## Joining Report after availing Vacation/ Earned Leave/ Academic leave /Extra Ordinary Leave/ Maternity Leave/ Paternity Leave

I,	Designation
Department	after availing summer/winter vacation/ days of
Earned Leave/Academic Leave /Extra Or	dinary Leave/ Maternity Leave/ Paternity Leave w.e.f.
tohe	reby report for duty on(F.N/A.N).
Date:	Signature & Name of Employee
Certificate by Head of Dept	
Certified that Mr/Mrs/Ms/Dr	joined the department in F.N/A.N
on	
Date:	Signature of HoD
Copy to: Establishment section	