

APPLICATION FOR CHILD CARE LEAVE

(To be Filled by self and same to be uploaded on www.epunjabschool.gov.in)

- 1 Name of Applicant : _____
- 2 Father/Husband's Name : _____
- 3 Designation : _____
- 4 Date of Joining : _____
- 5 Is the Probation Period Clear : _____
- 6 Place of Posting : _____
- 7 Name of Child for whom childcare leave is applied : _____
- 8 DOB of Child : _____
- 9 Date on which child will be attaining 18 Years : _____
- 10 is the Child among the two eldest : _____
- 11 Period of Leave : _____
- 12 Prefix/Suffix of Holidays if any : _____
- 13 Reason for Leave applied for : _____
- 14 Total Child care leave availed : _____
- 15 (a) whether permission to leave station is required : _____
(b) if yes ,Address during Leave : _____
© Contact No : _____
- 16 Date of Return last leave & Nature and period : _____

Date:-

(_____)
Signature of Applicant

Full Name:-

Place of Posting

Remarks of Controlling officer

While recommending application please clearly mention whether substitute in place of applicant is required or not?

Signature : _____

Full Name : _____

Designation : _____

Office : _____

Enclosure:-

- 1 Date of Birth certificate of Child
- 2 Reason (Medical certificate/ Date sheet of Exam)