

Application for sanction of Child Care Leave

Rly. Bd.'s Letter No. E(P&AII 2006, CFC/LE S dated 23/10

.M. P/NDLS letter No. 432-E/GCPC/Child Care leave 08/E

(To be submitted before 15 days of availing Child Care Leave)

A.

1. Name Smt. _____
2. Designation _____
3. Pay Band & Pay _____
4. Working under _____
5. Child Care Leave Required _____
6. Earlier Child Care Leave Availed _____
7. (Including leave not due After 740 days for Child Care leave)
8. Name of Minor children for whom favored
Child care leave required _____
9. Proof of date of birth _____

In favor of minor children availing child care leave.

10. Certified that I am having _____ Nos. of children and _____ child
(eldest) 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 their ensure notice for taking care of upto two children in more than one spell.
5. Employees cannot proceed on CCL without prior proposal 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.

Dated; _____

(Signature of the employee)