

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 _____

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 : Yes/No
station is required

(b) If Yes, Address during : _____
leave period _____

13. Date of return from last leave, : _____
& nature and period of that leave _____

Signature of the Applicant