



APPLICATION FOR CHILD CARE LEAVE

1. Name of applicant :
2. Post Held with pay scale +GP :
3. Deptt./Branch/Section where working :
4. Period for which leave applied (with total number of days) :
5. Saturday/Sunday and other holidays, if any proposed to be prefixed/suffixed to leave :
6. Details & total No. of such types of leave availed Earlier, if any. :
7. Period during where availed at earlier occasion :
8. Age of the child/children as on date of application :
9. Purpose for leave is applied for giving proper justification (Please enclose certificate from doctor, if CCL is applied on medical grounds, i.e., for illness of child/ children.):- :
10. Class in which the child is studying :
11. Address during leave period :
12. Telephone No. & Mobile No. during leave :

Signature of Applicant
(with date)

Remarks and/or recommendation of the
Dean/Head of the School/Branch Officer concerned

Signature (with date)
Designation

CERTIFICATE OF AVAILABILITY OF LEAVE

(To be given by the officer maintaining the Child Care Leave record)

--Leave already availed:

--Balance due:

--Number of leave applied for :

Sanction of Recommendatory Authority

No. of Employees already on leave in the category:.....

Whether leave should be granted or not as per university guidelines.....

Signature of the officer maintaining C/L Register

Orders of the Sanctioning Authority: Sanctioned/ Not Sanctioned

Signature of the Sanctioning Authority