

Form : ESTB 1/2017

Subject: Joining report after availing earned leave/commuted leave/duty leave.

Sir/Madam,

I _____ hereby join the Institute today on
_____ (Forenoon/Afternoon) after availing the _____ days earned
leave / commuted leave / duty leave from _____ to _____.

Thanking you,

Yours faithfully,

Signature _____

Dated: _____

Name _____

(in capital letters)

ID No _____

Division/Section _____

Signature of Head of the Division/Section

Note: This form should be send to the Establishment Section after signing by the
Head of the Division/Section.