



## DELHI TECHNOLOGICAL UNIVERSITY

Established under Govt. of Delhi Act 6 of 2009  
(Formerly Delhi College of Engineering)  
BAWANA ROAD, SHAHBAD DAULATPUR, DELHI-110042

### APPLICATION FOR MATERNITY/ PATERNITY LEAVE

1. Name of applicant
2. Designation with pay scale
3. Department / Branch of posting
4. Period for which leave applied for - w.e.f \_\_\_\_\_ to \_\_\_\_\_ (        days)  
**(Please enclose certificate of expected date of confinement from doctor)**
5. Saturdays/Sundays/ holidays/ vacation, if any,  
proposed to be prefixed/ suffixed to leave
6. Details of such types of leave availed  
earlier and number of surviving children
7. Address during leave period

Signature of Applicant  
(with date)

8. Remarks and/or recommendation of the  
Dean/Head of the Department/ Branch Officer concerned

Signature (with date)  
Designation