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E.S.I.C

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(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
**EMPLOYEES' STATE INSURANCE  
CORPORATION**  
(Ministry of Labour & Employment,  
Govt. of India)



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## CIRCULAR

### ***Sub: Prior submission of Child Care Leave Application & Forwarding of Joining Reports- Reg***

It has been observed that many employees from Regional Office, Branch Offices and DCBO are submitting their Child Care Leave request at the last moment.

To ensure smooth and efficient processing, all the employees are required to adhere to the following points before forwarding the CCL request to Administration Branch:

1. Hard copy and soft copy of the CCL request should be forwarded.
2. CCL request should be forwarded in ERP Module also.
3. Above said (i) & (ii) should be invariably signed and recommended by the Branch Officer / Branch Manager concerned.
4. All the above should reach this Branch on ***before 10 clear working days*** before the commencement of CCL, except exigency

Further it has been observed that many employees from Regional Office, Branch Offices and DCBO are not submitting their Joining reports after availing of their

regular leaves. Hence all the employees are hereby requested to forward their joining reports approved by their Controlling authority immediately after joining duty.

This issues with the approval of the Competent Authority.

(Shri Shrinivas K)  
Deputy Director (Admin)

To,  
All Branch offices/ Branches, R.O., Chennai.