

SOUTHERN RAILWAY

APPLICATION FOR CHILD CARE LEAVE

Authority: Railway Board's letter No.E(P&A)-2008/CPC/LE-8 (RBE No.158/2008 & PC. VI/No.38 dt:23/10/2008)

Name of the Employee			
Staff No. (If any)			
PF No.			
Designation & Station			
Purpose of Leave			
No. of days applied for			
Period of CCL applied	From	To	
Name of Child/Ward			
Date of Birth of Child			
Whether the child is eldest or 2 nd eldest			
School & Standard in which studying			
CCL availed earlier? (If so details)			
Remarks (if any)			
Address & Mobile no. during leave			

DECLARATION

I, Smt.....do hereby declare that the particulars furnished above are correct and I am aware that, if at any stage the information furnished above is found false I would be liable to be taken up under DAR apart from debiting the LAP duly recovering the overpayment involved.

Date:

Place:

Signature of the employee

Forwarded to Sr.DPO/MDU for necessary action.

Name of the Child shown above with date of birth have been verified with Family Composition Register of the current year & found correct.

Date:

Place:

Signature of the Immediate Supervisor

For Office Use.

Period of CCL taken		Balance of CCL		Signature & Designation of the certifying officer
From	To	Balance	As on	