



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 Girmi,  
Village - Waranga, PO - Dongargaon (Butibori), District - Nagpur (Maharashtra) – 441108

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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 I/c Dean**

**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. Officer Admin