



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. Period of leave-days : From _____ To _____
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 : _____

Signature of applicant

Pay Card No. _____

REMARKS OF CONTROLLING OFFICER

Leave Recommended / Leave Not Recommended

Date : _____

Signature : _____

Designation : _____

Office : _____