

APPLICATION FOR CHILD CARE LEAVE

- 1. Name of the 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 of 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 or 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 the Leave period :
- 13. Date of return from last leave & nature and period of that leave :

Signature of applicant
Pay Card No.....

Remarks of Controlling Officer

Leave Recommended/Leave Not Recommended

Date:.....

Signature.....
Designation
Office.....