

JOINING REPORT AFTER AVAILING LEAVE

I, _____ (Designation) _____ after availing _____ days Earned Leave/Commutated Leave/HPL/EOL/Maternity Leave/Paternity Leave/Child Care Leave w.e.f. _____ to _____ hereby report for duty in the F.N./A.N. of _____. The following dates, which were holidays/Sundays/Saturday may kindly be prefixed/suffixed:-

I am also enclosing herewith Medical Certificate/Medical Fitness Certificate. (Application in case of leave on medical grounds).

Date: _____

Signature _____
Name _____
Designation & Employee Code _____
Branch/School _____
Mobile No. _____
E-mail _____

Certificate by Dean/Head of Deptt./Branch Officer

Certified that Mr./Ms./Dr. _____ joined in the F.N./A.N. of _____.

Forwarded to Personnel Branch.

Signature of the Dean/
Head of the Deptt./
Branch Officer concerned.