

## Child Care Leave(Primary & High School Teacher)

আজ আলোচনা করবো Child Care Leave বা CCL(Primary & High School Teacher) নিয়ে। এটা নিয়ে হয়তো অনেকেই জানেন বা আলোচনা করেছেন, তবে আমি কথা দিলাম আমার এই আলোচনা যদি একটু সময় নিয়ে পড়েন তাহলে বুঝতে পারবেন পার্থক্য। আমি আমার সব Post এর ক্ষেত্রেই সব তথ্য এইভাবে Accommodation করি। আশা করি আপনাদের ভালো লাগবে।

CCL সাধারণত পেয়ে থাকেন Primary ও High School এর শিক্ষিকাগণ(তবে বিভিন্ন Department এর Female Employees রা ও পেয়ে থাকেন, তবে আমার আলোচনা মূলত Sponsored/Non.govt. Aided School এর শিক্ষিকাদের নিয়ে)।

এই ছুটি যে Main Order অনুযায়ী শিক্ষিকাগণ পেয়ে থাকেন, তা হলো G.O No. 5560-F(P) dt. 17.07.2015

এই ছুটি কোনো শিক্ষিকা সর্বাধিক 2 টি সন্তানের বা আইন অনুসারে দত্তক নেওয়া সন্তানের জন্য(Memo No. 2301-F(P) dt. 18.03.2013) 18 বছর বয়স পর্যন্ত সর্বোচ্চ 730 দিন পেয়ে থাকেন ঐ সন্তানের প্রতিপালনের সময় ওর অসুস্থতা ও পরীক্ষা সংক্রান্ত কারণে।

❖❖❖ এই ছুটি একটি ক্যালেন্ডার Year এ সর্বোচ্চ 3 টি Spell এ নেওয়া যায় কিন্তু একটি Spell এ এই ছুটি ন্যূনতম 15 দিন ব্যতীত Sanction করা হয় না। Maximum একসাথে সর্বোচ্চ 60 দিন দেওয়া হয়, বিশেষ পরিস্থিতিতে 120 দিন পর্যন্ত পাওয়া যায়।

❖❖❖ একটি কথা মনে রাখতে হবে এই ছুটি সম্পূর্ণ Leave Sanctioning Authority এর Satisfied এর ওপর Depend করে(যদিও উপযুক্ত Documents Verify করে সিদ্ধান্ত নিতে হবে)।

●●● প্রাথমিক শিক্ষকাগণের ক্ষেত্রে এই ছুটি Sanction করেন DPSC এর Chairman, Application করতে হবে Through S.I, High School শিক্ষকাগণের ক্ষেত্রে এই ছুটি Sanction করেন Managing Committee

❖❖❖ Finance Department এর Main Order অনুযায়ী High School শিক্ষকাদের এই ছুটির বিষয়ে WBBSE থেকে প্রতিটি High School এর HOI এর কাছে Memo No. DS(Aca)/400/C/49 dt. 10.08.2015 দিয়ে নির্দেশিকা জারি করা হয়। কিন্তু প্রাথমিক শিক্ষকাগণের ক্ষেত্রে এরকম কোনো নির্দেশিকা জারি না হলেও Memo No. 1442(55)-SE(Admn.)/10M-88/15 dt. 23.07.2015 এর Notification অনুযায়ী বলা হয় CCL এর Main Order টি উল্লিখিত Department গুলো Follow করবে, যেখানে Primary Education Department এ ও ঐ Copy Forwarded করা হয়েছে।

●●● এই ছুটির কিছু বৈশিষ্ট্য নিয়ে আলোচনা করবো এবার।

●●● এই ছুটি এক Calendar Year এ সর্বোচ্চ 3 বার পাওয়া যায়। এই ছুটির জন্য Full Pay পাওয়া যায়। CCL Calendar Year শেষ হওয়ার পর CL এর মতো Debit হয়ে যায় না। এই ছুটির সাথে অন্য ছুটি Continue করা যায় উপযুক্ত কারণ দেখিয়ে।

●●● বিশেষ পরিস্থিতি ব্যতীত সাধারণত এই ছুটি কর্মচারীর Probation Period অর্থাৎ কর্মচারীর Confirmation না হওয়া পর্যন্ত Granted করা হয় না। আর যদিও Granted করা হয় তার পরিমাণ হবে নূন্যতম। এক্ষেত্রে Sanctioning Authority, Leave এর কারণ ভালো করে খতিয়ে দেখতে পারেন।

N.B●●● এবার এই ছুটি নিয়ে একটি গুরুত্বপূর্ণ কথা বলি। Memo No. 54-SE/S/2L-01/19 dt. 16.01.2019 অনুযায়ী School Education Department(Secondary Branch) এর পক্ষ থেকে একটি CCL Roaster Maintain Order জারি করা হয় ও বলা হয়, দেখা গেছে যে, বর্তমানে অনেক বিদ্যালয় ওনাদের Academic ও Administrative বিষয়গুলো যথাযথ বিবেচনা না করে ও বিভিন্ন Teaching ও Non-teaching Staff দের থেকে পাওয়া CCL সংক্রান্ত Leave Applications গুলোর Sequence অর্থাৎ যিনি আগে ঐ Leave এর Apply করেছেন ও যিনি পরে Apply করেছেন বা ঐ ছুটিটি কোন্ কর্মচারীর আগে প্রয়োজন তা খতিয়ে না দেখে ছুটি অনুমোদন করছে, কিন্তু যার সত্যিই ঐ ছুটির খুব প্রয়োজন তিনি পাচ্ছেন না বা দেওয়া হচ্ছেনা। এজন্যই এই Order এ বলা হয় প্রতিটি School কে CCL সংক্রান্ত নির্দিষ্ট Roaster Maintain করতে হবে যেখানে যারা CCL এর জন্য Apply করবেন তাদের Sequence অনুযায়ী সমগ্র Details থাকবে ও ওনার Application

খতিয়ে দেখতে হবে, অন্যথায় যোগ্য হলে, পরে আবেদন করা কর্মচারী অপেক্ষা পূর্বে আবেদন করা কর্মচারীকে ছুটি অনুমোদন করতে হবে।

● ● ● এই নির্দেশিকা অনুযায়ী সংশ্লিষ্ট D.I(S.E) Concerned Authority কে অবহিত করবেন এই বিষয়ে ও Roaster পদ্ধতির সঠিক পর্যবেক্ষণ ও তদারকির ব্যবস্থা করবেন।

● ● ● এছাড়াও আর একটি CCL নিয়ে গুরুত্বপূর্ণ তথ্য ও Documents দেবো যা প্রতিটি শিক্ষিকার কাছে একটি অস্ত্র হিসেবে কাজে আসতে পারে CCL পাওয়ার ক্ষেত্রে, তাহলো Kolkata High Court এর Honourable Justice S.Sharaf এর একটি Judgement. যে মামলাটি হয়েছিল Purnima Sarkar vs. State of West Bengal & Others(WP 74 of 2018(26.07.2018). নীচের ছবিগুলোর মধ্যে Judgement Copy দিলাম।

● ● ● CCL এর Application এর কিছু Format(নিজেরা Print করে নিতে পারেন) ও সমস্ত Order Copy গুলো দেওয়া হলো দেখুন। Note অনেকেই হয়তো তৈরি করেন তবে আশা করি এরকম Details পাবেন না। ধন্যবাদ.....

