

NEIGRIHMS, SHILLONG
Application Form for Child Care Leave

1. Name of the Applicant :
2. Designation :
3. Deptt/Office/Section :
4. Name of the Child for whom Child Care Leave is applied :
5. Date of Birth of the Child :
6. Date on which the Child will be attaining 18 years :
7. Is the Child among the two eldest Children (i.e. 1st and 2nd child) : Yes /No
8. Whether still on Probation : Yes /No
9. Period of Leave - Days : From _____ to _____
Prefix/Suffix of holidays, if any :
10. Reason(s) for leave applied : Exam/Sickness/Etc
11. Total Child Care Leave Availed till date :
12. (a) Whether permission to leave station is required : Yes/No
(b) If Yes, Address during CCL :
13. Date of Return from last leave & Nature and Period of that leave taken:

Date : _____

Signature of Applicant

Recommendation of the Controlling Officer/Head of Department

Date : _____

Signature _____

Designation _____

Deptt/Section _____

Note:

1. Child Care Leave is not ordinarily granted during probation period except in cases of certain extreme situations where leave sanctioning authority is satisfied about the need of CCL and leave so granted is minimal.
2. CCL is not admissible more than 3 spells in a calendar year. Under no circumstances can employee proceed on CCL without prior approval of leave by leave sanctioning authority as CCL cannot be demanded as a matter of right. It is admissible upto maximum period of 730 days during entire service for taking care of upto two eldest surviving children and not admissible if the child is eighteen years of age or older.
3. CCL is admissible at 100% leave salary for first 365 days and 80% of leave salary of next 365 days.
4. CCL is not admissible for a period of less than 5 days at a time.