

PROFORMA FOR CHILD CARE LEAVE (PART- I)

To, The Chairman, District Primary School Council Howrah, 18 Nityadhan Mukherjee Road, Howrah.

Through: The Sub-Inspector of Schools, Circle,

P.S.: _____, District: _____

& The Head Teacher, Primary School,

P.S.: _____, District: _____

Sub:- Prayer for Child Care Leave

1. Name of the Applicant Teacher:			
2. Designation:			
3. Name of the School:			
4. Address of the School:			
5. No. of Teachers		6. No. of Student	
7. Date of first Joining as a teacher under DPSC:		/	/
8. Period of CCL Applying for: From	To	Total	Days
9. Reasons for Applying C.C.L.			
10. Total Number of Children:			
11. Name & Serial No. of Child for whom CCL is applied for:			
12. Date of Birth of concerned Child:			
13. Prefix/ Suffix of Holiday/ Other Leave if any:			
14. Total C.C.L. already availed during the entire period of services:			Days
15. Number of days enjoyed as C.C.L. in the current calendar Year:			Days
16. No. of spell of C.C.L. applying for in current year (1/3, 2/3, 3/3):			
17. No. of enclosure:			

Signature of Applicant Teacher with Date

Forwarded to The SI/s circle for information and necessary action

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

N.B.: 1) CCL is admissible to female teacher for a maximum period of 730 days for taking care of upto two children up to 18 years of their age for examination, sickness etc.

2) Not to be granted more than three spells in a calendar year

3) Not to be granted for less than fifteen days in spell.

4) Not ordinarily be granted during the probation period.

5) Photocopy of the documents/ records to be enclosed with the prayer of CCL.

6) To be enjoyed after obtaining prior permission from the competent authority.

(FOR OFFICIAL USE S.I. OF SCHOOLS) PART – II

(To be forwarded at the time of allowing/ cancelling prayer)

Memo No.:	Date:
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Whether the applicant teacher is allowed to proceed in C.C.L. (Yes/ No):

Please mention specific reasons (if any):

Forwarded to The Chairman, DPSC, Howrah for information and necessary action.

Signature of Sub-Inspector of Schools

PART- III

(For official use of DPSC Howrah)

All papers and documents are checked and verified and found to be in order / not in order for sanctioning CCL
w.e.f. to (Total days)
in favour of, H.T. / A.T. of
..... School in terms of G.O. No. 862-1/42/SC/P
dated 11.9.15, above noted leave MAY BE SANCTIONED / MAY NOT BE SANCTIONED due to
.....

Signature of the Dealing Assistant, Circle

Checked and verified and found to be in order
and the proposal of the D.A. may not be accepted.

Head Clerk, DPSC, Howrah

Checked and verified and found to be in order
and the proposal of the D.A. may not be accepted.

A.I. of Schools, DPSC, Howrah

Remarks of the C.O.F.

Sign. of C.O.F., DPSC, Howrah

Remarks of the Secretary

Sign. of Secretary, DPSC, Howrah

Remarks of the Chairman

Chairman

DPSC, Howrah