

**JOINING REPORT**

I Shri/Smt/Ms. \_\_\_\_\_ Designation \_\_\_\_\_ hereby  
report myself for duty this day \_\_\_\_\_ forenoon / afternoon after availing of \_\_\_\_\_ days of  
from \_\_\_\_\_ to \_\_\_\_\_ .

Signature

Signature of Controlling Officer  
with Date.