

Undertaking Certificate for sanction of Paternity leave/Maternity leave

1. Name& Rank of the employee :
2. Place of working :
3. Name of the spouse :
4. Date of delivery :
5. Number of present issue (1st /2nd/3rd) :
6. No. of previous issues :
7. Delivery particulars :

(Delivery certificate issued by the Doctor/
Hospital to be enclosed.)

Signature of the employee.

Specific remarks of the SHO/RSI/RI.

Signature with seal.