

**APPLICATION FOR SANCTION OF CHILD CARE LEAVE**  
**RLY BD.'S L. NO. E (P&A) 1-2008/CPG/LE-8 DATED 23.10.2008**

- 1 Name \_\_\_\_\_
- 2 Designation \_\_\_\_\_
- 3 Date of Appointment \_\_\_\_\_
- 4 Pay Band & Pay \_\_\_\_\_
- 5 Working Under \_\_\_\_\_
- 6 Purpose of CCL \_\_\_\_\_
- 7 CCL required From \_\_\_\_\_ To \_\_\_\_\_  
No. of Days \_\_\_\_\_
- 8 No. of times availed in the  
current year \_\_\_\_\_
- 9 Total no. of CCL availed \_\_\_\_\_
- 10 Name of minor children for  
whom favored CCL required \_\_\_\_\_
- 11 Proof of Date of Birth \_\_\_\_\_ Age of the child \_\_\_\_\_
- 12 Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 13 Address while on CCL \_\_\_\_\_  
\_\_\_\_\_
14. Certified that I am having \_\_\_\_\_ nos. of children and that I am claiming CCL for  
the eldest/ second child

**Signature of the employee**

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

Forwarded to \_\_\_\_\_ (Branch officer/competent authority) for sanction of Child Care  
Leave in favor of Smt. \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_ total \_\_\_\_\_ Nos. of days.

**Signature of Depot In-charge / Controlling Officer**

- Note 1. The CCL be admissible for two eldest surviving children below 18yrs of age.  
2. Employees cannot proceed on CCL without prior approval of the leave by the  
Sanctioning Authority