

G. B. PANT HOSPITAL
GOVERNMENT OF NCT OF DELHI
1, JAWAHAR LAL NEHRU MARG, NEW DELHI-110002.
JOINING REPORT AFTER LEAVE

To

The _____
G.B. Pant Hospital, 1, J.L.N. Marg,
New Delhi

Subject : Joining Report after leave.

Respected Sir/Madam,

Most respectfully, I have to state that I am working as _____ in the Department of _____ on Regular / Contract / Ad-hoc basis and due to _____, I was not able to attend the duties from _____ to _____ (_____ Days) and has applied for following leave.

| | |
|------------------------|---|
| Period of leave | From _____ to _____ (_____) Days Type of leave _____ |
|------------------------|---|

I am joining my duties with effect from _____ (A/N or F/N).

Thanking you,

Yours faithfully,

Dated:

Name : _____

Designation : _____

Employee Code : _____ File No. _____

Department : _____

Verified from attendance Register: - Yes / No

Name & Signature of the HoD/OFFICER I/C
(With Seal)

Forwarded to: