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.

1. G.O.Ms.No.33 , Finance (HR.IV- FR&LR) Dept. of AP , Dated : 08.03.2022
2. G.O.Ms.No.199 , Finance (HR.IV- FR&LR) Dept. of AP , Dated : 19.10.2022.
3. 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 verifiction, 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.