

APPLICATION FOR CHILD CARE LEAVE (CCL)

To
The Chairman / Secretary
Murshidabad District Primary School Council
Panchanantala, Berhampore, Murshidabad

Through: Proper Channel

Subject: Prayer for sanctioning Child Care Leave (CCL) on Examination / Sickness of my Child

Respected Sir / Madam, I, Smt. _____, Head / Assistant Teacher / T.I.C. of _____, Junior Basic / GSF Primary School (1907 _____), _____ Circle, Murshidabad praying for Child Care Leave due to Examination/ Sickness of my child with following details along with all documental proofs as follows:

a) Name of Child: _____ (Whether among 2 eldest children: YES / NO)

b) Date of Birth of Child: _____

I would also like to mention that:

1) My joining date in this service: _____

2) Total CCL I have availed till date: _____ Days

3) CCL in credit: _____ Days

4) Period of Leave applying for: From _____ To _____ = _____ Days (Prefixing/Suffixing holidays)
[N.B. Min 15 days and Max 60 days in one spell]

5) Spell for application of CCL in this Calendar Year: 1st / 2nd / 3rd

6) Last CCL availed on _____ for _____ days (last CCL sanctioned copy to be enclosed)

7) Mobile Number: _____

Date: _____

(Signature of Applicant)

Forwarded to the concerned Sub-Inspector of Schools for necessary action.

(Seal & Signature of Head Teacher / T.I.C.)

(OFFICE USE ONLY)

Office of the Sub Inspector of Schools _____ Circle, Murshidabad

Memo No: _____

Date: _____

Certified that the applicant teacher has _____ days CCL balance. This is the 1st/2nd/3rd spell of Child Care Leave in this calender year she has applied for. Child Care Leave from _____ to _____

= _____ days (prefixing/suffixing holidays) may be sanctioned in favor of
Smt. _____, Head / Assistant Teacher / T.I.C.

of _____, Junior Basic / GSF Primary School (1907 _____),
_____ Circle, Murshidabad due to her Child's Examination/Sickness.

-OR-

May not be sanctioned due to: _____

_____ (Reasons) Forwarded to the
Chairman/Secretary, Murshidabad District Primary School Council for necessary action.

(Seal & Signature of SI of Schools)

Murshidabad District Primary School Council

Panchanantala, Berhampore, Murshidabad

Email: secretary.dpscmurshidabad@gmail.com website: www.dpscmurshidabad.in

SANCTION ORDER OF CHILDCARE LEAVE

**(In terms of GO. No. 5560-F(p) dated 17th July, 2015 read with G.O. No 6444-F(p)
dated 27th August, 2015)**

The Child Care Leave from _____ to _____ = _____ days (prefixing/suffixing holidays) in
favour of Smt. _____, Head / Assistant Teacher of
_____, Junior Basic / G.S.F. Primary School under _____ circle,
Murshidabad is hereby sanctioned.

-OR-

Leave may not be sanctioned due to: _____

[N.B. A Leave Account for the purpose shall be maintained under proper attestation by the
concerned SI of Schools.]

Memo No: _____

Date: _____

Copy forwarded to the:

1) Sub-Inspector of Schools, _____ Circle, Murshidabad

2) Head Teacher/Teacher-in-Charge of the concerned school.

3) Applicant Teacher _____

4) Office Copy

Secretary
Murshidabad District Primary School Council