

APPLICATION FOR CHILD CARE LEAVE

1. Name of the Applicant	:	
2. Designation	:	
3. Dept/Office/Section	:	
4. Detail of Child/Children	:	<div style="display: flex; justify-content: space-between;"> Name Date of birth </div> <div style="display: flex; justify-content: space-between;"> ----- ----- </div> <div style="display: flex; justify-content: space-between;"> ----- ----- </div> <div style="display: flex; justify-content: space-between;"> ----- ----- </div>
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	:	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 No.

Leave Sanctioning Authority

Remarks of Controlling Officer Leave Recommended / Leave Not Recommended.

Date : _____ Signature _____

Designation _____ Office _____

Proforma for maintaining Child Care Leave Account

[illegible]