

LIST OF DOCUMENT FOR PATERNITY LEAVE

- 1) Application
- 2) Family declaration
- 3) Certificate regarding birth of the child, whether issued by concern medical authority or Govt. of India.
- 4) Doctor certificate required for availing leave before 15 days from the date of birth of child.
- 5) Application to be forwarded through proper channel.
- 6) To be applied before 06 months from the date of birth of child, up to two live children.