

Shri Shivaji Education Society, Amravati's

**SHRI SHIVAJI SCIENCE & ARTS COLLEGE, CHIKHLI. DIST. BULDANA. – 443 201.**

## **JOINING REPORT**

Date: -----/-----/-----

To,

**The Principal,**

Shri Shivaji Science & Arts College,

Chikhli. Dist. Buldana. – 443 201.

**Subject: Joining report of duty and services after availing the leave ...**

**Dear Sir,**

I \_\_\_\_\_, hereby report myself on duty by joining the college today i.e. on \_\_\_\_/\_\_\_\_/\_\_\_\_ (FORENOON/AFTERNOON) at \_\_\_\_\_ AM/PM after availing the \_\_\_\_\_ (in words) \_\_\_\_\_ days Earned Leave / Medical Leave / API / Commuted Leave / Duty Leave from \_\_\_\_\_ to \_\_\_\_\_.

It is for your kind information and further necessary action.

Thanking you !

**Yours faithfully,**

**Signature of Applicant**

**Date:** \_\_\_\_\_

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

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

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

**Estt. Section (Cul/Office)**