



Form No. A3-A (Faculty)

## INDIAN INSTITUTE OF TECHNOLOGY INDORE

### JOINING REPORT AFTER AVAILING LEAVE

To,  
Director  
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**