



## JOINING REPORT

I ..... (Name), .....Designation,  
.....(Dept./Section) hereby report myself on duty on this days  
.....(Forenoon/Afternoon) after availing .....Day(s), .....Leave  
from .....to .....with prefix ..... and suffix.....

Date:

(Signature of the Employee)

Forwarding remarks of the HoD/Section In-charge.

**HoD/Section In-Charge**

**To be submitted to Establishment I/C**