

### **JOINING REPORT**

I hereby report myself for duty this day on ..... (forenoon/  
afternoon), after availing of the following kinds of leave.

Earned leave for ..... days (from ..... to ..... )

Half Pay leave for ..... days (from ..... to ..... )

Commutated leave (MC) for ..... days (from ..... to ..... )

EOL (with/without MC for .....days (from ..... to ..... )

with permission to prefix/suffix holidays on .....)

Signature:

Name in block letter:

Designation:

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