भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
Indian Institute of Information Technology, Nagpur
"An Institution of National Importance by an Act of Parliament"

S.No. 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni,
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APPLICATION FOR CHILD CARE LEAVE
(Sr. No 1 to 12 to be filled by applicant)

1	Department		
2	Date of Application		
3	Name of the Applicant		
4	Designation		
5	Name of Child for whom CCL is applied for		
6	Date of Birth of the Child (Attach Certificate)		
7	Date on which child will be attaining 18 years.		
8	Is the Child among the Two Eldest Children	Yes / No	
9	Leave Applied- Prefix/Suffix of holiday, if any	From To /on	
10	Reason for Leave*		
11	Address in case going Out of station		
12	Alternate arrangements For Classes & other Academic Works		Signature & Date

*Please attach the supporting documents

Signature of the Applicant

Recommendations
From the HOD   :   **Recommended / Not Recommended**

Signature of the HOD: **Signature of Associate Dean/ Registrar**
                                        APPROVED / NOT APPROVED

DIRECTOR
For Office Use Only

To:
The Registrar,

Total Child Care Leaves	
Child Care Leaves availed till date	
Child Care Leaves Balance	

Signature of Jr. Assistant Admin