



# National Institute of Technology Raipur

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

## Application Form for Child Care Leave (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)	<b>From</b> <b>To</b>			
Period Of Leave	<b>From</b> <b>To</b>			
No. of days of leave				
Date of joining duty				
Earlier Child Leave Availed	<b>From</b> <b>To</b>			
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)	<b>From</b> <b>To</b>			
Address and phone no. during absence				
Charge hand over to				
Details of Class arrangement by faculty				
<b>Sr.No</b>	<b>Faculty Name</b>	<b>Designation</b>	<b>Date</b>	<b>Signature</b>
1				
2				
3				

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 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 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 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.
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  
**(Director)**