

**JAWAHAR NAVODAYA VIDYALAYA**

**APPLICATION FOR CHILD CARE LEAVE**

1. Name of Applicant :
2. Designation :
3. Name of Child for whom child care leave applied for :
4. Date of Birth of the child :
5. Date on which child will be attaining 18 years :
6. Period of leave required :
7. Prefix/Suffix of holidays, if any :
8. Reason(s) for leave applied for :
9. Total Child Care Leave availed till date :
10. Whether permission to leave :
11. If Yes, Address during leave period :
12. Date of return from last leave & nature of period of that leave :

Date :

Signature of Applicant

Place:

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**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

Certified that \_\_\_\_\_ for CCL from \_\_\_\_\_ to \_\_\_\_\_ is admissible under Rule No. 13018/2/2008-Estt.(L) dated 11/09/2008 for 730 days and already availed by her \_\_\_\_\_ And \_\_\_\_\_ days remain to be admissible till her child's attain 18 years

Signature of UDC / OS

**OFFICE ORDER**

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With reference to his/her application dated : \_\_\_\_\_, for sanction of Child Care Leave Ms. \_\_\_\_\_ is hereby granted \_\_\_\_\_ leave for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ both days inclusive and prefixing \_\_\_\_\_ and suffixing \_\_\_\_\_.

Entered in the CCL Account of the individual

Signature of the UDC / O.S

PRINCIPAL