

होटल प्रबंधन, खानपान प्रौद्योगिकी और अनुप्रयुक्त पोषण संस्थान

(पर्यटन मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त निकाय)

पी-16, तारातला रोड, कोलकाता-700088

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION

(An Autonomous Body under Ministry of Tourism, Government of India)

P-16, Taratala Road, Kolkata - 700 088

To

The Principal

Institute of Hotel Management

Catering Technology & Applied Nutrition

P-16, Taratala Road,

Kolkata - 700 088.

SUB: Application for Child Care Leave (C.C.L)

A. TO BE FILLED IN BY THE APPLICANT

1. Details of Applicant:

| Name of Applicant | Post held | Date of Joining (Regular Service) | Date of Completion of Probation Period |
|-------------------|-----------|---|--|
| | | | |

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

| Sl. No. | Name of Child | Son / Daughter | Date of Birth | Class (Education) |
|---------|---------------|-------------------|------------------|----------------------|
| | | | | |
| | | | | |

3. C.C.L (s) taken in the past (with dates) from _____ to _____.

4. Period of C.C.L applied for : _____.

5. Name of child for whom C.C.L is required : _____.

6. Reasons of C.C.L : _____.

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

Medical illness Certificate of Child from Medical Officer/Hospitals.

Report Card / Certificate of last examination passed from the School/Institute.

Examination date-sheet / Examination Routine of the Concerned Institute.

Other issues, Please specify:

8. Postal Address available during the leave : _____
_____.

9. Contact No. during the leave : _____.

10. E-mail ID during the leave : _____.

CONDITIONS FOR GRANTING CHILD CARE LEAVE (C.C.L)

As per the proviso to the Rule 43-C of CCS (Leave) Rules 1972, women Government Employees having minor children (up to 18 years of age) may be granted C.C.L for a maximum period of two years i.e. 730 days during their entire service, for taking care of two eldest minor children, whether for rearing or to look after any of their needs like examination, sickness, etc. subject to the following conditions:

- a. 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.
- b. Application for C.C.L shall be applied **before 7 (Seven) days** from the date with effect from which the leave is sought.
- c. C.C.L. shall not be granted for more than three spells in a calendar year.
- d. Under no circumstances can any employee proceed on C.C.L without prior sanction of leave by the competent authority.
- e. C.C.L shall not be granted in more than three spells in a calendar year.
- f. C.C.L shall not ordinarily be granted during **the probation period** except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of child care leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.
- g. Any other kind of leave already sanctioned or availed or period of unauthorized absence cannot be converted into C.C.L retrospectively.
- h. During the period of child care leave, a female Government servant and a single male Government servant shall be paid one hundred per cent of the salary for the first three hundred and sixty-five days, and at eighty per cent of the salary for the next three hundred and sixty-five days.
- i. No Government servant while on leave, other than leave preparatory to retirement shall ordinarily be permitted to take up any other service or employment.

(Full Signature of the Applicant)

11. Recommendation of the Head of Department/Administrative Officer:

I have gone through the instructions mentioned above carefully and recommend C.C.L to Mrs _____ (mention name & designation of the applicant) for a period of _____.

Alternative arrangement for classes/duty during C.C.L of applicant is proposed as:

(Signature)

Name :

Designation :

B. TO BE FILLED IN BY THE OFFICE

12. Date of receipt of application _____

13. Number of balance of Earned Leave of the applicant _____

14. Details of C.C.L:

| Total CCL Admissible | C.C.L already availed | Date of return from that last C.C.L | Balance amount of C.C.L | Period of C.C.L recommended |
|----------------------|-----------------------|-------------------------------------|-------------------------|-----------------------------|
| | | | | |

Approved / Not Approved

UDC
(Establishment)

Administrative Cum Accounts officer
(Admin.)

PRINCIPAL

होटल प्रबंधन, खानपान प्रौद्योगिकी और अनुप्रयुक्त पोषण संस्थान

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कार्यभार ग्रहण रिपोर्ट / JOINING REPORT

To
The Principal
Institute of Hotel Management
Catering Technology & Applied Nutrition
P-16, Taratala Road,
Kolkata - 700 088.

Respected Sir,

मैं एतद्वारा _____ से _____ तक अर्जित / चिकित्सा (अ.वे.अ)/ बाल देखभाल / मातृत्व / पितृत्व / असाधारण / परिवर्तित अवकाश व्यतीत करने के बाद आज दिनांक _____ के पूर्वाह्न / अपराह्न से ड्यूटी के लिए रिपोर्ट करता / करती हूँ।

I hereby report myself for duty this day _____ Forenoon / Afternoon after availing Earned / Medical (HPL) / Child Care / Maternity / Paternity / Extra-ordinary / Commuted Leave from _____ to _____.

हस्ताक्षर / Signature

नाम / Name :

पदनाम / Designation :

दिनांक /Dated: _____ .