

**MATERNITY / PATERNITY LEAVE APPLICATION**

1.	Name (IN BLOCK LETTERS)	
2.	Designation & Station	
3.	Staff No & PF No	
4.	Numbers of serving children with Name, Age on the date of Application	
5.	Whether M.C. Attached	
6.	M.L. Applied for	

**DECLARATION BY THE EMPLOYEE**

I hereby declare that I am having No/one/two child on the date of my M.L. Application. I am aware if my statement proved to be false, I am liable for dismissal from service.

Encl.

Signature of the Employee.

**DECLARATION BY THE SUPERVISOR OFFICIAL**

Forwarded to Sr.-DPO/TPJ. The details furnished by the employee are verified and found correct.

Date:

Signature of the Supervisory  
with seal.