

GOVERNMENT OF N.C.T. OF DELHI  
DIRECTORATE OF AUDIT  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.9(3)/DOA/Estt./2014/dcaaudit/ 2320-26


Dated: 06-06-2014

**Sub.: Guidelines regarding recommendation of Child Care Leave.**

Directorate of Audit has a considerable number of Women employees & a good number of these is always on Child Care Leave. Moreover, leave is sought at the eleventh hour. This adversely affects the work in Audit.

In order to streamline this, it is hereby decided that henceforth, all such applications shall be given well in time i.e. one month in advance. This will not only maintain unhindered flow of work but also reduce a lot of administrative work, more so, because each Child Care Leave (CCL) is sanctioned by Pr. Secretary (Finance).

This issues with the prior approval of the Competent Authority.

  
(H.R. NAUGAIN)  
ACCOUNTS OFFICER (ADMN.)  
TEL. NO. 23392280

Copy to:-

1. PA to COA(Audit) for information please.
2. Sr.AO(Audit/LFA)/AO(Audit).
3. All IAOs of Audit Units [through AAO(Audit)]
4. AAO(Admn./Accounts).
- ✓ 5. Nodal Officer (Website)/AAO(Audit).
6. Guard File.
7. Notice Board.