

Application for Child Care Leave

1. Name of the Applicant : _____
 2. Designation : _____
 3. Dept./Office/Section : _____

4. Detail of two eldest surviving children below the age of 18 years only :

Sl. No.	Name of Child	Son / Daughter	D.O.B.	Class (Education)
i)				
ii)				

5. Name of Child for whom Child Care leave is applied for : _____
 6. Period of Child Care Leave Days: From _____ to _____
 Prefix / Suffix of holidays, if any : _____
 7. Reason(s) for leave applied for : _____
 8. Certificate to be attached (*Tick whichever is applicable as per need/purpose of care*) :

Certificate Enclosed	Tick
Medical illness Certificate of Child	
Report Card/Certificate of last examination passed from the school/institute	
Examination date-sheet / Examination routine of the Concerned Institute	

9. Total Child Care Leave availed till date : _____
 10. (a). Whether permission to leave Station is required (Yes/No) : _____
 (b). If Yes, Address during leave period: _____
 11. Date of return from last leave, & nature and period of that leave : _____

Date : _____

Signature of Applicant

12. Remarks and/or recommendations of the Controlling Officer.

Date : _____

Signature of Applicant

TO BE FILLED IN BY THE OFFICE

1. Date of receipt of application _____

2. Details of CCL:

Total CCL admissible	CCL already availed	Balance amount of CCL	No. of days for CCL applied		Balance available after deducting the present CCL
			From	To	
730 days					

The above leave is admissible under Rule-43-C of the Central Civil Services (Leave) Rules, 1972.

**Signature of
The Leave Sanctioning Authority**