#শুভ\_তোজো\_মান্না

Child  
Care  
Leave

Government of West Bengal  
Finance (Audit) Department  
'Nabanna',  
Howrah-711 102

No.5560-F(P)

Dated, the 17<sup>th</sup> July, 2015.

MEMORANDUM

The matter regarding extension of benefit of the Child Care Leave for a maximum period of 2 (two) years i.e. 730 days to the regular female teaching and non-teaching employees of Government sponsored/Non-Govt. aided Schools, Boards, District Primary School Councils, School Service Commission as well as to the regular female employees of Panchayat Raj and other Local Bodies, Undertakings, Corporations, Statutory Bodies was under active consideration of the State Government.

Now after careful consideration, the Governor is hereby pleased to decide to extend the said benefit to the regular female employees of the educational institutions, establishments, organizations, entities etc. as mentioned above subject to the following conditions -

- i) The same will be admissible during the entire period of service for taking care of upto 2 (two) children upto 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc.
- ii) During the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- iii) It may not be granted in more than 3 (three) spells in a calendar year.
- iv) It may not be granted for less than 15 days in a spell.
- v) Child Care Leave shall not be debited against the leave account.
- vi) It may be combined with leave of the kind due and admissible.
- vii) Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.
- viii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
- ix) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.

2. This order shall take effect from 1<sup>st</sup> August, 2015.

3. Necessary amendments in the relevant rules or regulations or bye-laws as applicable may be made by the concerned administrative department in due course.

Sd/- A. K. Das  
O.S.D. & E.O. Joint Secretary to the  
Government of West Bengal



Copy forwarded for information to and necessary action to :

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 700 001.
2. The Additional Chief Secretary/Principal Secretary/Secretary,-----  
Department, Government of West Bengal
3. The Divisional Commissioner.....Division.
4. The District Magistrate/Judge, .....
5. The Sub-Divisional Officer.....
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-12
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata-700073
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Market, Salt Lake, Kolkata-106
9. The Treasury Officer.....
10. O.S.D & Ex-Officio Joint Secretary & System Analyst for uploading in the website.

*Ant 17/7/15*  
O.S.D. & E.O. Joint Secretary to the  
Government of West Bengal

**GOVERNMENT OF WEST BENGAL  
SCHOOL EDUCATION DEPARTMENT  
ADMINISTRATIVE BRANCH**

**BIKASH BHAVAN, 5<sup>TH</sup> FLOOR, SALT LAKE, KOLKATA-700 091**

No. 1442(55)-SE(Admn.)/10M-88/15

dated, 23.07.2015

From : Shri T.K. Pandit

Assistant Secretary to the Govt. of W.B.

To :

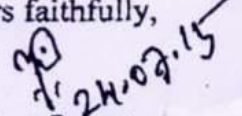
1. The Commissioner of School Education, West Bengal, Bikash Bhavan, 7<sup>th</sup> Floor, Salt Lake, Kolkata-700 091.
2. The Director of Accounts, West Bengal, Bikash Bhavan, 2<sup>nd</sup> Floor, Salt Lake, Kolkata-700 091.
3. The Secretary, West Bengal Board of Primary Education, DK-7/1, A.P.C. Bhavan, Salt Lake, Kolkata-700 091.
4. The Secretary, West Bengal Board of Secondary Education, 77/2, Park Street, Kolkata-700 016.
5. The Secretary, West Bengal Council of Higher Secondary Education, 9/2, Block-DJ, Sector-II, Vidyasagar Bhavan, Salt Lake, Kolkata-700 091.
6. The Secretary, Central School Service Commission, EE 11 & 11/1, Acharya Sadan, Salt Lake, Kolkata-700 091.
7. The State Project Director, Paschim Banga Sarva Shiksha Mission, Bikash Bhavan, 2<sup>nd</sup> Floor, Salt Lake, Kolkata-700 091.
8. The Director, SCERT, 25/3, Ballygunge Circular Road, Kolkata-700 019.
9. The President, West Bengal Council of Rabindra Open Schooling, Bikash Bhavan, 2<sup>nd</sup> Floor, Salt Lake, Kolkata-700 091.
10. The District Inspector of School (SE) ----- (All).
11. The District Inspector of School (PE) ----- (All).

Sir,

I am directed to send herewith a copy of Memorandum no.5560-F(P) dated 17.07.2015 regarding extension of benefit of the Child Care Leave for your kind information and necessary action.

Enclo.: As stated.

Yours faithfully,

  
Assistant Secretary



Tele-Fax : (033) 2321-3827

e-mail ID : wbbse.academic@yahoo.com



WHEN REPLYING, PLEASE QUOTE

Memo No. DS(Aca)/400/C/49

Date 10.08.2015

*West Bengal Board of Secondary Education*

*"Nivedita Bhaban", DJ-8, Sector-II, Salt Lake City, Kolkata-700 091*

From : The Deputy Secretary (Academic)

WBBSE

To

The Heads of all Recognized Govt. Sponsored / Non-Govt. Aided Schools in West Bengal.

Dear Sir / Madam,

I am directed to communicate herewith a copy of the Memorandum No. 5560-F(P) dt. 17.07.2015 and subsequent Memo. No. 1442(55)-SE(Admn)/10M-88/15 dt. 23.07.2015 of the School Education Department, WB, regarding extension of benefit of the child care leave for your kind information and necessary action.

Thanking you,

Yours faithfully,

Encl: As stated above.

*Surbhasisw Karm*

Deputy Secretary (Academic)  
WBBSE

**GOVERNMENT OF WEST BENGAL  
SCHOOL EDUCATION DEPARTMENT  
SECONDARY BRANCH  
BIKASH BHAVAN, SALT LAKE, KOLKATA - 700 091**

No: 54-SE/S/2L-01/19

**From :** The Principal Secretary  
to the Government of West Bengal

**To :** The Commissioner of School Education, West Bengal  
Bikash Bhavan, 7th floor, Salt Lake, Kolkata - 700 091

**Sub : Maintenance of Roaster for grant of Child Care Leave**

Sir,

Date: 16-01-19  
Docket No. 781 H  
Received Contents not V  
To 1. Hoque (A/S)  
The copy to all School  
25 JAN 2019  
Dr. S.  
District Inspector of S  
Secondary Education, B  
P.O.: Suri \* Dist: Birbh

It has been observed that at present in many schools Child Care Leaves are granted without having due regard for academic and administrative interest of the institution and also often without having due and proper regard to the sequence of the applications for Child Care Leave received from different teaching and non-teaching staff.

It is, therefore, felt necessary that every school must maintain a Roaster for grant of Child Care Leave and sanction those leaves in accordance with extant Rules and in due observance of the sequence in the Roaster to ensure that the candidate praying for leave earlier, if otherwise eligible, must have his/her leave sanctioned by the leave sanctioning authority earlier than those who apply for Child Care Leave later.

Henceforth the respective leave sanctioning authorities must sanction Child Care Leave accordingly.

The District Inspector of Schools should inform all concerned accordingly and maintain properly a suitable monitoring system to oversee adherence to the above-noted Roaster system.

Yours faithfully,

Sd/-

Principal Secretary  
to the Govt. of West Bengal

No: 54/1(6)-SE/S/2L-01/19

Date: 16-01-19

Copy forwarded for information to:

1. The Joint Secretary (EE), School Education Deptt.
2. The Chairman, DPSC (All)
3. The District Inspector of Schools (SE) (All)
4. The District Inspector of Schools (PE) (All)
5. The OSD to Hon'ble MIC of this Deptt.
6. The P.S. to the Principal Secretary of this Deptt.

Memo. No:- 183/6

Dt:- 25/1/19.

Copy forwarded for information and taking necessary action to -

Akt H.M./TIC

Am gr./High / Higher Secondary Schools  
Birbhum.

25/01/19  
District Inspector of Schools  
(Secondary Education, Birbhum)

MH  
16/1/2019  
Special Secretary  
to the Govt. of West Bengal

# PROFORMA FOR CHILD CARE LEAVE (PART-I)

To The Chairman, Purba Medinipur District Primary School Council, P.O. Tamlak, District- Purba Medinipur  
Through The S.I. of Schools, MUGHERIA Circle, P.O. BAUPATINAGAR Dist. Purba Medinipur  
& The Head Teacher, PANCHHARI Primary School, P.O. PANCHHARI

Sub: Prayer for Child Care Leave

1. Name of the applicant Teacher: SANJUKTA MAITI (PRADHAN)
2. Designation: Head Teacher/ Asst Teacher, PANCHHARI P.O. PANCHHARI Dist. Purba Medinipur, Circle: MUGHERIA Pvy. School
3. No. of Teachers: 3 No. of Student: 70
4. Date of first joining as a teacher under DPSC: 21.01.14 / Memorandum 1.3.17
5. Period of C.C.L. applying for: From 15.3.17 To 28.4.17 Total 45 days.
6. Reasons for applying C.C.L.: For child illness
7. Total number of children: 1
8. Name and serial no. of child for whom CCL is applied for: PRANDEEP PRADHAN
9. Date of Birth of concerned child (photocopy of birth certificate to be enclosed): 15.03.2016
10. Prefix/Suffix of holiday/other leave, if any: Maternity leave, CCL
11. Total C.C.L. already availed during the entire period of service: 30 days.
12. Number of days enjoyed as C.C.L. in the current calendar year:        days.
13. No. of spell of C.C.L. applying for in current calendar year (1/3,2/3,3/3):
14. No. of enclosures:

RECEIVED

Signature of applicant teacher with date

Forwarded to the S.I. of Schools,

Circle for information and necessary action.

Seal & Signature of Head Teacher

N.B.: i) CCL is admissible to female teacher for a maximum period of 730 days for taking care of up to two children up to 18 years of their age for examination, illness etc.

ii) Not to be granted more than three spells in a year.

iii) Not to be granted for less than fifteen days in a spell.

iv) Not ordinarily be granted during the probation period.

v) Photocopy of documents /records to be enclosed with the prayer of CCL.

vi) To be enjoyed only after obtaining prior permission from the competent authority.

(FOR OFFICIAL USE OF S.I. OF SCHOOLS)

Part-II

(To be forwarded at the time of allowing/cancelling prayer)

Memo No.       

Date:       

Whether the applicant teacher is allowed to proceed in C.C.L. (YES/NO):       

Please mention specific reasons (if any):       

Forwarded to the Chairman, Purba Medinipur DPSC for Information and necessary action.



Calcutta High Court

Purnima Sarkar vs The State Of West Bengal & Ors on 26 July, 2018

ORDER SHEET

WP 74 of 2018

IN THE HIGH COURT AT CALCUTTA

Constitutional Writ Jurisdiction

ORIGINAL SIDE

PURNIMA SARKAR

Versus

THE STATE OF WEST BENGAL & ORS

BEFORE:

The Hon'ble JUSTICE SHEKHAR B. SARAF

Date : 26th July, 2018.

For Petitioner : Mr. Anjan Bhattacharya, Adv.  
Ms. Anita Shaw, Adv.

For State : Mr. Subhabrata Datta, Adv.  
Mr. Debashis Sarkar, Adv.

The Court :

1.

This is an application under Article 226 of the Constitution of India wherein the writ petitioner is aggrieved by an order dated February 7, 2018 passed by the District Inspector of Schools (SE) South-24-Parganas (hereinafter referred to as 'DI of Schools') by which the said DI of School had rejected the claim of the writ petitioner with regard to the Child Care Leave (CCL).

2. The DI of Schools had been directed by this Hon'ble Court by an order dated November 16, 2017 to consider the representation of the writ petitioner. The DI of Schools in his order held as follows :-

"i) the petitioner went on CCL just submitting a prayer and without any prior approval of the Managing Committee of the School which violates the para 10 of the circular No.S/MC dt. 07.07.1981 of the West Bengal Board of Secondary Education.

iii) The petitioner was informed verbally by the School authority that her leave can not be granted. Yet she enjoyed the CCL without prior approval of the Managing Committee.

6. The memorandum that brought in the concept of CCL was by way of a Government Order dated 17th July, 2015. The said memorandum allows a female employee to take a maximum period of two years, that is, 730 days as Child Care Leave. Clauses (i) , (ii) and (iii) provide for the conditions for taking such leave which include that the same may be taken for a maximum of two children upto the age of 18 years for the purpose of examination or sickness of the children. It also allows the employee to be granted CCL in not more than three spells in a calendar year on the condition that each spell shall not be less then 15 days. Clause (viii) of the Government Order states that other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.

7. Mr. Dutta's submissions that CCL is not a matter of right and certain procedure has to be followed is correct. However, he has not been able to show any particular procedure that is required to be followed except for the fact that the application is to be made in writing and the same must have prior sanction, except in very exceptional circumstances.

8. In the present case, the school authorities had not prescribed any rules for seeking CCL and the same was only prescribed by way of a resolution that came about after the petitioner had completed her CCL. In the absence of a specific rule by the managing committee, the action of the managing committee in not granting leave is not justified. It is also seen that the petitioner was informed upon her return to school that she should pray for medical leave instead of Child Care Leave. The basis of such a statement has not been explained by the District Inspector of Schools in his order. It is to be noted that the authorities under the State cannot take decisions on their whims and fancies and can only act as per well defined rules. In the event there is some confusion and ambiguity about the said rules, the benefit of the same should be given to the employee.

9. In view of the above reasons, I set aside and quash the order dated February 7, 2018 passed by the District Inspector of Schools and the school authority is directed to refund the amount, that has been deducted, in accordance with law. They shall do the needful, such as requisition of the amount to the DI of Schools so that further action can be taken by the DI of Schools with regard to the payment of the said amount.

10. It is made clear that the actions of the school authorities, in this particular case, led to an inference of mala fide, that was not controverted by the school authorities (because of their non appearance in Court in spite of service), and in view of the same this order has been passed.

11. Accordingly, the writ petition is disposed of.

12. Since no affidavit has been called for, the allegations made in the writ petition are deemed not to have been admitted.

13. All parties to act on website copy of this order upon usual undertaking. The urgent certified website copy of this order, if applied for, be made available to the parties upon compliance of requisite formalities.



iv) The Managing Committee rejected her prayer for CCL in the Meeting No.5 dt. 06.05.2017.

The School Authority and in some special cases the West Bengal Board of Secondary Education is the Leave Sanctioning Authority as per Leave Rules.

In the Leave Rules Vide Circular No.S/MC dt. 07.07.1981 of the West Bengal Board of Secondary Education it had been clearly mentioned that "Leave can not be claimed as a matter of right". In Para 10(i) of the said circular it had been mentioned, "No Kind of Leave except Casual Leave should be availed of without written application and previous sanction except in very exception circumstances which should explained to the satisfaction of the Leave sanctioning authority".

In the instant matter the petitioner enjoyed CCL without previous sanction of the sanctioning authority and the sanctioning authority i.e. the School Authority rejected her prayer for CCL.

So, the prayer of the petitioner is considered and the decision of the School Authority is final. Further more the School authority is hereby directed to release the deducted salary of the petitioner if she prays for Leave for that period to the School Authority other than CCL and if admissible as per existing Leave Rules."

3. Mr. Anjan Bhattacharya, learned Counsel appearing on behalf of the petitioner, submits that in spite of service on the school authorities, they have chosen not to appear in this matter even though the matter has been taken up on several occasions. He submits that this is a clear case of mala fide on the part of the school authorities, which has not given due consideration to the reasons for the leave sought by the writ petitioner. He further submits that there were no rules prevalent in the school at the material time when the leave was taken by the writ petitioner. He submits that it is only subsequently after the writ petitioner re-joined from her CCL that the managing committee passed a resolution and came up with a rule that an application for CCL should be submitted one month prior from the date of such leave. The managing committee also resolved on this particular date that only one person would be granted CCL at a time, unless there was an exceptional situation because of medical reasons of the child, wherein a second person may also be granted CCL.

4. Mr. Dutta, learned Counsel appearing on behalf of the State Authorities, vehemently argued that the order passed by the DI of Schools is proper and based on reasons. He submits that the DI of Schools had considered the fact that the leave sanctioning authority had rejected the prayer of the petitioner and accordingly, no scope remained for the DI of Schools to interfere in the said matter. Mr. Dutta further submits that CCL is not a matter of right and can be availed of only upon following the conditions as laid down in paragraph 10 of the circular bearing No. 1541-Edn. (S) /21-2/77 dated 15th December, 1977.

5. I have heard the learned Counsel appearing on behalf of both the parties and also perused the materials on record.

(SHEKHAR B. SARAF, J.) S.De/kc

**Government of West Bengal**  
**Finance (Audit) Department**  
**Nabanna**  
**Howrah-711102**

**No.6444-F(P)**

**Date: 27.08.2015**

**MEMORANDUM**

Benefit of Child Care Leave for a maximum period of 2(two) years i.e.730 days has been extended to the regular female employees of the educational institutions, establishments, organizations, entities etc. and the Government sponsored and non-Government aided colleges as well as state aided Universities vide Finance Department Memo.No.5560-F(P) dt. 17.07.2015 read with No.5780-F(P) dt. 29.07.2015.

Now confusion has arisen as to applicability of clause (viii) of Finance Department Memo.No.5560-F(P) dt. 17.07.2015 in educational institutions as there is no provision for Earned Leave there.

To remove such confusion, the following proviso under clause (viii) of Finance Department Memo.No.5560-F(P) dt. 17.07.2015 is added.

Provided where there is no provision for Earned Leave, maximum period of Child Care Leave in a spell will be 60 days.

Provided further that in exceptional circumstances the leave sanctioning authority may extend such leave i.e. Child Care Leave in a spell upto 120 days.

Other conditions for granting such leave will remain same.

Sd/- A. K. Das


OSD & EO Joint Secretary to the  
Government of West Bengal

**No.6444/1(400)-F(P)**

**Date :27.08.2015**

Copy forwarded for information and taking necessary action to:

- 1) The Principal Accountant General (A&E) West Bengal, Treasury Buildings, Kolkata-700 001.
- 2) The Addl.Chief Secretary/ Principal Secretary/ Secretary, \_\_\_\_\_  
Department, Government of West Bengal
- 3) The Divisional Commissioner, \_\_\_\_\_ Division
- 4) The District Magistrate/District Judge, \_\_\_\_\_
- 5) The Sub-Divisional Officer, \_\_\_\_\_
- 6) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
- 7) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-700 073.
- 8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Market, 1<sup>st</sup> Floor, Salt Lake, Sector-III, Kolkata-700 106.
- 9) The Treasury Officer, \_\_\_\_\_
- 10) O.S.D. & Ex-Officio Joint Secretary & System Analyst for uploading in the Finance Department Website.

