

CHECK LIST FOR CHILD CARE LEAVE

1. Name of the HOS and Vice Principal (in Block Letters) and Mobile Number ____/C
2. The application of the official/officer concerned ____/C
3. If the official is under probation period, details thereof ____/C
4. Copy of family details in prescribed proforma ____/C
5. Copy of Birth Certificate of Child ____/C
6. Copy of Child Care Leave Account in prescribed proforma ____/C
7. Copy of the medical certificate if the child is physically challenged ____/C
8. Details of Guest Teacher/contract teacher, if posted in the school ____/C
9. Details of alternative arrangement in place of official concerned, if guest teacher/contract teacher not posted in the school ____/C
10. If the child is sick, details thereof ____/C
11. Any other supporting documents ____/C
12. Recommendation of the HOS ____/C
13. Total Number of spell (CCL) taken by the official in current calendar year ____/C
14. The date on which the child is attaining the age of 18 years ____/C
15. Copy of current Post Fixation Report ____/C
16. Copy of Students' enrolment of sections/classes concerned ____/C
17. Copy of Vacancy Statement of Specific Subject of teacher applying for CCL ____/C

Signature of HOS: _____

Name of HOS: _____

- **ANY KIND OF LEAVE SHOULD BE CLEARLY RECOMMENDED BY THE HOS LEVEL.**
- **IF ANY ALTERNATIVE ARRANGEMENTS MADE BY THE HOS LEVEL, THE NAME OF THE TEACHER SHOULD BE CLEARLY MENTIONED WITH ANY PROPOSAL.**
- **THE PAGES PLACED IN THE FILE SHOULD BE NUMBERED FROM BOTTOM TO TOP.**