**National** **Institute** **of** **Technology** **Raipur**

G.E. Road, Raipur Chhattisgarh - 492010, India

Application Form for Child Care Leave (Non-Teaching)

**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)**

|  |  |  |
| --- | --- | --- |
| Name | : |  |
| Designation: |  |
| Department: |  |
| Pay level |  |
| Previous Leave Details (EL/HPL/Commuted Leave/CL/RH/SCL) | **From** |  |  | **To** |  |  |
| Period Of Leave | **From** |  |  | **To** |  |  |
| No. of days of leave |  |
| Date of joining duty |  |
| Earlier Child Leave Availed | **From** |  |  | **To** |  |  |
| Name of Minor Children Whom Favored Child Care Leave required |  |
| Proof of date of birth in favor of minor children availing child care leave |  |
| Whether Head Quarter Leave required (if required please mention dates) | **From** |  |  | **To** |  |  |
| Address and phone no. during absence |  |
| Charge hand over to |  |

**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-year up to 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 a maximum period of 730 days during their ensure notice for taking care of upto two children in more than one spell.
5. Employees cannot proceed on CCL without prior pro posal 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.
7. In respect of disabled/mentally challenged children, it is permitted for an offspring of any age subject to conditions and submission of certificates.
8. CCL may be granted to single mothers for six spells in a calendar year.
9. CCL extended to single male parent also.

**Signature** **of** **applicant**

Recommended/Non-Recommended

**(Head** **of** **the** **Department)**

Child Care Leave Balance: \_\_\_\_\_

Verified by

**Joint** **Registrar**

**Date** **of** **Application**

Granted/ Not granted

**Registrar**

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