

**CHILD CARE LEAVE (CCL) APPLICATION**

**A) TO BE FILLED IN BY THE APPLICANT**

1. Details of Applicant:

Name of Applicant	Post held	Date of joining (Regular Service)	Date of completion of Probation period

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

Sl. No.	Name of Child	Son/Daughter	D.O.B.	Class(Education)
i)				
ii)				

3. CCL (s) taken in the past (*with dates*) from \_\_\_\_\_ to \_\_\_\_\_

4. Period of CCL applied for: \_\_\_\_\_

5. Name of child for whom CCL is required: \_\_\_\_\_

6. Reasons of CCL: \_\_\_\_\_

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

Certificate Enclosed	Tick
Medical illness Certificate of Child from University Medical Officer/ Government Medical Officer	
Report Card/Certificate of last examination passed from the school/institute	
Examination date-sheet/ Examination Routine of the Concerned Institute	

8. Postal Address during the leave along with Contact No., E-mail id :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONDITIONS FOR GRANTING CHILD CARE LEAVE (CCL)**

Women Government Employees having minor children (*up to 18 years of age*) may be granted CCL for a maximum period of two years *i.e.* 730 days during their entire service, for taking care of two minor children, whether for rearing or to look after any of their needs like examination, sickness, *etc.* subject to the following conditions:

- a) Child's health and education is the sole consideration behind the CCL.
- b) 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.
- c) Application for CCL shall be applied before 15 (fifteen) days from the date with effect from which the leave is sought.
- d) CCL cannot be demanded as a matter of right and facilitating the women university 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.
- e) Under no circumstances can any employee proceed on CCL without prior sanction of leave by the competent authority.
- f) CCL shall not be granted in more than three spells in a calendar year.

- g) CCL shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of child care leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.
- h) Any other kind of leave already sanctioned or availed or period of unauthorized absence cannot be converted into CCL retrospectively.

Dated: \_\_\_\_\_

(Full signature of the applicant)

9. Recommendation of the Controlling Officer/Head/Director, *i/c*

I have gone through the instructions mentioned above carefully and recommend CCL to Ms./Dr.(Ms.)/ Prof. \_\_\_\_\_ (*mention name & designation of the applicant*) for a period of \_\_\_\_\_

Alternative arrangement for classes/duty during CCL of applicant is proposed as:

\_\_\_\_\_

(Signature)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**B) TO BE FILLED IN BY THE OFFICE**

11. Date of receipt of application \_\_\_\_\_

12. Number of balance of E.L. of the applicant \_\_\_\_\_

13. 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)				

Approved/ Not approved

Section Officer (Estt. -A/ Estt.-B)

Assistant Registrar (Admin.) /Deputy Registrar (Admin.)

(Registrar)