

ASSAM POWER GENERATION CORPORATION LTD.
APPLICATION FORM FOR CHILD CARE LEAVE

1. Name of the applicant :
2. Designation :
3. Department/Office :
4. Details of the Children : Sl. No. Name Date of birth
- 1.
- 2.
5. Name of Child for whom Child Care Leave is applied for :
6. Date of Birth of the Child :
(Attested copy of Birth Certificate to be enclosed)
7. Date on which child will be attaining 18 years :
8. Is the Child among the two eldest Children : Yes/No
9. Period of Leave..... days : From to
10. Prefix/Suffix of holidays, if any :
11. Reason(s) for leave applied for :
12. Total Child care leave availed till date
- a. In the current year :
- b. Cumulative total in service till date :
13. a. Whether permission to leave station is required : Yes/No
- b. If yes, Address during leave period :
- c. Date of return from last leave & nature and period of that leave :

Date:

Signature of applicant

Remarks of Controlling Officer

Leave recommended/Leave not recommended :

Charge to be handed over to (if applicable) :

Date:

Signature

Designation

Office