

order

INDRAPRASTHA POWER GENERATION COMPANY LTD.
(HR DEPARTMENT)

No. DM(HR)-III/IPGCL/11-12/ 01

DATED: 6/4/11

CIRCULAR

Reference office order No. DM(HR)V/2010-11/1120 dt. 07.02.2011 regarding "Child Care Leave" on the basis of recommendations of 6th Central Pay Commission for the female employees of IPGCL with DVB origin.

In order to streamline the procedure, the application should be given in the prescribed format enclosed duly sanctioned by the Sectional Head and forwarded to HR Deptt. for record.

She shall not proceed on leave without getting the leave sanctioned by Sectional Head.

This issues with the approval of Competent Authority.


(MONISHA LAKRA)
DY. MANAGER(HR)-III

Copy to:

- Sr. PS to MD
- PS to Dir.(HR)/PS to Dir.(T)/Sr. PA to Dir.(F)
- PS to GM(HR)
- PS to Company Secretary
- PS to GM(F)-I/II
- PS to GM(T)Plant/GM(Safety)/GM(T)C&M
- All Sectional Heads
- All Notice Boards.

APPLICATION FOR CHILD CARE LEAVE

1	Name of the Applicant	:	
2	E.No.	:	
3	Designation	:	
4	Dept/Office/Section/ Station	:	
5	Name of Child for whom Child Care leave is applied for	:	
6	Date of Birth of the Child	:	
7	Date on which child will be attaining 18 years.	:	
8	Is the child among the two eldest Children : Yes/No	:	
9	Period of Leave- Days	:	From _____ To _____
10	Prefix/Suffix of holidays, if any	:	
11	Reason(s) for leave applied for	:	
12	Total Child Care Leave availed till date	:	
13	(a) Whether permission to leave station is required	:	Yes/No
14	(b) If Yes, Address during leave period	:	
15	Date of return from last leave & nature and period of that leave	:	

Date : _____

Signature of applicant _____

Remarks of Controlling Officer

Leave Recommended / Leave Not Recommended.

Date : _____

Signature _____

Designation _____

Office _____

