

**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/No
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. No. of spells in the current year : \_\_\_\_\_
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 the Applicant

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**Recommended By**

**Checked by**

**Verified**

**HOD**

**Dealing Assistant**

**Assistant Registrar**

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**Forwarded by**

**Approved / Not Approved**

**Registrar I/C**

**Director**

Instructions:

- To be printed on white paper
- Can be granted for 3 spells in a calendar year
- Can be granted for not less than 15 days per spell