



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR -16C, DWARKA, NEW DELHI-110075**

JOINING REPORT AFTER AVAILING LEAVE

I, _____ (Designation) _____,
after availing _____ days Earned Leave/ Commuted Leave/ HPL/ EOL/ Maternity
Leave/ Paternity Leave/ Child Care Leave w.e.f. _____ to _____,
hereby report for joining duty in the F.N./A. N. of _____. The following
dates, which were holidays/Sunday/Saturday may kindly be prefixed/suffixed:-

I also enclose herewith Medical Certificate/ Medical Fitness Certificate.
(Application in case of leave on medical grounds).

Date: _____

Signature _____

Name _____

Designation & Employee Code _____

Branch/School _____

Mobile No. _____

E-mail _____

Certificate by Dean/Head of the School/Branch Officer

Certified that _____ joining in the F.N/A.N.
of _____.

Forwarded to Personnel Branch.

Signature of the Dean/
Head of the School/
Branch Officer concerned.

