

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 \_\_\_\_\_

Date : \_\_\_\_\_ Signature of applicant

Pay Card No. \_\_\_\_\_

Remarks of Controlling Officer

Leave Recommended / Leave Not Recommended.

Date : \_\_\_\_\_ Signature \_\_\_\_\_

Designation \_\_\_\_\_

Office \_\_\_\_\_