

JOINING REPORT AFTER AVAILING LEAVE/VACATION

I, _____ (Designation) _____
after availing summer/winter Vacation / _____ days Earned Leave/Commuted
Leave/HPL/EOL/Maternity Leave/Paternity Leave/Child Care Leave/Vacation
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 _____

JNV _____

Mobile No. _____

E-mail _____

Certificate by Head of Dept.

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

Forwarded to Dealing Asst.

Signature of the
Head of the Deptt.