



MAHATMA GANDHI CENTRAL UNIVERSITY BIHAR

[Established by an Act of Parliament]

TempCamp, Zila School Campus, Motihari – 845 401, District – East Champaran, Bihar

APPLICATION FORM FOR CHILD CARE LEAVE

1.	Name of the Employee	:	
2.	Designation	:	
3.	Department / Office / Section	:	
4.	Name of Child for whom Child Care leave is applied for	:	
5.	Date of Birth of the Child (Attach proof)	:	
6.	Date on which child will be attaining 18 Years	:	
7.	Is the child among the two eldest Children	:	
8.	Period of Leave - Days Prefix/Suffix of holidays, if any	:	
9.	Reason(s) for leave applied for	:	
10.	Total Child Care Leave availed till date	:	
11.	Whether permission to leave Station is required	:	
	If Yes, Address during Leave period	:	
12.	Date of return from last Leave & nature and period of that leave	:	

Date:

Signature of Employee

Recommendation of the Head of the Department (HoD)

1. Certified that teaching and other work assigned to the applicant, will not be hampered during the above-mentioned period and the work-load will be shared by the others members within the department/section.
2. No. of teachers available in the Department during the above period:

Date:

Signature of the HoD

Recommendation of the Dean of the School / Concerned Authority

Date:

Signature

Recommendation of the Academic Coordinator / Concerned Authority

Date:

Signature

Observation(s) of the Establishment Section

Date:

Signature

Recommendation of the Registrar

Date:

Signature

Recommendation of the Hon'ble Vice-Chancellor

Approved / Not Approved

Date:

Signature of the Vice-Chancellor