

CSIR-Human Resource Development Centre
Postal Staff College Area, Sector 19, Kamla Nehru Nagar,
Ghaziabad, Uttar Pradesh 201002

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 if 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 two eldest Children?	:	Yes/ No	
8.	EL in Credit (As on Date)	:		
9.	Period of Leave – Days	:	From	To
	Prefix/Suffix of holidays, if any	:		
10.	Reason(s) for leave applied for	:		
11.	Total Child Care leave availed till date	:		
12.	(a) Whether permission to leave station is required	:	Yes / No	
	(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 /Leave Not Recommended.

Date :	Signature :
	Designation :
	Office :