



भारतीय सूचना प्रौद्योगिकी संस्थान राँची
Indian Institute of Information Technology Ranchi

(An Institute of National importance under Ministry of Education, Government of India)

Ranchi, Jharkhand, India – 834010

**Subject: Joining report after availing Earned Leave/ HPL/
Commuted Leave/ LTC/ Duty leave.**

Registrar,

I _____ hereby join the Institute today on
_____ (F.A. /A.N.) after availing the _____ days earned leave/
HPL/ Commuted Leave/ LTC/ Duty Leave from _____ to _____.

Thanking you,

Yours faithfully,

Signature: _____

Dated: _____

Name: _____

Designation: _____

Department: _____

Signature of HOD/ Sectional Head/Section In-Charge

Note: This form should be sent to the Establishment Section after endorsement of the HOD/
Sectional Head/Section In-Charge.