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	ICAR – Indian Institute of Vegetable Research, Varanasi		Dated: 12/03/18
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### JOINING REPORT

I, \_\_\_\_\_(name) \_\_\_\_\_

(designation) do hereby report myself for duty this day on \_\_\_\_\_ in the

Afternoon/ Forenoon after availing Earned Leave/ Commuted Leave/ Half-Pay Leave/ Extra-Ordinary

Leave/ Leave Not Due for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_, prefixing

\_\_\_\_\_ & suffixing \_\_\_\_\_ on ground of \_\_\_\_\_.

Leave has already been sanctioned vide F. No. \_\_\_\_\_ dated \_\_\_\_\_/ was

applied on the ICAR ERP System on \_\_\_\_\_ and has already been sanctioned by

the Leave Sanctioning Authority. Joining has also been submitted on the ICAR ERP System.

Fitness Certificate (for Medical Leave only) is also annexed.

Dated: \_\_\_\_\_ Signature : \_\_\_\_\_

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

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

Forwarded by:

(Head/ in-charge)

(Division/ Section)

To,

The Senior Admin. Officer

ICAR – IIVR, Varanasi.