

APPLICATION FOR CHILD CARE LEAVE

To be filled by self and should be submitted 30 days before proceeding on leave.

- 1. Name of the Applicant :
- 2. Father/ Husband Name :
- 3. Designation :
- 4. Date of joining in Govt. Service :
- 5. Is the probation period is clear Yes/No
- 6. Place of posting :
- 7. Name of Child for whom child care leave is applied for :
- 8. Date of Birth of the child :
- 9. Date on which child will be attaining 18 years. :
- 10. Is the child among the two eldest : Yes/No
- 11. Period of leave : From..... to.....
- 12. Prefix/suffix of holidays, if any :
- 13. Reason(s) for leave applied for :
- 14. Total Child Care Leave availed till date :
- 15. (a) Whether permission to leave station is required : Yes/No
 (b) If Yes, Address during leave period :
 (c) Contact No. :
- 16. Date of return from last leave & nature and period of that leave :

Dated:

(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.....

Date:

Check list

1. Application form for child care leave dully signed by the applicant with recommendation of Office in-charge.
2. Proof of reason for apply child care leave.
3. Under taking regarding C.C.L. application form.
4. Self attested photocopy of I.D. Card.
5. Self attested Photocopy of Birth Certificate.

UNDERTAKING

ID/o, Sh..... W/o Sh.....
.....working asonbasis in
Haryana Civil Secretariat and at present working in
Branch, do hereby undertake and certify as under:-

1. That I have following child/ children:-

Sr. No.	Name of Child	D.O.B	Age
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2. That if at any stage either of the contents given above found incorrect/false, I shall be fully responsible for potential action.

Signature of Applicant

Dated: