



APPLICATION FOR CHILD CARE LEAVE

1. Name of the Applicant :
2. Designation :
3. Department / Section :
4. Name of the Child for whom Child Care Leave is applied for :
5. Date of Birth of the Child :
6. Date on which the Child will be attaining 18 years :
7. Is the child among the two eldest children : Yes No
8. Period of Leave : No. of Days _____
From _____ to _____
Prefix / Suffix holidays, if any
9. Reason(s) for leave applied for :
10. Total Child Care Leave availed till date :
11. (a) Whether permission to leave stations is required : Yes No
(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

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Remarks of the Head of the Department / Section / Registrar

Leave Recommended / Leave Not Recommended

Signature of the Sanctioning Authority