

## **JOINING REPORT**

Date: -----

To,

**The Principal,**  
Shri Shivaji Science & Arts College,  
Chikhli. Dist. Buldana. – 443 201.

**Subject: Joining report of duties and services.....**

**Reference: Your Office Order No. \_\_\_\_\_ dated . \_\_\_\_\_**

**Applicant: \_\_\_\_\_**

**Dear Sir,**

With above-cited reference I, the undersigned, \_\_\_\_\_  
am pleased to inform you that I have joined my duties as Professor/Associate  
Professor/Assistant Professor/ Librarian/Director of Physical Education in the Department of  
\_\_\_\_\_ today and report myself on duty in the  
forenoon / afternoon at \_\_\_\_\_ AM/PM on \_\_\_\_/\_\_\_\_/\_\_\_\_.

I am especially thankful to you for providing me the opportunity to serve in your  
renowned institute. I assure you that I will perform my duties sincerely, honestly and to the  
best of my abilities.

I, therefore, kindly request you to accept my joining report and assist and guide me in  
this regard.

For your kind information and further process.

Thanking you.

**Yours sincerely,**

(\_\_\_\_\_)

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

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**Counter signed by Reporting Officer**