



VISVA-BHARATI  
SANTINIKETAN

The Registrar  
Visva-Bharati  
Santiniketan

*Through proper channel.*

Sub. : **APPLICATION FOR CHILD CARE LEAVE**

1.	Name of the Applicant	
2	I D No. & Designation	
3	Bhavana/Department/Office/Section	
4	Name of the child for whom child care leave is applied for and Date of Birth of the Child (supporting document is required)	
	Name	Date of Birth
		Age
i)		
5	Date on which child will be attaining 18 years	
6	Total Number of the child/children, their name and date of birth	
	Name	Date of Birth
		Age
i		
ii		
7	Proposed Period of Child Care Leave : From	To
8	Reason for Child Care Leave	
9	Total period of Child Care Leave availed till date : Number of Occasions :	
10	i)Whether permission to leave station is required : Yes/No	
	ii)If yes, address during leave period	
11	Date of return from last leave and nature and period of that leave :	
12	That if at any stage either of the contents given above found incorrect/ false. I shall be fully responsible for potential action	

Date :

Signature of applicant

Remarks of Controlling Office

Signature  
Designation  
with seal

Signature  
Designation  
with seal