

	ICAR– Central Institute for Research on Goats, Makhdoom, Mathura		Doc. No.: CIRG/IS/08
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JOINING REPORT

I, _____ (name) _____

(designation) do hereby report myself for duty this day on _____ in the

Afternoon/ Forenoon after availing Earned Leave/ Commuted Leave/ Half-Pay Leave/ Extra-Ordinary

Leave/ Leave Not Due for _____ days from _____ to _____, prefixing

_____ & suffixing _____ on ground of _____.

Leave has already been sanctioned vide F. No. _____ dated _____/ was

applied on the ICAR ERP System on _____ and has already been sanctioned by

the Leave Sanctioning Authority. Joining has also been submitted/ not submitted on the ICAR ERP

System.

Fitness Certificate (for Medical Leave only) is also annexed.

Dated:

Signature : _____

Name : _____

Designation : _____

Forwarded by:

(Head/ in-charge)

(Division/ Section)