

UTTAR BANGA KRISHI VISWAVIDYALAYA

Application for Paternity cum Child Care Leave (PCCL)

1. Name of the Applicant :
2. Designation :
3. Establishment/Department/Office/Section :
4. Name of the Child for whom PCCL is applied for :
5. Date of Birth of the Child (Enclose copy of 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.

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Signature of Applicant in full with date

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Signature of the Forwarding authority with date

OFFICE REPORT

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

SANCTION OF PATERNITY CUM CHILD CARE LEAVE (PCCL)

Paternity cum Child Care Leave.....days from.....to.....may/ may not be
Be granted to Shri.....

Submitted by the Leave Section

Approved / Not Approved

Registrar