

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. EI in credit (as on date) :
9. Period of Leave :Days : from to
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 :
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13. Date of return from last leave & Nature and period of that leave :

Date:

Signature of applicant

ID Card No.

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Remarks of Controlling Officer

Leave Recommended / Leave Not Recommended.

Date:

Signature

Designation