

FORM OF APPLICATION FOR CHILD CARE LEAVE

1. Name of applicant & Post held
2. Section
3. Pay & Grade Pay
4. Name of Child with Date of Birth:
First:
Second:
5. House rent allowance, conveyance or other compensatory:
allowances, drawn in the present post.
6. Period of leave applied for:
7. Sundays and holidays, if any proposed to be:
prefixed/suffixed to leave
8. Ground on which leave is applied for
9. I propose/do not propose to avail myself of leave travel:
Concession for the block years
10. Date of return from last CCL:

Date:

Signature of Applicant

11. Remarks and recommendation of the Controlling Officer.

Date:

Signature
Designation

Order of the Sanctioning Authority

Date:

Signature
Designation