

UTTAR BANGA KRISHI VISWAVIDYALAYA

APPLICATION FOR CHILD CARE LEAVE (CCL)

1. Name of the Applicant :
2. Designation :
3. Establishment/Department/Office/Section :
4. Name of Child for whom CCL is applied for :
5. Date of Birth of the Child :
(Enclose copy of the Birth Certificate)
6. Is the Child among the two eldest Children :
7. Period of Leave :
8. Reason(s) for leave applied for :
(Supporting document(s), if any)
9. a) Whether permission to leave station is required : Yes/ No
b) If Yes, Address during leave period :
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..... Phone/Mobile No.

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Signature of Applicant in full with date

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Signature of the Forwarding Authority with date

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OFFICE REPORT

1. Date on which the Child will be attaining 18 years :
2. Prefix/ Suffix of holidays with CCL, if any :
3. Total CCL availed till date :
4. CCL due till date :
5. Date of Return from last leave &
nature and period of that leave :
6. EL in credit (as on date) :

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SANCTION OF CHILD CARE LEAVE (CCL)

Child Care Leave fordays from to may/ may not be
be granted to Smt.

Submitted by the Leave Section

Approved / Not Approved

Registrar