  
Assistant Secretary to the  
Government of West Bengal





# জেলা প্রাথমিক বিদ্যালয় সংসদ বর্ধমান

নেতাজী ভবন, কাছারী রোড, পোঃ ও জেলা - বর্ধমান

ফোন: ১০৫৪২ ২৬৬২০৭২, ২৬৬২০৭১ ফ্যাক্স: ০৫৪২ ২৬৬২০৭১ ই-মেইল: dpscburdwan@gmail.com ওয়েবসাইট: dpscburdwan.com

## অফিস স্মরণিকা

বিদ্যালয় শিক্ষা বিভাগের আদেশনামা নং ৪৬২-১/৪২-Sc/P তারিখ ১১/০৭/২০১৫ ডিভিডে প্রাথমিক শিক্ষার ৪A-60p-2005(Pt-I)

স্বার্থে এবং জেলার সমস্ত চক্রে অভিন্ন নীতি চালু করার জন্য CHILD CARE LEAVE সম্পর্কিত বর্ধমান জেলা প্রাথমিক বিদ্যালয় সংসদের নির্দেশিকা:

- ১) কোন শিক্ষিকা CHILD CARE LEAVE কমপক্ষে ১৫ দিনের জন্য এবং একই ক্যালেন্ডার বর্ষে তিনবার নিতে পারবেন।
- ২) বিশেষ চাহিদা সম্পন্ন শিশুর মাতা শিক্ষিকা অগ্রাধিকার পাবেন।
- ৩) একই বিদ্যালয় থেকে একাধিক শিক্ষিকা CHILD CARE LEAVE-এর জন্য আবেদন জানালে চাকুরিগত সিনিয়র শিক্ষিকা অগ্রাধিকার পাবেন। কিন্তু একই সঙ্গে যদি কোন জুনিয়র শিক্ষিকাও আবেদন করেন ফেফেদে এই শিক্ষিকার আবেদনের চুক্তি ও প্রয়োজনীয়তা অনুধাবন করে অপর বিদ্যালয় পরিদর্শক সিদ্ধান্ত নেন অথবা জটিলতা এড়াতে প্রয়োজনবোধে চূড়ান্ত সিদ্ধান্তের জন্য জেলা প্রাথমিক বিদ্যালয় সংসদে প্রেরণ করতে পারেন।
- ৪) CHILD CARE LEAVE-এর আবেদনের সাথে উপযুক্ত প্রমাণাদি সংযোজন করতে হবে (যেমন - পরীক্ষার সূচী, অসুস্থতার প্রমাণাদি, বিশেষ চাহিদা সম্পন্ন (P.H) প্রমাণাদি ইত্যাদি।
- ৫) CHILD CARE LEAVE-এর জন্য কমপক্ষে একমাস আগে আবেদন করতে হবে। তবে বিশেষ ক্ষেত্রে উপযুক্ত কারণ ব্যাধি সহ আবেদন করলে এবং তা সমীচীন মনে করলে অপর বিদ্যালয় পরিদর্শক এই সময়সীমা শিথিল করতে পারবেন।
- ৬) Probation সময়কালে থাকাকালীন কোন শিক্ষিকা CHILD CARE LEAVE-এর আবেদন অপর বিদ্যালয় পরিদর্শক জেলা প্রাথমিক বিদ্যালয় সংসদে পাঠাবেন।
- ৭) কোন অবস্থাতেই বিদ্যালয়টিকে একশিক্ষক বিশিষ্ট করে CHILD CARE LEAVE মঞ্জুর করা যাবে না। সেইজন্য পরিস্থিতি দেখা দিলে Stop gap Arrangement -এ এই বিদ্যালয়ে শিক্ষক দিয়ে তবেই CHILD CARE LEAVE মঞ্জুর করা যাবে।
- ৮) CHILD CARE LEAVE-এর আবেদন প্রাথমিকভাবে মঞ্জুর করবেন অপর বিদ্যালয় পরিদর্শক এবং এই মঞ্জুরীর পর শিক্ষিকা ছুটিতে যেতে পারবেন। চূড়ান্ত অনুমোদনের জন্য অপর বিদ্যালয় পরিদর্শক বিধি মোতাবেক এই ছুটিতে আবেদন সংসদ অধিবেশন পাঠাবেন। Sanctioning authority এই ছুটি অনুমোদন করার পর অপর বিদ্যালয় পরিদর্শক শিক্ষিকার সার্ভিসলুকে অবশ্যই তা নথিভুক্ত করবেন।
- ৯) CHILD CARE LEAVE-এর আবেদন করেই কোন শিক্ষিকা ছুটিতে যেতে পারবেন না। আবেদনটি অবশ্যই অপর বিদ্যালয় পরিদর্শক কর্তৃক প্রাথমিকভাবে অনুমোদিত হতে হবে। প্রাথমিক শিক্ষার স্বার্থে এটি অত্যন্ত গুরুত্বপূর্ণ। শিক্ষিকার এই আবেদন সম্পর্কে গৃহীত পদ্ধতিগত অপর বিদ্যালয় পরিদর্শক মহাশয় অবশ্যই ১০ দিনের মধ্যে শিক্ষিকাকে লিখিতভাবে জানিয়ে দেবেন।
- ১০) প্রধান শিক্ষিকার CHILD CARE LEAVE-এর আবেদন মঞ্জুর হলে পরবর্তী সিনিয়র শিক্ষক/শিক্ষিকা অস্থায়ীভাবে মিড-ডে-মিল সহ সকল দায়িত্ব বহনিয়ে দিতে হবে এবং পরবর্তী এই সিনিয়র শিক্ষক/শিক্ষিকা দায়িত্ব গ্রহণে বাধা থাকবে।
- ১১) প্রশাসনের উর্গতন কর্তৃপক্ষ কর্তৃক কোন শিক্ষিকাকে বিশেষ কোন দায়িত্বে ন্যস্ত করলে (যেমন - B.L.O Duty ইত্যাদি) সংশ্লিষ্ট কর্তৃপক্ষ কর্তৃক এই দায়িত্ব থেকে অব্যাহতি পাওয়ার পরই কোন শিক্ষিকা CHILD CARE LEAVE-এর আবেদন করতে পারবেন।
- ১২) CHILD CARE LEAVE-এর জন্য আলাদাভাবে একটি রেজিস্টার বিদ্যালয় এবং সার্কেল স্তরে রাখতে হবে। জেলা প্রাথমিক বিদ্যালয় সংসদে CHILD CARE LEAVE-এর জন্য পৃথকভাবে রেজিস্টার রাখা হবে।
- ১৩) সরকারী আদেশনামা মোতাবেক এই নির্দেশিকা পরিবর্তনযোগ্য।
- ১৪) এই নির্দেশিকা এখন হতেই কার্যকরী হবে।

