

**Proceedings of the Mandal Educational Officer, Mandal Parishad ,.....**

**Present:Sri.....**

**RC.No.....**

Date:

Sub: Leave - Child Care Leave - Smt .....- SGT – MPPS.....

from..... to ..... - Sanction - Orders - Reg.Ref: 1. G.O.Ms.No.132 FINANCE (HR-IV-FR)

DEPARTMENT Dated. 06.07.2016.

2. G.O.Ms.No.33 , Finance (HR.IV- FR&LR) Dept. of AP , Dated : 08.03.2022

3. G.O.Ms.No.199 , Finance (HR.IV- FR&LR) Dept. of AP , Dated : 19.10.2022.

4. Application of Smt ..... - SGT

In the Reference(1) & (3) read above, Government permitted that, Child Care leave of 180 Days can be sanctioned in maximum of 10 spells (spells applicable from 8.3.2022) to look after two children up to the age of 18 years and with disabled children up to 22 years to all women employees in the entire service career.

As per the Reference(4) cited above, Smt .....- SGT - has submitted application for sanction of Child Care Leave from ..... to ..... for .....Days in Spell No ..... to look after her Child ..... After verification of the application and records, the observations are as follows:

CCL Description	Eligible	Availed	Available Balance	Current Spell	Balance
No of Child Care Leaves	180			....days	
CCL Spells (After 8.3.2022)	10			Spell no.....	

After thorough verification, in accordance with Ref 1 to 3 cited above, Child Care Leave has been sanctioned from ..... to .....for .....Days in spell number..... in favor of Smt ....., SGT, MPPS..... to look after her child ..... for reason:.....

**Child Care Leave sanctioned details**

Name of the Employee	
Designation	
Child Care Leave Sanctioned dates	From .....To .....
Number of Days of Child Care Leave sanctioned	
Current CCL Spell Number	
Balance CCLs after this Spell	
Balance CCLs Spells	

The Sanctioned Child Care Leaves are entered in the Service Register of the Individual.

Mandal Educational Officer

Mandal Parishad

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Copy to: Individual and Office File.