

# ACHARYA NARENDRA DEV COLLEGE

(UNIVERSITY OF DELHI)

## APPLICATION FOR CHILD CARE LEAVE

(Applicable for women employees – Teaching and Non-teaching)

Name of the applicant \_\_\_\_\_

Designation \_\_\_\_\_ Basic pay \_\_\_\_\_ Grade pay \_\_\_\_\_

Department/ Branch of posting \_\_\_\_\_

Period for which leave applied for w.e.f. \_\_\_\_\_ to \_\_\_\_\_ ( \_\_\_\_ days)

Details of such types of leave availed earlier, if any. \_\_\_\_\_

Name of Child \_\_\_\_\_ Date of birth \_\_\_\_\_ Class \_\_\_\_\_

Purpose of leave applied for with proper justification (Attach relevant documents):- \_\_\_\_\_

Duration of Examination \_\_\_\_\_ (in case leave required for examination purpose)

(Attach Copy of Date Sheet)

(Note: In case the employee has to leave station during leave, prior permission is required from the college)

Signature of Applicant (with date)

Remarks and/or recommendation of the TIC/ In-charge of the Department/ Section

Signature (with date)

### CERTIFICATE OF AVAILABILITY OF LEAVE

(To be given by the officer maintaining the Child Care Leave record)

Leave already availed: .....

Balance due: .....

Number of leave applied for: .....

Sanction of Recommendatory Authority .....

No. of Employees already on leave in the category:.....

Whether eligible as per university guidelines.....

Signature of the officer maintaining C/L Register

Orders of the Sanctioning Authority: Sanctioned/ Not Sanctioned

Signature of the Sanctioning Authority