

DEEN DAYAL UPADHYAYA COLLEGE
(UNIVERSITY OF DELHI)

JOINING REPORT

I hereby report myself for duty on this day _____ (Forenoon/Afternoon) after availing of _____ leave from _____ to _____

* prefixing/suffixing _____ and _____.

*Certified that I and or my family members resided in Delhi during the period for which compensatory allowance and/or House Rent Allowance has/have been claimed on the expiry of Leave.

*Certified that I continued to incur expenditure on rent during the leave period.

*The Medical Fitness Certificate is enclosed (to be enclosed wherever applicable).

Signature of the employee

Name : _____

Designation: _____

Section/Department: _____

Counter Signed (Officer-in-charge)

* Strike off, which is not applicable.