

APPLICATION FOR CHILD CARE LEAVE

1. NAME OF THE APPLICANT :
2. POST HELD :
3. DEPARTMENT, OFFICE & SECTION :DTTE, (POSTED AT) B.P.I.B.S
, Shakarpur, Delhi-110092
4. PAY AS ON DATE : RS.
5. HOUSE RENT AND OTHER COMPENSATORY ALLOWANCE DRAWN IN THE PRESENT POST : N/A
6. Nature & period of leave applied for & date from which required : **Child Care Leave**
7. Sunday & Holidays, if any, proposed to be prefixed/suffixed to leave :
8. Ground on which leave is applied for
9. Date of return form last leave & the Nature & period of that leave :
10. I do not propose to avail my self of leave travel concession for the block Year _____ during the Ensuring leave :
11. Address during the leave period
Signature of the applicant with date
12. Remarks and / or recommendation of controlling officer :
Signature with date
Designation _____

Certificate regarding Admissibility of leave

13. certifies
that.....for.....from.....to.....
is admissible under Rule.....of the central Civil Services (Leave) Rule,
1972.
Signature with date
Designation _____
14. Orders of the authority competent to grant
leave.....
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