

# PROFORMA FOR APPLYING FOR PATERNITY LEAVE

To,  
Deputy Registrar  
Administration Section-NT  
AMU, Aligarh

1. Name of the applicant : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. I.D. No. : \_\_\_\_\_
4. Department/Office : \_\_\_\_\_
5. No. of Children : \_\_\_\_\_  
(Please enclose Attested Copy at MAS)
6. Name of the Wife : \_\_\_\_\_
7. Date of Leave (Applied for) : \_\_\_\_\_
8. Date of Present Delivery : \_\_\_\_\_  
(Please enclose attested copy at birth certificate)
9. Details of Paternity leave : (i) From \_\_\_\_\_ to \_\_\_\_\_  
Availed earlier, if any : (ii) From \_\_\_\_\_ to \_\_\_\_\_

I, solemnly declare that the above information is correct to best at any knowledge.

(Signature at application)

**Encl:** 1. Copy of MAS Book  
2. Birth Certificate

FORWARDING REMARK OF THE HEAD OF THE DEPARTMENT