**National Institute of Technology Raipur**

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

Application Form for Paternity Leave (Non-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 |  |

# Certified that I am having\_\_\_\_\_\_\_\_Nos. of children and this is/will be eldest/youngest child of mine against paternity leave.

## Note:-

1. **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.
2. **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 15 days from the date of valid adoption of a child.

**Signature of applicant**

Recommended/Non-Recommended

**(Head of the Department)**

# Date of Application:

Verified by

## Joint Registrar

Granted/ Not granted

## (Registrar)