

BHARATI COLLEGE
(UNIVERSITY OF DELHI)
C-4, Janak Puri, New Delhi-110058

APPLICATION OF TEACHING & NON-TEACHING STAFF FOR CHILD CARE LEAVE

I.D. No. _____

Date: ___/___/___

Name: Dr./Mr./Mrs./ _____

Designation: _____ Department: _____

Duration: For/From: _____ To _____ Days _____

Dates (Prefix and Suffix): _____

Reason: _____

Address of the applicant during leave: _____

Pin Code: _____

Certified that I am availing CCL for taking care of upto **2 (Two)** minor children (not more than 18 Years of age or older)

Signature of the Employee

Child Care Leave in credit as on date of application: _____

(For Teachers only)

Strength of the Department: _____ Nos. of Teachers _____ Teachers on Leave _____

Section Officer (Administration)

Recommended/Cannot be spared due to _____

Teacher in Charge

Leave Recommended/Not recommended as per minutes of CCL Committee meeting hold on

___/___/___.

Convener CCL Committee

Principal

Copy to: Employee concerned

Sanctioned /Not Sanctioned

Entry has been made in the leave record Page No. _____ of Leave Register and Page No. _____ of Service Book.

Child Care Leave due _____ Sanctioned /No. of Days _____

CCL considered: From _____ to _____ Balance _____

Remarks _____

Principal

Administrative Officer

Section Officer

Dealing Assistant

Copy be sent to Accounts department for adjustment of Pay & Allowance.

Section Officer (Accounts)

Section Officer (Administration)