

MATERNITY/PATERNITY LEAVE APPLICATION

1. Name :
2. PF No. :
3. Designation/ Station :
4. Number of surviving children  
With Name, age on the date of  
Application
5. ML /PL applied for :

DECLARATION BY THE EMPLOYEE

I hereby declare that I am having One/ Two child on the date of my ML/PL application. I am aware if my statement proved to be false, I am liable for DAR action.

Enc: Signature of the employee

Forwarded to DPO/SA. The details furnished by the employee is verified and found correct

Station

Date Signature of the Supervisory official