

APPLICATION FOR CHILD CARE LEAVE

1. Name of the Applicant	:									
2. Designation	:									
3. Dept/Office/Section	:									
4. Detail of Child/ Children	:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Name</td> <td style="width: 50%;">Date of Birth</td> </tr> <tr> <td>-----</td> <td></td> </tr> <tr> <td>-----</td> <td></td> </tr> <tr> <td>-----</td> <td></td> </tr> </table>	Name	Date of Birth	-----		-----		-----	
Name	Date of Birth									

5. Name of Specially abled Child	:									
6. Name for child for whom Child Care Leave is applied for	:									
7. Date of Birth of the Child	:									
8. Date on which child will be Attaining age of 18 years.	:									
9. Is the child among the two Eldest Children	:	Yes / No								
10. Period of Leave & Number of Days Prefix/Suffix of Holidays, if any	:	From.....To.....Days.....								
11. Reason(S) for leave applied for	:									
12. Total Child Care Leave availed till Date	:									
13. (a) Whether permission to leave Station is required	:	Yes / No								
(b) If Yes, Address during leave period	:	Yes / No								
14. Date of return from last leave, & Nature and period of that leave	:									

Date :

Signature of Applicant

Employee ID :

Leave Sanctioning Authority

Remarks of Controlling Officer Leave Recommended/ Leave Not Recommended.

Date: Signature

Designation : Office