



**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY  
NEW DELHI**

**APPLICATION FORM FOR CHILD CARE LEAVE (CCL)**

1. Details of Applicant:

| Name of Applicant | Post held | Date of joining<br>(Regular Service) | Date of Confirmation to present post |
|-------------------|-----------|--------------------------------------|--------------------------------------|
|                   |           |                                      |                                      |

2. Detail of two eldest surviving children below the age of 18 years only (copy of self-attested birth certificate(s) be enclosed):

| Sl. No. | Name of Child | Son/Daughter | D.O.B. | Class of study |
|---------|---------------|--------------|--------|----------------|
| i)      |               |              |        |                |
| ii)     |               |              |        |                |

3. Period of CCL applied for: No. of days : \_\_\_\_\_ days; From : \_\_\_\_\_ to: \_\_\_\_\_

4. Name of child for whom CCL is required: \_\_\_\_\_

5. Reasons of CCL: \_\_\_\_\_

6. Postal Address during the leave along with Contact No., E-mail id :

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**CONDITIONS FOR GRANTING CHILD CARE LEAVE (CCL):** Women Government Employees having minor children (*up to 18 years of age*) may be granted CCL for a maximum period of two years *i.e.* 730 days during their entire service, for taking care of two minor children, whether for rearing or to look after any of their needs like examination, sickness, *etc.* subject to the following conditions:-

- a) Child's health and education is the sole consideration behind the CCL.
- b) It is a facility available for child care till he/she is 18 years of age, therefore, it should be taken/availed of judiciously staggered over many years till the first two children turn 18 years of age and when there is actual need of 24 hours presence of mother with the Child.
- c) Application for CCL shall be applied before 15 (fifteen) days from the date with effect from which the leave is sought.
- d) CCL cannot be demanded as a matter of right and facilitating the women employees to take care of their children at the time of need (rearing, examination & sickness) does not mean that CCL should disrupt the functioning of the offices/ institutions.
- e) Under no circumstances any employee can proceed on CCL without prior sanction of leave by the Competent Authority.
- f) CCL shall not be granted in more than three spells in a calendar year.
- g) CCL shall 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 careleave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.
- h) Any other kind of leave already sanctioned or availed or period of unauthorized absence cannot be converted into CCL retrospectively.

Dated:

(Signature of the applicant)

**Recommendation of the HoD/Director**

I have gone through the instructions mentioned overleaf carefully and recommend CCL to Prof./Dr./Ms. \_\_\_\_\_ (*mention name & designation of the applicant*) for a period of \_\_\_\_\_ days.

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**TO BE FILLED IN BY THE OFFICE**

Details of CCL:

| <b>Total CCL admissible</b> | <b>CCL availed till date</b> | <b>Balance No. of CCL</b> | <b>No. of spells CCL availed during the year</b> |
|-----------------------------|------------------------------|---------------------------|--|
| (730 days)                  |                              |                           |  |

Assistant/Clerk

**APPROVED/NOT APPROVED**

**SAO/Secretary/Director**