

Application for Paternity Leave

Personal Details	
Name of the Applicant :	
Name of the School :	

DETAILS OF CHILD	
Name of child for whom Paternity cum-CCL is applied for	
No. of children & No. of surviving children for whom leave is applied for (Please Put ✓ Mark)	(1 / 2)
Date of birth of the child for whom leave is applied for	
Birth Certificate of the Child is attached (Please Put ✓ Mark)	Yes / No

LEAVE DETAILS	
Period of Paternity cum-CCL Leave is applying for	from to, Total Days
Period of Paternity cum-CCL already enjoyed during the entire period of service	from to, Total Days
No. of spell of Paternity cum-CCL applying for (Please Put ✓ Mark)	1 / 2, 2 / 2 (In this calendar year)
Reason of leave applying for :	

I hereby declare that the above information is true and correct to the best of my knowledge and belief.
All the relevant papers are attached herewith this format.

Date : Signature of the Applicant

*Forwarded to the competent authority of
..... for necessary action.

Recommendation of the authority

Signature of the HOI With Seal & Date

Signature of the concerned authority