



West Bengal State Electricity Transmission Co. Ltd.  
(A Govt. of West Bengal Enterprise)  
vidyut Bhavan : Bidhannagar : Kolkata-700 091

Circular No : 20/2012

Office of the Chief Engineer  
Planning Department  
W. B. S. E. T. C. L.  
Vidyut Bhavan  
Receipt No. 941  
Date 08/08/12

Dated: 08/08/2012

Child Care Leave has been introduced for eligible female employees in terms of clause 30 of ROPA Rules 2009. Subsequently sub-clause (vi) therein has been amended by Office Order No. 253 dated 26.06.2012 liberalizing the admissibility criteria with simultaneous incorporation of terms and conditions over and above what have been provided in the original clause.

In order to ascertain the admissibility of Child Care Leave a database is required to be constructed and particulars thereof are recorded in the respective Service Book so that information relating to two eldest surviving children in respect of all female employees is available for verification. Hence it is enjoined that all eligible female employees shall furnish relevant information in the prescribed format as at Annexure 'A'. They shall also update particulars relevant for the purpose of grant of CCL as and when new development takes place. Other female employees on becoming eligible shall also furnish information in the above manner.

Similarly to maintain account of Child Care Leave in proper manner and to facilitate disposal of application within the scope and purview of the benefit the concerned employee shall have to apply in the form as per Annexure 'B' for grant of Child Care Leave which will in turn be forwarded to the controlling officer through the immediate reporting officer, if any, after recording his recommendation therein. The authority competent to grant Earned Leave shall also grant Child Care Leave in the same manner as that of Earned Leave. Leave Account of such leave need be appropriately recorded and maintained in the Service Book.

All Controlling Officers are requested to see that the above directives are followed scrupulously.

This is issued with the concurrence of the Managing Director.

  
(H. HAZRA)  
GENERAL MANAGER (HR&A)



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**FORM FOR PARTICULARS OF CHILDREN**

**ANNEXURE 'A'**

1. Name of the Applicant : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Employee Number : 

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4. Office Address : \_\_\_\_\_
5. Total number of Children : \_\_\_\_\_
6. Name & Date of Birth of the 1<sup>st</sup> child ( M / F ) : \_\_\_\_\_
7. Name & Date of Birth of the 2<sup>nd</sup> child ( M / F ) : \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant*

Date: \_\_\_\_\_

\_\_\_\_\_  
*Countersignature of the Officer( with Seal)*

**\*\*\* BIRTH CERTIFICATE(S) shall have to be submitted as documentary evidence.**

## FORM FOR CHILD CARE LEAVE (CCL)

Annexure 'B'

1. Name of the Applicant : \_\_\_\_\_
2. Designation & E.M.P. No. : \_\_\_\_\_
3. Office Address : \_\_\_\_\_
4. Total number of Children : \_\_\_\_\_
5. Name & Date of Birth of the first child : \_\_\_\_\_
6. Name & Date of Birth of the second child : \_\_\_\_\_
7. Whether leave is applied for First child or Second child : \_\_\_\_\_
8. Which spell of CCL applied for during the calendar year : 

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
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9. Period of Leave- Days Prefix/Suffix of holidays, if any : From \_\_\_\_\_ To \_\_\_\_\_
10. Reason(s) for leave applied for : \_\_\_\_\_
11. Total Child Care Leave availed till date : \_\_\_\_\_
12. Address and Mobile no during leave period : \_\_\_\_\_
13. Date of return from last CCL leave, & period of that leave : \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant*

### Remarks of Immediate Reporting Officer

### Leave Recommended / Leave Not Recommended (with reasons)

Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Officer( with Seal)*

Designation : \_\_\_\_\_

Office : \_\_\_\_\_

\*\*\* ALL FILEDS ARE MANDATORY