



Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)

Kashmere Gate, Delhi-110006

APPLICATION FOR MATERNITY LEAVE/PATERNITY LEAVE

1. Name of applicant :
2. Post held with Pay Band & Present Basic Pay + GP :
3. Deptt./Branch/Section where working :
4. Period of leave applied for
(Please enclose certificate date
of confinement from doctor) :
5. Saturday/Sunday and other holidays, if any,
proposed to be prefixed/suffixed to leave :
6. Details of such types of leave availed
earlier and number of surviving children :
7. Expected/Due Date & delivery or
Delivery Date as the case may be :
8. Address during leave period :
9. Telephone/Mobile No. during leave :
10. Whether approval for adoption a new child,
if no then age & child adopted :
11. Whether any Paternity Leave allowed earlier :

Signature of Applicant
(with date)

12. Remark/recommendations of the
Dean/Head of the School/Branch Officer concerned

Signature (with date)
Designation