উপরোক্ত নির্দেশাবলী সম্পর্কে কোন সমস্যা বা জটিলতা দেখা দিলে তা জেলা প্রাথমিক বিদ্যালয় সংসদে প্রেরণ করতে হবে এবং ফেফেদে বিদ্যালয় শিক্ষা বিভাগ / জেলা প্রাথমিক বিদ্যালয় সংসদ এর সিদ্ধান্ত চূড়ান্ত বলে গণ্য হবে।

স্বাঃ

সভাপতি

জেলা প্রাথমিক বিদ্যালয় সংসদ, বর্ধমান।

পত্রাংক - ৪৬২/১/৪২

দিনাংক - ২৮/১০/২০১৫

জ্ঞাতার্থে ও প্রায়জমী পদক্ষেপ গ্রহণের জন্য অনুলিপি প্রেরিত হলো:-

- ১) সচিব, জেলা প্রাথমিক বিদ্যালয় সংসদ, বর্ধমান।
- ২) বিন্ত আধিকারিক, জেলা প্রাথমিক বিদ্যালয় সংসদ, বর্ধমান।
- ৩) সকল সহকারী বিদ্যালয় পরিদর্শক, জেলা প্রাথমিক বিদ্যালয় সংসদ, বর্ধমান।
- ৪) সকল অপর বিদ্যালয় পরিদর্শক, জেলা প্রাথমিক বিদ্যালয় সংসদ, বর্ধমান।
- ৫) প্রধান সহায়ক, জেলা প্রাথমিক বিদ্যালয় সংসদ, বর্ধমান।
- ৬) গাণিক, জেলা প্রাথমিক বিদ্যালয় সংসদ, বর্ধমান।
- ৭) সকল বিভাগীয় সহায়ক (বিল), জেলা প্রাথমিক বিদ্যালয় সংসদ, বর্ধমান।
- ৮) আন্তঃসহায়ক, জেলা প্রাথমিক বিদ্যালয় সংসদ, বর্ধমান।
- ৯) সকল কর্ম সহায়ক (বিল), প্রাথমিক বিদ্যালয় সংসদ, বর্ধমান।

সচিব ২৮-১০-১৫

জেলা প্রাথমিক বিদ্যালয় সংসদ, বর্ধমান।



## Application for Child Care Leave

1. Name of the Applicant:
2. Designation:
3. Dept./Office/School:
4. Circle Name:
5. Permanent Address:
6. Date of Birth of Child:
7. Date on which the child will be attaining 18 years:
8. Is the child among the two eldest children:
9. Others Leave in credit (As on date):
10. Period of Leave: ..... days; from ..... to .....
11. Prefix/suffix of holidays (if any):
12. Reason (s) for leave applied for:
13. a) Whether permission to leave station is required.:     Yes/No  
      b) If Yes, Address during period:
14. Date of return from last leave & nature & period of that leave:

Date: \_\_\_\_\_ Signature of the Applicant

.....  
Remarks of the Authority

Leave recommended / not recommended

Date: \_\_\_\_\_ Signature with Seal

Designation:



## PROFORMA FOR CHILD CARE LEAVE (PART-I)

To: The Chairman, Purba Medinipur District Primary School Council, P.O. Tamluk, District – Purba Medinipur  
Through: The S.I. of Schools, ..... Circle, P.O. ...., District – Purba Medinipur  
& the Head Teacher, ..... School, P.O. ....

### Sub: Prayer for Child Care Leave

1. Name of the Applicant Teacher: .....
2. Designation: Head Teacher / Assistant Teacher, .....  
School, P.O. ...., District: Purba Medinipur, Circle: .....
3. No. of Teachers  No. of Student
4. Date of first joining as a teacher under DPSC: .....
5. Period of C.C.L. applied for: from ..... to ..... Total ..... days
6. Reasons for applying C.C.L.: .....
7. Total no. of children:
8. Name and serial no. of the child for whom C.C.L. is applied for: .....
9. Date of birth of concerned child (photocopy of birth certificate to be enclosed): .....
10. Prefix/Suffix of holiday/other leave, if any: .....
11. Total C.C.L. already availed during the entire period of service: ..... days
12. Number of days enjoyed as C.C.L. in the current calendar year: ..... days
13. No. of spell of C.C.L. applying for in the current calendar year (1/3, 2/3, 3/3):
14. No. of enclosures:

\_\_\_\_\_  
Signature of the applicant teacher with date

Forwarded to the S.I. of Schools, ..... Circle for information and necessary action

\_\_\_\_\_  
Seal & Signature of Head Teacher / T.I.C.

- N.B.: i) CCL is admissible to female teacher for a maximum period of 730 days for taking care of up to two children up to 18 years of their age for examination, illness etc.  
ii) Not to be granted more than three spells in a calendar year  
iii) Not to be granted for less than fifteen days in a spell.  
iv) Not ordinarily be granted during the probation period.  
v) Photocopy of documents / records to be enclosed with the prayer of CCL.  
vi) To be enjoyed only after obtaining prior permission from the competent authority.

### (FOR OFFICIAL USE OF S.I. OF SCHOOLS)

#### PART-II

(To be forwarded at the time of allowing / cancelling a prayer)

Memo No.: ..... Date: .....  
Whether the applicant teacher is allowed to proceed in C.C.L. (YES/NO): .....  
Please mention specific reasons, if any: .....

Forwarded to the Chairman, Purba Medinipur DPSC for information and necessary action

**PART-III**

**(To be forwarded for approval of CCL)**

Memo No.: ..... Date: .....  
Recommended and forwarded to the Chairman, Purba Medinipur DPSC along with joining report and other relevant papers for sanctioning ..... days CCL w.e.f. .... to ..... in favour of .....  
H.T./A.T. of ..... School

S.I. of Schools, ..... Circle

**PART-IV**

**(For official use of Purba Medinipur DPSC)**

All papers and documents are checked and verified and found to be in order / not to be in order for sanctioning CCL w.e.f. .... to ..... (total ..... days) in favour of ..... H.T./A.T. of ..... School in terms of G.O. No. 862-1/42/SC/P dated 11.9.15, above noted leave MAY BE SANCTIONED / MAY NOT BE SANCTIONED due to .....

