

## Application for sanction of Child Care Leave

**Rly. Bd.'s Letter No. E(P&AII 2006, CFC/LE S dated 23/10**

**(To be submitted before 15 days of availing Child Care Leave)**

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 Minor 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 up to 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.**