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 Minot 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)

B.

Forwarded to_____(Branch officer/competent authority) for sanction of child care leave in favour of Smt._____ from_____to _____total _____Nos. of days. Certified that she had balance NIL earned leave earlier she had availed _____No. of CCL and No.____of days balance in account of Child Care leave and shall be debited in the account of Child Care leave after receipt of sanction by APO/ADEN_____ before proceeding on child care leave.

Signature of Sr. subordinate incharge,

(with stamp)

C.

Sanctioned child care leave in favour of
_____from_____

to_____ total_____Nos. of days and return to concerned Sr. subordinate for debiting in the child care leave account.

Signature of competent authority.