

**शिशु देखभाल अवकाश हेतु आवेदन**  
**APPLICATION FOR CHILD CARE LEAVE (CCL)**

1. आवेदक का नाम : .....  
Name of the applicant
2. पदनाम : .....  
Designation
3. विभाग / कार्यालय / अनुभाग : .....  
Dept./Office/Section
4. शिशु का नाम जिसके लिए शिशु देखभाल अवकाश का आवेदन किया जा रहा है : .....  
Name of Child for whom CCL is applied for
5. शिशु की जन्मतिथि : .....  
Date of Birth of the Child
6. क्या शिशु दो बड़े बच्चों में शामिल है : हाँ / नहीं  
Is the child among the two eldest children Yes/No
7. आवेदित अवकाश अवधि एवं दिवस संख्या : .....  
No. of Days & Period of leave applied for  
अवकाश के साथ उपसर्ग / प्रत्यय, यदि कोई होतो : .....  
Prefix/suffix of holidays, if any
8. आवेदित अवकाश का / के कारण : .....  
Reason(s) for leave applied for
9. आवेदन तिथि तक ली गयी शिशु देखभाल अवकाश : .....  
Total Child Care Leave availed till date
10. (क) मुख्यालय छोड़ने की अनुमति : हाँ / नहीं  
(a) Whether permission to leave headquarter is required Yes/No  
(ख) अवकाश अवधि के दौरान पता : .....  
(b) Address during leave period
11. वर्तमान कैलेंडर वर्ष में स्वीकृत शिशु देखभाल अवकाश का विवरण : .....  
Details of Child Care Leave sanctioned in present calendar years

Spell No.	Period of child care leave	No. of days
1		
2		
3		

दिनांक.....  
Date\_\_\_\_\_

आवेदक के हस्ताक्षर  
Signature of applicant

**नियंत्रण प्राधिकारी के अभियुक्तियां**  
**Remarks by Controlling Authority**

अवकाश की अनुशंसा की जाती है / नहीं की जाती है  
Leave Recommended/not recommended

दिनांक:.....  
Date\_\_\_\_\_

हस्ताक्षर / Signature.....  
पदनाम / Designation.....

**Instruction to follow while applying for Child Care Leave**

<b>S.No.</b>	<b>Instruction</b>
05	For verifying child's age (CCL may be granted for children below the age of eighteen years)
06	CCL may be granted for two eldest surviving children
09	CCL may be granted for maximum period of seven hundred and thirty days during entire service
11	1. CCL not to be granted for more than three spells in a calendar year. 2. In case of single female employee it shall be extended to six spells in a calendar year.
*	CCL may not be granted for a period less than five days at a time.
**	CCL is granted at 100% of the leave salary for the first 365 days and 80% of the leave salary for the next 365 days.
***	CCL may be extended to single male parents who may include unmarried or widower or divorcee employees.