 11/102/2009-3FR dated 5.7.2012:

- a. CCL is admissible when women Govt. employee has no Earned Leave at her credit.
- b. CCL cannot be demanded as a matter of right and facilitating the women Govt. employees to take care of their children at the time of need (Rearing, examination, sickness) does not mean that CCL should disrupt the functioning of the offices / institutions.
- c. Under no circumstances can any employee proceed on CCL without prior sanction of leave by the competent authority.
- d. Any other kind of leave already sanctioned or availed or period of unauthorized absence cannot be converted into CCL retrospectively.
- e. A spell of CCL will not be less than 30 days and it can be availed only twice in a year. There should be a gap of minimum 30 days between two spells of CCL. The extension of CCL would be admissible only on acute medical ground.
- f. If already on leave (other than CCL) and submits her application for grant of CCL, the same may be considered provided she submits application one month before the expiry of leave. If CCL is not sanctioned by the Competent Authority before the expiry of leave she will have to join her duty.
- g. Child's health and education is the sole consideration behind the CCL.
- h. It is a facility available for child care till he/she is 18 years of age, therefore, it should be taken/availed of judiciously staggered over many years till the first two children turn 18 years of age and when there is actual need of 24 hours presence of mother with the Child.
- i. Simultaneously the future of students in the Polytechnics or College cannot be put at stake on account of CCL larger interest takes precedence.

- 11. I undertake to refund the amount if paid in excess than the admissible leave salary.
- 12. I have submitted my Annual Property return on _____

Dated:

(Full signature of the applicant)

13. Recommendation of the In-charge concerned:

I have gone through the instructions mentioned above carefully and recommend CCL to Ms. _____ for a period of _____
 (mention name & designation of the applicant).

(Signature of Incharge)

Name: _____

Designation: _____

B) TO BE FILLED IN BY THE OFFICE OF PRINCIPAL

14. Diary No. & date of receipt of application _____

15. Number of balance E.L. of the applicant _____

(Note: CCL is admissible when women Govt. employee has no Earned Leave at her credit)

16. Details of CCL:

Total CCL admissible	CCL already availed (alongwith spell-wise period)	Date of return from last CCL	Balance amount of CCL	Period of CCL recommended.
(730 days)				

Note: As per F.D. Instructions dt 5.7.2012, a spell of CCL will not be less than 30 days and it can be availed only twice in a year. There should be a gap of minimum 30 days between the two spells of CCL subject to maximum period of 120 days.

17. Alternative arrangement for teaching during CCL of applicant is proposed as:

18. The recommendations have been given strictly in pursuance of FD's instruction No. 11/ 102/2009-3FR dated 5.7.2012 in this regard.

Full signature of Principal (with seal)