



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Office of Outreach Activities
APPLICATION FOR JOINING REPORT (PROJECT STAFF)

Subject: Joining Report after Leave

To,
The Group In-Charge,
A. Finance and General Administration, B. Marketing, C. Technical/mooKIT, D. Academics & Policy

Dear Sir/Madam,

I respectfully submit that I had availed **Casual / Annual Leave** from _____ to _____ . I hereby report for duty and resume my services with effect from the **forenoon / afternoon of** _____ .

Thanking you.

Signature _____

Name _____

Designation _____

P.F. No. _____

Date: _____

☐ **Sanctioned** ☐ **Not Sanctioned**

Group In-Charge

Approved/ Not Approved

Professor Incharge