

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
Department of Mechanical Engineering

The Director/Registrar
I.I.T. Kanpur

(Through Proper Channel)
SUB.: JOINING REPORT

Sir,

After availing of Earned Leave/Half Pay Leave/Extra Ordinary Leave/Commutated Leave/Vacation Leave from _____ to _____, I hereby report myself on duty with effect from **forenoon/afternoon** of _____.

This may kindly be recorded.

Forwarded

Signature_____

Name _____

Designation_____

P.F. No. _____

Head of the Department

Department_____

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