Signature of the Dealing Assistant, ..... Circle

Checked and verified and found to be in order  
and the proposal of the D.A. may not be accepted.

Checked and verified and found to be in order  
and the proposal of the D.A. may not be accepted.

Head Clerk, DPSC, Purba Medinipur

A.I. of Schools, DPSC, Purba Medinipur

Remarks of the C.O.F.

Remarks of the Secretary

Sign. of C.O.F., DPSC, Purba Medinipur

Sign. of Secretary, DPSC, Purba Medinipur

Remarks of the Chairman

Chairman

Purba Medinipur DPSC

# NORTH 24 PARGANAS DISTRICT PRIMARY SCHOOL COUNCIL

97/97 A, K.N.C. Road, Barasat, Kolkata – 700124

## CHILD CARE LEAVE (CCL) APPLICATION

01. Name: .....  
02. Designation: .....  
03. Name of School: .....  
04. Date of Joining in the Service: .....  
05. Date of Birth: .....  
06. Details of two eldest surviving children below the age of 18 years only  
(copy of self attested birth certificate (s) to be attached)

Sl.	Name of the Child	D.O.B.	Son/Daughter	Class of Education
1.				
2.				

### 07. Details of CCL

Total CCL admissible	CCL already availed (along with spell wise period)	Balance amount of CCL

08. Period of CCL applied for ..... days from date ..... to .....  
09. Name of child for whom CCL is required: .....  
10. Reason of CCL: .....  
(i) Attach medical illness certificate of child or report card / examination schedule from the school in original.  
(ii) Marriage Certificate of the Teacher (if the surname of the child does not match with the surname of the teacher)  
11. Postal address during the leave along with contact no.

.....  
.....

Signature of the Teacher

## RECOMMENDATION

Memo No. .... Date .....  
I have gone through instructions mentioned in Govt. notification carefully and recommend CCL to ..... for a period of ..... days from date ..... to .....  
Alternative arrangement for teaching during CCL of Applicant is proposed as .....

Date:

Signature  
The Sub-Inspector of School

# APPLICATION FOR SANCTION of CHILD CARE LEAVE (CCL)

(In-service Teacher)

1	Name of the teacher & Designation	:				
2	Provident Account Number	:				
3	Name of the School with Address	:				
4	DISE Code of School	:				
5	Circle Name	:				
6	Date of Birth	:				
7	Date of Joining	:				
8	Enrolment of School	:				
9	Total no. of teachers including the applicant	:				
10	Particular of leave	:				
Total no. of days of CCL availed previously		Balance of CCL at credit on the date of application	No. of days CCL enjoyed (from – to)	Purpose of leave (enclosed supporting documents)	Date of joining after leave	Name & age of child for whom CCL enjoyed (enclose age proof certificate)
I) Name of Child II) No. of days CCL enjoyed From..... to .....						
Remarks						

Signature of the H.T./T.I.C. with seal & date

Signature of the Applicant with date

Memo No-

Date-

Forwarded to the Chairman / Secretary, DPSC, Burdwan

Signature of the Sub-Inspector of Schools

Placed for Consideration

May be considered

May be granted / not granted

Dealing Assistant  
DPSC, Burdwan

Section-in-Charge  
DPSC, Burdwan

Assistant Inspector of Schools  
DPSC, Burdwan

Memo No-

Date-

Granted / not granted  
Chairman / Secretary  
DPSC, Burdwan

**North 24 Parganas District Primary School Council**

**Barasat, North 24 Parganas**

**Form for Child Care Leave (CCL)**

(w.e.f. 01/08/2015 as per Memo No 862-1/42-sc/p Dated 11-09-2015 of D.S.E. Govt. of West Bengal)

- 1) Name of Teacher & Designation: .....
- 2) Name of Institute & Address: .....
- 3) DISE Code: .....
- 4) Name of the Circle: .....
- 5) Date of Appointment: .....
- 6) Enrolment of the Institution: .....
- 7) No. of Teachers including the Applicant: .....
- 8) Particulars of Leave:

Total no. of days availed as CCL previously	Balance of CCL at credit on the date of application	No. of days applied for CCL	Purpose of leave (enclose supporting documents)	Name and age of Child for whom applied for CCL (enclose age proof certificate)	Remarks
From: To: Total:		From: To: Total:			
From: To: Total:					

(Signature of the Applicant)

Signature of the H.T. / T.I.C. (with Seal)

Memo No.:

Date:

Forwarded to the Chairman, N 24 Pgs Dist. Pry. School Council  
Barasat, North 24 Parganas

Signature and Seal of the Sub Inspector of Schools

Placed for consideration

May be Allowed / May not be Allowed

Signature of the Dealing Asst.  
N 24 Pgs DPSC

Signature of the A.I. of Schools  
N 24 Pgs DPSC

Allowed / Not Allowed  
Signature of the Chairman  
N 24 Pgs DPSC



Office of the  
**Nadia District Primary School Council**

"Barna Parichay" Bhawan, College Street  
P.O. - Krishnagar, Dist.- Nadia, PIN- 741101  
☎ 03472—252764 / 252937, Fax: 03472—223518

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**APPLICATION FOR CHILD CARE LEAVE**

1. Name of the Applicant : Mobile No. :  
2. Designation :  
3. Name of the School :  
4. Name of the Circle :  
5. Date of first joining in service with Memo. No. :  
6. Date of completion of 2 years continuous and satisfactory service :  
7. Reasons for Child Care Leave :  
8. Date of birth of the child :  
9. Date on which the child will be attaining 18 years :  
10. Is the child among the two eldest children : Yes / No  
11. Any Leave in credit (as on date) :  
12. Period of leave as applied for : From ..... to ..... Total ..... days  
Prefix of holidays, if any :  
Suffix of holidays, if any :  
13. Total Child Care Leave availed till date :  
14. Date of return from last leave :  
& nature and period of that leave :

Date : .....

Signature of Applicant

**Remarks of S.I./S.**

1. Verified above said information (Sl. 1 to 14) :  
2. Comment (if any) :

Date : .....

Signature of S.I./S.  
with Designation

1. Notes of the Dealing Assistant :  
2. Orders of the A.I./S., D.P.S.C., Nadia :  
3. Orders of the Secretary, D.P.S.C., Nadia :  
4. Orders of the Chairman, D.P.S.C., Nadia :

N.B. : (a) Certified copy of Examination schedule, attested Birth Certificate.  
(b) Certificate for hospitalization.

