



# SILIGURI PRIMARY SCHOOL COUNCIL

SILIGURI EDUCATIONAL DISTRICT

63, Rash Behari Sarani, Hakimpara, Siliguri – 734001

## APPLICATION OF CONFIRMED MALE TEACHER FOR PATERNITY CUM CHILD CARE LEAVE

(As per G.O. No. 50-SE/2L-02/17, Dt. 15/01/2019 & 1100-F(p), Dt. 25/02/2016)

1. Name of applicant Teacher : \_\_\_\_\_
2. Designation: \_\_\_\_\_
3. (a) Name of School: \_\_\_\_\_  
(b) No. of teachers with Para teacher \_\_\_\_\_  
(c) No. of Students including Pre-Primary \_\_\_\_\_
4. No. of Teachers already in leave \_\_\_\_\_  
[With nature of leave (expect the applicant teacher)]
5. Name of Circle : \_\_\_\_\_
6. Date of first joining: \_\_\_\_\_  
[Photocopy of Appointment letter & joining report annexed]
7. Date of confirmation: \_\_\_\_\_ (Photo copy of confirmation letter annexed)
8. No. of Children: 1 \_\_\_\_\_ 2 \_\_\_\_\_ [Please put ✓ mark ]
9. Names two eldest Children (a) \_\_\_\_\_ Age \_\_\_\_\_  
with age on date: (b) \_\_\_\_\_ Age \_\_\_\_\_
10. Name of Child for whom CCL is applied for \_\_\_\_\_
11. Date of Birth of the Child concerned: \_\_\_\_\_  
[Attested photocopy of Birth Certificate annexed]
12. Date on which the Child will attain 18 years of age \_\_\_\_\_
13. No. of spell of PCCL applying for: 1/3 2/3 3/3 [in this Calendar year]  
[Please put ✓ mark]
14. Period of PCCL applying for: From \_\_\_\_\_ To \_\_\_\_\_ Total \_\_\_\_\_ Days.
15. Prefix/Suffix of Holiday/other leave, if any: \_\_\_\_\_
16. Reason of leave applying for \_\_\_\_\_  
[Attached valid documents]
17. Period of PCCL already enjoyed during the entire period of service:

FROM	TO	TOTAL DAYS	SANCTIONING MEMO No. & DATE

Place: \_\_\_\_\_

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

Signature in full of Applying Teacher

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Recommended

MEMO No. \_\_\_\_\_ Date \_\_\_\_\_

Checked and Verified

Forwarded to the Chairman, Siliguri Primary School Council with following remarks

\_\_\_\_\_  
School

Head Teacher / TIC

[Applicable in case of AT]

.....  
Sub – Inspector of Schools

\_\_\_\_\_ Circle

- Note: 1. Admissible for a maximum of 30 days to the regular male teacher, up to 2 children, up to 18 years of their age for examination, sickness and any other severe health issue.  
2. Not be granted more than 2 spells in a Calendar year.  
3. Not be granted for less than 15 days in a spell.  
4. Not ordinarily to be granted during the probation period i.e; before Confirmation of service.  
5. Every School and S.I/S must maintain Separate Roster for CCL (Female) & Paternity cum CCL (Male)

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