

TEZPUR UNIVERSITY
APPLICATION FOR CHILD CARE LEAVE

(this form is to be accompanied with the prescribed leave application form)

1.	Name of the applicant			
2.	Designation & Employee ID			
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 of age			
7.	Is the child among the two eldest children	Yes/No		
8.	Period of leave - Days	From	To	No. of days
9.	Prefix of holidays, if any	From	To	No. of days
10.	Suffix of holidays, if any	From	To	No. of days
11.	Reason(s) for leave applied for			
12.	Total Child Care Leave availed till date			
13. (a)	Whether permission to leave station is required	Yes: From to		No
	(b) If Yes, address during leave period			
14.	Nature and period of the last leave availed			

Date : _____

Signature of applicant _____

Remarks of Controlling Officer

Leave **Recommended** / Leave **Not Recommended**.

Remarks if any: _____

Date : _____

Signature _____

Designation _____

Office _____