



CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES
(Deemed University)
SARNATH, VARANASI



**Earned Leave / Half-Pay Leave / Commuted Leave / Leave not due /
 Extra Ordinary Leave / Maternity Leave / Paternity Leave**

SUBJECT : JOINING REPORT

I hereby report for duty today after availing days (type of leave) from to
 Medical Certificate and Fitness Certificate are also enclosed.

Name : _____

Designation : _____

Department / Section : _____

No. of Enclosures : _____

Dated : (Signature of Applicant)

Forwarded to Administration

Date : Signature of HOD / Section Head

ORDERS OF LEAVE SANCTIONING AUTHORITY

Joining may be accepted w.e.f.

Proposed by

Recommended by

Accepted / Rejected

S.O.

AR / DR

Registrar / Director