

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

Date :

Signature of applicant
Employee ID No.

Leave Sanction Authority

Remarks of Controlling Officer Leave Recommended / Leave Not Recommended

Date :

Signature :

Designation :

Office :