



राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR — 713 209, INDIA

Date:

To
The Dean (FW),
National Institute of Technology
Durgapur — 713209

(Through Proper Channel)

Sub: Joining Report

Sir,

I've joined my duty on today i.e. on _____ after availing _____ days _____ Leave from _____ to _____
This is for your kind information and necessary action please.

Thanking you,

Yours faithfully,

Signature of Head of the Deptt. / Section

Signature of the applicant with date

Name : _____

Department/ Section: _____

Employee ID No: _____