

PERFORMA FOR GRANT OF CHILD CARE LEAVE

1.	Name of Applicant with Designation/Subject	
2.	Date of joining on Regular Basis	
3.	Probation period of applicant has been completed or not	
4.	Number of living child/children with therefore age proof of	
5.	Purpose for which leave is required	
6.	Detail of subject of the Applicant in the college Sanction post- vacant- workload-	Sanction Post- Vacant- Workload-
7.	Period/ Total number of CC leave required	
8.	Details of CC leave already availed with copy of sanction orders	
9.	Remark of the Principal that work will not effect if leave is sanctioned	
10.	Leave recommended/ not recommended by the Principal	
11.	Certificate that no earned leave is due	

Principal
Govt. College for Girls
Panchkula

APPLICATION FOR CHILD CARE LEAVE

- 1. Name of the Applicant
- 2. Designation
- 3. Dept./office section
- 4. Name of child for whom child care leave is applied for
- 5. Date of birth of the child
- 6. Date on which child will be attaining 18 years
- 7. Is the child among the eldest children
- 8. Period of leave.....days
- 9. Prefix/Suffix of holidays, if any
- 10. Reason(s) for leave applied for
- 11. Total child care availed till date
- 12. (a) Whether permission to leave station is required
- (b) If yes, address during leave period
- 13. Date of return from last leave &
 Nature and period of that leave

Date.....

Signature of applicant.....

Pay card no:

REMARKS OF CONTROLLING OFFICER

Leave recommended/ not recommended

Date

Signature.....

Designation.....

Office.....