



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY,
RAEBARELI**

To,

The Director /
Registrar / Dy. Registrar

(Through Proper Channel)
SUB: JOINING REPORT

Sir,

After availing of Earned leave / Half Pay Leave / Extra Ordinary Leave/ Commuted
Leave / Vacation Leave / Medical Leave from _____ to _____,
I hereby report myself on duty with effect from forenoon / afternoon of
_____.

This may kindly be recorded.

Forwarded
Head of the Department

Signature: _____

Name: _____

Designation: _____

P.F. No.: _____

Department: _____