

APPLICATION FOR CHILD CARE LEAVE

1	Name of the Applicant	
2	Designation	
3	Dept/Office/Section	
4	Detail of Child/Children	
5	Name of Specially abled Child	
6	Name of 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	
10	Period of Leave & Number of Days Prefix/Suffix of holidays,if any	
11	Reason(s) for leave applied for	
12	Total Child Care Leave availed till date	
13	(a)Whether permission to leave station is required (b)If Yes,Address during leave period	
14	Date of return from last leave,& nature and period of that leave	

Date :

Signature of applicant
Employee ID No.

Leave Sanctioning Authority

Remarks of Controlling Officer Leave Recommended/Leave Not Recommended.

Date: Signature

Designation Office.....