

APPLICATION FOR CHILD CARE LEAVE

1. Name of the Applicant :
2. Designation :
3. Dept/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. (a) Period of Leave- Days :
(b) 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 & nature
and period of that leave :

Date: _____
applicant

Signature of

Remarks of Controlling Officer

Leave Recommended / Leave Not Recommended.

Date: _____

Signature:

Designation:
Office