



Form No. A3-A (Faculty)

INDIAN INSTITUTE OF TECHNOLOGY INDORE
JOINING REPORT AFTER AVAILING LEAVE

To,

Director/DOFA
IIT Indore
Indore 453 552

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 : _____

Discipline: _____ Designation : _____

Signature of the Head / In-charge of the Discipline / Section: _____

FOR ADMIN USE