

APPLICATION FOR CHILD CARE LEAVE

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|-----|---|--------|
| 1. | Name of the Applicant | |
| 2. | Designation & Rank No. | |
| 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. | Period of leave Days Prefix /suffix of holidays if any | to |
| 10. | Reasons (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) Address during leave period | |
| 13. | 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 _____