To

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Through the Proper Channel

Sub: Application for Child Care Leave

Sir/Madam,

With due honour, I, \_\_\_\_\_ ,  
\_\_\_\_\_ teacher of \_\_\_\_\_  
School under \_\_\_\_\_ Circle, want to draw your kind  
attention that I have delivered a child/ \_\_\_\_\_ Children(Boy/Girl) on \_\_\_\_\_  
aged about \_\_\_\_\_. I need to be with him/them right now.

So, I request you to grant me child care leave for \_\_\_\_\_ days from  
\_\_\_\_\_ to \_\_\_\_\_. All the relevant papers  
along with proforma are attached herewith this prayer.

Hopefully looking forward to your positive response. Thank you in advance  
sir/madam.

Dt..

Yours Truly,

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Through the Proper Channel

Sub: Application for Child Care Leave

Sir/Madam,

With due honour, I, \_\_\_\_\_ ,  
\_\_\_\_\_ teacher of \_\_\_\_\_  
School under the jurisdiction of \_\_\_\_\_  
District Inspector of Schools (SE), want to draw your kind attention that I  
have delivered a child/ \_\_\_\_\_ Children(Boy/Girl) on  
\_\_\_\_\_ aged about \_\_\_\_\_. I need  
to be with him/them right now.

So, I request you to grant me child care leave for \_\_\_\_\_  
days from \_\_\_\_\_ to \_\_\_\_\_. All  
the relevant papers along with proforma are attached herewith this  
prayer.

Hopefully looking forward to your positive response. Thank you in  
advance sir/madam.

Dt..

Yours Truly,

### **Application for sanction of Child Care Leave**

A.

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 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.

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.

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.



### **APPLICATION FOR CHILD CARE LEAVE**

1. Name of the Applicant : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Dept/Office/Section : \_\_\_\_\_
4. Name of Child for whom Child Care leave is applied for : \_\_\_\_\_
5. Date of Birth of the Child : \_\_\_\_\_
6. Date on which child will be attaining 18 years. : \_\_\_\_\_
7. Is the child among the two eldest Children : Yes/No
8. EL in credit (as on date) : \_\_\_\_\_
9. Period of Leave- Days : From \_\_\_\_\_ To \_\_\_\_\_  
Prefix/Suffix of holidays, if any : \_\_\_\_\_
10. Reason(s) for leave applied for : \_\_\_\_\_
11. Total Child Care Leave availed till date : \_\_\_\_\_
12. (a) Whether permission to leave station is required : Yes/No  
(b) If Yes, Address during leave period : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Date of return from last leave, & nature and period of that leave : \_\_\_\_\_  
\_\_\_\_\_

Date : \_\_\_\_\_

Signature of applicant  
Pay Card No. \_\_\_\_\_

### **Remarks of Controlling Officer**

Leave Recommended / Leave Not Recommended.

Date : \_\_\_\_\_

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
Office \_\_\_\_\_

To

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Through the Proper Channel

**Subject: Joining report after availing Child Care Leave (CCL)**

Sir/Madam,

With due honour, I, \_\_\_\_\_  
\_\_\_\_\_, HT/TIC/AT of \_\_\_\_\_  
School under \_\_\_\_\_ Circle of \_\_\_\_\_  
\_\_\_\_\_ District Primary School Council, want to inform you  
that I am really thankful to you for granting me child care leave. Now, I hereby inform  
you kindly for joining in my school today on \_\_\_\_\_ after availing \_\_\_\_\_  
Days of child care leave w.e.f \_\_\_\_\_ to \_\_\_\_\_. All  
the necessary papers are attached herewith this prayer. Hope your kind honour will  
accept my joining report and will do the needful.

Looking forward to your prompt intervention sir/madam.

With thanks,

Dt. \_\_\_\_\_

Faithfully Yours,

Signature: \_\_\_\_\_

Name(In Block letters): \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Through the Proper Channel

Sub: Application for Child Care Leave

Sir/Madam,

With due respect, I, \_\_\_\_\_  
\_\_\_\_\_, HM/AHM/TIC/AT of \_\_\_\_\_  
\_\_\_\_\_ School  
under the jurisdiction of \_\_\_\_\_ District  
inspector of schools (secondary) in the district of \_\_\_\_\_  
\_\_\_\_\_, want to draw your kind attention that I have  
a child/\_\_\_\_\_ Children aged about \_\_\_\_\_.  
My husband also works in a \_\_\_\_\_.  
There is no more leave in his credit. Also there is no relative or any other  
family members to support me. So, I humbly request you to consider my  
condition and sanction child care leave for a period from \_\_\_\_\_  
to \_\_\_\_\_ (\_\_\_\_\_ Days). This will  
help me to take care of my child/children. All the relevant papers along  
with proforma of CCL and date of birth certificate of the child/children are  
attached herewith this prayer.

Hoping for a positive response.

With thanks,

Date:

Faithfully Yours,

To

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Through the Proper Channel

**Subject: Joining report after availing Child Care Leave (CCL)**

Sir/Madam,

With due honour, I, \_\_\_\_\_,  
HM/AHM/TIC/AT of \_\_\_\_\_  
School under the jurisdiction of \_\_\_\_\_  
District inspector of schools (secondary), \_\_\_\_\_  
District, want to inform you that I am really thankful to you for granting me child care leave.  
Now, I hereby inform you kindly for joining in the school today on \_\_\_\_\_  
after availing the \_\_\_\_\_ days of child care leave w.e.f \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_. All the necessary papers are attached herewith this prayer. Hope your kind  
honour will accept my joining report and will do the needful.

Looking forward to your prompt intervention sir/madam.

With thanks,

Date:

Faithfully Yours,

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Through the Proper Channel

Sub: Application for Child Care Leave

Sir/Madam,

With due respect, I, \_\_\_\_\_  
\_\_\_\_\_, HT/TIC/AT of \_\_\_\_\_  
\_\_\_\_\_ School under \_\_\_\_\_  
\_\_\_\_\_ Circle of \_\_\_\_\_  
\_\_\_\_\_ District Primary School Council, want to draw your kind attention that  
I have a child/\_\_\_\_\_ Children aged about \_\_\_\_\_.  
There is no one to take care of him/them except my husband. He has also some  
work of his own. Also there is no relative or any other family members to support  
me. I need to be with them right now. So, I humbly request you to consider my  
condition and sanction a child care leave for a period from \_\_\_\_\_ to  
\_\_\_\_\_ (\_\_\_\_\_ Days). This will help me to take care  
of my child/children. All the relevant papers along with proforma of CCL and date of  
birth certificate of the child/children are attached herewith this prayer.

Hoping for a positive response.

Thank you in advance sir/madam,

Date:

Faithfully Yours,