

## भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, KANCHEEPURAM

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600048

## APPLICATION FOR CHILD CARE LEAVE 1. Name of the Applicant 2. Designation 3. Department / Section Name of the Child for whom Child Care : 4. Leave is applied for 5. Date of Birth of the Child Date on which the Child will be 6. attaining 18 years 7. Is the child among the two eldest : Yes ∏No children : No. of Days \_\_\_\_\_ 8. Period of Leave From \_\_\_\_\_ to \_\_\_\_ Prefix / Suffix holidays, if any Reason(s) for leave applied for 9. 10. Total Child Care Leave availed till date : Yes 11. (a) Whether permission to leave ∏No stations is required (b) If yes, Address during leave period 12. Date of return from last leave and nature & period of that leave Date: Signature of the Applicant

Remarks of the Head of the Department / Section / Registrar

Leave Recommended / Leave Not Recommended

Signature of the Sanctioning Authority