



भारतीय सूचना प्रौद्योगिकी संस्थान भागलपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR
(An Institute of National Importance, established by Ministry of Education, Govt. of India)
Sabour, Bhagalpur-813210, Bihar

APPLICATION FOR MATERNITY/ PATERNITY LEAVE

1. Name of the Applicant:
2. Designation with Pay Scale:
3. Department/Branch of Posting:
4. Employee Code:
5. Period for which leave applied for- w.e.f. _____ to _____ (_____ days)
(Please enclose certificate of expected date of confinement from doctor)
6. Saturdays/Sundays/ holidays/ vacation,
if any, proposed to be prefixed/ suffixed to leave:
7. Details of such types of leave availed earlier
and number of surviving children:
8. Address during leave period:

Signature of Applicant

9. Remarks and/or recommendation of the
Head of the Department concerned:

Signature of Head of the Department

10. Remarks and/or recommendation of the
Registrar/Dean (FW) concerned:

Signature of Registrar/Dean (FW)

11. Remarks and/or recommendation of the Director:

Approved/Not Approved

Director