



**Application for Child Care Leave**  
(To be submitted before 15 days of availing child care leave)

1. Name of the Applicant : .....
2. Designation and Department: .....
3. Name of the child for whom child care leave is applied for:.....
4. Proof of date of birth in favour of Minor children availing child care leave:.....
5. Date on which child will be attaining 18 years: .....
6. Is the child among the two eldest children: Yes/ No
7. Period of leave : From.....To.....Number of days.....
8. Sunday/Holiday, if any proposed to be: Prefixed:.....Suffixed:.....
9. Purpose for which leave is applied for:.....
10. Total child care leave availed till date: .....
11. Whether permission to leave HQ required: Yes/ No
12. If Yes, Address and contact number during leave period: .....
13. Date of return from last leave:.....Nature:.....Duration of last leave:.....days

Name and Signature of Reliever:

Date:.....  
Signature of Applicant

14. Remarks of Recommending Authority: **Recommended / Not Recommended**  
Date:.....  
Signature of Recommending Authority

15. Remarks of Sanctioning Authority: **Sanctioned / Not Sanctioned**  
Date:.....  
Signature of Sanctioning Authority