



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
ন্যাশনাল ইনস্টিটিউট অফ টেকনোলজি দুর্গাপুর
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
Mahatma Gandhi Avenue, Durgapur – 713209, West Bengal, India

Date:

To
The Registrar
National Institute of Technology Durgapur

(Through Proper Channel)

Subject : Joining Report

Sir,

With due respect I would like to state that I have joined my duty 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

Department / Section:.....

Employee ID No.: