

The Principal
PGDAV College (Eve.)
Nehru Nagar
New Delhi – 110065.

Subject: Grant of Child Care Leave (CCL)

Dear Sir,

I wish to avail of CCL for the period from _____ to _____ to take care of my child.

The particulars of my child / children are given as under :-

S.No.	Name of the child / children	Date of Birth	Date of attaining 18 years	CCL Being taken for * (Mark √ against the name)

**Please attach a copy of the Date of Birth Certificate of the child for whom CCL is being applied.*

Particulars of the CCL taken in the Current Calender Year (Ignore if applying for the next Calender Year)

S.No.	Period		No. of days	Remarks, if any
	From	To		

Kindly Grant me CCL for the above mentioned period and oblige.

Thanking you,

Yours faithfully,

Date: _____

Signature: _____

Name: _____

Department _____

For Office Use Only

Details of previous CCL availed			Balance Available	Entitlement
S.No.	Period	No. of Days		

Dealing Assistant

Principal