



National Institute of Technology Raipur

G.E. Road, Raipur Chhattisgarh - 492010, India

Application Form for Paternity Leave (Teaching)

Name:				
Designation:				
Department:				
Pay level				
Previous Leave Details (EL/HPL/Commuted Leave/CL/RH/SCL)	From			To
Period Of Leave	From			To
No. of days of leave				
Date of joining duty				
Whether Head Quarter Leave required (if required please mention dates)	From			To
Address and phone no. during absence				
Proof of Wife's confinement or Birth certificate/Adoption of children				
Charge hand over to				
Details of Class arrangement by faculty				
Sr.No	Faculty Name	Designation	Date	Signature
1				
2				
3				
4				

Certified that I am having _____ Nos. of children and this is/will be eldest/youngest child of mine against paternity leave.

Note:-

- Eligibility:** Male Government servant with less than two surviving children. Apprentices are also eligible. Paternity Leave is also admissible on valid adoption of a child below the age of one year.
- Duration:** Fifteen days during wife's confinement, i.e. up to 15 days before, or up to six months from the date of delivery of the child and for 15days from the date of valid adoption of a child.

Signature of applicant

Recommended/Non-Recommended
(Head of the Department)

Verified by
Joint Registrar

Date of Application:

Granted/ Not granted
(Director)