



Form No. A3-A (Faculty)

INDIAN INSTITUTE OF TECHNOLOGY INDORE

JOINING REPORT AFTER AVAILING LEAVE

To,

The Director,
Indian Institute of Technology,
Indore: 452020 (M.P.)

Sir,

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

Yours faithfully,

Signature of the Employee : _____

Name of the Employee : _____

Department: _____ Designation : _____

Signature of the Head / In charge of the Dept. / Section: _____

FOR ADMIN USE