From
The Director General,
Technical Education Haryana,
Bays No. 7-12, Sector-4,
Panchkula

To
The Principal
1. Govt. Polytechnic Ambala, Nilokheri, Jhajjar, Sirsa, Sonipat, Narnaul, Hisar, Adampur
2. Govt. Polytechnic for Women, Ambala, Faridabad, Sirsa

Memo No.: 915-25 /Admn.-I Dated: 6.2.2015

Subject: Proforma for Child Care Leave (CCL) Application

Attention is invited to this office Memo No. 259-69/Admn.-I dt 08.01.2015 on the above subject (copy enclosed). You are requested to send the CCL Application of the employees for CCL in the prescribed proforma only on Legal size paper.

Prescribed proforma is also available on departmental website www.techeduhry.gov.in.

D/A as above

Joint Director (Admn.-I)
for Director General, Technical Education,
Haryana, Panchkula

Endst. No.: 926 /Admn.-I Dated: 6.2.2015

A copy is forwarded to Joint Director (Admn.-III) for further necessary action regarding Aided Polytechnics and Polytechnics run under the Society mode.

Joint Director (Admn.-I)
for Director General, Technical Education,
Haryana, Panchkula
From
The Director General,
Technical Education Haryana,
Bays No. 7-12, Sector-4,
Panchkula

To
The Principal
1. Govt. Polytechnic Ambala, Nilokheri, Jhajjar, Sirsa, Sonipat, Narnaul, Hisar, Adampur
2. Govt. Polytechnic for Women, Ambala, Faridabad, Sirsa

Memo No.: 259-69 /Admn.-I Dated: 08.01.2015

Subject: Revised Proforma for Child Care Leave (CCL) Application

The subject noted above had been engaging the attention of this office for quite some time. It has now been decided that Principals of concerned Govt. Polytechnics shall send the application of the employees for CCL (in accordance with the FD instructions vide letter No. 11/102/2009-3FR dt 5.7.2014) in the revised proforma duly approved by the Govt.

Prescribed proforma is enclosed herewith for information, circulation and further necessary action.

D/A as above

Joint Director (Admn.-I)
for Director General, Technical Education,
Haryana, Panchkula

Endst. No.: 270 /Admn.-I Dated: 08.01.2015

A copy is forwarded to Joint Director (Admn.-III) for further necessary action regarding Aided Polytechnics and Polytechnics run under the Society mode.

Joint Director (Admn.-I)
for Director General, Technical Education,
Haryana, Panchkula

Endst. No.: 271 /Admn.-I Dated: 08.01.2015

A copy is forwarded to DD (IT), IT Division, Directorate Office for uploading on the departmental website.

Joint Director (Admn.-I)
for Director General, Technical Education,
Haryana, Panchkula

Endst. No.: 272-73 /Admn.-I Dated: 08.01.2015

A copy is forwarded to the following:
1. PS to PSTE for information of PSTE please.
2. PS to DGTE for information of DGTE please.

Joint Director (Admn.-I)
for Director General, Technical Education,
Haryana, Panchkula
CHILD CARE LEAVE APPLICATION

A) TO BE FILLED IN BY THE APPLICANT

1. Name of Institute/Polytechnic: ________________________________

2. Details of Applicant:

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Post held &amp; Pay Scale</th>
<th>Date of joining the Service</th>
<th>Date of completion of Probation period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: As per F.D. Instructions dated 05.07.2012, no CCL will be admissible during probation period.

3. Detail of two eldest surviving children below the age of 18 years only (copy of self-attested birth certificate(s), be attached):

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Child</th>
<th>Son/Daughter</th>
<th>D.O.B.</th>
<th>Class (Education)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. CCL(s) taken in the past (with dates) from __________ to __________

5. Period of CCL applied for:

6. Name of child for whom, CCL is required: ________________________________

7. Reasons of CCL:
   (Rearing, examination, sickness as mentioned in F.D. instructions dated 5.7.12)

8. Certificate to be attached (Tick whichever is applicable as per need / purpose of care):

<table>
<thead>
<tr>
<th>Certificate Attached</th>
<th>Tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical illness Certificate of Child from Govt. Medical Officer</td>
<td></td>
</tr>
<tr>
<td>Report Card / Certificate of last class passed from the school / institute</td>
<td></td>
</tr>
<tr>
<td>Examination date-sheet</td>
<td></td>
</tr>
</tbody>
</table>

9. Postal Address during the leave alongwith contact No.: ________________________________

10. I understand and agree to abide by the following conditions of FD instructions No. 11/102/2009-3FR dated 5.7.2012:
   a. CCL is admissible when women Govt. employee has no Earned Leave at her credit.
   b. CCL cannot be demanded as a matter of right and facilitating the women Govt. employees to take care of their children at the time of need (Rearing, examination, sickness) does not mean that CCL should disrupt the functioning of the offices / institutions.
   c. Under no circumstances can any employee proceed on CCL without prior sanction of leave by the Competent Authority.
   d. Any other kind of leave already sanctioned or availed or period of unauthorized absence cannot be converted into CCL retrospectively.
   e. A spell of CCL will not be less than 30 days and it can be availed only twice in a year. There should be a gap of minimum 30 days between two spells of CCL. The extension of CCL would be admissible only on acute medical ground.
   f. If already on leave (other than CCL) and submits her application for grant of CCL, the same may be considered provided she submits application one month before the expiry of leave. If CCL is not sanctioned by the Competent Authority before the expiry of leave she will have to join her duty.
   g. Child’s health and education is the sole consideration behind the CCL.
   h. It is a facility available for child care till he/she is 18 years of age, therefore, it should be taken/availed of judiciously staggered over many years till the first two children turn 18 years of age and when there is actual need of 24 hours presence of mother with the Child.
   i. Simultaneously the future of students in the Polytechnics or College cannot be put at stake on account of CCL larger interest takes precedence.
11. I undertake to refund the amount if paid in excess than the admissible leave salary.

12. I have submitted my Annual Property return on ____________________

Dated: ____________________  
(Full signature of the applicant)

13. Recommendation of the In-charge concerned:

I have gone through the instructions mentioned above carefully and recommend CCL to Ms. ____________________ for a period of ________________

(mention name & designation of the applicant).

(Signature of Incharge)
Name: ____________________
Designation: ________________

B) TO BE FILLED IN BY THE OFFICE OF PRINCIPAL

14. Diary No. & date of receipt of application __________________

15. Number of balance E.L. of the applicant __________________

(Note: CCL is admissible when women Govt. employee has no Earned Leave at her credit)

16. Details of CCL:

<table>
<thead>
<tr>
<th>Total CCL admissible</th>
<th>CCL already availed (alongwith spell-wise period)</th>
<th>Date of return from last CCL</th>
<th>Balance amount of CCL</th>
<th>Period of CCL recommended.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(730 days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** As per F.D. Instructions dt 5.7.2012, a spell of CCL will not be less than 30 days and it can be availed only twice in a year. There should be a gap of minimum 30 days between the two spells of CCL subject to maximum period of 120 days.

17. Alternative arrangement for teaching during CCL of applicant is proposed as:

18. The recommendations have been given strictly in pursuance of FD’s instruction No. 11/102/2009-3FR dated 5.7.2012 in this regard.

Full signature of Principal (with seal)