

**National Telecommunications Institute for Policy Research Training and Innovation
ALTTC Campus, Govt. of India Enclave, Ghaziabad-201002 (UP)**

FORM OF APPLICATION FOR CHILD CARE LEAVE

1. Name of Applicant :
2. Designation :
3. Department, Office and 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. EL in Credit (as on date) :
9. Period of leave in number of days :
From /To :
Prefix/ Suffix/ 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
(b) If Yes, Address during the Leave Period :
13. Date of Return from last Leave and Nature and Period of last Leave :

Date:

Signature of applicant

14. Remarks and/ or recommendation of the Controlling Officer:

Signature

Date:

Designation: