

Annexure – I

APPLICATION FOR CHILD CARE LEAVE

1. Name of the Applicant : _____
2. Designation : _____
3. Department/Office/Section : _____
4. Name of Child for whom Child Care Leave is applied for : _____
5. Date of Birth of the Child : _____
(Attach Certificate)
6. Date on which child will be attaining 18 years. : _____
7. Is the child among the two eldest Children : Yes/No
8. Period of Leave- Days : _____ From _____ to _____
Prefix/Suffix of holidays, if any : _____
9. Reason(s) for leave applied for : _____
(Attach necessary documents, as applicable) : _____
10. Total Child Care Leave availed till date : _____
11. (a) Whether permission to leave Station is required? : Yes/No
(b) If Yes, Address during leave period : _____

12. Date of return from last leave : _____
& nature and period of that leave : _____

Due: _____

Signature of applicant

Remarks of Controlling Officer

Leave Recommended /Leave Not Recommended

Date: _____

Signature _____
Designation _____
Office _____