



नेशनल इन्श्योरेंस कंपनी लिमिटेड

(भारत सरकार का उपक्रम)
पंजीकृत एवं प्रधान कार्यालय : 3, मिडिलटन स्ट्रीट, पी. बा. नं., 9229 कोलकाता-700 071
NATIONAL INSURANCE COMPANY LIMITED
(A Govt. of India undertaking)
Registered & Head Office : 3, Middleton Street, P.O. Box No. 9229, Kolkata-700 071

JOINING REPORT

NAME :
CADRE : ADMINISTRATIVE OFFICER (SCALE I)
CATEGORY :
ADDRESS :

APPOINTMENT LETTER REF.NO. & DATE :
DATE OF BIRTH :
DATE OF JOINING :
Choice of Email ID 1 :
Choice of Email ID 2 :
Choice of Email ID 3 :
PAN No. :
NAME & ADDRESS OF THE PREVIOUS EMPLOYER : _____

DOCUMENTS BEING SUBMITTED

1. Copy of the Appointment letter duly signed
2. Service Agreement duly executed
3. Release letter from the previous Employer
(If applicable)

Yours faithfully

(Signature of the Employee)

For Office Use

Original for Office of Posting

- 1st Copy for Accounts Deptt. of Office of Posting
- 2nd Copy for H.O. Personnel Deptt.
- 3rd Copy for Employee
- 4th Copy for Employee's Personal file
- 5th Copy for P.O. Training Department

Chief Manager
National Insurance Co. Ltd