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NATIONAL INSTITUTE OF TECHNOLOGY

BHOPAL-462 051

CHILD CARE LEAVE  
FORM

Name	Employee Code	
	Designation	
	Department	

Leave Detail				
Period of leave	Prefix Holiday	From	To	Suffix Holiday
Reason For Leave				

Children Details			Address during leave
Child Name	Number in order of birth	Date of birth	

Necessary Class/Duty Arrangement				
		Person to whom duty Assigned	Designation	Signature
Class Arrangement	UG			
	PG			
Additional/Alternative Arrangement ( if any )				
Applicant		HoS/HoD	Sanctioning Authority	

For use of Establishment Section				
No of Leave Balance available		❖ Entered in Service book on page No:		
		❖ Fair copies of order may be signed		
No of Leave Balance debited		<div> <div>No of Leave Balance debited</div> <div></div> </div>		
Net balance available		<div> <div>Net balance available</div> <div></div> </div>		
		Checked by	Verified by	AR/ DR

Note:

- 1 It is mandatory to fill all the requisite information in the format.
- 2 The child care leave be admissible for two eldest surviving children only and Children should be below 18 years up to the date of availing child care leave. In respect of disabled/ mentally challenged children, it is permitted up to the age of 22 years subject to condition and submission of certificate.
- 3 Child care leave is admissible for 730 day only during their entire service for taking care of up to two children in more than three spells in the calendar year. CCL cannot be granted for less than 15 days in one spell.
- 4 Intervening holiday will count as CCL as in the case of Earned Leave.
- 5 If any alteration needed in the format must be brought to the notice of H Vaidya for necessary action