

APPLICATION FOR CHILD CARE LEAVE

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

Date:

.....
(Signature of Applicant)
Emp.No.
Contact No.

Remarks of Controlling Officer

Leave Recommended / Leave not Recommended

Divisional Incharge

Approved / Not approved

Signature

Designation

Office