

**Application for Child Care Leave**

**To be filled by self and should be submitted within 30 days before proceeding on leave.**

1. Name of the Applicant :
2. Father/Husband Name :
3. Designation :
4. Date of Joining in HPGCL :
5. Is the probation period is clear : Yes/No
6. Place of Posting :
7. Name of Child for whom care  
Leave is applied for :
8. Date of birth of the child :
9. Date on which child will be  
attaining 18 years. :
10. Is the child among the two  
eldest : Yes/No
11. Period of leave : From: - To:-
12. Prefix/Suffix of holidays, if any :
13. Reason(s) for leave applied for :
14. Total Child care leave availed  
till date :
15. (a) Whether permission to leave :  
Station is required  
(b) If Yes, Address during leave period :  
(a) Contact No. :
16. Date of return from last leave & nature :  
And Period of that leave

Dated:

(Signature of applicant)  
Full Name:  
Place of Posting:

**Remarks of controlling Officer**

While recommending application please clearly mention whether substitute in place of applicant is required or not?

Signature:.....  
Full name:.....  
Designation:.....  
Office:.....

Date:

**Check List:**

1. Application form for Child care leave duly signed by the applicant with recommendation of Office-in-charge.
2. Proof of reason for apply child care leave.
3. Undertaking regarding C.C.L. application form.
4. Self attested photocopy of I.D. Card.
5. Self attested photocopy of Birth Certificate.

**Undertaking**

I .....D/o, Sh. ....W/o  
Sh.....,working as .....on .....basis  
in HPGCL and at presently working in the office of....., do hereby  
undertake and certify as under:-

1. That I have following child/children:-

Sr. No.	Name of Child	D.O.B.	Age
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2. That if at any stage either of the contents given above found incorrect/false, I shall be fully responsible for potential action.

Dated:

Signature of Applicant