

**APPLICATION FOR CHILD CARE LEAVE FOR WOMEN EMPLOYEES**

(Auth. DoPT OM No.13018/2/2008 Estt.(L) dt 11/9/2008, 29/9/2008 and 18/11/2008)

**(To be filled in by the applicant)**

Name..... Grade .....

A/C No. .... Section/Office.....

Balance of EL at credit as on date.....

Period of CCL applied from..... to ..... No. of days.....

Reason for leave.....

Leave address.....

No. of children (as per service record)

<u>Sl. No.</u>	<u>NAME</u>	<u>DOB</u>	<u>Age as on date of application</u>
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	.....	.....	.....

Note: It is certified that the details given above are as per my service records and I have applied CCL for the two eldest surviving children only whose name are mentioned at Sl. No. ½ above. It is also certified that I do not have EL at my credit as on date.

Signature of the applicant

**(to be filled in by the Section/Sub-Office of the applicant)**

Recommendatory/Sanctioning remarks of competent authority with stipulation that no request will be made for positioning of substitute during the period of leave of the employee.

Note: The Child Care Leave is to be treated like EL and is to be sanctioned by the authority who is competent to sanction EL to that extent.

SO(A)/AAO

SAO/AO

GO/Head of Sub-Office

**(for use of Admin Section of Main Office)**

Max. CCL admissible 730 days      Already availed..... days

Balance as on date of sanction.....days

The details of children given above are same as given in Service Book of the employee.

CCL for the period from.....to..... for..... days as sanctioned is entered in the CCL proforma kept along with the Service Book of the individual.