



Form No. A3-B (Staff)

## INDIAN INSTITUTE OF TECHNOLOGY INDORE

### JOINING REPORT AFTER AVAILING LEAVE

To,

The Registrar,  
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