



Form No: A 4

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK (M.P.)
(A Central University established by an Act of Parliament)

JOINING REPORT AFTER AVAILING LEAVE

(Other than CL/ RH/ Comp off)

To,

The Registrar,

Indira Gandhi National Tribal University,

Amarkantak, 484886 (M.P.)

Sir,

After availing the Earned / Commuted / Half- Pay / Extra-Ordinary / Special Casual / Vacation/ Duty Leave or (any other Leave to be specified)
from _____ to _____, I report for duty with effect from
_____ (FN / AN).

Yours sincerely,

Signature of the Employee : _____

Name of the Employee : _____

Department: _____ Designation : _____

Signature of concerned HoD/ Sectional Head Dean
(with date)

Note : to be signed by both HoD and Dean for the faculty and by the sectional / Deptl Head for Non-teaching.

FOR ADMIN. OFFICE USE

Nature of Leave Approved _____ No. of days of leave approved : _____

Entered in the _____ register at page No. _____ and Sr. No. _____ with sign.

Signature of Dealing Assistant / SO

Note: (i) *Joining Report shall be submitted to the Admin. Section after availing of leave other than CL/RH with the signature/ forwarding of the concerned Sectional Head / HoD/ Dean.*
(ii) *In case of any deviation in leave, a fresh leave application shall also be submitted along with this leave report for approval of the Competent Authority.*