



SRI VENKATESWARA COLLEGE : DHAULA KUAN : NEW DELHI – 110 021

Proforma for grant of Child Care Leave

1. Name of the Employee :
2. Designation & Department :
3. Date of Appointment :
4. Date of Confirmation :
5. No. of Children :
6. Age of each child :
7. Period of C.C.L. applied :

From	To	Total days

8. Details of C.C.L. availed, if any :

From	To	Total days

8. Reasons for applying Child Care Leave

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(Please use separate sheet if the space is not sufficient)

Date:

Signature of the Employee