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/N	o
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 station is required	:	Yes/No	
	(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