

BCCL

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BHARAT COKING COAL LIMITED

(A Subsidiary of Coal India limited)

KOYLA BHAWAN, KOYLA NAGAR

DHANBAD – 826005.

Ref.No.BCCL:EE/CCL/13/62(A)

Date:09.01.2013

To,
All Area General Managers
All HODs in H.Q

Sub: Child Care Leave(CCL) to female executives under clause 7.14 of CIL
Executive Leave Rules 2010

Dear Sir(S),

Your kind attention is invited to our endorsement No. BCCL/EE/Circular/2012/2537(A) dated 13.09.2012 whereby the office order No. CIL/C-5A(PC)/leave/143 dated 30.08.2012 issued by General Manager(P/PC),CIL regarding the above subject was circulated.

In this connection, I am directed to enclose a **format** to be used for applying for the child care leave by the female executives which may be circulated in your Area/Deptt. This **format** should be properly filled up by the female executive applying for CCL and then forwarded to this Department alongwith the recommendation of the Area GM/HOD for processing and obtaining the approval of the Competent Authority. **It should be ensured that the applicant should proceed on such leave only after the approval of the Competent Authority is conveyed from this Department.**

Format overleaf

Yours faithfully,

Vijay Kumar
2013.01.05

(Vijay Kumar)

Sr. Manager(P)/(EE)

Copy to: All Area Personnel Managers

GM(System), BCCL with a request to upload in the BCCL website

Sr.Manager(Secttl.) to CMD/D(P)/D(T)OP/D(T)PP/D(F)/CVO

All Executives of EE Department

P.T.O

Lo Sinker, my (low)
14/1/13



APPLICATION FOR CHILD CARE LEAVE(CCL)
(Under Clause 7.14 of CIL Leave Rules,2010)

1. Name of the Applicant
2. Designation & UM/Pers.No.
3. Place of posing
4. Number and names of Children declared under MAT Rules
5. Number and names of Children declared in the service records
6. Name and age of the Child for whom Child Care Leave is applied for *
7. No.of days and duration for which Child Care Leave applied for
8. No.of Child Care Leave so far availed of
9. Whether Maternity Leave was availed of for the child for whom Child Care Leave is applied for
10. If maternity leave was availed of, the period and duration of such maturity leave granted

Yours faithfully,

(Name of the Applicant)

* birth certificate of the child to be attached.

Remarks of the Dealling Assistant and Dealing Officer

_____ No. of Child Care Leave (CCL) is due in the credit of the applicant. After availing of the CCL as applied for, _____ days of CCL will remain in the credit of the applicant. The details of CCL so far granted and availed of by the applicant is as under :

<u>Period</u>	<u>Number of Days</u>
1. From _____ to _____	
2. From _____ to _____	

Dealling Officer of the Area/Deptt.

Dealling Assistant

Order of the Sanctioning Authority

_____ Days of Child Care Leave from _____ to _____ is hereby sanctioned to the applicant.

Sanctioning Authority