

APPLICATION FOR CHILD CARE LEAVE

1. Name of the Applicant : _____
2. Designation : _____
3. Dept/Office/Section : _____
4. School/College Name : _____
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. EL in credit (as on date) : _____ :
10. Period of Leave- Days From _____ To _____
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
(b) If Yes, Address during
leave period : _____

14. Date of return from last leave,
& nature and period of that leave : _____

Date : _____

Signature of applicant
Pay Card No. _____

Remarks of Controlling Officer

Leave Recommended / Leave Not Recommended.

Date : _____ Signature _____

Designation _____
Office _____