

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;"> <div style="width: 60%;">Name</div> <div style="width: 35%;">Date of Birth</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">.....</div> <div style="width: 35%;">.....</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">.....</div> <div style="width: 35%;">.....</div> </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 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 :