



**NATIONAL LAW UNIVERSITY DELHI**  
Sector- 14, Dwarka, New Delhi – 110078  
**Application Form for Child Care Leave (Faculty/Administration)**

1. Name of the Applicant : \_\_\_\_\_
2. Post held : \_\_\_\_\_
3. Department/ Office / Section : \_\_\_\_\_
4. Name of Child for whom Child Care Leave applied for : \_\_\_\_\_
5. Date of Birth of the Child : \_\_\_\_\_
6. Date on which child will be attaining 18 years : \_\_\_\_\_
7. Is the child among the two eldest Children : YES/ NO
8. E.L. in credit (as on date) : \_\_\_\_\_
9. Period of Leave -Days : from \_\_\_\_\_ to \_\_\_\_\_
10. Sunday and holiday, if any proposed to be Prefixed/Suffixed to Leave : \_\_\_\_\_
11. Reason(s) for Leave applied for : \_\_\_\_\_
12. Total Child Care Leave sanctioned till date : \_\_\_\_\_
13. (a) Whether permission to leave Station is required : YES/ NO
- (b) If Yes, Address during the leave period : \_\_\_\_\_
14. Date of return from last leave, & nature and period of that leave : \_\_\_\_\_
15. Name of the person who will attend work during leave : \_\_\_\_\_

**Signature of Applicant with Date**

**Date:** ..... **Contact No.** .....

**Remarks of Branch In-charge/Head of Office**

Certified that the department work will not suffer in CCL Period. Therefore, her leave is recommended / OR Not recommended

**Signature of Section /Department Head**

**(For Office Use Only)**

Type of Leave Applied for \_\_\_\_\_  
Leave Due \_\_\_\_\_  
Leave Applied (No. of Days) \_\_\_\_\_  
Balance of Leave \_\_\_\_\_  
Total no of occasion for which leave applied during the year \_\_\_\_\_  
Orders of the authority competent to grant leave **Sanctioned/Not Sanctioned**

**Signature of Competent Authority**