



DELHI TECHNOLOGICAL UNIVERSITY

Established under Govt. of Delhi Act 6 of 2009
(Formerly Delhi College of Engineering)
BAWANA ROAD, SHAHBAD DAULATPUR, DELHI-110042

JOINING REPORT AFTER AVAILING LEAVE

I, _____ Designation _____, after availing _____ days Earned Leave/ Commuted Leave/ HPL/ EOL/ Maternity Leave/ Paternity Leave w.e.f. _____ to _____, hereby report for joining duty in the F.N./A.N. of _____. The following dates, which were holidays/ Sundays/ Saturdays may kindly be prefixed/ suffixed.

I also enclose herewith Medical Certificate/ Medical Fitness Certificate.

(Application in case of leave on medical grounds)

Signature of the officer / official

Certificate by Dean / Head of the Department / Branch officer

Certified that _____ joined in the F.N./ A.N. of _____.

Forwarded to Assistant Registrar (Establishment).

Signature of the Dean./
Head of the School /
Branch Officer concerned.