



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)

Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC

Coimbatore - 641 043, Tamil Nadu, India

Child Care Leave (CCL) Application for Teaching Staff

1. Name of the applicant :
2. Post held / Designation :
3. Position : Probation / Permanent
4. Pay Band / Grade Pay :
5. Period of leave now applied for and the date from which it is required :

6. Details about the child for whom the Child Care Leave is applied*

Birth order	Name of the child	Sex	Age	Date of Birth
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Child – I

Child – II

(* Enclosed copy of the Birth Certificate of Child)

7. Reasons for applying (Please Tick)

Education ** / Sickness */ Child rearing / Any other (mention)

* Enclosed Proof

8. Date of return from last Leave :
9. My address during leave :

Place:

Date:

Signature of the applicant

10. Recommendation of the Head

(a) Whether leave can be granted :

(b) And if so, how it is proposed to carry on the work

11. Officiating arrangement and charge Allowance, if any proposed :

SIGNATURE OF THE HEAD

SIGNATURE OF THE DEAN

OFFICE NOTE

12. (A) Particulars of Child Care Leave due

on the date of proceeding on leave ----- days

(B) Total number of days Child Care Leave taken so far ----- days

FOR APPROVAL OF

Grant of leave----- days ----- Child Care Leave

From ----- to -----

Prefix----- Suffix -----

13. Officiating arrangements and
Charge allowance proposed-----

14. Any other remarks of recommendations:

Seat Asst. Asst. Registrar(Admn.) Registrar Vice Chancellor