



**BABA GHULAM SHAH BADSHAH UNIVERSITY  
RAJOURI (J&K)**

*Established by Government of Jammu & Kashmir. Recognized by UGC under section 2(f) and 12(B)*

**APPLICATION FOR CHILD CARE LEAVE**

1. Name of Applicant : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Deptt./ Office/ Section : \_\_\_\_\_
4. Name of Child for whom  
Child Care Leave is applied : \_\_\_\_\_
5. Date of Birth of the Child : \_\_\_\_\_
6. Date on which will be attaining  
18 years : \_\_\_\_\_
7. Is the child among the two  
eldest children : Yes / No
8. EL in credit (as on date) : \_\_\_\_\_
9. Period of Leave \_\_\_\_\_ days : w.e.f. \_\_\_\_\_ to \_\_\_\_\_  
Prefix / Suffix of holidays, if any : \_\_\_\_\_
10. Reason(s) for leave applied for : \_\_\_\_\_
11. Total Child Care Leave availed  
till date : \_\_\_\_\_
12. (a) Whether permission to leave : Yes / No  
the station is required  
(b) If yes, address during leave period: \_\_\_\_\_
13. Date of return from last leave & nature:  
and period of that leave : \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant

Pay Card No. \_\_\_\_\_

**Remarks of Controlling Officer**

Leave recommended / Leave not recommended

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Office \_\_\_\_\_