



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**KASHMERE GATE, DELHI – 110 006**

**JOINING REPORT AFTER AVAILING LEAVE**

I, \_\_\_\_\_, 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 School / Branch officer**

Certified that \_\_\_\_\_ joined in the F.N./ A.N. of  
\_\_\_\_\_.

Forwarded to Establishment branch.

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