

Application Format for Child Care Leave

(Tripura Institute of Technology, Narsingarh,)

To
The Principal
Tripura Institute of Technology,
Narsingarh, Tripura West.

Sub: Application for Child Care Leave.

Ref: Notification No.F.6(100)-DHE/AA/2016/2655(43) dated 04-01-2018.

A.

1. Name of Applicant :
2. Designation & Place of work :
3. Pay Band & Pay :
4. Period of Leave applied for including dates :
5. Child Care Leave Required for (Mention) :
(Examination/sickness etc. of child)
6. Child Care Leave already availed so far :
(No. of days)
7. Name of Minor Child for whom Child Care :
Leave is required
8. Proof of date of Birth of above child (Attach) :
9. Certified that I am having No(s). of child/children and (Name)..... is
the 1st/2nd (eldest) surviving child of mine against whom child care leave is requested.

Rules of CCL:

1. Children should be below 18 years up to the date of availing child care leave.
2. The child care leaves be admissible for two eldest surviving children only.
3. Child care leave is admissible for 730 days only during their ensure notice for taking care of up to two children in more than one spell.
4. Employees cannot proceed on CCL without prior approval of the leave by the leave sanctioning authority.
5. 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 employees)

B.

Forwarded for sanction of child care leave in favour of Smt. from
to total days.

(Signature of HOD/Controlling officer)

C.

Certified that the above particulars are correct/not correct as per record and she had already availed nos. of Child Care Leave (CCL) as per entry in her Service book.

(Signature of dealing officer of Establishment Section)

D.

Sanctioned Child Care Leave in favour of Smt.
from to total days. and return to concerned Sr. Subordinate for debiting in the Child Care Leave.

(Signature of the Competent Authority)

E. Forwarded to the Establishment Section for keeping record and necessary action.