

## Application for Child Care Leave

1. Name of the Applicant	:	
2. Designation	:	
3. Dept/Office/Section	:	
4. Detail of Child/Children	:	Name <span style="float: right;">Date Of Birth</span>
		..... / ..... / ..... ..... / ..... / .....
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 Number

### Leave Sanction authority

**Remarks of Controlling Officer :**

<i>Leave Recommended</i>	
<i>Leave Not Recommended</i>	

Date :

Signature

Designation :

Office