Kindly see the PUC vide which {1{ ,Gr.II (DASS)/ASO has applied for Child Care Leave for following period with details given here under, as per her application:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Period** | | **No. of days** | **Spell of the year** | **Remarks** |
|  | **From** | **To** |
| 1. | {2{ | {3{ | {4{ | {5{ | Applied for looking after her child {6{ (DoB-{7{) during {8{ |

The above said leave application is forwarded and recommended by the concerned Branch Incharge. The official has {9{ leave at her credit.

If agreed, file may sent to competent Authority for approval of above mentioned leaves to {1{ ASO.

Submitted please.

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

**DEPARTMENT OF TRADE & TAXES**

**VYAPAR BHAWAN, NEW DELHI – 02**

**(Administration Branch)**

F.No. /CT&T/Estt./ / Dated **:**

**ORDER**

Sanction of the Competent Authority is hereby accorded for grant of the following Child Care leave to {1{,Gr.II (DASS)/ASO :-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Period** | | **No. of days** | **Spell of the year** |
|  | **From** | **To** |
| 1. | {2{ | {3{ | {4{ | {5{ |

It is certified that the above officials would have continue to officiate as ASO/GR.II DASS but for his/her proceeding on leave and after the expiry of leave he/she is likely to return to the same post and station from where he/she is/has proceeding/proceeded on leave.

It is further certified that she has.......child care leave is her credit, after return from leave.

**AVATO (HR)**

F.No. /CT&T/Estt./ / Dated **:**

Copy forwarded to :-

1. {1{,Gr.II (DASS)/ASO
2. Accounts Officer, New Delhi.

**AVATO (HR)**

{1:'name',2:' starting date',3:' last date',4: 'number of days',5: 'spell of the year',6: 'name of the child',7: 'date of birth',8: 'exam/vacation/illness'}