



Joining Report for Faculty/ Non-Teaching Staff after availing Leave
(Other than Casual Leave)

Date- ____/____/____

The Director/Dy. Director
Registrar/ Dy. Registrar

Sir/Madam,

After availing of _____ days of _____ (Type of leave)
of 20_____ from _____ to _____, I hereby
report myself on duty with effect from **forenoon/ afternoon** of _____.

This may kindly be recorded.

Forwarded

Head of the Department

Signature

Name

Designation

P.F. No

Department